

Community Preservation Committee

May 27, 2020

Via Zoom Webinar

Minutes

1. Call to Order

Andy Port- Director Planning & Development opened the call and reviewed the process of the new meeting format and guidelines for participating.

Chair Mike Dissette called a meeting of the Community Preservation Committee to order at 7:08 p.m.

Mike Dissette reviewed the guidelines and purpose of the meeting to deliberate on applications for funding. The agenda included the Committee members' deliberations followed by a vote on various projects. Public Comment was allowed via invite or a question posed by the Committee.

2. Roll Call

In attendance were Mike Dissette, Mark Rosen, Paul Healy, Ron Ziembra Don Little, Don Walters, and Jane Healey.

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

3. Anticipated available funds

Mike Dissette began with House Keeping rules and advised the meeting would include a brief review of the budget. The review would also include available funds to work with this year, a draft of the fiscal year CPA budget provided by the Planning office which includes the revenues obtained from tax surcharges locally (reported to the State), and the anticipated State match coming in November. The percentage of match was estimated to be a little over 11% due to economic strain at this time. If the economy improves and fees increase by fall the actual matching may be over 11%. For purposes of the meeting the current numbers provided by the State were used for the meeting. The available money for applicants were approximately \$971,460; after set aside money for outstanding bonds plus admin funds were deducted. The figure did not include savings accounts carried in the Open Space fund, which held \$729,966 at the time of discussion.

Mike Dissette invited a discussion among the Committee of how much of the available fund should be set aside as a cushion to avoid a zero balance. He reviewed past numbers was kept small so the vast majority of funding went to the community and to avoid bounced checks. He also explained past cushion amounts varied from \$8,000 to \$40,000 and recommended the amount of \$30,000 to set for this year.

A roll call was conducted to start with a cushion of \$30,000 with an agreement that the amount may change if necessary, based on deliberations of funding throughout the meeting. All members were in agreement for the starting amount with a vote to be taken at the end of the meeting to set the final figure.

Mike Dissette proposed the deliberations begin with Project #7 from the posted agenda, which was Artichoke River Woods Watershed as the applicants requested funding from the Open Space reserve. This would leave the CPA budget open to the

remaining applicants. Jane Healey was in charge of updating the budget spreadsheet as the votes for each applicant were reviewed.

4. Deliberations 2020/ FY2021 Applications for Community Preservation Funds

Project Title; Applicant; Request: Total:\$1,161,615.25

Artichoke River Woods Watershed Land Conservation Project; Newburyport Planning Office \$225,000.00

Mike Dissette provided brief overview of applicant's request for funding to protect watershed on that side of waterfront. The request is to use Open Space Reserve Fund so the money will be quickly available if needed as there are four other team members in that transaction and want to avoid a hold up.

Discussions were held regarding the amount requested and impact of City Council's decision to remove the project from the agenda at yesterday's meeting. City Council approval is required to deposit funds in the account and appropriation for withdrawals.

Mike Dissette held a roll call vote and all were in favor of funding \$225,000 from the Open Space Reserve for this project.

Net effect is to reduce that total request from current monies at 1.161 reduce by \$125k by purposes left on docket seeking appropriation of current funds.

Down Payment Assistance; Newburyport Affordable Housing Trust \$150,000.00

Mike Dissette began deliberations noting this is the only application on the agenda in the affordable housing category. He requested to officially start with someone making the motion to fund the project with an amount.

Paul Healy made the motion to approve \$150k for Newburyport AHT and Mark Rosen seconded the motion.

Members discussed if there was timeframe on which they money would be used. It was reviewed that in the past there hasn't been a strict limit on exhaustion, it has been based on trust but subject to periodic reports back to CPC on how the project is going. Attendee Judy Tymon was called on to comment on the project timeline. She advised they have received an application for down payment assistance for the new unit off Parker St (affordable units). Addressing the timeframe she explained new units along with units on Colby Ln are online, have new owner requests, and are selling existing units. She reviewed have requested funding from CPC before and still have \$12,000 remaining from initial \$100,000.

Mike Dissette requested motion from Committee to approve \$150,000 to this applicant.

Don Little raised question to vote for proposal of funding and wait until the end of deliberations to vote officially on each applicant request. Mike Dissette agreed with his suggestion and it was agreed by all to have a formal vote at the end and allow more flexibility to move money around if necessary.

Mike Dissette conducted roll call vote and all Committee members responded yes.

**Restoration of 1930 Maxim Fire Truck; Newburyport Fire Department
\$76,728.00**

Mike Dissette began with request of a motion from any of the members.
Mark Rosen motioned to fund for \$76,728 and Ron Ziemba seconded.

Mike Dissette made note that several trucks have received funding and communities are enjoying them. He added he thinks this is a good project and applicant has done the best they can to get vendors who know what they are doing and at this price. Ron Ziemba also expressed his support of this project noting that it is not cheap but respects the history of this 90 year old vehicle and enjoys seeing them in the Yankee Home Coming events. Mark Rosen raised concerns around the amount of money, finding \$70,000 to be a lot. He expressed he was not in favor of this project. Jane Healey also expressed concerns with the amount of funding but agreed with Ron, it is an historical treasure.

Mike Dissette conducted a roll call to approve in full amount. All responded yes, with the exception of Mark Rosen, who voted no.

**Newburyport Public Library Archival Center HVAC Replacement; Newburyport Public
Library \$127,575.00**

Mike Dissette began with request of a motion from any of the members.
Paul Healy motioned for approval to fund for \$127,575 and Mark Rosen seconded.

Committee raised concerns about type of equipment and system being installed and questioned if there were more energy efficient alternatives that could be used instead. Facilities Manager of the City of Newburyport, Mike Bartlett was in attendance and called upon to address the concerns. He explained three separate companies were brought in to give recommendations on the equipment best suited for the space and type of items stored there. He assured due diligence was done to make the decision and keep up with changing technology of the systems. He added they did look into energy grants but unfortunately the system is specific to the archives and the type of equipment needed is too expensive to qualify for those grants.

Ron Ziemba advised he was in favor of this motion and added that Newburyport has one of best archival systems on North Shore and it's necessary to protect it.

Mike Dissette conducted roll call vote and all Committee members responded yes.

**Cushing House Cobble Courtyard Phase II; Historical Society of Old Newbury
\$30,250.00**

Mike Dissette began with request of a motion from any of the members.
Paul Healy motioned for approval to fund for \$30,250 and Ron Ziemba seconded.

Ron Ziemba advised he was in favor of this motion. He reviewed how the Cushing House has been very good at carving out small projects during his tenor on the Committee and should be rewarded for that. They continue doing a good job little by little and putting together complex of buildings with more to go. Mike Dissette agreed the organization's projects in the past have gone well.

Mike Dissette conducted roll call vote and all Committee members responded yes.

**Open Space Reserve Fund; Newburyport Open Space Committee
\$100,000.00**

Mike Dissette began with motion to start off with replacing amount of funding set aside for Artichoke \$150,000. Requested motion to approve from Committee.

Paul Healy motioned to approve \$125,000 to the Open Space Reserve and Mark Rosen seconded.

Committee members deliberation on an amount to approve and a new motion was made by Paul Healy to approve \$100,000 to OPR. Ron Ziemba seconded.

Mike Dissette conducted roll call vote and all Committee members responded yes.

**Clipper City Rail Trail: Closing the Gaps; Newburyport Planning Office
\$250,000.00**

Mike Dissette began with request of a motion from any of the members.
Paul Healy motioned for approval to fund for \$250,000 and Ron Ziemba seconded.

Mike Dissette opened it up for discussion with Committee.

Jane Healey brought up the email and letters from Councilman Eigerman strongly opposing the funding to this project. She added that as much as she appreciated Councilman Eigerman's views, she believed Geordie Vining supplied satisfactory answers and she supports this project. Ron Ziemba agreed with Jane. Don Walters expressed concerns about construction redesign being required due to law changes and how much of the funds are allocated to construction.

Geordie Vining who was in attendance was called to answers those concerns. He agreed projects can run into changes and increases to cost, but added they are moving as fast as they can through the design phase to avoid those issues. He explained the difficulty of pinning down the amount allocation to construction as it is dependent on which track the take as they have two options at this time.

Mike Dissette conducted roll call vote and all Committee members responded yes.
Heritage Tree Preservation; Proprietors of Oak Hill Cemetery
\$10,000.00

Mike Dissette began with request of a motion from any of the members.
Paul Healy motioned for approval to fund for \$10,000 and Mark Rosen seconded.

Mike Dissette called for any discussion and Mark Rosen expressed his support adding that this site is a gem in our City and he whole heartedly supports the funding.

Mike Dissette conducted roll call vote and all Committee members responded yes.

Bartlet Mall Historic Restoration – Northwest Corner Improvements; Newburyport Parks Department & Commission
\$100,000.00

Mike Dissette began with request of a motion from any of the members.
Paul Healy motioned for approval to fund for \$100,000 and Mark Rosen seconded.

Mike called for a discussion and Jane Healey added she supports the project and would also like to hear about cleaning the Frog Pond and have that looking and smelling better.

Mike Dissette conducted roll call vote and all Committee members responded yes.

First Guardians Statue; Lighthouse Preservation Society
\$80,000.00

Mike Dissette began with request of a motion from any of the members.
Mark Rosen motioned to consider the request of the Lighthouse for \$80,000 and Jane Healey seconded.

Mike Dissette called for a discussion with the Committee and concerns were expressed about whether there were enough specifics related to the location, content of the statue, and if this project was prepared for this step of the process. Committee members were in agreement the applicant was not ready at this time and should come back again when better prepared.

Mike Dissette conducted a roll call and all Committee members responded no.

Perkins Park Shade; Newburyport Parks Department & Commission
\$12,062.25

Mike Dissette began with request of a motion from any of the members.
Paul Healy motioned to consider the request for \$12,062.25 and Mark Rosen seconded.

Mike Dissette called for a discussion with the Committee and concerns were addressed regarding durability of the structure. The information provided by the applicant were reviewed and information supplied supported the materials were fitting for its intended use.

Mike Dissette conducted a roll call and all Committee members replied yes to fund for full amount requested.

Final review and vote on applicant requests:

Mike Dissette requested to take a moment to review and vote on the applicant requests. Jane Healey provided advised total approved funding from the budget totaled \$856,615, which did not include the \$250,000 from the Open Space Reserve for the Artichoke Riverwoods Watershed project. The remaining unallocated balance totaled \$11,484.

Mike Dissette reviewed the remaining funds may be set aside to rollover into next year's savings account. Discussion was opened to the Committee for options with the remaining funds. Members agreed that it would be in the best interest of the Committee to hold onto the funding for next year due to the current economic conditions which could cause an increase in applicants. It was also suggested by Paul Healey to increase the Open Space Reserve to \$125,000 in place of the initial amount of \$100,000 discussed earlier in the meeting.

Mike Dissette asked if there was a separate motion to add to any existing applicants from the agenda. Paul Healey motioned to add \$25,000 to the Open Space Reserve and Ron Ziemba seconded.

Mike Dissette conducted roll call for the motion and all members responded yes, with the exception of Don Walters who voted no.

Motion was passed to raise application #5 (Open Space Reserve) to \$125,000.

Mike Dissette asked for a motion to move remaining overage (\$89,000) to the general Community Preservation fund to next year. Mark Rosen motioned to move remaining unallocated amount into next year and Jane Healey seconded.

Mike Dissette conducted a roll call and all members replied yes.

Mike Dissette then reviewed the active applications and confirmation of the recommended approvals for funding:

Project #1 Newburyport Affordable Housing Trust with request of \$150,000

Project #2 Newburyport Fire Department with request of \$76,728

Project #3 Newburyport Public Library with request of \$127,575

Project #4 Historical Society of Old Newbury with request of \$30,250

Project #5 Open Space Reserve with increased allocation of \$125,000

Project #6 Newburyport Planning Office (Clipper City Rail Trail) with request of \$250,000

Project #7 Newburyport Planning Office (Artichoke River Woods Watershed) with request of \$225,000 from the Open Space Reserve funds

Project #8 Proprietors of Oak Hill Cemetery with request of \$10,000

Project #9 Newburyport Parks Dept. & Commission with request of \$100,000
Project #10 Lighthouse Preservation Society declined request; \$0 allocation
Project #11 Newburyport Parks Dept. & Commission (Perkins Park) with request of \$12,062.25
Remaining funds to be rolled over to the Community account.

Mike Dissette confirmed docket with a roll call of the members. All members replied yes.

Mike Dissette continued agenda with a request for motion on the following obligations of existing bonds:

Stadium Bond Payment \$124,130
Cherry Hill Bond Payment \$12,140
FY20 Administrative \$12,000

Paul Healy motioned to approve the transfer to obligations and Mark Rosen seconded.
Mike Dissette conducted a roll call of the members and all responded yes.

5. Approval of minutes 4/29/20

Mike Dissette called for a motion to approve the minutes from the 4/29/20 Meeting. Paul Healy motioned to approve and Mark Rosen seconded.
Mike Dissette conducted a roll call of the members and all responded yes.

6. Upcoming Schedule Discuss next meeting date

Mike Dissette confirmed with Director Andy Port that the next scheduled meeting date of 6/24/2020 was available on the calendar. Meeting will be dependent on business requirements and may be canceled if there is no agenda.

Mike Dissette moved to adjourn 8:56p