**Town of Nahant
Community Preservation Committee**

**Meeting Minutes**

**Monday November 22, 2021 at 7:00pm via Zoom**

**Committee Members:**

**Lynne Spencer: Chair**

**Paul Spirn: Secretary**

**Austin Antrim**

**Ellen Steeves**

**Nancy Cantelmo**

**Ellen Goldberg**

**David Wilson**

***Attendance:***

**CPC:**

**Lynne Spencer, Chair**

**Paul Spirn**

**Austin Antrim**

**Ellen Steeves (remote)**

**Nancy Cantelmo (remote)**

**Ellen Goldberg (remote)**

**David Wilson**

**Public:**

**Julie Tarmy (Advisory and Finance Committee-remote)**

**Kevin Andrews (Johnson School Principal-remote)**

**Trish Aldrich**

**Josh Antrim (Nahant Selectman)**

**Leslie White**

**Lynne Spencer:** Opened the meeting at 7:11pm on Monday November 22, 2021.

***Motion:***

**Austin Antrim:** made a motion to approve the CPC meeting minutes from November 1, 2021, prepared by Kristin Taylor as submitted with edits by Paul Spirn

**Nancy Cantelmo:** second

***Roll call vote:***

**Lynne Spencer:** yes

**Paul Spirn:** yes

**Ellen Steeves:** yes

**Ellen Goldberg:** yes

**Nancy Cantelmo:** yes

**Austin Antrim:** yes

**David Wilson:** abstain

***Lynne Spencer*:** The Community Preservation Act was accepted in town by Town Meeting in 2004. We have undertaken many projects over the years. Funding under the Act is based on a surcharge on real estate taxes and in our case we elected a 3% surcharge. For many years that was matched in full by the state through the Community Preservation Coalition and the innovative structure that existed to provide that match. In recent years that state match had gone lower, but this yearwe got a notice that due to thesurge in real estate transactions, the state match is predicted to be around a 94% match. This year it looks like there will be around 500,000$ to appropriate. CPC is required to allocate or reserve at least 10% to each of three categories, Open Space and Recreation, Community Housing, and Historic Preservation. Whether the earmarked 30% and where the remaining 70% balance will go is determined by the CPC through grant applications. Tonight we will hear from potential applicants.

***Kevin Andrews:*** For several years we have encouraged students to walk and bike to school. The Nahant Heritage trail runs through the Lowlands parking lot, right behind the school and up to Baileys Hill. The signs for the trail have been lost through the years. We might apply for funds to install a clay or stone dust biking path to run from Flash Rd playground and behind DPW, and to increase signage for the trail, such as placing markers of plants along the trail and in the forest behind the school.

***Lynne Spencer*:** Have you thought about a potential budget or means of moving this forward?

***Kevin Andrews*:** I have not, I wanted to attend this meeting to see if as principal if I can apply to the CPC for this project. I am working with NEF (Nahant Education Foundation) who will support the logistics, and working with the Garden Club as well.

***Lynne Spencer*:** Is the school involved with the community garden?

***Kevin Andrews*:** Yes. The students just planted garlic, harvested potatoes. Each grade has a plot they “own” and take care of.

***Lynne Spencer***: You can submit a full plan with a map including sign postings, as well as a budget, to pass in with the application.

***Julie Tarmy (Historical Society):*** You will be seeing an application from the Historical Society going back to some of the items that previously we talked about wanting to conserve--town records that included the first town report, library documents, police/fire department and other vital records. A conservator was contacted to figure out which items should be preserved and which ones should be digitized.

***Josh Antrim (BOS Chairman)*:** Is it the responsibility of the grant writer to get these projects kicked off or does it vary project to project? Who is responsible for getting it done?

***Lynne Spencer*:** It does vary. For example the town basketball courts project was organized by Tony Barletta, and the Town is responsible for project completion. Non-profits given a grant undertake the project on their own. We have the capacity to watch the disbursement of those funds. A Town project has to go through public procurement and follow chapter 149 guidelines.

***Sharon Hawkes (Nahant Librarian*):** We are moving on with this year’s projects including the roof, windows, gutters, vents. This is out for bid and if they are too high we will prioritize. We have some interior projects that include the boiler and electrical, that have gone out to bid.

***Lynne Spencer*:** This is part of the Town Hall, Library and Ellingwood Chapel project.

***Trish Aldrich*:** Our group, Friends of East Point, try to take care of Lodge Park. We have already requested some proposals from different groups to develop a master plan for restoration and ecological management to guide efforts at Lodge Park. That will include removing invasive species, mowing, reintroducing native plants, new signage and, in all aspects, working with DPW. This is in preliminary stages and we expect it to be 10,000$ or less to develop the plan. We are wondering if it would be better for a nonprofit like S.W.I.M to apply for it or get a match from S.W.I.M.

***Nancy Cantelmo***: We also want to include cultural, geographical and historical signs and guides.

***Lynne Spencer***: How did you come up with a 10,000$ budget?

***Trish Aldrich*:** We requested proposals from 4 different organizations. Two provided proposals. One is for 7500$ and one is for 10,000$ from Mass Audubon Services Group and Partair Ecological Services [?].

***Lynne Spencer***: Would this be focused on the Town owned area, Lodge Park?

***Trish Aldrich:*** yes

**Lynne Spencer**: is this part of the master plan of the Open Space committee

***Nancy Cantelmo***: Yes, we would like to see it done other places in Town too. DPW has done a lot of work up there already and we would like to see developed plans for the area. It relates to Kevin’s plan, for developing consistent signage.

***Lynne Spencer***: So this would be a planning grant and subsequently you would go into an implementation grant.

***Nancy Cantelmo***: The amount these companies are asking for exceeds the few thousand dollars that may be needed for a project like Kevin’s.

***Lynne Spencer***: Yes we can get small grants. You could apply for the planning grant money and expand beyond the 7500$ to include implementation. It might be a 15-20,000$ grant application, spend the year, develop the specifics of the application and then come in the following year for implementation. The other approach is to find the 7500$ somewhere and then apply for an actual budget for the project.

Once you take a project and develop a plan, then it goes to bid and then you would know what your project costs would be.

CPC grant applications are due January 28th and then we begin reviewing proposals and interviewing applicants. We go through 2 months of review and considerations, present the Fin Comm with our report and recommendations which we hope they support. Our Committee recommendations, printed in the Town Warrant book, are presented at Town Meeting the third Saturday in May, and the Meeting votes on the articles.

***Lynne Spencer***: I propose the following meeting calendar: January 10, January 31, February 7, February 21, and March 7.

***Paul Spirn***: Made a motion to adjourn the meeting at 8:20pm

***Austin Antrim***: Second

***Unanimous: yes***

[Meeting Minutes submitted by Paul Spirn were edited and approved at CPC Meeting, February 7, 2022.]