

Community Preservation Committee

January 18, 2024

Via Zoom Webinar
Meeting Minutes

Call to Order

Katelyn Sullivan of the Planning Office announced the meeting would be recorded and broadcasted.

Vice Chair Jane Healey called a meeting of the Community Preservation Committee to order at 7:01 p.m.

Roll Call

In attendance were Vice Chair Jane Healey (At Large), Biff Bouse (Historical Commission), Chuck Griffin (Parks Commission), Joe Teixeira (Conservation Commission), Tom O'Brien (Housing Authority), and Jamie Gagnon (At Large).

Katelyn Sullivan & Director Andy Port (joined late) from the Planning Office were also present.

Unable to attend: Chair Mike Dissette, Mark Rosen, & Jen Bluestein

1. General Business

a) Welcome new CPC member

Vice Chair introduced & welcomed newest member Biff Bouse who will be representing the Historical Commission.

b) Late File Application: FEMA Hazard Mitigation Program Plum Island Property Acquisition

Vice Chair Jane Healey reviewed the late filing and put it to vote to be accepted into this round of applicants.

Jamie Gagnon motioned to accept with Joe Teixeira as 2nd to approve

VC Jane Healey advised there had not been a response on Chair Mike Dissette's question of whether there is any alternative funding available or match related to this application. They expect to have an answer prior to presentations.

VC Jane Healey conducted a vote with all in agreement.

c) Overview of CPA and CPC application review process

VP Jane Healey reviewed the process.

Schedule has been set with 2 dates for applicants and 1 night for deliberations. This process has worked well in the past.

VC Jane Healey referred to the Staff report available in the packets. She advised members can email questions to Katelyn Sullivan and she will deliver them to the applicants; she requested they provide questions in advance to allow time for applicants to respond.

She referred to the packet which includes a letter from the mayor where he has submitted his priorities for advisory purposes only. Reminded them that they are not obligated to follow these recommendations, only advisory. Also, a letter from the City Solicitor which provides guidance on rehabilitation & maintenance of physical structures and helpful to answer questions on what is eligible under CPC funding & what is not. Any questions please follow up with Jane & Katelyn.

Reminder: Community Preservation Coalition, which is a very helpful organization to assist in technical assistance with applicant requests to help answer questions, especially around eligibility of applications. Lots of background information on the CPC Act as well.

d) Overview of FY25 Applications Received

VC Jane Healey explained CPC is obligated allocate 10% of estimated revenue to community housing, 10% to affordable housing, 10% historical preservation & 10% to open space. At this time CPC is well below 10% for community housing and the Housing Trust asking us to send remaining funds to other areas under the housing bucket.

VC Jane Healey reviewed the difference is approximately \$118,000. They will need to consider that amount when they look at that \$1.63 million budget.

Katelyn Sullivan offered to add a line in the spreadsheet with that total & the 2 options outlined so it is not forgotten.

e) Confirm presentation schedule for FY25 applications for CPA funding

Vice Chair Jane Healey reviewed the upcoming meeting schedule:

1st group of presentations scheduled 2/29/24 (voted to be held in person- see section i) below)

2nd group of presentations scheduled 3/7/24

Deliberations scheduled for 3/21/24

Katelyn Sullivan advised there may be some changes to the list of applicants due to scheduling conflicts. Any changes will be communicated prior to the meetings.

f) Draft FY25 CPA Budget

Vice Chair Jane Healey reviewed the estimated revenue & undesignated funds, explaining that there is some rollover from prior years of projects where funds haven't been used along with some other funds that add to our total.

She reviewed the FY25 obligations are primarily bond payments on projects recommended by CPC and approved or waiting for approval by city council. Those funds have been subtracted out, leaving an estimated \$1.2 million available to the CPC to recommend for funding.

g) Quarterly Reports from 1/15/24

Vice Chair Jane Healey explained the reports were sent out to everyone for review and asked if there were any questions.

No questions

h) Approval of minutes from 10/19/23

Not enough members to vote as Vice Chair Jane Healey was unable to attend the prior meeting. Minutes will be added to the next meeting agenda for a vote.

i) Zoom or live/hybrid meetings going forward

Vice Chair Jane Healey questioned committee's preference on meetings going forward. Asked Andy Port for input.

Planning Director Andy Port advised the decision is up to the groups. He explained City has been trying to upgrade the equipment in the meeting rooms as there have been some issues with the hybrid piece. He also added that other boards have chosen to stay remote until the upgrades are complete.

Vice Chair Jane Healey questioned where meeting could be held.

Planning Director Andy Port advised that typically the follow have been used:

- Senior Community Center is used but they would need to coordinate with them for availability.
- Police station is an option but it's a tight space so not recommended for presentations.
- Library has space but need to coordinate for availability.
- Mayor's conference space is an option but also tight.

Recommended the Senior Center

Vice Chair Jane Healey asked for input from the Committee.

Chuck Griffin explained he likes the efficiency of in-person meetings. He noted with less money available to cover the funding requests he is in favor of the next 3 meetings to be held in person. Believes it would be helpful to have in person and at the Senior Center, ideally.

Katelyn Sullivan explained there are multiple rooms there and likely to have availability. She will check availability.

Jamie Gagnon agreed with Chuck Griffin and added that administrative focused meetings would be okay on Zoom but presentations should be in person. So next 3 in person if possible.

Vice Chair Jane Healey agreed with using Zoom for administrative meetings and presentation in person.

j) Other updates from the Chair/Vice-Chair or Planning Director

Vice Chair Jane Healey advised no updates.

Planning Director Andy Port advised no updates but could answer any questions.

No questions at this time

k) Public comment

Vice Chair Jane Healey opened forum to the public

No questions from the public

2. Next Meeting Date

Vice Chair reiterated the next meeting scheduled for February 29, 2024.

No other items or questions from the Committee

3. Meeting Adjournment

Vice Chair confirmed meeting adjourned 7:25pm.

Motion by Chuck Griffin

Roll call taken with all in agreement.