

Community Preservation Committee Minutes

Date: December 15, 2021

Time: 7:30 PM

Place: Zoom Virtual Meeting

Members Present: Didi Chadran, Michelle Lauria, Douglas Thornton, Jo Ward, Beth Williams

Guests: Tori Buerschaper, Community Harvest Project, John Mark Walker, Peter Dorward- Open Space Committee, Jim Lee – Open Space Committee, Joe Pappas, David Nicholson, CHP, Marie Sobalvarro, Don Ritchie – Conservation Commission, Wendy Sisson

Meeting was convened at 7:40 pm.

1. Roll Call, Sound Check were done. Preamble, Rules for Participation, and Reminder that meeting materials are available online and that this meeting is being recorded were read by Didi Chadran.
2. Welcome John Mark Walker – John Mark has been approved by Select Board and has yet to be sworn in as a CPC member.
3. Public Comment Period – No public comment
4. Review Minutes from 11/17/2021 Meeting
5. Treasurer's Update – No change from November Budget submitted, with correction.
6. Presentation on Civil War Tablet Restoration Application: Marie Sobalvarro, Town of Harvard – Requesting \$11,774.50 for restoration by re-gilding the Civil War memorial tablets (136 names & legend), circa 1888 to improve legibility of veteran's names and building frames for both tablets (Gilding estimated at \$11,182; finish carpentry estimated at 8 hours @ \$74.00 per hour). Names are illegible.
7. Presentation on Community Harvest Project APR Funding Application: Jim Lee, OSC; Peter Dorward, OSC; Tori Buerschaper, CHP; David Nicholson, CHP; Don Ritchie, ConCom – Requesting \$100,000.00 toward the purchase of an Agricultural Restriction (APR) for the 71-acre Community Harvest Project Orchard located at 115 Prospect Hill Road, in conjunction with the Mass. Department of Agricultural Services, to preserve this parcel in perpetuity. CHP is working with Harvard Conservation Trust and Sudbury Valley Trustees to raise \$2.5 million. P&S assigned with MDAR/CHP/HCT/SVT to raise funding for the balance. P&S deadline being extended to 2022. Funds will primarily be used to create an endowment to fund CHP orchard operations.

8. Presentation on Still River Woods Land Purchase Application: Jim Lee, OSC – Requesting \$50,000.00 toward the purchase of a 23-acre parcel of open space and to protect it in perpetuity through a Conservation Restriction. This parcel abuts 200 acres of Conservation land and another 65 acres of protected land in a Conservation Restriction. Very high priority on Conservation Commissions list of parcels to protect. Key linkage piece in conservation lands. Mostly forest. Without this parcel there would be no North/South linkage.
9. Update: Draft Schedule for Shaker Herb House Grant Application – Didi shared schedule received from Manny Lindo (See Attachment).

Clarification on FY23 Funding Applications Received to Date

Requesting Organization	Application/ Funding Title	Mass CPA Category	Requested Amount	Status
Harvard Fire Department	Fire Reports Preservation	Historic Preservation	\$11,495.00	
Harvard Historic Commission	Shaker Herb House	Historic Preservation	\$58,500.00	
Parks & Recreation	Completion of Town Docks	Open Space & Conservation	\$25,000.00	
Parks & Recreation	Mooring/Raft Anchoring System	Open Space & Conservation	\$30,000.00	
Parks & Recreation	Safety Improvements to Harvard Parks & Playgrounds	Open Space & Conservation	\$36,000.00	
Open Space Committee	Community Harvest Project APR	Open Space & Conservation	\$100,000.00	
Open Space Committee	Still River Woods	Open Space & Conservation	\$50,000.00	
Harvard Town Hall	Civil War Tablet Restoration	Historic Preservation	\$11,774.50	
Town Hall	Preservation of Historic Documents	Historic Preservation	\$21,480.00	
Town Hall	Town Hall Debt	Historic Preservation	\$48,000.00 estimated	
MAHT	Affordable Housing	Affordable Housing	\$36,700.00 estimated	Figure changed per John Lee's spreadsheet.
CPC	CPC Expenses		\$2,500.00	

		TOTAL:	\$431,449.50	Updated total
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9. Other Business

10. Action Item Recap

- a. Didi will contact the Coalition regarding status of the Playground Safety Improvements (re: repair vs. replacement) to see if this is allowed under CPC rules.
- b. Didi to send out project schedule regarding Shaker Herb House,
- c. Didi to share application with John Mark Walker
- d. John Mark to get sworn in prior to the January 12, 2022 meeting.

11. Adjourn – Meeting adjourned at 8:57 pm.

Important Upcoming Dates:

- Jan. 5 - Feb. 2, 2022: Finance Committee and Select Board budget review meetings
- Feb. 11, 2022: All financial warrant articles are due to the Town Administrator by noon.
- Mar. 1, 2022: Finance Committee budget and recommendations due.
- Mar. 15 and 22, 2022: Select Board budget review.
- Apr. 6, 2022: Finance Committee finalizes budget recommendations.
- Apr. 19, 2022: Budget book sent to print.
- May 14, 2022: Annual Town Meeting.

Draft Schedule for the Shaker Herb House Project and Grant Application

Date	Task	Action	Notes
Sep. 8 2021	HHC approves request for CPC funding of Herb Shed	completed	
Sep 19,	HHC submits application for CPC funding of project	completed	
Oct 27,	HHC briefs CPC committee on project and grant	completed	
Nov.	HHC to work with Town Contracting Officer to develop contracting strategy	HHC/Contracting Officer	
Nov.	HHC/Contracting Officer develop bid schedule	HHC/Contracting Officer	
Dec. 1	Request funding from HHC for lead paint testing	HHC	
Dec.	Take paint samples at Herb House and have sample tested	HHC	Required to determine if lead abatement is necessary
Dec.	Review/assess cost estimate against bid schedule	HHC	
Dec.	Brief Select Board upon request on project and grant	Select Board/HHC	
Jan. 5, 2022	State announces round 28 of the Historical Grant Program	State of Mass/MHC	Estimated based on last year
Jan.	Start assembling grant document (will start collecting necessary supporting documents earlier.)	HHC	
Feb.1	CPC announces support or non-support of the herb house project (go/no-go decision point for grant and project)	CPC	No further action required if CPC does not support
Feb. 15	CPC provides <i>draft</i> warrant article	CPC	
Feb. 15	Select Board provides letter in support of Herb House project	Select Board Chair/HHC	HHC will draft requested letter
Mar. 1 – 7	Final grant package sent to HHC chair for review and signature	HHC Chair	
Mar. 7	HHC Chair provides signed grant documents	HHC Chair	
Mar. 7	Assemble grant package	HHC	

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Mar. 11	Mail grant package	HHC	
Mar. 18	Grant package due to State/MHC	MHC	
Mar. 18 – May 14	Develop construction documents and prepare for contracting action	HHC/contracting officer	
May 14	Town Meeting Vote on CPC funding and preservation restriction (go/no-go project decision point)	Town of Harvard	
May 16 – June 16	Bid period	Contracting officer	
June 9	State notifies Town on grant award	MHC	
Jun 17	Bid opening	Contracting officer/bidders	
June 24	Contract award	Contracting Officer/contractor	
Jun 24- Jul 13	Contractor mobilization	contractor	
Jul 13 – Oct 15	Period of performance/ restoration work performed.	contractor	
Nov. 1	Estimated completion date		