

Community Preservation Committee

February 24, 2021
Via Zoom Webinar
Minutes

Call to Order

Director Andy Port of the Planning & Development Office opened the call and began recording.

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

Roll Call

Committee members in attendance were Chair Mike Dissette, Paul Healy, Don Little, Vice Chair Jane Healey, Chuck Griffin, Mark Rosen, Glenn Richards, and Thomas O'Brien. (Don Walters was not present)

Director Andy Port and Katelyn Sullivan from the Planning & Development Office were also present.

1. General Business

Chair Mike Dissette started the meeting by welcoming everyone back and thanking everyone for their hard work and participation.

a) Welcome new CPC members:

Glenn Richards of the Historic Commission, Chuck Griffin of the Parks Department, and Tom O'Brien of the Housing Authority.

b) Overview of CPA and CPC application review process:

Chair Mike Dissette reviewed past practices over the years stressing the purpose of the CPC is to make recommendations to City Council as to which projects are most beneficial to City while making good use of the Public Funds. Annually applications are received and reviewed with the applicants being allowed the opportunity to attend meetings and present their projects and to answer any questions the CPC members may have prior to deciding which projects will be recommended and how much funding allotted from the budget. Public is welcome to attend meetings but generally do not participate.

c) Confirm schedule for FY 22 applications for CPA funding

Chair Mike Dissette advised 3/24/21 and 4/28/21 have been reserved for meeting dates for applicants to present. The list of applicants has been divided amongst these two meetings.

Paul Healy raised concern of the first meeting being filled with the more complex filings and suggested rearranging some or adding a third meeting.

Director Andy Port agreed and suggested applicants being advised to compact their presentations to allow more time for comments from the Public and Committee.

Discussion was held with Andy Port agreeing to move Market Landing to 4/28 date.

Chair Mike Dissette called for motion to approve the schedule change with Mark Rosen moving to approve and Tom O'Brien second.

Roll call was conducted and all were in agreement.

d) Draft FY22 Budget

Chair Mike Dissette reviewed the report explaining money is coming from two sources.

- a. First being the Local Surcharge which will come in for this fiscal year cycle. Also there is the amount from the State Trust Fund with a conservative estimate of 11% match.
 - b. Next \$101,460 is per Ethan, the money currently in general CP fund, maintained with the City, includes interest refunded monies not used on other projects and accumulated unspent monies over the years.
- Recurring Annual Obligations include the Stadium Bond, Cherry Hill Bond, and annual administrative costs. Overall total \$151,020.
 - Available funds are estimated at \$1,037,426.
 - Open Space Reserve has \$629,966 available to Open Space Reserve projects.
 - Figure for use estimated at \$1,037,426.40 and also the Open Space Reserve savings account for OSR projects.

Noted they currently do not have reserve accounts for Historic or Community Housing projects.

Vice Chair Jane Healey questioned Katelyn Sullivan if the \$101,000 seemed higher than what was recommended last year and would that include some project money that came back? Katelyn Sullivan advised she would confirm the figure with Ethan and get back to her on that. Vice Chair Jane Healey asked where Bradley Fuller was in this as she heard City Council hasn't approved it? Also, didn't we recommend a bond for that? Director Andy Port advised City Council still looking at it, need more details before deciding. Vice Chair Jane Healey asked to confirm no payments would be involved this year even if did go out and Director Andy Port confirmed.

Chair Mike Dissette noted there may be better estimates as the year goes along. Coalition keeps close eye on that as well.

e) Quarterly Reports from 1/15/21

Chair Mike Dissette referred to packet which includes project updates. Advised each project is required to provide a status on the project quarterly. We will have that in the packet for review and summarized in the Staff Report as well.

f) Community Preservation Coalition dues

Chair Mike Dissette reviewed the annual requirement of dues from the Coalition which totals \$3500 this year. Payment of the invoice needs to be approved for continuation of membership in the Coalition.

Chair Mike Dissette called for motion to approve with Tom O'Brien moving and Chuck Griffin second.

Roll call conducted with all in agreement.

g) Approval of minutes from 10/28/2020

Chair Mike Dissette called for motion to approve with Mark Rosen moving and Don Little second.

Roll Call conducted with members Jane Healey, Paul Healy, Mike Dissette, Mark Rosen, and Don Little in agreement. Chuck Griffin, Glenn Richards, and Tom O'Brien abstained as none were in attendance for this meeting.

h) Other updates from Chair or Vice-Chair

Chair Mike Dissette reviewed late file request for Open Space which needs to be voted on by the Committee. Will base on the majority vote for the late file as should have been in by the 4th, but was not. He called on Vice Chair Jane Healey to conduct the vote. Vice Chair Jane Healey called for a motion to accept late file application for Open Space. Glenn Richards moved to accept and Tom O'Brien moved to second. Vice Chair Jane Healey called for any discussion. None requested. Roll call was conducted with all in approval (except Mike Dissette as he made the request) Vice Chair Jane Healey confirmed the motion was approved.

Chair Mike Dissette advised Director Andy Port has requested the CPC to consider allowing applicants to file electronically and for the applications to be distributed to the members electronically. This will help to greatly reduce the amount of paper applicants need to submit and the amount of paper to distribute to the members. Members who prefer paper copies may still request them from the Planning & Development Office. Also, applications will be accessible on the website with the Planning & Development Office keeping a paper copy available.

Chair Mike Dissette called to amend the rules of applications to be submitted electronically only with one hard copy being maintained in Planning Office files as well as hard copies available upon request by CPC members. Mike Dissette motioned with Chuck Griffin second. Roll call was conducted with all in agreement.

Chair Mike Dissette reviewed email received from a potential application with Community Gardens seeking assistance in advance. Katelyn Sullivan has confirmed this is a future venture and the person is seeking guidance on direction on where to get information and resources. He advised them to be open to coordinating to providing assistance to this person and other future applicants. He called for a member to be ready to assist in the future. Vice Chair Jane Healey also suggested they be advised to attend a meeting or two prior to applying to see how the process works.

Chair Mike Dissette called for any other business for discussion.

Don Little questioned the Quarterly Report regarding the walkway replacement project changing material used (see section 3). Will it be necessary to seek permission from CPC to alter materials used? Do we need to confirm/decide if that is a change with the application? Chair Mike Dissette suggested to have the Historic Commission comment due to the area involved. Chuck Griffin advised he would take the concerns back to the Historic Commission. Chair Mike Dissette added if changes effect the budget may see this come up again and may need to review applications for limitation to keep to a specific material.

2. Next Meeting Date: 3/24/21, 7p.m. online

Chair Mike Dissette asked if there was any new business to discuss.

He reviewed the next meeting is scheduled for 3/24/21 at 7p which will include the 1st group of applicants and follow the zoom format. He also reminded the group to advise Katelyn if additional information is needed from applicants so they may be advised and prepared for the meeting.

3. Adjournment

Chair Mike Dissette called to adjourn the meeting at 7:55p.

Motion made to adjourn with Tom O'Brien calling to move and Paul Healy second.

Roll Call conducted with all in agreement (exception of Mark Rosen who already left).