MINUTES OF MEETING: Wednesday, August 21, 2019 Room 307, Littleton Town Building, Shattuck Street. Meeting called to order at 7:30 p.m.

Present: Sam Bell, Betsy Bohling, Bartlett Harvey, Mike Levasseur, Carolyn Mueller, Andrew Sammarco, Linda Stein, and Mit Wanzer
Absent: Gerry Portante
Also present: Town Administrator Nina Nazarian joined the meeting at item #5

Invoices, Bills, News and Mail:
Chairman Mit Wanzer met with Nina Nazarian, Nick Lawler (General Manager LELWD), Chris Stoddard (Director of Public Works) to brainstorm to see if the strategy of getting us to a 3% income level is rational and who possible partners would be. The discussion is on-going.

Goals: no business

Updates from town hall on fund balances: no business

Eligibility Request: Old Burying Ground Preservation (Third Phase) $ 9,900
Andrew Sammarco recused himself prior to discussion to prevent a quorum of Cemetery Commissioners.
Linda Stein presented the request on behalf of the Historical Commission. This is a continuation of the preservation work being done at the Old Burying Ground. The previous two phases were proven eligible.

*Bartlett Harvey made a motion to approve the Eligibility Request for the Old Burying Ground Preservation (Third Phase) as submitted. The motion was seconded by Sam Bell and unanimously voted 7-0.*

Request for Administrative Funds for work at 12 Robinson Road $6,000:
Funds have been received from the town for dendrochronology and National Register of Historic Places projects so this request was not put forward.

Because the question of how to use administrative funds had been brought up, Mr. Wanzer had contacted Stuart Saginor of the CP Coalition regarding the eligibility of using admin fund for projects like this. Mr. Saginor felt that CPA admin funds should be used by CP Committees to support their own activities and not for outside groups to use for their activities.

Eligibility Request: 12 Robinson Road Roof Replacement
Linda Stein submitted the request on behalf of the Historical Commission. The Commission is looking to replace the roof on the town-owned property at 12 Robinson Road as soon as possible. The Permanent Municipal Building Committee and an independent Home Inspector are both in agreement with this assessment.
There are numerous precedents of using the CPA historic category for roof replacements, including the roof replacement at the Houghton Building in 2009.

*Mike Levasseur made a motion to approve the Eligibility Request for the 12 Robinson Road Roof Replacement as submitted. The motion was seconded by Bartlett Harvey and unanimously voted 7-0.*

Andrew Sammarco rejoined the meeting after the vote.

**Review Policy on Spending and Saving:**

The latest electronic file copy has not yet been located.

**CP-3 report for the Commonwealth:**

The report had been made available prior to the meeting and feedback sent to the chair. Mr. Wanzer will instruct Treasurer Steve Venuti, who prepared the report, to post the projects approved last year to the Commonwealth’s CPA project website.

**Second Draft Agreement Between CPC and Affordable Housing Trust:**

The second draft is with Town Counsel and has been completely redone from the first. The first draft was created by cutting and pasting from other examples and was not relevant to what the LAHT wanted to accomplish. Cindy Napoli worked on the redraft and Mr. Harvey will inquire if it is ready for our next meeting.

**Minutes and Meeting Schedule:**

Minutes for June 25, 2019 had been previously distributed to the committee. There was one correction. Andrew Sammarco made a motion to accept the minutes with the correction. Linda Stein seconded the motion. Motion passed 7-0-1.

The next meetings are tentatively scheduled for September 11 prior to the closing of the warrant for the October town meeting on September 16.

Meeting adjourned 8:50 p.m.

Respectfully submitted,

[Signature]

Carolyn Mueller
Community Preservation Eligibility Request

Project Title: Old Burying Ground Cemetery Preservation - Third Phase  Date: 8/16/19

Name of Applicant: Littleton Historical Commission

Name of Organization: _______________________

Address: P.O. Box 1305, Littleton MA 01460

Telephone: 978-489-4214

Email: andrew_sammarco@yahoo.com

CPA Category (circle all that apply):  Open Space  Historic Preservation  Recreation  Community Housing

CPA Funding Requested: $ 9,900  Total Project Cost: $ 9,900

Project Endorsements: Are you the owner of the material property and/or assets that are at stake in this project? (circle one of three, below):  YES  NO  THE PROPERTY/ASSETS ARE OF THE TOWN OF LITTLETON

(If response, above, is other than "yes", have you received approval from the owner of the pertinent town board(s) to serve as agent for this project? (circle one):  YES  NO  )

Project Description: Please provide a brief project description below. Include a brief description of how your project accomplishes the goals of the CPA and include an estimated budget. Please include supporting materials, as might be necessary for the CPC to gain a general understanding of the project.

__________________________________________________________________________________________________________________________________________

Please see attached project description.

__________________________________________________________________________________________________________________________________________

__________________________________________________________________________________________________________________________________________

__________________________________________________________________________________________________________________________________________

__________________________________________________________________________________________________________________________________________

__________________________________________________________________________________________________________________________________________

NOTE: This “Eligibility Request” enables the CPC to assess the project’s eligibility for further consideration. If eligible, the “Application for Funding” must be completed.
To Applicant: Please circle the word(s) “yes” for which your project meets eligibility (see pg. 6).


Projects are only eligible for CPA funding if they are a “yes” below.

<table>
<thead>
<tr>
<th></th>
<th>Open Space</th>
<th>Historic</th>
<th>Recreation</th>
<th>Housing</th>
</tr>
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<tbody>
<tr>
<td>Acquire</td>
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<td>Yes</td>
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<td>Create</td>
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<td>Yes</td>
<td>Yes</td>
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<tr>
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<td>Yes</td>
<td>Yes</td>
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<tr>
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<td>Yes</td>
</tr>
<tr>
<td>Rehabilitate and/or Restore</td>
<td>Yes, if acquired or created with CPA funds</td>
<td>Yes</td>
<td>Yes (new 7/8/2012)</td>
<td>Yes, if acquired or created with CPA funds</td>
</tr>
</tbody>
</table>

Chart adapted from “Recent Developments in Municipal Law - Massachusetts Department of Revenue, October 2012

Attach this table to your completed “Community Preservation Eligibility Request” and submit both to:

Keith A. Bergman  
(978) 952-2311  
Town Administrator  
Town Offices, 3rd Floor  
37 Shattuck Street  
P.O. Box 1305  
Littleton, MA 01460
Community Preservation Eligibility Request

Project Title: __12 Robinson Road Roof Replacement__ Date: __8/16/2019__
Name of Applicant: __Littleton Historical Commission__
Name of Organization: __Littleton Historical Commission__
Address: __Town Hall, Littleton MA__
Telephone: __Contact: Linda Stein, Historical Commission: 978-835-0620__
Email: __frondfactor@yahoo.com__

CPA Category (circle all that apply): __Open Space___ __Historic Preservation___ __Recreation___ __Community Housing___

CPA Funding Requested: $60,000 Total Project Cost: $60,000

Project Endorsements: Are you the owner of the material property and/or assets that are at stake in this project? (circle one of three, below):

YES NO __THE PROPERTY/ASSETS ARE OF THE TOWN OF LITTLETON__

(If response, above, is other than “yes”, have you received approval from the owner or the pertinent town board(s) to serve as agent for this project? (circle one):

YES NO

Project Description: Please provide a brief project description below. Include a brief description of how your project accomplishes the goals of the CPA and include an estimated budget. Please include supporting materials, as might be necessary for the CPC to gain a general understanding of the project.

This project will address: Roof replacement for the Town-owned historically significant 12 Robinson Road building. The roof is in need of immediate replacement, before winter of 2019/2020, as confirmed by the Town’s Permanent Municipal Building Committee (PMBC) and a Building Inspector, and is essential to the preservation, restoration, and rehabilitation of the structural integrity of the building to prevent any further water leaks and damage to the structure. There are numerous precedents of CPA historic category funding for roof replacements throughout the state, as listed in the Community Preservation Coalition’s database, including the Littleton Historical Society’s town-owned Reuben Hoar building. The Project meets the goals of the Littleton Community Preservation Plan to “preserve Littleton’s historic resources and structures”, to “preserve current town-owned assets”, and has received “endorsement by other municipal boards or departments” including the Ad Hoc Subcommittee on 12 Robinson Road (which includes members of the Board of Selectmen, PBMC/Planning Board, Historical Commission, Historical Society, and public), and also other PMBC members. The project is also consistent with the Littleton Master Plan to “use CPA funds to support redevelopment and reuse of historic properties around the Common” and the mission statement of the Littleton Historical Commission to “preserve and maintain the unique history of Littleton”. **Estimated Budget:** roof replacement: $60,000.

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Littleton, MA 01460
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