

# **Community Preservation Committee**

October 20, 2022

Via Zoom Webinar

Meeting Minutes

## **Call to Order**

**Katelyn Sullivan of the Planning Office 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, Don Little, Chuck Griffin, Don Walters, Mark Rosen, Joe Teixeira, and Joe Morgan.**

**Katelyn Sullivan from the Planning Office was also present.**

**Tom O'Brien- not in attendance.**

**Mike Dissette introduced and welcomed newest member Joe Teixeira who has taken Paul Healy's seat.**

## **1. Annual Public Information Meeting**

Chair Mike Dissette explained the meetings are posted and advertised to the citizens in the City so they may join the meeting and bring any questions to the Committee regarding processes or issues with projects of past and present that the CPC has recommended funding and City Council has approved. Explained how CPC Act in the City and how funds are collected as well as the State funding.

He recognized Andrew Levine, Chief of Staff, in attendance and offered him time to share or ask questions.

Andrew Levine advised he was there to listen in and answer any questions should it be necessary.

This meeting serves as the Community Preservation Committee's (CPC) annual public meeting to address questions and concerns from the community and to hear about priority projects and goals. Public comment will be taken. This is an opportunity for discussion of the Community Preservation Act, the Community Preservation Fund, and the needs, possibilities, and resources of the City for the acquisition and preservation of open space, historic resources, affordable housing, and recreational resources. Please see the attached CPC Evaluation Criteria for your reference.

## **2. General Business**

### **a) Committee Elections**

Chair Mike Dissette suggested they follow suit from last year and move the election out until January 2023's meeting. No objections.

### **b) FY23 CPA Projects Update**

Mike Dissette advised they have received approval for all appropriations recommended in the last cycle. The process was longer due to items that came out of the Committee in smaller groups to allow for discussion of Bonding questions on the larger projects. Opened for questions with no responses/requests from the group.

### **c) Draft FY24 CPA Project Application and Submission Process**

Mike Dissette explained this year they will once again take in applications online via the City system called OpenGov.

He questioned how the process was working and Katelyn Sullivan advised it has had positive feedback with the new process working well.

He explained notices published advising the deadline was advanced (moved earlier) from mid-February to mid-December to prevent back log in City Council which then causes the delay of recommendations until May/June. That time frame falls in the middle of City Council budget discussions. It was getting more difficult to get the City Council process completed. The request was made to advance the due dates, schedule of reviews, and deliberations and it was decided it would be worth a try and give City Council more time with recommendations.

He asked if there were any questions and there were none.

### **d) Draft Review Schedule**

Mike Dissette reviewed moving forward with applications due on **December 16, 2022**. Applicant presentations and CPC deliberations will take place during mid-January and February and recommendations will go to the City Council by the end of March. Shifting our schedule will allow the City Council to handle CPC recommendations before getting into in the budgeting season.

Thursday, October 20, 2022, 7pm, Zoom – Annual Meeting

Thursday, January 19, 2023, 7pm, Zoom - Application and Schedule Review

Meeting Thursday, February 2, 2023, 7pm, Zoom – Applicant Project Presentations #1

Thursday, February 16, 2023, 7pm, Zoom – Applicant Project Presentations #2

Thursday, March 2, 2023, 7pm, Zoom - Deliberations

**e) Draft FY24 Budget**

Mike Dissette explained he was happy to see an overage of approximately \$226,000 from last year. They got more money than expected from the State and hope the same happens this year. Surplus may be applied to the State Trust Fund to add to the State match. Working on 35% from the State which is a recommended number for planning purposes. Two estimates for debt service on Bonds not out on the street yet, Market Landing and Bartlet Mall. The numbers are very close to numbers recommended by Bond. That number may be less dependent on when it goes out to the street and on interest accrued.

He opened for questions?

Don Walters suggested they have an analysis on the numbers where there are two large Bonds and the numbers could vary by the time, they start the next cycle.

Mike Dissette agreed and advised he would have Ethan Manning work on status of Bonds and anticipated interest rates for the January meeting. This will give them a better idea of the range of numbers to work with, also when those payments would start.

**f) CPA Project Quarterly Reports**

Mike Dissette reviewed that the quarterly reports for July & October 2022 projects are listed and ongoing. Asked if there were any questions?

Don Walters questioned if the reorganization in the Parks Department would impact their projects. Read the brief by the Parks Department and wanted to be sure everything else expected to be on track due to reorganization

Chuck Griffin explained they are going through a process with 2 meetings in early November for Park Commissioners to give their views. Up in the air but shouldn't affect the dollar amounts. He mentioned there could be more money available for Parks if the new department ideas and changes are accepted by the city.

Mike Dissette explained for the CPC the concerns would be about the project management and who is the POC. Could be multiple POCs.

Chuck Griffin agreed the only concern may be who they'll be dealing with but there shouldn't be any negatives on the financial side.

Andrew Levine added that in most cases the Project Manager hasn't changed, larger projects still with Kim Turner & Andy Port. Confident they will be staffed and moving forward.

Don Little commented on the October packet for Atwood Park lighting. Pointed out they completed under budget. Returning \$17,800, which is unusual and should acknowledge that.

Katelyn Sullivan confirmed that the returned funds are not reflected in current funding numbers. Joppa Parks also came in \$12,400 under budget. January's reports will reflect the returned funds.

**g) Updates from Chair/Vice Chair or Planning Director (if needed)**

Mike Dissette asked Katelyn Sullivan if she had anything to add from the Planning Office and she advised she did not.

Mike Dissette made mention of the Community Coalition and suggested members join the mailing list and use them as a resource for questions. He is happy to be a contact but they can also contact them directly.

He reviewed there was a question that he & Jane Healey were researching regarding statute and local ordinance. They were looking to find out what exactly can happen to recommendations once they go to City Council. He reached out to the Coalition and found 4 things can happen. First of all, the Legislation or body of authority cannot appropriate any CPC funds without having the recommendation from the committee. Once they have a recommendation they can approve it, deny it, reduce it, or deny it but direct that it be placed in reserve for the category the project was allocated (don't see last decision very often).

Question of placing conditions often comes up; standard or specific. On occasion City Council will approve with own conditions, which is a gray area. Their general discretion and power to appropriate allows for some consideration of additional conditions. Bottom line is City Council cannot materially change CPC recommendations in terms of conditions. This information was confirmed by the Coalition.

**h) Meeting Minutes Approval of 4/27/22**

Mike Dissette motioned to approve.

Chuck Griffin motioned with second from Mark Rosen.

Joe Morgan advised of a correction needed related to the Market Landing vote. He voted "no" and it did not reflect that.

Rachel Cusick confirmed she will make the correction.

Mike Dissette motioned to approve as corrected and took a roll call with all in agreement.

**i) Next Meeting Date**

Mike Dissette advised the next CPC meeting date is anticipated to be Thursday, 1/19/23 at 7p.

**j) Next Meeting Date**

Meeting adjourned at 7:27p