



JOSEPH A. CURTATONE
MAYOR



**CITY OF SOMERVILLE, MASSACHUSETTS
COMMUNITY PRESERVATION COMMITTEE
MINUTES
NOVEMBER 5, 2014**

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 Community Room at the Visiting Nurse Association at 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, Tanya Cafarella, Arn Franzen (arrived late), Ezra Glenn, and Uma Murugan
- Members Absent** Elizabeth Duclos-Orsello, Michael Fager, and Courtney Koslow
- Staff Present** Emily Monea
- Others Present** None

The Chair opened the meeting at approximately 7:00. The Committee members referenced the materials listed at the end of these meetings, all of which are available upon request.

Agenda item 1: Public comment period

No members of the public were present at the meeting.

Agenda item 2: Approve minutes from October 1st meeting

Ms. Cafarella noted that she was listed as present and absent in the minutes. Ms. Monea said she would correct this and noted that she added Alan Moore to the "Others Present" section. Upon motion from Mr. Glenn, seconded by the Vice Chair, the Committee voted 3-0 to approve the minutes from the October 1st meeting as amended, with Ms. Cafarella and Ms. Murugan abstaining as they were not present at the meeting.

Agenda item 3: Update on historic preservation items

Mr. Franzen arrived at approximately 7:05.

a. Historic Preservation Plan consultant and interns

Ms. Monea informed the Committee that the City received two proposals in response to the Historic Preservation Plan RFP. The review committee, composed of Ms. Monea, Amie Hayes from the City's historic preservation staff, Elizabeth Duclos-Orsello, and Jillian Adams from the Historic Preservation Commission (HPC), chose to award the contract to Clarendon Hill Consultants, whose proposal was valued at \$19,000. The City was able to save several thousand dollars on the contract by hiring at no cost two interns, Sarabrent McCoy and Gillian Lang, to assist with the project. The consultants and interns are scheduled to attend the December 3rd CPC meeting.

b. Historic Preservation Commission significance determinations

The Vice Chair updated the Committee on the CPA project proposals that required a determination of historic significance from the HPC to be eligible for CPA funding. The HPC:

- Found the Blessing of the Bay Boathouse, the historic resource component of the Healey School to Mystic project, to be ineligible for a historic significance determination as the building is not yet 50 years old.
- Found the American Tube Works, Temple B'nai Brith, and the City of Somerville Archives collections to be significant.
- Found 38 Union Square and First Church Somerville to be significant. The Vice Chair noted that HPC staff recommended the buildings to be determined not significant because of alterations.
- Delayed a determination on the Somerville Museum submissions until the November HPC meeting. The Vice Chair noted that the HPC established a special process for determining the significance of non-building resources in its Guidelines for a Determination of Historic Significance, which recommend that applicants submit an explanation of significance written by a professional in the field associated with the resource type as well as a brief statement of the professional's credentials and/or expertise. The Vice Chair noted that Barbara Mangum submitted the explanations of significance for the Somerville Museum artifacts and collections but that she provided neither her credentials nor any outside expertise.

Agenda item 4: Budget update

Ms. Monea discussed agenda items 4 and 5 together.

Agenda item 5: Discuss requests for Board of Aldermen

Ms. Monea noted that the City will receive its match from the state on November 15th. She anticipates it will be much higher than the estimated match of \$662,621 the Committee included in the FY15 CPA budget the Board of Aldermen approved in June because the state has committed to transferring up to \$25 million to its CPA Trust Fund. She noted that the Board of Aldermen must vote to transfer any state match funding beyond the budgeted amount into a CPA Fund reserve account prior to the tax recap (which occurs at the beginning of December) in order for the City to spend the money after the tax recap.

Ms. Monea also said that the Committee needs to decide whether to request that the Board appropriate additional admin funding. Finally, the Committee will need to request that the Board approve:

- Increasing the open space/recreation reserve and the historic resources reserve to 15% of total FY14 and FY15 revenue each
- Increasing the community housing reserve to 45% of total FY14 and FY15 revenue
- Appropriating the community housing funding to the Affordable Housing Trust

She recommended that the Committee only request that the Board consider the item that must be taken up prior to the tax recap – transferring the excess FY15 revenue to a reserve account – and that the Committee request the other items after the tax recap.

Upon motion from the Chair, seconded by the Vice Chair, the Committee voted 6-0 to recommend that the Board of Aldermen appropriate excess FY2015 Community Preservation Fund revenues to the Community Preservation Fund Budgeted Reserve.

a. Grant agreement/MOU for Affordable Housing Trust

The Committee reviewed a preliminary draft of a grant agreement between the Community Preservation Committee and the Affordable Housing Trust. Ms. Monea noted that the City's law office is still reviewing the agreement but requested the members' feedback on a few items, including whether the Trust should spend the money within a certain time period and how often the Trust should report back to the Committee. The members generally agreed there should be no time limit for the Trust to spend CPA funding. They also agreed that the Trust should report to the Committee every six months and suggested that the initial meeting happen soon after they are granted funding.

Agenda item 6: Considerations for 2015

a. Funding cycle timeline

The Committee members agreed to hold public meetings or hearings on January 7th and January 12th during which applicants will give a brief presentation on their project proposal(s). The members agreed that the meetings should be held in one central location. The members discussed whether to hold public meetings or hearings, and they generally agreed to hold meetings since the format is more flexible. One member noted that holding hearings may encourage more individuals to attend because a hearing sends the message that the Committee wants to hear from residents more so than a meeting does. The members agreed to discuss details of the meetings at the December 3rd CPC meeting.

b. Meeting date and time

The Committee members discussed holding the meeting on a different day or at a different time. One member suggested the fourth Wednesday of the month. Ms. Monea said that she would send a poll around to the members to determine which is preferable.

c. Elections

The members noted that three individuals have initial terms of one year, including the Parks and Open Space Department representative and two general public representatives, and questioned whether these expirations constitute vacancies such that the City would have to open an application process for the general public positions as required by section (5) of the Community Preservation Committee ordinance. Ms. Monea said she would ask the law office about this issue.

The Committee agreed to hold elections for Chair and Vice Chair at the December CPC meeting. One member noted that, if the composition of the Committee changes, the members should consider holding elections after the new members are on board.

Agenda item 7: Other business

There was no other business.

Agenda item 8: Next meeting: Wednesday, December 3rd at 7pm

Meeting Adjournment

Upon motion from the Chair, seconded by Ms. Cafarella, the Committee voted 6-0 to adjourn at approximately 8:10.

Documents and Exhibits, all available upon request:

1. Meeting agenda
2. Meeting presentation
3. Summary of CPA project proposals, prepared by Emily Monea
4. "Example Appropriations & Reservations w/ High Match Estimates" prepared by Emily Monea
5. Draft "Community Preservation Act Grant Agreement for Somerville Affordable Housing Trust" prepared by Community Preservation Coalition and Emily Monea
6. City of Somerville Ordinance No. 2013-02: Community Preservation Committee Ordinance Pursuant to G.L. c. 44B