



JOSEPH A. CURTATONE  
MAYOR

Somerville CPA



**CITY OF SOMERVILLE, MASSACHUSETTS  
COMMUNITY PRESERVATION COMMITTEE  
MINUTES  
APRIL 22, 2015**

**MEMBERS**  
Michael A. Capuano, Chair  
Dick Bauer, Vice Chair  
Tanya Cafarella  
Elizabeth Duclos-Orsello  
Michael Fager  
Arn Franzen  
Ezra Glenn  
Courtney Koslow  
Uma Murugan

**STAFF**  
Emily Monea

The Community Preservation Committee (CPC) held a regular meeting at 7:00pm in the third floor community room at the Visiting Nurse Association, 259 Lowell Street, Somerville, MA 02144. An audio recording of the meeting is available upon request.

- Members Present** Chair Michael Capuano, Vice Chair Dick Bauer, Elizabeth Duclos-Orsello, Michael Fager, and Arn Franzen
- Members Absent** Tanya Cafarella, Ezra Glenn, Courtney Koslow, and Uma Murugan
- Staff Present** Emily Monea
- Others Present** None

The Chair opened the meeting at 7:13. The Chair noted that a quorum was not present for the purpose of voting but opened the meeting for discussion. The Committee members referenced the materials listed at the end of these minutes, all of which are available upon request.

**Agenda item 1: Public comment period (10 minutes)**

No members of the public were present at the meeting.

**Agenda item 3: Budget Review**

The Chair took this item out of order. The Committee members reviewed the budget information in the meeting presentation.

Elizabeth Duclos-Orsello arrived at 7:15; a quorum was now present.

Emily Monea noted that it is unclear whether the City will be able to appropriate free cash funds into the CPA Fund in FY15 as it did in FY14 because of the size of the snow deficit. Ms. Monea said she estimates that there will be about \$2.25 million available for CPA projects in FY16 without the FY15 City appropriation.

Michael Fager asked about the state match, noting that he had heard that the state might transfer an extra \$25 million into the CPA Fund. Ms. Monea said the Coalition is pursuing two strategies with regard to the state match: 1) asking the state to transfer additional revenue into the CPA Trust Fund as it did in the two previous years; and 2) seeking to change how the CPA Trust Fund is funded. She noted that in the budget she only included state match revenue equal to an 18% match on FY15 local revenue, as this is the Department of Revenue's current estimate for the match rate.

**Agenda item 2: Approve minutes from March 4<sup>th</sup> meeting**

Upon motion from the Vice Chair, seconded by the Chair, the Committee voted 5-0 to approve the minutes from the March 4<sup>th</sup> meeting.

**Agenda item 4: Historic Preservation Plan update**

Ms. Monea informed the Committee members that she terminated the contract for the Historic Preservation Plan consultants due to a difference in expectations about quality. She said that upon the advice of the City's Law Office she terminated the contract for convenience rather than for cause and therefore had to pay the consultants \$4,750 for the phase 1 deliverables (one quarter of the full contract value of \$19,000). She informed the Committee about the new plan for the project, which includes George Proakis, the City's Planning Director, paying Amie Hayes, former historic preservation planner for the City, up to \$10,000 to serve as a consultant on the project in the role of research director. Ms. Monea requested that the Committee increase the budget for the project back to \$20,000. She said a portion of the funds would be used to pay Sarabrent McCoy, who has volunteered on the project since November, to continue her excellent work and to bring on a second consultant with historic preservation expertise to assist with writing the plan and lead the community engagement effort, among other efforts.

The Vice Chair noted that the Historic Preservation Plan will not be completed in advance of releasing the application materials but will be available for the Committee members to use in evaluating the FY16 applications.

Upon motion from the Vice Chair, seconded by Ms. Duclos-Orsello, the Committee voted 5-0 to approve the process for completing the Historic Preservation Plan outlined by Ms. Monea.

The Vice Chair, seconded by Arn Franzen, moved that the Committee increase the budget for the Historic Preservation Plan by \$4,750. Mr. Fager asked whether the full \$4,750 was needed to complete the project given Mr. Proakis' contribution to the project and the previous consultants' work. Ms. Monea said yes and noted that, in her opinion, the original budget for the project was too low to obtain a high-quality product. The Committee voted 5-0 in favor of the motion.

The Vice Chair noted that Jillian Adams, the Secretary for the Historic Preservation Commission (HPC), has been working with Ms. Monea on the project, and Ms. Monea noted that she has been incredibly helpful.

## **Agenda item 5: FY15 projects**

### **a. Conditions**

#### Preservation Restrictions

Ms. Monea noted that the Committee included a perpetual preservation restriction as a condition for six of the CPC projects. She noted that two of these properties, Milk Row Cemetery and the Somerville Museum, already have preservation restrictions held by the Massachusetts Historical Commission (MHC). She noted that, based on a conversation with Michael Steinitz at MHC about preservation restrictions, the City does not, in her opinion, need to hold an additional restriction on the property. She noted that she needs to verify that the Somerville Museum's preservation restriction is in perpetuity.

Ms. Monea noted that it is her understanding that preservation restrictions take some time to process and that, in her opinion, the restriction does not need to be in place prior to project commencement but that disbursement of funds can be tied to progress on the restriction and final disbursement can be tied to completion of the restriction.

Ms. Duclos-Orsello asked whose responsibility it is to move forward the process of obtaining preservation restrictions for the CPA projects. Ms. Monea said she needs to research this issue further but, based on her conversation with Mr. Steinitz, she believes it is the City's responsibility.

Upon motion from the Chair, seconded by Ms. Duclos-Orsello, the Committee voted 5-0 to remove the preservation restriction conditions from the Milk Row Cemetery and Somerville Museum projects, assuming the existing Somerville Museum preservation restriction is in perpetuity.

#### Public access requirements

Ms. Monea asked the Committee members if they were comfortable with Ms. Monea negotiating the public access requirement in the process of executing the grant agreements. The Chair encouraged Ms. Monea to research examples of public access requirements in other communities. The Vice Chair noted that Ms. Monea could negotiate the public access and bring it back to the CPC for approval; the Committee members generally agreed.

Upon motion from the Vice Chair, seconded by the Chair, the Committee voted 5-0 in favor of Ms. Monea negotiating public access requirements with the grantees and coming back to the CPC for approval.

#### Review and comment sessions with HPC

Ms. Monea asked the Vice Chair when the ideal time is for projects to come before the HPC. The Committee members recommended leaving the scheduling of the sessions to the HPC.

**b. Grant Agreements**

Ms. Monea noted that she plans to bring grant agreements to the CPC at the May meeting.

Ms. Monea asked whether the CPC members want to place a term on the grant agreement. Mr. Franzen suggested five years.

Ms. Monea described a system for disbursing CPA funds that she discussed with the Finance Department: the vendor would invoice the grantee, the grantee would invoice the City, the City would pay the grantee, and the grantee would then pay the vendor. Several of the Committee members expressed concern about this system, noting that it would take too long and be too burdensome for grantees. Ms. Monea said she would continue working with the Finance Department to create a system that meets the City's need for accountability need and Grantees' limited financial and project management capacity.

**c. Signs**

Ms. Monea noted that in the FY15 application packet, the CPC stated: "The sign must be paid out of the CPA funding award; the CPC will add the cost of the sign to the project funding award recommendation." She noted that the CPC forgot to do so during the application and award process. She suggested that the CPC instead pay for the signs out of its administrative funds.

Upon motion from Ms. Duclos-Orsello, seconded by the Chair, the Committee voted 5-0 to pay for CPA project signs out of the Committee's admin funds.

**Agenda item 6: FY16 funding cycle**

**a. Timeline**

Ms. Monea suggested that the CPC not hold a public hearing during the May 27<sup>th</sup> CPC meeting; the Committee members generally agreed. She suggested that the Committee move forward with the FY16 v2 timeline on slide 10 of the presentation but with a first public hearing in early June instead of on May 27<sup>th</sup>.

The Committee members agreed to take up the remaining agenda items at the next meeting.

**b. Community Preservation Plan public hearings**

**i. Updating Community Preservation Plan priorities**

**c. Updating application packet**

**Agenda item 7: Next meeting: Wednesday, May 27<sup>th</sup> at 7 p.m.**

**Meeting Adjournment**

Upon motion from the Chair, seconded by Ms. Duclos-Orsello, the Committee voted 5-0 to adjourn at approximately 8:05.

**Documents and Exhibits:**

1. Meeting agenda
2. Meeting presentation, prepared by Emily Monea
3. CPA Funding Estimates, updated 4/22/15, prepared by Emily Monea
4. Summary of FY15 CPA projects, prepared by Emily Monea