

Community Preservation Committee

February 23, 2022

Via Zoom Webinar

Meeting Minutes

Call to Order

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

Chair Mike Dissette called a meeting of the Community Preservation Committee to order at 7:00 p.m.

Roll Call

In attendance were Chair Mike Dissette, Vice Chair Jane Healey, Paul Healy, Don Little, Chuck Griffin, Mark Rosen, Don Walters, and Joe Morgan.

Katelyn Sullivan from the Planning Board was also present.

Not in attendance: Tom O'Brien.

1. General Business

a) Welcome from the CPC Chair

Mike Dissette welcomed everyone back and introduced new member Joe Morgan to the Committee. He also offered to meet with Joe at a later time to provide more information about the Committee and answer any questions.

b) Election of Chair and Vice-Chair

Mike Dissette opened the call for nominations for Chair and Vice-Chair positions.

Don Walters motioned to reappoint Mike Dissette as Chair & Jane Healey as Vice-Chair.

Paul Healy second the motion.

Mike Dissette & Jane Healey both accepted and will remain in their current positions.

Roll Call was conducted with all in agreement.

c) Letter from Parks Department regarding the Bartlet Trees Specimen Trees Grant (FY19)

Mike Dissette referred to the letter in the meeting packet from the Parks Department. Katelyn Sullivan advised Lise Reid of the Parks Department was present to review what is needed from the CPC.

Lise Reid clarified no immediate decision was needed at this time. She reviewed the original application approved for \$11,760 from 2019 which included the planting of 10 trees. The planting was delayed due to COVID and wasn't completed until this past fall. They were planted for much less than expected, as inventory available was much smaller than the normal size they have used in

the past. There is \$7,700 left of the funding and they would like to put it towards planting more trees at the Mall. They would like to plant an additional 46 larger sized trees, but are unable to predict availability or cost at this time.

Mike Dissette questioned the anticipated schedule for purchasing & planting the new trees should the request be approved.

Lise Reid explained they have removals that need to happen first, but hope to have them planted by Fall 2022, but to be safe, may take up to a year.

Mike Dissette opened the call to any other questions. He also motioned on how the Committee felt about deciding on the request during this meeting.

Paul Healy requested to defer to another meeting to allow time for review and potential issues City Council may have due to changes to the original proposal.

Mark Rosen questioned if they needed to involve City Council and if not could the decision be made now.

It was decided that they did not need to reach out to City Council at this time and would hold off on voting to allow more time to discuss the request.

d) Overview of CPA and CPC Review Process

Mike Dissette explained the process will remain the same with some acceleration with the reviews. There will be two meetings scheduled allowing 5-6 applicants to make presentations per meeting. A third meeting will be held for deliberations and to review the whole docket and make recommendations on projects and amounts for approval.

e) Open Space Reserve Fund Late File FY23 CPA Application

Mike Dissette recused himself for this vote and discussion as he submitted the late request and felt best not to participate in the decision. He deferred to Vice-Chair Jane Healey to act as leader of the discussion along with motion and vote.

Jane was experiencing technical issues so Katelyn Sullivan lead the discussion.

Katelyn Sullivan reviewed the late request of \$100,000 for Open Space Committee to be considered during the grant cycle.

Paul Healy moved to approve with Chuck Griffin as second.

Jane Healey called for any discussion? None requested so she confirmed motion passed.

Roll call conducted will all in agreement (exception of Mike Dissette)

f) Review FY23 Received Application list

Mike Dissette reviewed there are 12 applications, including the late file for Open Space. He explained there are some significant requests of funding on some projects, that may bring up possible bonding question in order to cover significant funding.

Jane Healey asked if they could get a bond schedule/breakdown if CPC were to bond some or all the projects. A vote to recommend bonding could take up a significant portion of future revenues.

Katelyn Sullivan advised she sent in a request to Ethan Manning and hoped to have a response by the next meeting.

Mike Dissette advised on a template found on the Coalition website; spreadsheet called CPA Bonding Capacity that can be run each year. The tool would show what the total capacity would be to service X amount of debt in any given year. May be helpful for debt service estimates for total recommendation of each of the 3 largest projects.

Mark Rosen advised he supported what they were saying and questioned the life span of a bond and if they could agree to fund a percentage of the request. He pointed out that there is currently a bond debt being paid.

Jane Healey agreed with Mark and advised would like the Committee to have a discussion on what percentage they are comfortable with for a yearly payment.

Mike Dissette explained they can recommend the life of the bond; lengths have varied. In the past the longest recommendation being 20 years to allow more money available to service the debt. He also mentioned the City has been very sensitive to the bond market in the past and what lengths they can get for better rates, also how to package CPA funded bonds with other City bonds to attract a better rate on the market. If they are sponsoring a bondable project and give us examples, should also weigh in on recommendations for length.

Mike Dissette confirmed a percentage could be done for funding and reviewed there is almost \$200,000.00 in Bond debt next year. It will be a necessary part of their discussion, but may be more efficient once they have numeric examples of the new applications and their impact on the funds.

Paul Healy advised he would like to hear from Parks/Planning Dept. as to what the options are if they can't fund an entire project.

Mike Dissette added he would question whether or not to phase a big project.

g) Email from the Planning Office regarding CPC Review Process/Schedule

Mike Dissette referred to an email from Andy Port, Director of Planning & Development Board requesting acceleration of meeting schedule. Katelyn Sullivan was asked to clarify.

Katelyn Sullivan explained they have started to draft schedules and City calendars for March & April. She asked CPC to review schedule during this meeting and if possible keep large requests on the same night.

Committee agreed to keep current monthly meeting of Wednesday, March 23rd for first group of applicant reviews @ 7pm.

Thursday, April 7th will be scheduled for the second night of applicant reviews @ 7pm.

Wednesday, 4/27 will remain as normal meeting scheduled for April @ 7pm.

Mike Dissette advised Katelyn to check date/times with Tom O'Brien as well.

Katelyn Sullivan advised she will add them to the calendar to secure the dates/spots.

h) Confirm CPC Review Process/Schedule

see above

i) Draft FY23 CPA Budget

Mike Dissette reviewed the budget is healthier than years' past which has a lot to do with the State match and extra received last year (undesignated funds). He questioned the figures in regards to the Open Space Reserve which was approved last year for a \$100,000 addition to the fund.

Katelyn Sullivan advised she will check with the Finance Dept.

Mike Dissette asked if there were any other questions on the budget? He advised to keep in mind Bonding. CPA revenue limited to what can commit or submit bond with State match.

j) Quarterly Reports from 1/15/22

No questions

k) Community Preservation Coalition dues

Mike Dissette made motion to approve invoice to pay amount due.

Paul Healy motioned and Chuck Griffin with second.

Roll Call vote was taken with all in agreement.

l) Approval of minutes from 10/13/21

Katelyn Sullivan reviewed Don Little provided some edits to the October 2021 minutes. Rachel Cusick confirmed the edits were made and were minor changes.

Mike Dissette motioned for approval of minutes.

Paul Healy motioned and Chuck Griffin with second.

Roll Call taken with all in agreement (except Joe Morgan, new member not present at Oct meeting)

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

Katelyn Sullivan advised no updates from Planning Board.

No updates from CPC members.

2. Confirm next CPC Meeting date and location

March 23rd, 2022 Wednesday at 7p via Zoom

Mike Dissette requested Katelyn Sullivan circulate Zoom link with email.

3. Meeting Adjournment

Mike Dissette moved to adjourn 7:40pm

Paul Healy 2nd

All in agreement