

**Community Preservation Committee**  
**Minutes**  
**1/5/22, 6:00 PM**  
**Hybrid Teams Meeting at Town Hall Upper Floor**

**Members Present:** Mike Ammendolia, Peter Denton, Barry Iadarola, Anne Mazar, Lynne Roberts and Lawney Tinio. **Others Present:** Jack Hunter, Bill McHenry and Kathy Schofield

The meeting started at 7:09 PM and members introduced themselves.

McHenry requested CPA Administration funds to complete the wetlands delineation and completing the DEP report for the well siting at 52 Providence Street for an affordable housing project. He also explained how the grant funding was spent. See breakdown at the end of the minutes\*. Ammendolia had many questions about the delineation and said that he thought the developer should cover these costs like in other projects. McHenry explained that people don't build affordable housing because it is not profitable, so doing groundwork ahead of time makes the project more attractive. The predevelopment work helps the developers bid with confidence. Mazar pointed out that most of the preliminary work that has been done was through two grants that McHenry secured totaling \$47,500. Hunter said that if the town wants a good choice of developers to choose from, incentives have to be given. McHenry said that there has been a lot of community input, design guidelines were developed that now can be used for all building in Mendon and community support has been generated. It is a slow process to pull together a successful affordable housing project. McHenry explained that these two tasks would finish up the work of the grant and then an RFP could be sent out for the project. **Tinio made a motion to accept the contract for the wetlands delineation and fund it with a cap at \$4,500 from the CPA Administrative Account, Roberts seconded the motion and the motion passed with Roberts, Tinio and Mazar yeas, Denton and Ammendolia nays and Iadarola abstained.**

McHenry said the developers would still have a lot of work to cover themselves, such as digging the public well and maintaining it. **Tinio made a motion to approve up to \$5,000 funding from the CPA Administrative Account to complete the DEP report for the well approval, Roberts seconded the motion and the motion passed with all yeas, except Ammendolia abstaining.**

**Tinio made a motion to accept the minutes of the 12/21/21 minutes, Ammendolia seconded the motion and it was unanimously approved.**

Schofield talked about needed CPA administration funds to do engineering study to see what would need to be done to restore the Records Room built in 1825. After a discussion, the committee agreed that it was an important historic building to preserve. Schofield will come to the next meeting with a dollar amount. The Historical Commission would like to apply for a MA Preservation Projects Fund grant (MPPF) and the deadline for proposals is on March 18<sup>th</sup>.

She also discussed the possibility of removing the ramp on the side of the Town Hall. She would like to have an engineer determine what is behind the ramp and what work would need to be done to restore the side of the building if it was removed. She will come back with a dollar amount and request CPA Administration funding.

**Tinio made a motion to adjourn the meeting at 8:24 PM, Ammendolia seconded the motion and it was unanimously approved.**

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\* MENDON AFFORDABLE HOUSING GRANTS

### **2017 DHCD PATH (Planning Assistance Toward Housing) Grant for \$21,000**

1. Pre-engineering work and Feasibility Determination: Location of property lines and stream beds, examination of sewage disposal potential (soils analysis, perc testing), evaluation of access from street frontage, sample design concept layout, and consultation with NHESP. (Total for tasks in this step = \$8000)
2. Community Engagement and Outreach: Online visual preference survey for residents, 3 public workshops at Town Hall, televised with remote call-in, culminating in workshop with Select Board reviewing design preference choices.
3. Design Standards: Production of Design Guidelines Handbook based on results of workshops. This document is now adopted by the Planning Board and Select Board to inform prospective developers of the Town's preferences for design aesthetics, energy efficient structures, and low impact, environmentally friendly, and cost-efficient landscape designs.
4. Draft Request for Proposals: Bill McHenry and CMRPC staff assembled first draft of an RFP. (Total for Steps 2, 3 and 4 = \$13000)

### **2018 DHCD Housing Choice Small Town Capital Grant for \$26,500**

Scope (scope was readjusted as the Town's needs changed):

1. Wetland Delineation and permitting: (in progress) Complete due diligence tasks to provide RFP bidders with more complete information so they can assemble more competitive bids with confidence. (\$6500)
2. Topographic Survey and Well Site Analysis: prepare proposal for public water well sites for review by MA DEP departments. This step was modified and some tasks repeated several times as opportunities closed off and alternatives were considered. Surveying work was replaced with engineering to consider other options, and included a ground-water flow study. (\$10000)
3. Report and Request for MA DEP Well Site Exam: Gain MA DEP site approval for development of a Public Water supply to provide water to the proposed housing site. (\$10000, includes MA DEP fees)

#### **Remaining Due Diligence to complete:**

- Complete wetland flagging along 4100' of Muddy Brook and tributaries crossing the parcel. (\$4000)
- Survey the ~23 acres now proposed for disposition to prospective developer.
- Revise and submit to MA DEP the Well Site Approval application. (high estimate: \$5000)

Submitted by Anne Mazar