

Community Preservation Committee

Minutes: September 22, 2016

City Council Hearing Room

Members Present:

James Souza, Antone Dias, Paul Machado, Kenneth Pacheco, Keith Paquette, Jason Caminiti, John Brandt

Members Absent:

No current board members were absent.

Open Meeting Law:

Chairman, Kenneth Pacheco, read the Open Meeting Law Advisement.

Minutes:

A motion was made by James Souza to accept the minutes of the August 15, 2016 meeting. That motion was seconded by Antone Dias.

Result: Unanimously approved

New Business:

New Board members:

Chairman Kenneth Pacheco reported that he has not been informed of the name of the new Housing Authority representative to the CPC. The Historic Commission has designated, Kristen Cantara Oliveira as their new representative.

Marine Museum Taxes:

The Marine Museum, a 2016 grantee, has provided documentation that their prior tax liability has been paid.

James Souza made a motion to accept this documentation. That motion was seconded by Jason Caminiti.

Result: Unanimously approved.

Contract Extensions:

New Director of Community Maintenance, Christopher Gallagher, brought to the attention of the Committee that its award contracts from 2015 required the projects to be completed by October 10, 2016 unless an extension is granted by the Committee. He requested a six month extension in order for the projects to be completed, especially since some of the projects are weather dependent.

Chairman Kenneth Pacheco indicated that there had been a number of delays in this first award year and as a result these extensions are supported by good cause.

Paul Machado made a motion that each of the contracts be extended for an additional six months for good cause. That motion was seconded by Antone Dias.

Result: Unanimously approved.

Award Confirmation:

David Jennings, Executive Director of the Lafayette/Durfee House informed the Committee that his architect advised him to obtain confirmation that the funds would be available to the contractors.

The Board directed Administrative Assistant, Sandy Dennis, to send a letter to the award recipient confirming the availability of the approved funds.

Watershed Trail Award:

Paul Machado indicated that he had not yet prepared an award contract for the Watershed Trail Project because that award was contingent on approval from the Water Department. He indicated that he had sent a letter to the Water Department but had not yet received a response. Kenneth Pacheco said that he believed that this was being discussed by that Board.

East Line Trail:

Chairman Kenneth Pacheco indicated that the purchase price on the East Line Trail project is lower than the award amount. He also indicated that there may be some reimbursements from other city projects.

Application 2017 -027

Ms. Dennis informed the Committee that the application from the Safe Haven Sober House was submitted on September 7, 2016. Paul Machado indicated that he had spoken to the applicant and she had indicated she thought she had until October 1. Mr. Machado indicated that she should file the application the very next day and that the Board will consider whether it would accept the late filing.

James Souza moved that this late application be accepted. That Motion was seconded by John Brandt.

Result: Six votes in favor, Paul Machado abstaining.

Amendments to Applications:

James Sousa indicated that the subcommittee has met and has begun the discussion of amending the application forms. He said that one factor which was important to him was to ensure that all questions are answered.

Chairman Kenneth Pacheco indicated that once the City brings in an outside vendor that vendor cannot later bid on the project. He explained that a potential vendor might not be interested in doing a \$5,000 study for a project when they could bid for the \$50,000 project itself.

Antone Dias indicated that some of these preliminary reports could be prepared by the architects on the Historic Commission. He also indicated that it is his preference that an architect be involved in the earliest stages of a project.

Paul Machado suggested we might want to ask if they already have a feasibility study or an historic deed restriction. Antone Dias added that the applicants should include a copy of their deed, if applicable.

Chairman Pacheco suggested that the applicant should also provide a notice that the taxes are up to date. Chairman Pacheco indicated that the subcommittee will continue its work and report to the Board.

Administrative Assistant Report:

Ms. Dennis reported that the City website has been updated and many agendas and prior minutes have been posted. She also indicated that a list of grant opportunities by category has also been posted. She will continue to work with the City's IT director to regularly update the website.

Ms. Dennis also indicated that she has been tracking the facebook account and has found that page hits have increased.

She provided a quarterly Bartholomew Fund report and internal city accounts. She provided an explanation of the reports by project.

Antone Dias asked what the total amount would be available for 2017 awards. Ms. Dennis will obtain that information for the next meeting which will include total amount and category amounts.

Ms. Dennis reported on the placement of the CPA signs. Jason Caminiti asked if the sign at the Historic Society had been up during its concert series. Ms. Dennis answered that she believed it was up for the last concert.

Paul Machado suggested that a future project for Ms. Dennis would be to continue to popularize the CPA and its projects. Antone Dias asked whether the CPA could have a table at AHA events. As both David and Sandra Dennis were present they confirmed that this would be available to the CPC. Other means to publicize the CPA would include potential PDAs and further neighborhood and organization outreach.

Next Meeting Agenda:

As the next meetings will be the eligibility hearings, the Committee selected three hearing dates so that notices could be sent out and the room reserved. Those three dates will be Wednesdays, October 12, November 9 and December 14. The schedule will be as follows:

October 12	Projects 2017-001 through 2017-009
November 9	Projects 2017-010 through 2017-018
December 14	Projects 2017-019 through 2017-027

The Clerk will send notices to all of the applicants. The other matters on the agenda for each of these nights will be new business and the Administrative Assistant report.

Adjournment:

A motion was made by John Brandt, seconded by Antone Dias and unanimously approved to adjourn at 7:22 PM.

By: Paul J. Machado

Clerk

Community Preservation Committee

September 24, 2016