



JOSEPH A. CURTATONE
MAYOR

Somerville CPA



**CITY OF SOMERVILLE, MASSACHUSETTS
COMMUNITY PRESERVATION COMMITTEE
MINUTES
DECEMBER 3, 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 third floor conference room at City Hall, 93 Highland Avenue, Somerville, MA 02143. An audio recording of the meeting is available upon request.

- Members Present** Vice Chair Dick Bauer, Tanya Cafarella, Elizabeth Duclos-Orsello, Michael Fager, Arn Franzen, Ezra Glenn, and Courtney Koslow
- Members Absent** Chair Michael Capuano and Uma Murugan
- Staff Present** Emily Monea
- Others Present** Isabel Kaubisch, Faith Ferguson, and Sarabrent McCoy

The Vice 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: Discuss Historic Preservation Plan with consultants and volunteers

Ms. Monea noted that Isabel Kaubisch and Faith Ferguson, the consultants selected to complete Somerville’s Historic Preservation Plan, had not yet officially begun work, as there have been issues getting the contract executed. She anticipates that they will begin work the week of December 8th. She noted that Sarabrent McCoy, one of the volunteers assisting with the Historic Preservation Plan, had been working for several weeks doing preparatory work for the project.

The Committee members, Ms. Kaubisch, and Ms. Ferguson discussed the vision for the plan, which is focused on performing an expansive review of all relevant materials and resources, cataloguing the city’s historic resources, performing a public engagement campaign, and developing a set of recommendations targeted to the Somerville context, including how the Committee should prioritize the allocation of CPA funding for historic resources projects. The members discussed how the development of the plan will impact the Committee’s review of historic resources project proposals that were submitted by the December 1st deadline for the FY15 funding cycle. One member noted that the Committee had agreed to evaluate the applications only against the information that was available at

the time the funding cycle opened; another noted that the members could decide to wait to consider funding a project proposal until the historic preservation plan is complete.

In response to a question about the involvement of the Historic Preservation Commission in the plan, Ms. Monea noted that she had set up a meeting with the consultants and the City staff familiar with the City's historic resources as well as a special meeting of the Historic Preservation Commission with the consultants. The Vice Chair also noted that the HPC's CPA Advisory Committee had begun meeting and would provide recommendations to the CPC regarding the Historic Preservation Plan and the historic resources project proposals.

Ms. Kaubisch and Ms. Ferguson left at approximately 7:20.

Agenda item 2: Public comment period

No members of the public were present at the meeting.

Agenda item 3: Approve minutes from November 5th meeting

Upon motion from Mr. Franzen, seconded by Ms. Cafarella, the Committee voted 4-0 to approve the minutes from the November 5th meeting, with Ms. Duclos-Orsello, Mr. Fager, and Ms. Koslow abstaining as they were not present at the meeting.

Agenda item 4: Budget update & requests for Board of Aldermen

The Committee members discussed slides 3 through 7 in the presentation and the "BOA Appropriations & Transfers" handout (see Documents and Exhibits below). She noted that the City received a state match of \$904,917, which was \$242,296 more than the Committee estimated in its original FY15 budget. She noted that the Board of Aldermen voted to appropriate this excess revenue into the CPA Fund Budgeted Reserve at its November 25th meeting, so it is available to spend in the FY15 funding cycle.

Ms. Monea noted that the Committee could request \$12,116 in admin funding on the additional \$242,296 in FY15 revenue and that the administration is in support of the Committee doing so. The Committee members generally agreed, stating that it is important to have the funding available in case they need to do due diligence on project proposals and that unused admin funding will convert to project funding at the end of the fiscal year.

The Committee members discussed the draft grant agreement for the Affordable Housing Trust Fund. Ms. Monea noted that she adapted a sample grant agreement released by the Community Preservation Coalition with the assistance of Kelly Donato and the City's law office. She noted that they simplified the agreement substantially and stated that the draft before the CPC had been reviewed by the City Auditor and the City Solicitor and preliminarily reviewed by the Trust.

Upon motion from Mr. Glenn, seconded by Ms. Cafarella, the Committee voted 7-0 to approve the grant agreement for the Affordable Housing Trust with two changes, authorizing Ms. Monea to modify these changes if necessitated by discussions with the City's law office or the Trust:

1. In the third whereas clause on page 1, add "in fiscal year 2014 and fiscal year 2015 CPA revenue" to make it clear that this grant agreement only governs the Trust's distribution of \$2.2 million in CPA funding for the FY15 funding cycle.
2. Make item 2b more specific by stating "The TRUST shall provide the COMMITTEE with an itemized written update in a form satisfactory to the Committee on the progress toward completion of the Work every six months, or as requested."

Upon motion from Ms. Duclos-Orsello, seconded by Ms. Koslow, the Committee voted 7-0 to recommend that the Board of Aldermen:

1. Transfer \$269,344 from the Budgeted Reserve to the Open Space/Rec Reserve
2. Transfer \$269,344 from the Budgeted Reserve to the Historic Resources Reserve
3. Transfer \$989,833 from the Budgeted Reserve to the Community Housing Reserve
4. Transfer \$750,196 from Fund Balance to the Community Housing Reserve
5. Appropriate \$2,206,028 from the Community Housing Reserve to the Affordable Housing Trust Fund, in accordance with the grant agreement previously approved.
6. Appropriate \$12,116 from Fund Balance for Committee administrative expenses

Agenda item 5: Considerations for 2015

a. Meeting date and time

The Committee members discussed the results of a Doodle poll that surveyed the availability of the Committee members for the regular meeting day in 2015. Of the two options included, the first Wednesday of the month and the fourth Wednesday of the month, the Committee members agreed that neither is ideal and that Ms. Monea should distribute a new Doodle poll with more options.

b. Officer elections

Ms. Monea shared comments from the Chair, who was unable to attend the meeting, regarding his wish to serve as Chair of the Committee for a second year.

The Vice Chair nominated Mr. Capuano to serve as the Chair of the Committee in 2015, seconded by Mr. Fager. Mr. Franzen nominated Mr. Bauer to serve as the Vice Chair of the Committee in 2015, seconded by Ms. Cafarella. The Committee voted 6-0 in favor of both motions, with Mr. Bauer abstaining.

Several Committee members noted that it would be nice for the officer positions to be occupied by the general public members and the ex officio members in the future.

Ms. Monea updated the Committee on the reappointment of the members with an initial term length of one year. She noted that the law office and the City Clerk agreed that the general public positions are considered vacant, and therefore that the Committee must go through the public process described in clause (5) of the Community Preservation Committee Ordinance (2013-02), only if a general public member leaves the position or the Mayor does not reappoint him/her. Mr. Glenn and Ms. Koslow confirmed their interest in continuing to serve on the Committee. Ms. Monea noted that the Mayor intends to reappoint Ms. Koslow and Mr. Glenn to serve a second term of three years, subject to approval by the Board of Aldermen. She said the reappointments will be submitted to the Board at its December 11th meeting.

The Mayor also intends to reappoint Mr. Franzen as the Parks and Open Space Department member to serve a second term of three years.

Agenda item 6: Review applications and finalize plan for public meetings on Wednesday, January 7th at 7pm (Aldermanic Chambers) and Monday, January 12th at 7pm (location TBD)

The Committee members agreed to hold the January 12th public meeting in the community room at the Visiting Nurse Association.

The Committee members discussed the format of the public meetings. They decided to devote 10 minutes to each project proposal, five for a presentation from the applicant and five for questions from the Committee members. They also decided that the City-sponsored projects should be presented at the first meeting and the non-City-sponsored projects should be presented at the second meeting. They noted that the format of the presentation is up to the applicant.

Ms. Monea stated that Kelly Donato, the Trust's staff, has stated that the Trust would like until the end of January to submit a request for additional CPA funding, which would mean the Committee would have the request by its February 4th meeting. The Trust intends to release the application for CPA funds in early December and would like to give applicants at least a month to submit proposals and allow time for the Trust to review the applications. The Committee members generally agreed that this is reasonable.

A Committee member stated that the Committee will need to decide to what extent they should reserve CPA funding for distribution after the FY15 funding cycle, noting that the Trust could request additional funding at any time, that the Historic Preservation Plan could indicate areas of need that are not reflected in the project proposals submitted in this funding round, and that there were very few requests for open space/recreational land. He noted that it would be helpful to receive an early, informal statement from the Trust indicating whether they anticipate needing additional CPA funding and if so, roughly how much.

Reviewing the tentative FY15 funding cycle timeline on page 8 of the presentation (see Documents and Exhibits below), the Committee members agreed that it may be too aggressive to try to make recommendations at the February 4th meeting. The members agreed to schedule a second meeting in February and to aim to make recommendations at the March Committee meeting at the latest.

Agenda item 7: Other business

There was no other business.

Agenda item 8: Next meeting: Wednesday, January 7th at 7pm (Aldermanic Chambers)

Meeting Adjournment

Upon motion from Mr. Glenn, seconded by Ms. Koslow, the Committee voted 7-0 to adjourn at approximately 9:05.

Documents and Exhibits, all available upon request:

1. Meeting agenda
2. Meeting presentation
3. "CPA Funding" summary, prepared by Emily Monea
4. "BOA Appropriations & Transfers," 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. Summary of FY15 CPA project proposals, prepared by Emily Monea

Somerville CPA



Community Preservation Committee

December 3, 2014

Historic Preservation Plan

- ▶ Team
 - ▶ Consultants: Isabel Kaubisch & Faith Ferguson, Clarendon Hill Consultants
 - ▶ Historic Preservation Interns: Sarabrent McCoy & Gillian Lang

Revenue

	FY14 (actual)	FY15 (actual match)	FY14 + FY15 (actual match)
Surcharge	\$1,323,320	\$1,316,187	\$2,639,507
City appropriation	\$1,355,671	\$0	\$1,355,671
Other revenue	\$2,189	\$0	\$2,189
State match	\$0	\$904,917	\$904,917
Total	\$2,681,180	\$2,221,104	\$4,902,284



Current allocation

	FY14	FY15	FY14 + FY15
Admin	\$56,769	\$98,940	\$155,710
Open Space/Rec Reserve	\$268,118	\$197,881	\$465,999
Historic Resources Reserve	\$268,118	\$197,881	\$465,999
Community Housing Reserve	\$268,118	\$197,881	\$465,999
Budgeted Reserve	\$0	\$1,528,521	\$1,528,521
Fund Balance	\$1,820,057	\$0	\$1,820,057
Total	\$2,681,180	\$2,221,104	\$4,902,284

CPC recommended allocation, FY14 + FY15

	% of FY14 + FY15 revenue	Recommended allocation	Difference from current allocation
Admin	5%	\$167,825	\$12,116
Open Space/Rec Reserve	15%	\$735,343	\$269,344
Historic Resources Reserve	15%	\$735,343	\$269,344
Community Housing Reserve	45%	\$2,206,028	\$1,740,029
Budgeted Reserve	20%	\$0	-\$1,286,225
Fund Balance		\$1,057,745	-\$762,311
Total	100%	\$4,902,284	\$0

Admin Funding

	FY14 + FY15 (budget)	FY14 + FY15 (actual match)
Maximum admin funding	\$155,710	\$167,825
- CPA Manager salary	-\$118,204	-\$118,204
- Coalition dues	-\$7,900	-\$7,900
- Historic Preservation Plan	-\$19,000	-\$19,000
Remaining admin funding	\$10,606	\$22,721

Board of Aldermen requests

1. Transfer \$269,344 from Budgeted Reserve to Open Space/Rec Reserve
2. Transfer \$269,344 from Budgeted Reserve to Historic Resources Reserve
3. Transfer \$989,833 from Budgeted Reserve to Community Housing Reserve
4. Transfer \$750,196 from Fund Balance to Community Housing Reserve
5. Appropriate \$2,206,028 from Community Housing Reserve to Affordable Housing Trust Fund
 1. Grant agreement
6. Appropriate \$12,116 from Fund Balance for Committee Administrative Expenses (OPTIONAL)

FY15 Funding Cycle Timeline

Items in italics are tentative/proposed

Date	
January 7, 2015	Public meeting/hearing (Aldermanic Chambers)
January 12, 2015	Public meeting/hearing (VNA or SHS)
<i>February 4, 2015</i>	<i>CPC meeting: recommend projects</i>
<i>February 12, 2015</i>	<i>Submit recommendations to BOA</i>
<i>February 26 / March 12, 2015</i>	<i>Approval from BOA</i>
<i>March 2015</i>	<i>Award letters</i>

Term Lengths

Member	Representative From	Initial Term Length
Michael Capuano (Chair)	Planning Board	2 years
Dick Bauer (Vice Chair)	Historic Preservation Commission	3 years
Tanya Cafarella	Housing Authority	2 years
Elizabeth Duclos-Orsello	General public	2 years
Michael Fager	Conservation Commission	3 years
Arn Franzen	Parks & Open Space Department	1 year
Ezra Glenn	General public	1 year
Courtney Koslow	General public	1 year
Uma Murugan	General public	3 years

Applications summary

	# apps	Funds requested	Minimum funds available	Maximum funds available
Historic Resources	11	\$8,632,136 \$2,632,136 w/o WBL*	\$735,343	\$1,805,205
Recreational Land	4	\$227,463	\$735,343	\$735,343
Total	15	\$8,859,599 \$2,859,599 w/o WBL*	\$1,470,686	\$2,540,548

*Debt service on West Branch Library would be an estimated \$436,252 per year starting in FY18

