

# COMMUNITY PRESERVATION COMMITTEE

## Public Meeting Minutes

May 9, 2016

7:30 P.M.

### First Floor Conference Room, 141 Keyes Road

Pursuant to notice duly filed with the Town Clerk's Office, Concord's Community Preservation Committee held a public meeting in the First Floor Conference Room at 141 Keyes Road starting at 7:30 P.M. Committee members Bouzha Cookman, John Cratsley, Linda Escobedo, Greg Higgins, Paul Mahoney, Dee Ortner, Barbara Pike, Geoffrey Taylor and Peter Ward were present.

Ms. Cookman called the meeting to order at 7:30 P.M. Committee Members welcomed their new Finance Committee Representative, Thomas Tarpey, to the meeting.

#### **Discussion of Potential Local Surcharge Change to 3%**

Ms. Cookman noted that this discussion had started in previous meetings and that Members had been asked to discuss the question with other boards and commissions. Ms. Cookman stated that she had spoken with the chair of the Finance Committee about the possible change and would be attending a future Finance Committee meeting with Ms. Ortner to discuss it. They also planned to meet with Town Manager Chris Whelan on May 20 to discuss the possible change. She noted that the Committee had agreed at the last meeting to learn more about what the change would entail and whether there was support in the community for the change.

Mr. Mahoney thought that this change should be made but that to get it approved at Town Meeting, they would need to show how those additional funds would be needed in the future. He noted Dean Banfield's comments at the last meeting about how the CPA funding amounts and progress had worked well to date and how there might be a benefit to not having enough funding for every project. Mr. Mahoney noted that in the past, the Affordable Housing groups had not been able to forecast their future needs but that the Committee could look at past Open Space expenses to get a sense of how much was needed historically for land acquisitions. He suggested that the Committee seek assistance from the Planning Division on better understanding those funding needs and that there was not a lot of information at present on what the Recreation needs of the Town might be. He stated that he was in support of the higher surcharge but would like to see the argument for what the Town needed and why.

Mr. Higgins noted that the Town was in the process of establishing a Long Range Comprehensive Plan Committee and suggested that the CPC work with that group to build their proposal to reflect the Town's current CPA funding needs. He noted that Community Preservation Coalition Director Stuart Saginor had suggested that the Town look at other approaches for raising additional funding such as hybrid local funding or bonding. Ms. Ortner noted that Finance Director Tony Logalbo was not supportive of bonding but agreed that it could be a good strategy to consider.

Ms. Cookman stated that she had spoken with the Concord Land Conservation Trust about whether they felt that they could continue to fill the funding gaps on Open Space purchase. Mr. Mahoney suggested that the Commission ask Mr. Saginor for a memo

outlining his recommendations for the CPA in Concord. He thought that a position paper on why this change made sense for Concord could be a useful tool in passing the change at Town Meeting. Ms. Pike asked if the Town needed to vote to retain the CPA in Concord. Ms. Kritzer clarified that the Town only needed to vote to change or eliminate the CPA in Concord – otherwise no action was necessary.

Members noted that there was an assumption that some CPA funding would be used for the Junction Village project. Ms. Cookman stated that she was concerned that there be sufficient Open Space funds available when needed. Members discussed the impact on the CPA match when new communities joined and how adding Boston to the fund could impact Concord's percentage match. It was noted that the more communities that passed the CPA, the less State match there would be. The biggest contributor to Concord's CPA funding total was the local surcharge.

Ms. Escobedo stated that the Concord Housing Authority was appreciative of the ability to apply for CPA funding and thought that it was important that this funding source continue to be available along with other sources of funding. CHA currently has a five year capital plan, primarily for state formula funding. This plan, though, is a fluid document in part because it depends on State funds and requirements. Further development and preservation of CHA housing assets are needed beyond these funds but is difficult to achieve at this time. Ms. Escobedo was asked if this difficulty was because of a shift in State funding priorities. Ms. Escobedo noted that those priorities had shifted in each of her three years on the CHA and are one part of the planning/funding equation. Mr. Ward stated that the Recreation Commission would discuss this question in the context of the Recreation Facilities Strategic Plan at their next meeting and would be looking at options for future projects.

### **Status report on existing projects including project to be closed**

Ms. Kritzer passed out a spreadsheet with all of the open CPA funded projects. Members reviewed the list and asked Ms. Kritzer to reach out to any projects that had not fully expended their funding. Ms. Kritzer agreed to ask for status reports for all open projects for further review at the June CPC meeting. Ms. Ortner noted that it was important to know if any completed projects had left over funding by the end of June so that those funds could be recovered for future use.

### **Election of New Officers**

Members reviewed the status of everyone's terms and noted which ones would be expiring in June. With the exception of Mr. Mahoney, whose membership on the Committee would end in June, all other members were either continuing or eligible for renewal by their nominating groups.

Mr. Taylor stated that he was happy to continue serving as the Committee's treasurer for another year. It was noted that following the committee's established practice, Ms. Ortner would move from Vice Chair to Chair and Ms. Pike would become the Vice Chair. Ms. Cookman offered to serve as Secretary. Mr. Mahoney moved to nominate Ms. Ortner to serve as the Chair for 2016-2017; Ms. Pike to serve as Vice Chair; Mr. Taylor to serve as Treasurer; and Ms. Cookman to serve as Secretary. Mr. Higgins seconded the motion and ALL VOTED IN FAVOR.

### **Discussion of Updates for Website**

Ms. Cookman stated that this discussion had been raised at the Chair Breakfast, where it was noted that many commissions needed to update their webpages. Members suggested that the Working Year document be added to the website. Members also agreed to each take a look at the CPC's webpage to see if anything needed to be added or updated and to bring any suggestions to the next meeting. Mr. Mahoney noted that the annual information session allowed for a quick run through of the processes and available materials, but that most people used the website after that to complete their applications. It was noted that the Committee needed to stay up to date on its minutes and agendas. Mr. Ward suggested that they include information on the life of each project from when it is applied for, approved, completed and closed. Members also suggested that additional photos be added to show projects before and after funding. Members agreed that it would be useful to add more visibility as to how the Town's CPA funds were spent.

### **Approval of Minutes for January 25 and April 11**

Ms. Kritzer was asked to send out revised copies of these minutes for review. Further discussion was continued to the June meeting.

### **Review of Funding Allocation Letters**

Members reviewed the Memorandums of Agreement and the Grant Agreements for funded projects at this time. Members asked that an additional condition be added to the Balls Hill Road Land Acquisition to reflect that the CPC wanted to be involved in any discussions on the type of restriction to be added here. Members also made corrections to the grant agreements at this time. Ms. Kritzer was asked to revise the draft documents and send them out for Members to review. Members were asked to send in any comments by the end of the week.

### **Summer and Fall Meeting Schedule**

Members reviewed their calendars at this time and established a preliminary meeting schedule through November. Regular meetings were scheduled for June 14, July 18, August 15, October 5, October 19, and October 24. The Information Session would be held on September 14, with the deadline for new applications set for October 3. The annual site visits would be held on October 15 and the annual Public Hearings on November 16. Members noted that additional meetings would very likely be needed and would be scheduled at a later date.

### **Report from Treasurer**

Mr. Taylor reported that he had reviewed and signed off on three invoices for the Heywood Meadow project, which is nearing completion.

### **Other Business**

Ms. Kritzer suggested that for Town projects, it would streamline the process for the Committee to review and approve the Purchase Orders rather than the invoices. She noted that this idea had been

raised at previous meetings and agreed to have draft language ready in June for the Committee to consider.

Ms. Ortner suggested that Concord Carlisle at Play be invited to the June meeting to provide an update on the progress of the project. She noted that their agreement with the CPC requires that they keep the Committee informed on any design changes, and that several were believed to have been made in Phase II. She thought that it would be helpful to have an update on the Phase II changes and asked that they come in for a fifteen minute discussion.

Ms. Ortner presented a flyer for the upcoming Junction Village Open Space meeting on May 17 for Members to review. Ms. Kritzer was asked to send out copies of the flyer to Members.

Ms. Cookman noted that this would be Mr. Mahoney's last meeting with the Committee. Committee Members thanked him for all of his work over the last four years.

Mr. Taylor moved to adjourn the meeting. Ms. Ortner seconded the motion and ALL VOTED IN FAVOR. The meeting was adjourned at 8:55 P.M.

Respectfully submitted,

Lara Kritzer  
Senior Planner

Minutes Approved on: June 14, 2016

Bouzha Cookman, Clerk