

## **MEDWAY COMMUNITY PRESERVATION COMMITTEE**

155 Village Street  
Medway, Massachusetts 02053

Mark Cerel, Chairman Citizen-at-Large  
David Kaeli, Vice Chairman, Citizen-at-Large  
Missy Dziczek, Parks Commissioner  
Ken McKay, Conservation Commission  
Rob Pomponio, Historical Commission  
Alison Slack, Affordable Housing Committee  
Robert K. Tucker, Planning Board

**Approved:**

Meeting Minutes: January 4, 2010  
Medway High School Library

### **Members Present:**

Chairman Mark Cerel, Vice Chairman Dave Kaeli, Ken McKay, Bob Tucker, Alison Slack and Administrative Assistant Shirley Bliss.

### **Guests Present:**

John Schroeder, Open Space Committee, Eric Alexander and Ann Sherry, Affordable Housing Committee.

### **Appointment: Affordable Housing Committee:**

Eric Alexander, Chairman presented their proposal which includes requesting \$18,000 of CPA funds for the purpose of hiring a consultant to prepare a 5 year strategy and budget plan. This plan would prepare guidelines for by-laws, set Committee priorities, specifically looking at by-downs and re-sales of property purchased, down payment assistance programs and how to become self sustaining in 5 years or less.

the purpose and goal of this Committee is reach the affordable housing requirement of 10%. This plan will also assist them in getting current inventory recognized and under control - making sure current owner is "primary" resident.

A discussion was held concerning the need to have a CPC recommendation this evening and it was agreed that it can wait until next month, when Affordable Housing comes back with a more redefined RFQ. The consensus of this Board was that the price was in line with consulting fees.

### **Affordable Housing Update:**

Walker Street: foundation in

Neelon Street: Currently there may be a PS on this property for \$450,000, town is willing to pay the appraised value of \$390,000. If there is a P/S than there is nothing more the Town can do. Update to follow.

### **Appointment: John Schroeder: Open Space Committee**

Mr. Schroeder appeared before this Committee to request permission to go forward on two (2) more appraisals: Parcel #2: 103.3 acres on Summer Street and Parcel 3: 13.5 acres on Winthrop Street. These funds were approved at STM, November, 2009 so approval to proceed is all that is necessary.

**Motion:** A motion was made and approved to "authorize expenditure of funds for the STM approved appraisals."

Motion: Dave Kaeli                      Seconded: Bob Tucker      Vote: 4-0-0

### **CPA Annual Payments:**

This year the Town received a 48% matching funds, totaling: \$263,694.

First round:                      \$192,000

Second Round:                \$ 45,365

Third Round:                    \$ 26,150

### **Annual Meeting:**

Shirley will schedule and publish this for the March 1, 2010 meeting.

### **Accounts Payable:**

Payroll: Shirley Bliss                      \$281.76

Period: October, 2009 - December 31, 2009

Approved as presented: Motion: Dave Kaeli      Seconded: Bob Tucker

Vote: 4-0-0

### **Open Forum:**

Dave Kaeli updated this Committee on the **Organic Farm:**

winter cover crop has been planted

hopes are high for planting a crop in the spring

demolition of the house has been delayed 1 month due to weather conditions

### **Adjournment:**

With no further business before this Committee a motion was made and unanimously passed to adjourn at: 9:08pm

Motion: Bob Tucker                      Seconded: Dave Kaeli      Vote: 4-0-0

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Rob Pomponio, Historical Commission  
Alison Slack, Affordable Housing Committee  
Robert K. Tucker, Planning Board

**Approved:**

Meeting Minutes: February 1, 2010  
Medway High School Library

## **Call to Order:**

With a quorum being met this meeting was called to order by Chairman Cerel at: 7:30pm.

## **Members Present:**

Chairman Cerel, Vice Chairman Kaeli, Members: Ken McKay, Missy Dziczek, Bob Tucker, Rob Pomponio, Alison Slack and Administrative Assistant, Shirley Bliss.

## **Guests Present:**

Ross Rackliff, Medway Youth Sports, Mark Wilcox, Historical Society, Eric Alexander, Mary O'Leary from the Affordable Housing Committee.

## **Appointments:**

### **Ross Rackliff: Medway Youth Sports:**

Mr. Rackliff presented a plan for the use of Community Preservation Funds to develop, improve and maintain the Medway Middle School field complex. This presentation included installation of new/more lights; installing a turf field, installation of new bleachers, refurbishing the current scoreboard, removal and installation (if required) of a new fence and updating/new concession stand. Costs for all of these improvements is approximately: \$236,000.

Chairman Cerel explained that with the current restrictions of the statute, use of funds on land not acquired by CPC funds is not an approved usage. He further stated that there is a potential for a statutory amendment allowing this type of fund usage.

### **Mark Alexander: Affordable Housing Committee:**

Mr. Alexander came before this Committee with an update on their previously requested funding for an Affordable Housing Master Plan. After attending the January, 2010 meeting the Affordable Housing Committee reworked their proposal so that it could be done in phases. Mr. Alexander was asked if he would consider writing RFP so that some work could be started now with the rest starting after Town Meeting in June, 2010.

The Medway Housing Authority offered a letter of support for this project - letter attached.

## **Mark Alexander: Affordable Housing Committee: (continued)**

Chairman Cerel opened a discussion pertaining to allocating \$8,000 from the Administrative Budget to the Affordable Housing Committee so that they could start this project. A motion was made, seconded and unanimously agreed to that:

### **Motion:**

Community Preservation Committee will allocate \$8,000 from their current Administrative budget to partially fund the Affordable Housing Committee hiring of a consultant.

Motion: Dave Kaeli                      Seconded: Bob Tucker      Vote: 7-0-0

## **Approval of Meeting Minutes:**

January 14, 2010

Meeting minutes were approved with changes.

Motion: Dave Kaeli                      Seconded: Alison Slack      Vote: 7-0-0

## **Public Meeting Date:**

It was agreed to by this Committee that the Annual Public Hearing will be held on: march 1, 2010 in the Medway High School Library. Shirley Bliss will make the arrangements .

## **Annual Town Meeting Article:**

Shirley Bliss will submit the article to Allison Potter indicating the 10% allocations.

## **Property Updates:**

Mark Wilcox, Historical Society Chairman stated that they have submitted an application for a 501(c)(3) to the state are awaiting their answer usually takes 3-6 months.

### **Thayer Homestead:**

The Historical Commission is interested in becoming stewards of the house, but would like CPA funds to do the renovations. Historical would be looking for funds to: update: heating, electrical, HVAC, painting of the exterior, restroom facilities and making the house ADA accessible. The Historical Commission feels that being that the Town still owns this property by not working on it, the Town is NOT taking care of their property.

Chairman Cerel explained that CPC can appropriate funds as long as the property is town owned; once The Historical Commission takes over ownership of the house, CPA funds can no longer be used.

This Committee suggested that the Historical Commission team up with Friends of Choate Park or the Organic Garden as they already have 501(c)(3) status. It was also requested that the Historical Commission get serious numbers on the costs of repairs.

The Historical Commission will be selling their current place upon completion to their standards of the new house; funds from the sale of current Historical Society home will be used to fund the new house.

## **Property Updates: (continued)**

### **Evergreen Cemetery:**

The Historical Commission is ready to go forward on Phase II of the restoration of the remaining 53 stones in Evergreen Cemetery. They are asking this Committee to appropriate \$12,000 from the required allocation of 10% of funds received.

#### **Motion:**

Community Preservation Committee will appropriate \$12,000 for Phase II of the Evergreen Cemetery Restoration Project.

Motion: Rob Pomponio    Seconded Dave Kaeli    Vote: 7-0-0

This must first be approved by the Town at the Annual Town Meeting, in June, 2010. This project will begin July 1, 2010, as the funds are released.

### **Neelon Street: John Schroder**

Currently there is a prospective buyer for this property. A permit request for 13 single family homes has been submitted.

### **Executive Session:**

A motion was made and seconded to enter into Executive Session for the purpose of discussion land acquisition; with no intention of returning to open meeting.

Motion: Mark Cerel    Seconded: Dave Kaeli

#### **Roll Call:**

Mark Cerel: Yes

Dave Kaeli: Yes

Missy Dziczek : Yes

Rob Pomponio: Yes

Alison Slack: Yes

Ken McKay: Yes

Bob Tucker: Yes

### **Adjournment of Open Meeting:**

with the motion to enter into Executive Session unanimous this meeting was adjourned at: 9:00pm.

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Alison Slack, Affordable Housing Committee  
Robert K. Tucker, Planning Board

**Approved: April 5, 2010**

Meeting Minutes: March 1, 2010  
Medway High School Library  
Public Hearing

**Members Present:** Mark Cerel, Chairman, Members: Missy Dziczek, Ken McKay, Rob Pomponio, Robert Tucker and Administrative Assistant, Shirley Bliss.

**Guest Present:** Suzy Affleck-Childs, Planning and Development Committee, Ralph Canton, Rob Ferrari, Affordable Housing Committee, John Schroeder, Open Space Committee, Heather Scott, Medway Organic Garden, Rondi Chapman, Finance Committee Liaison.

**Call to Order:** With a quorum being met this meeting Chairman Cerel called this meeting to order at: 7:30pm.

The legal ad placement was verified and entered into the minutes. Chairman Cerel introduced the Community Preservation Committee members to the public in attendance. The purpose of this meeting was then explained and requests for funds for the Fiscal Year 2011 were discussed.

### **Affordable Housing: Suzy Affleck-Childs:**

A request was presented the change the usage of the \$8000 that was appropriated to this Committee. The monies were allocated to this Committee for the purpose of hiring a consultant to prepare an affordable housing master plan. This request would like to reclassify some of the monies to be used for the following: \$1000 would be used to hire a bus to various towns to view their affordable housing complexes. They would also like to redirect \$2000-3000 for wetlands survey for a possible land purchase.

A discussion was held and this Committee agreed that the funds will stay as originally allocated and they continue their support of Affordable Housing and getting their master plan in place. It was suggested that they firm up their costs and return in April. Ms. Affleck-Childs expressed her disappointment in this decision, as they feel that the survey is an important factor in determining the costs of the land that is being looked at.

Seminar Funds: A request was made for the sum of \$450.00 to send 3 members of the Affordable Housing Committee to a seminar. A motion was made and unanimously passed to allocate up to \$450.00 for the costs of 3 people to attend this seminar. Motion: Missy Dziczek Seconded: Bob Tucker Vote: 5-0-0

**Medway Organic Garden, Heather Scott:**

Ms. Scott appeared before this Committee to request funds for start up costs of equipment for this Organic Farm.

It was determined that because the Farm leased the land from the Town and is considered a "private" group, that CPA regulations state that funds can no longer be used for this project.

Ms. Scott gave this Committee an update on the Farm: they have hired a part time farm manager and are hoping to have crop for the upcoming season.

**Meeting Minutes:**

**Public Session:** The February 1, 2010 meeting minutes were accepted with noted changes.

**Executive Session:** The minutes from the February 1, 2010 Executive session were accepted as presented.

**Accounts Payable:**

**Community Preservation Coalition dues:**

Costs: \$2500.00

It was determined that this is a good use of CPC funds, with this Coalition doing a large amount of legislative work on the Communities behalf.

**Title Examiner's bill: 50 Winthrop Street:**

Bill Date: June 4, 2008

After a discussion it was determined that due to both the date of services and the number of bills that have been received from Beveridge and Diamond after this date that this bill was no longer this Committee's responsibility. Shirley Bliss will write a letter stating these facts.

**Thayer Homestead:**

Committee is working on a detailed report and will present upon completion.

**Adjournment:**

With no further business before this Committee a motion was made and unanimously passed to enter into Executive Session to discuss land acquisitions with no intent to return to public session.

Roll call:

Mark: Yes

Rob: Yes

Bob: Yes

Ken: Yes

This Public Meeting was adjourned at: 8:55pm.





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Robert K. Tucker, Planning Board

Meeting Minutes: May 3, 2010  
Medway High School Library

### **Members Present:**

Chairman Mark Cerel, Vice Chairman Dave Kaeli, Ken McKay, Bob Tucker, and Administrative Assistant Shirley Bliss.

### **New Business:**

#### **Accounts Payable:**

GateHouse Media: \$222.88

Legal Ads for Public Meeting held March 1, 2010

Motion to pay as presented:

Motion: Rob Pomponio      Seconded: Ken McKay      Vote: 4-0-0

Affordable Housing Seminar: \$250.00

This money was approved at the May, 2010 meeting.

### **Thayer Homestead:**

A discussion was held concerning the need to do something with this piece of property. It is now five (5) years since the Town purchased this land. A decision needs to be made as to whether to put more money into property or sub-divide land, with the Town keeping the barn and selling off the house with an Historical restriction. Committee members feel that funds should be left for large land acquisitions leaving less money having to be borrowed should a piece of land become available. It was also the consensus that there is little use as a town for the house, but the land has many uses. A meeting will be arranged with all interested parties invited to have an in-depth discussion on this property.

### **50 Winthrop Street: Organic Garden**

Currently the garden is offering plots to the public for approximately \$250.00. They currently has planted a cover crop and soon will be planting their first crop.

### **Annual Town Meeting Article:**

Historical Commission and Affordable Housing need to get to Shirley and let her know the exact figures for the Article. Shirley will follow up.

### **Pre-town Meeting:**

Shirley will arrange a meeting place for this Committee to hold a meeting prior to town Meeting.

**Adjournment:** With no further business before this Committee a motion was made and unanimously passed to adjourn at: 9:05pm.

Motion: Mark Cerel      Seconded: Dave Kaeli      Vote: 4-0-0



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Alison Slack, Affordable Housing Committee  
Robert K. Tucker, Planning Board

Approved: October 4, 2010

Meeting Minutes: August 9, 2010  
Medway Special Town Meeting - Pre Meeting  
Medway High School Library  
August 9, 2010

### **Members Present:**

Chairman Mark Cerel, Vice Chairman Dave Kaeli, Member Ken McKay, Bob Tucker, Alison Slack and Administrative Assistant Shirley Bliss.

### **Guest Present:**

Glenn Trindade, Board of Selectman, John Schroeder, Open Space Committee.

### **Discussions:**

#### **Seacord Land Purchase**

Mr. Schroeder spoke with the Committee about the pros and cons of purchasing this 7.6 acre parcel of land. History: The family sold off at auction the house which sits on approximately 1 acre of land. They had held onto two (2) buildable lots which sit on Summer Street, the remaining acreage is what this deal is about. The Committee agreed with Mr. Schroeder that the asking price of \$300,000 is acceptable, this meets the criteria outlined in the Master Plan, and it abuts Mr. Briggs' land as well as the High School.

At the conclusion of the discussion a roll call vote was taken on the motion to have Community Preservation Committee put forward a positive recommendation to move forward on the purchase of this piece of property.

Ken McKay	Yes	Bob Tucker	Yes
Dave Kaeli	Yes	Alison Slack	Yes
Mark Cerel	Yes		

Vote: 5-0-0

### **Adjournment:**

With no further business before this Committee, this meeting was adjourned by a positive motion at 6:55pm

Vote: 5-0-0

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Alison Slack, Affordable Housing Committee  
Robert K. Tucker, Planning Board

Approved: **January 3, 2011**

Meeting Minutes: September 20, 2010  
Medway High School Library

**Members Present:** Chairman Mark Cerel, Vice Chairman Dave Kaeli, Members, Missy Dziczek, Ken McKay, Rob Pomponio, Alison Slack, and Administrative Assistant Shirley Bliss.

**Guest Present:**

Dan Hooper, Thayer Property Committee, Frank Rossi, Finance Committee Liaison, Community Farm Board: Heather Scott and Jeremy Barstow, Affordable Housing Charlie Mascari.

**Discussions:**

**Thayer Homestead:**

Dan Hooper reported that the Thayer Homestead Committee has been meeting since summer, 2010 and hope to have a Warrant Article ready for the Special Town Meeting in November of this year. They have agreed on the following concepts:

1. The outside will retain the historical character it currently has
2. The grounds will retain their historical vista, looking both from the house to Choate Park and from Choate Park to the house.
3. The current open space aspect will be preserved
4. Any designs will be sympathetic to the original house and it's anticipated community use
5. Creation of a caretaker's apartment using the upper floors of the house. This will provide both security and light maintenance of the property.
6. Plan put into action to allow house to be self sufficient.

The Committee does plan on requesting some CPC funds to allow them to do a complete and comprehensive study and designs for the property. The amount of this request is unknown at this time, the Committee will come back to the CPC with figures at a later date. They have also talked of putting an addition on to the house; it would be placed on side of the house away from the park. Currently their biggest concern is the maintenance of the property. The Committee is looking into options for use of property sooner rather than later. The CPC requested that any work done on the property be done to accommodate very broad uses of land. The CPC also stated that if any funds were given, it would be a onetime deal; it was stressed that this property needs to be self-sufficient.

**50 Winthrop Street: Organic Farm:**

Heather Scott presented a report on the maintenance needed on the house:

New roof, new gutters, new windows, siding, exterior paint and updating of electrical, plumbing, installation of a donated furnace, kitchen floor and cabinets. Currently the roof leaks and the ceiling in the kitchen is falling down.

Ms. Scott also mentioned making the second floor into an apartment for the caretaker/farmer. The first floor would be turned into an office for the farm, educational classrooms and updating the kitchen would allow for cooking classes for the kids, using the items they just harvested. A green library is also a possibility.

Because the Town owns the property, work must be done using prevailing wages, but because the Farm has its own organization, they are not subject to those wage requirements. The Farm Board will get firm quotes on work needed and return to this Committee. Dave Kaeli a member of the both this Committee and the Farm Committee stated that they are also looking at three (3) other sources for funds, and not counting solely on CPA funds. Ms. Scott is requesting the funds now, so that they are available over the winter months, should they be needed.

Ms. Scott also updated this Committee on the progress of the Farm, currently the deliverables are as projected and on time, the educational components are ahead of the anticipated schedule.

Ms. Scott and the Farm Committee were asked to come back to this Committee as well as the Board of Selectman with a well thought out and planned presentation; which contains their ideas and plans and all the necessary financial back up need for these ideas.

**Community Preservation Balances:**

A discussion was held concerning the balances that appear on the GL for the three (3) allocate able usages of CPA funds. The balance is in question as being not high enough. It is the thought that the Town is depositing ONLY the 10% from the Town's collection and not depositing the 10% allotment from the State Matching. Shirley Bliss will go back and look at past TM votes as well as State Matches and determine what the balances of each usage should be and report back to this Committee.

**Affordable Housing Trust Committee:**

Alison Slack reminded this Committee of the joint Affordable Housing and Community Preservation Committee meeting on Wednesday, October 6th - 7:00pm - Medway Senior Center. Jennifer Goldson will present her report. CPC members were asked to let Shirley know if they are going to attend, so that a posting can be made if a quorum is met.

**Open Meeting Law:**

This Committee was reminded of the scheduled Open Meeting Law presentation by the Town Counsel. The presentation is being held on: Wednesday October 13th in Sanford Hall of the Town Hall. Again, this Committee was reminded to let Shirley know if they plan on attending, should a quorum be met and a posting required.

NOTE: At this time 8:30pm Member Ken McKay left this meeting.

**Accounts Payable:**

Jennifer Goldson - Affordable Housing Consultant                      \$6250.00  
No need for a vote, authorization given to Chairman at prior meeting

Petrini and Associates - Seacord Land Purchase                      \$2945.80  
Motion to pay as presented:      Missy Dziczek  
Seconded:                      Dave Kaeli                      Vote: 5-0-0

Suzy Affleck-Childs - refreshment reimbursement for AH Mtg      \$80.28  
Motion to pay as presented:      Dave Kaeli  
Seconded:                      Alison Slack                      Vote: 5-0-0  
Discussion: Committee will pay this time, but not something  
they will do in future.

**Adjournment:**

With no further business before this Committee a motion was made and unanimously passed to adjourn at: 8:50pm.

Motion: Missy Dziczek      Seconded: Dave Kaeli                      Vote: 5-0-0

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Alison Slack, Affordable Housing Committee, Chairman  
Robert K. Tucker, Planning Board

**Approved: February 7, 2011**

Meeting Minutes: October 18, 2010  
Medway High School Library

### **Members Present:**

Chairman Mark Cerel, Vice Chairman Dave Kaeli, Bob Tucker, Alison Slack, Rob Pomponio, Missy Dziczek and Administrative Assistant Shirley Bliss.

**Guests Present:** Heather Scott and Jeremy Barstow, Organic Garden.

### **Board of Selectman Meeting:**

The scheduled appointment with the Board of Selectman has been rescheduled for Monday, October 25, 2010, due to their crowded agenda this evening.

### **Organic Garden:**

Ms. Scott and Mr. Barstow presented a plan for repairs with a price tag of \$96,200. This includes replacement of the roof, windows and doors, siding and exterior trim, plumbing, electrical and removal of lead. This price is based upon the need to pay prevailing wage, however Mr. Barstow has had discussions with Tri-Valley Vocational in Franklin, MA and they are said to be very interested in this project.

There is currently a verbal agreement to take on this project, Mr. Barstow is awaiting a written confirmation.

This Committee is in agreement that the roof needs to be done and if Tri-County cannot start immediately than a professional should be hired. Currently the roof is leaking and parts of ceiling inside the house are falling off due exposure to the elements.

At the conclusion of the discussion the Organic Farm was asked to come back to this Committee on October 25, 2010 with a cost estimate for "materials only" as Tri County would be providing all the labor.

The Community Preservation Committee is in agreement to support this use of CPA funds for a specific amount which will include roof construction, materials. A number will be agreed upon when a "materials only" number is presented.

**8:05pm:** At this time Bob Tucker left meeting, but a quorum was still present.

**Thayer Property Design Plan:**

The Thayer Property Committee is requesting funds from the CPC to hire a design consultant for this town owned property. The funds would be in the range of \$18,000 - \$20,000. The person hired for this proposal would look at the property and what is the best usage for the property. It is estimated that the final renovations will cost around \$200,000 and if an addition is put on the house that would cost \$200,000 as well. The designer would also be reporting on possible usages for the barn, and what those costs would be. If community usage is wanted, all electrical and plumbing would have to be updated as well as make the buildings ADA compliant.

Rob Pomponio spoke as Chairman of the Historical Commission and stated that the Historical Commission would support use of Historical funds for this project.

At the end of this discussion the CPC agreed to support a motion to hire a designer for this property.

**Affordable Housing Plan: Alison Slack - Written by Alison Slack**

There will be a joint Affordable Housing and CPC meeting on: Thursday, December 2nd at the Senior Center at 7:00pm. This meeting is a discussion the Affordable Housing Trust Plan that was written by Consultant Jennifer Goldman who was hired using CPC Funds. The Affordable Housing Trust is looking for the CPC to transfer a portion of current and future funds to an account that would be overseen by the Trust. At this time that would total approximately \$725,000.

The Community Preservation Committee discussed the following issues:

- \* The use of the funds on a project by project basis versus holding a balance in the account for getting projects started up front and as opportunities come up
- \* Whether the Trust should seek the services of a housing expert (the costs, benefits, and potential need of such a position)

More discussion will take place at the joint meeting.

**Payroll:**

Shirley Bliss                      Payroll: July 1, 2010 - September 30, 2010  
20.75 hours = \$316.02

Motion to approve as presented:

Motion: Missy Dziczek      Seconded: Dave Kaeli      Vote: 5-0-0

**Adjournment:**

With no further business before this Committee a motion was made and unanimously passed to adjourn at: 8:54pm.

Motion: Alison Slack      Seconded: Missy Dziczek      Vote: 5-0-0



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Alison Slack, Affordable Housing Committee, Chairman  
Robert K. Tucker, Planning Board

Approved: **January 3, 2011**

Meeting Minutes: October 25, 2010  
Medway Town Hall  
Joint Meeting with the Board of Selectman

### **Members Present:**

Chairman Mark Cerel, Bob Tucker, Rob Pomponio, Missy Dziczek and Administrative Assistant Shirley Bliss.

The purpose of this Joint Meeting was to discuss the Warrant Articles that the Community Preservation Committee has on the upcoming STM Warrant.

### **Article 1: Accounting Balances**

The purpose of this Article is to give the Town Accountant permission to move funds to the appropriate accounts within the CPA account. The balances were off due to incorrect allocations during the early years of the CPC. The accounts will be brought to a "true" balance as of June 30, 2010. It was also discussed that in the future the CPA articles/allotments would be done at the fall Town Meeting so the State's Matching Funds would be known prior to voting any amounts.

### **Article 2: Design Professional for Thayer Property**

The Town formed committee Thayer Property Development Committee has asked to use \$30,000 of CPA funds to hire a design professional to study this property and report back with ways the town could use this land and what would have to be done to the property including the barn and house to achieve those usages.

After a lengthy discussion it was decided that the designer will look at the entire property not just the house as originally discussed. This report should include ways that the land can be used to become self sufficient. It is important to both the CPC and the town that the landscape and the vista be preserved.

Dan Hooper Chairman of the Development Committee stated that although the study will include the entire property, work is only being considered on the house, at this time.

The CPC is in agreement on the use of CPA funds, but in limited fashion. It agreed and the article will be written to allow the use of these funds for design only, NO construction funds included. CPA funds will be drawn from the Historical allocation.

**Article 3: Repairs to 50 Winthrop Street - Organic Garden:**

The Organic Garden requested funds from the CPC to do repairs to the house on this property. The Organic Garden Board has prepared a list of needed repairs to the house. The most immediate concern is the roof, which is leaking and falling apart on the inside as well. A Board member has been in contact with Tri-County Regional Tech and they have committed to doing as much work as they can handle on this property. This will save the town a significant sum of money. The original proposal with work being done by outside contractors would have costs approximately \$100,000; with Tri-County agreeing to do the work the costs will not exceed \$50,000. The CPC has agreed to authorize up to \$50,000 for this project. Funds will be used to repair the following areas: Roofs and gutters, windows and doors, siding, exterior trim and paint, plumbing and heating, electrical. There is also funds set aside for lead abatement which may or may not be done the Tri-County.

The hope of the Organic Garden Group is that this house once repaired will be used as a classroom for the garden.

Disbursement of these funds will be overseen by both the CPC and the Organic Garden's Board of Directors.

**Adjournment:**

With no further business between this Committee and the Board of Selectman this meeting was adjourned at: 8:40pm.

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Alison Slack, Affordable Housing Committee, Chairman  
Robert K. Tucker, Planning Board

**Approved: February 7, 2011**

Meeting Minutes: November 1, 2010  
Medway High School - Library

### **Members Present:**

Chairman Mark Cerel, Vice Chairman Dave Kaeli, Members: Missy Dziczek, Alison Slack, Bob Tucker, Rob Pomponio, and Administrative Assistant Shirley Bliss.

**Guests:** Organic Garden Board Members: Heather Scott, Jeremy Barstow. Thayer Development Committee Members: Chairman Dan Hooper, John Forresto, Mark Wilcox. Board of Selectman: Andy Espinosa, Glenn Trindade and Dennis Crowley. Affordable Housing Trust consultant: Jennifer Goldson.

**Call to Order:** With a quorum being met this meeting was called to order at: 7:35pm.

### **Special Town Meeting Warrant Articles:**

#### **Number 1: CPC Account Balances:**

A spreadsheet prepared by Town Account Carol Pratt was handed out and discussed. This sheet represents the numbers that have been deposited to date and the amounts that will be moved as written in the motion. These figures represent the balance in each account as of the end of fiscal year 2010 - June 30, 2010. Going forward these accounts will be balanced on a yearly basis.

#### **Article 3: 50 Winthrop Street - Organic Garden**

Members of the Organic Garden board have come before this Committee requesting funds to do needed repairs on the house on this piece of property. A member of this Committee - Jeremy Barstow has been in contact with Tri-County Vocational School and at this time they are committed to working on this house. This will save the Town a significant amount of monies as now only materials will have to be purchased. Work would include: roof, windows, siding, electrical, HVAC, lead removal and debris removal. Estimates for materials only are approximately \$35,000; where if the work was done by professional it would cost upwards of \$100,000.

After a discussion the CPC agreed with a vote of 6-0-0 to approved the use of "up to" \$50,000 of CPC funds for this project; with monies approved for labor and materials for roof and de-leading only, with "Materials Only" for all other items.

## **Article 2: Thayer Property - Designer**

In July of 2010 the BOS put together a group of citizens to look at and determine what could be done with the piece of Town owned property. This Committee has now come before the CPC to request \$30,000 to hire a designer to study the property. This designer will be charged with looking at the entire piece of property house and barn and report back with both their ideas of usages and the costs to bring the property up to that point. The designer will also study the idea of building an addition onto the house.

Members of the Thayer Committee stressed that although the barn is included in the study, at this time no work is planned for the barn. The Thayer Committee also stressed there is a concern in the town that something needs to be done with the property. The Thayer Committee is looking to do some work to make the property useful to the town, as well as serve the needs of the people in the town. They see this piece of property as self sufficient and well used. It was stated that just this past weekend the Friends of Choate Park held a "Touch a Truck" fundraiser and Halloween walk on the property and there were well over 200 cars; with many of them parked on the Thayer Property; which only increased the belief that there is a need for this piece of property to be made into the center of the town. The CPC Committee voted and unanimously agreed to use "up to \$30,000 to be taken from the Historical allocation to hire a designer professional to study the Thayer Property.

Motion: Rob Pomponio

Seconded: Dave Kaeli

Vote: 6-0-0

## **Community Housing Plan: Written by Alison Slack Affordable Housing**

A Joint Meeting between the Affordable Housing Committee and the Community Preservation Committee has been set for Thursday, December 2nd at the Senior Center. The purpose of this meeting is to discuss the plan that the hired consultant Jennifer Goldson has prepared.

The Affordable Housing Committee is requesting that some portion of the funds from the CPC housing account be transferred to the Affordable Housing Trust Fund Account. The currently balance is approximately \$700,000. There was discussion pertaining to the following issues:

- \* oversight and accountability of the funds once the money is transferred to the Trust (what are the checks and balances, and what is the involvement of the CPC, for decisions regarding the use of the money);
- \* the benefits and costs of transferring the funds on a project or "as needed" basis versus having a balance to work with in order to get projects started and for flexibility in anticipation of projects down the road;
- \* the costs and benefits of hiring staff with housing expertise, and direct hire versus as a consultant, and/or sharing the position with other Medway town departments or even surrounding towns.

Further discussions will be held at the December 2nd joint meeting.

## **Adjournment:**

With no further business between this Committee this meeting was adjourned at: 8:45pm.

Motion: Missy Dzikczek

Seconded: Dave Kaeli

Vote: 6-0-0

# **MEDWAY COMMUNITY PRESERVATION COMMITTEE**

155 Village Street  
Medway, Massachusetts 02053

Mark Cerel, Chairman Citizen-at-Large  
David Kaeli, Vice Chairman, Citizen-at-Large  
Missy Dziczek, Parks Commissioner  
Ken McKay, Conservation Commission  
Rob Pomponio, Historical Commission  
Alison Slack, Affordable Housing Committee  
Robert K. Tucker, Planning Board

**Approved: February 7, 2011**

Meeting Minutes: December 2, 2010  
Joint Meeting - CPC and Affordable Housing Trust  
Medway Senior Center

## **Members Present:**

Vice Chairman Dave Kaeli, Members, Missy Dziczek, Rob Pomponio, Bob Tucker, Alison Slack and Administrative Assistant Shirley Bliss.

## **Also Present:**

Affordable Housing Trustees: Ann Sherry, Michael Heinemann, and Jim Gillingham. Suzy Affleck-Childs, and Paul Yorkis.

The purpose of this meeting was for the Affordable Housing Fund Trust to present to the CPC (who financed the plan) the draft of the Affordable Housing Action Plan. This plan was put together by Jennifer Goldson of JM Goldson Community Preservation and Planning.

Ms. Goldson stressed that the Affordable Housing Committee is actively working to preserve current affordable housing units, as well as seeking new ones. They will also focus energies on providing homes for the work force of the town - Municipal Employees, who's salaries may force them to move out of town, when they actually should be considered the economic force of the town.

Ms. Goldson informed those present that many factors were used to write this plan, including, studying what the town's needs are, interviews with community members; as well as data analysis.

As for funding Ms. Goldson explained that funds will be needed each year to sustain the plan. When concerns over accountability were raised she replied by saying that yearly audits will be conducted. The funds will be used to create and preserve affordable housing for the town; as well as making sure any units purchased count towards the town's percentage requirement.

The Committee will be working with the Trust to help support families in need. It was suggested that some of the funds may be used to assist families on a one time basis with mortgage needs. All efforts will be made to raise funds using other sources for projects, not counting just on the CPA.

The budget was discussed and presented to those present. The first year will focus on starting small with acquiring one (1) unit and becoming successful. The budget also includes funds for (paid for by the Trust) a Community Housing Specialist. This person would be responsible for implementing this progress of the Trust, as well as monitoring existing units, including a list of eligible buyers, this person would also be an agent for the Town in purchasing discussions, and would also be responsible for the implementation of the Trust initiatives, interviewing applicants, and required record keeping. Expenses were presented as follows:

Specialist	\$ 22,000
Land purchases:	\$100,000
Private Development	\$ 75,000
Audit/Administrative/Legal:	<u>\$ 8,250</u>

**Total Expenditures:     \$205,250**

Year One would also focus on identifying potential land acquisitions. This would include developing a criteria for acceptable parcels, talking to the owners of parcels/property that meet the criteria and maintaining an inventory list.

#### **Public Comments:**

Concerns were raised on the following topics:

Town By-Laws:     Getting the necessary approvals

**Response:**     The Committee did not see any issue here, they know and understand the By-Laws.

Emergency Fund:     The lack of one, should a house meeting all requirements come on the market.

**Response:**     This is one of the reason that the Trust is looking for sufficient start up funds.

Accountability:     Who is looking out to make sure the funds are being used properly.

Plan:     The need to make "the Plan" a realistic and attainable one.

There is a need to show that the plan is successful.

**Response:**     A CPC member respond that the CPC is not afraid of anything and in fact in support of this project, but is concerned over transferring all those funds into something that has not proven record of success. There was a consensus among CPC members present that there is support of transferring some funds and is open to yearly request for more funds. The Trust needs to prove to the Town what the Trust can do for it.

With all comments discussed this meeting was adjourned at: 9:35pm.

## **MEDWAY COMMUNITY PRESERVATION COMMITTEE**

155 Village Street  
Medway, Massachusetts 02053

Mark Cerel, Chairman Citizen-at-Large  
David Kaeli, Vice Chairman, Citizen-at-Large  
Missy Dziczek, Parks Commissioner  
Ken McKay, Conservation Commission  
Rob Pomponio, Historical Commission  
Alison Slack, Affordable Housing Committee, Chairman  
Robert K. Tucker, Planning Board

**Approved: February 7, 2011**

Meeting Minutes: December 6, 2010  
Medway High School - Library

### **Members Present:**

Chairman Mark Cerel, Members: Missy Dziczek, Ken McKay, Alison Slack, and Rob Pomponio.

**Guest:** Frank Rossi, Medway Finance Committee Liaison.

### **Call to Order:**

With a quorum being met this meeting was called to order at: 7:30pm.

### **Meeting Minutes:**

After a short discussion the approval of the listed meeting minutes was carried to the January, 2011 meeting.

### **Accounts Payable:**

PGC Associates: Gino Carlucci Housing Production Plan \$600.00  
Motion to Pay this bill using funds from the Administrative Account:  
Alison Slack Seconded: Missy Dziczek Vote: 5-0-0

### **Project Updates:**

50 Winthrop Street  
There appears to be making progress on the projects.

Affordable Housing Committee:  
Alison reported that the Trust Plan is in the public input phase.  
The Williamsburg Development has three (3) affordable unit.

### **Discussions:**

A brainstorming session was held concerning current projects and other town assets.

### **Adjournment:**

With no further business to be discussed this meeting was adjourned.  
Motion: Missy Dziczek Seconded: Alison Slack Vote: 5-0-0

Meeting Minutes were prepared using notes taken by Ken McKay, as Shirley Bliss as not present at the meeting.