



JOSEPH A. CURTATONE
MAYOR

Somerville CPA



CITY OF SOMERVILLE, MASSACHUSETTS COMMUNITY PRESERVATION COMMITTEE

MINUTES

FEBRUARY 11, 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 meeting at 7pm in the Community Room at the Visiting Nurse Association at 259 Lowell Street, Somerville, MA 02144.

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

The Chair opened the meeting at 7:00pm. The Committee members referenced the handout attached at the end of these minutes throughout the meeting.

Agenda item 1: Approval of minutes from January 8th and January 29th meetings

Upon motion from the Vice Chair, seconded by Ms. Duclos-Orsello, the Committee voted 6-0 to approve the minutes. The Committee requested that Ms. Monea use formal titles for the Committee members in the minutes. Upon motion from the Chair, seconded by Ms. Duclos-Orsello, the Committee voted 6-0 to approve amended minutes with formal titles.

Agenda item 2: Public comment period

No members of the public were present at the meeting.

Mr. Fager and Ms. Koslow arrived at approximately 7:10pm.

Agenda item 3: Updates on items from January 8th meeting

The Committee discussed the special municipal employee status of the Committee members. Ms. Monea reported that, according to David Shapiro from the City Solicitor's Office, the members

are not special municipal employees. Ms. Monea requested that the Committee members contact Mr. Shapiro with further questions on the matter.

Ms. Monea distributed an article from the Community Preservation Coalition reviewing the State's conflict of interest laws for Community Preservation Committee members (available [here](#)). She requested that Committee members contact Mr. Shapiro with further questions on the matter.

The Committee members discussed an engagement strategy for the Board of Aldermen. They decided to invite the Board members to the Committee's March 5th meeting for a brief informational session on the CPA, the structure and responsibilities of the Committee, the Committee's relationship with the Board, and the Board's responsibilities, which include voting to appropriate additional municipal funding into the Community Preservation Fund.

Agenda item 4: CPC timeline

The members discussed a projected meeting schedule for the Committee. They decided to hold two public hearings in May; to post the Community Preservation Plan, application, and pre-application at the beginning of August; and to make pre-applications due at the end of September. This projected meeting schedule is subject to change. The Committee also agreed to communicate this tentative timeline to the public so potential applicants are aware of upcoming deadlines.

Agenda item 5: FY15 budget

Upon motion from the Chair, seconded by the Vice Chair, the Committee voted 8-0 to become a member of the Community Preservation Coalition and to pay the associated dues of \$4,350 in FY2015 out of administrative expenses.

Agenda item 6: Engaging the Board of Aldermen

See discussion under agenda item 3.

Agenda item 7: Engaging relevant boards and commissions

The Committee agreed that Ms. Monea will hold two informational sessions, one during the day and one at night, for relevant boards, commissions, and community groups on the CPA and the Committee's structures, responsibilities, and process.

Agenda item 8: Community Preservation Plan

The Committee agreed that Ms. Monea will create a rough draft of the plan for the March 5th meeting. The Committee also agreed to hold two public hearings: one on the Committee's regularly scheduled meeting date (May 7th) and one later in May or in early June.

Agenda item 9: Other business

None

Agenda item 10: Next meeting: Wednesday, March 5th at 7pm (location TBD)

Meeting Adjournment

Upon motion from the Vice Chair, seconded by the Chair, the Committee voted 8-0 to adjourn at 8:40pm.

Somerville CPA



Community Preservation Committee

February 11, 2014

Agenda

1. Approval of minutes from January 8th & January 29th meetings
2. Public comment period (10 minutes)
3. Updates on items from January 8th
4. CPC timeline
5. FY15 budget
6. Engaging Board of Aldermen
7. Engaging relevant boards and commissions
8. Community Preservation Plan
9. Other business
10. Next meeting: Wednesday, March 5th at 7pm (location TBD)

Updates on Items from January 8th meeting

- ▶ **Special municipal employee status**
 - ▶ Default is general municipal employee
- ▶ **Conflicts of interest**
 - ▶ See handout
 - ▶ Contact David Shapiro at 617-625-6600 x4409 or dshapiro@somervillema.gov with concerns
- ▶ **City appropriation into CPF**
- ▶ **Planning Board timer**
- ▶ **Open meeting law/conflict of interest materials**

Meeting Schedule Scenarios

- ▶ See handout for scenarios

	Time (months)		
Steps	Short	Medium	Long
Work on CP plan	4	5	6
Pre-hearing planning	2	3	4
Public hearings	1	1	1
Post-hearing work	1	1	1
Complete pre-application (applicants)	1	1	1
Complete application after pre-application vote (applicants)	2	2	2
Review applications	3	4	5
Vote on applications	1	1	1
Total time	11	13	15

Meeting Schedule, Short

Year	Month	Meeting
2014	February	Work on CP plan; plan for public hearings
	March	Review draft CP plan; plan for public hearings
	April	Public hearings
	May	Debrief public hearings; update CP plan; review draft pre-application & application
	June	Approve and post CP plan, pre-application, and application
	July	Vote on pre-applications
	August	
	September	Applications due; review and hold public hearing(s)
	October	Review and hold public hearing(s) on applications
	November	Review and hold public hearing(s) on applications
	December	Vote on applications; send recommendations to BOA

Meeting Schedule, Medium

Year	Month	Meeting
2014	February	Work on CP plan; plan for public hearings
	March	Work on CP plan; plan for public hearings
	April	Review draft CP plan; plan for public hearings
	May	Public hearings
	June	Debrief public hearings; update CP plan; review draft pre-application & application
	July	Approve and post CP plan, pre-application, and application
	August	Vote on pre-applications
	September	
	October	Applications due; review and hold public hearing(s)
	November	Review and hold public hearing(s) on applications
2015	December	Review and hold public hearing(s) on applications
	January	Review and hold public hearing(s) on applications
	February	Vote on applications; send recommendations to BOA

Meeting Schedule, Long

Year	Month	Meeting
2014	February	Work on CP plan; plan for public hearings
	March	Work on CP plan; plan for public hearings
	April	Work on CP plan; plan for public hearings
	May	Review draft CP plan; plan for public hearings
	June	Public hearings
	July	Debrief public hearings; update CP plan; review draft pre-application & application
	August	Approve and post CP plan, pre-application, and application
	September	Vote on pre-applications
	October	
	November	Applications due; review and hold public hearing(s)
December	Review and hold public hearing(s) on applications	
2015	January	Review and hold public hearing(s) on applications
	February	Review and hold public hearing(s) on applications
	March	Review and hold public hearing(s) on applications
	April	Vote on applications; send recommendations to BOA

FY15 Budget - Revenue

Scenario	Surcharge Revenue	City Appropriation into CPF	State Match*	Total FY15 Revenue*
1	\$1,150,000	\$0	\$350,000	\$1,500,000
2	\$1,150,000	\$575,000	\$500,000	\$2,225,000
3	\$1,150,000	\$1,150,000	\$750,000	\$3,050,000
1a	\$1,150,000	\$0	\$600,000	\$1,750,000
2a	\$1,150,000	\$575,000	\$900,000	\$2,625,000
3a	\$1,150,000	\$1,150,000	\$1,250,000	\$3,550,000

*Rounded to nearest \$50,000

FY15 Budget – Appropriations & Reserves

Scenario	Admin Expense Appropriation	Historic Resources Reserve	Community Housing Reserve	Open Space Reserve	Budgeted Reserve
1	\$75,000	\$150,000	\$150,000	\$150,000	\$975,000
2	\$111,250	\$222,500	\$222,500	\$222,500	\$1,446,250
3	\$152,500	\$305,000	\$305,000	\$305,000	\$1,982,500
1a	\$87,500	\$175,000	\$175,000	\$175,000	\$1,137,500
2a	\$131,250	\$262,500	\$262,500	\$262,500	\$1,706,250
3a	\$177,500	\$355,000	\$355,000	\$355,000	\$2,307,500

Engaging Aldermen

▶ Options

- ▶ Invite Board members to CPC meeting & reserve ~20 minutes for presentation about CPA
- ▶ Work with Board members to set up meetings and/or public hearings in their wards
- ▶ Others?

Engaging Relevant Boards and Commissions

- ▶ **Options**
 - ▶ Training
 - ▶ Joint meeting
 - ▶ Request report on community preservation priorities
 - ▶ Others?
- ▶ **Which boards/commissions?**
 - ▶ Planning Board
 - ▶ Historic Preservation Commission
 - ▶ Conservation Commission
 - ▶ Parks and Open Space
 - ▶ Housing Authority
 - ▶ Affordable Housing Trust Fund
 - ▶ Others?

Community Preservation Plan

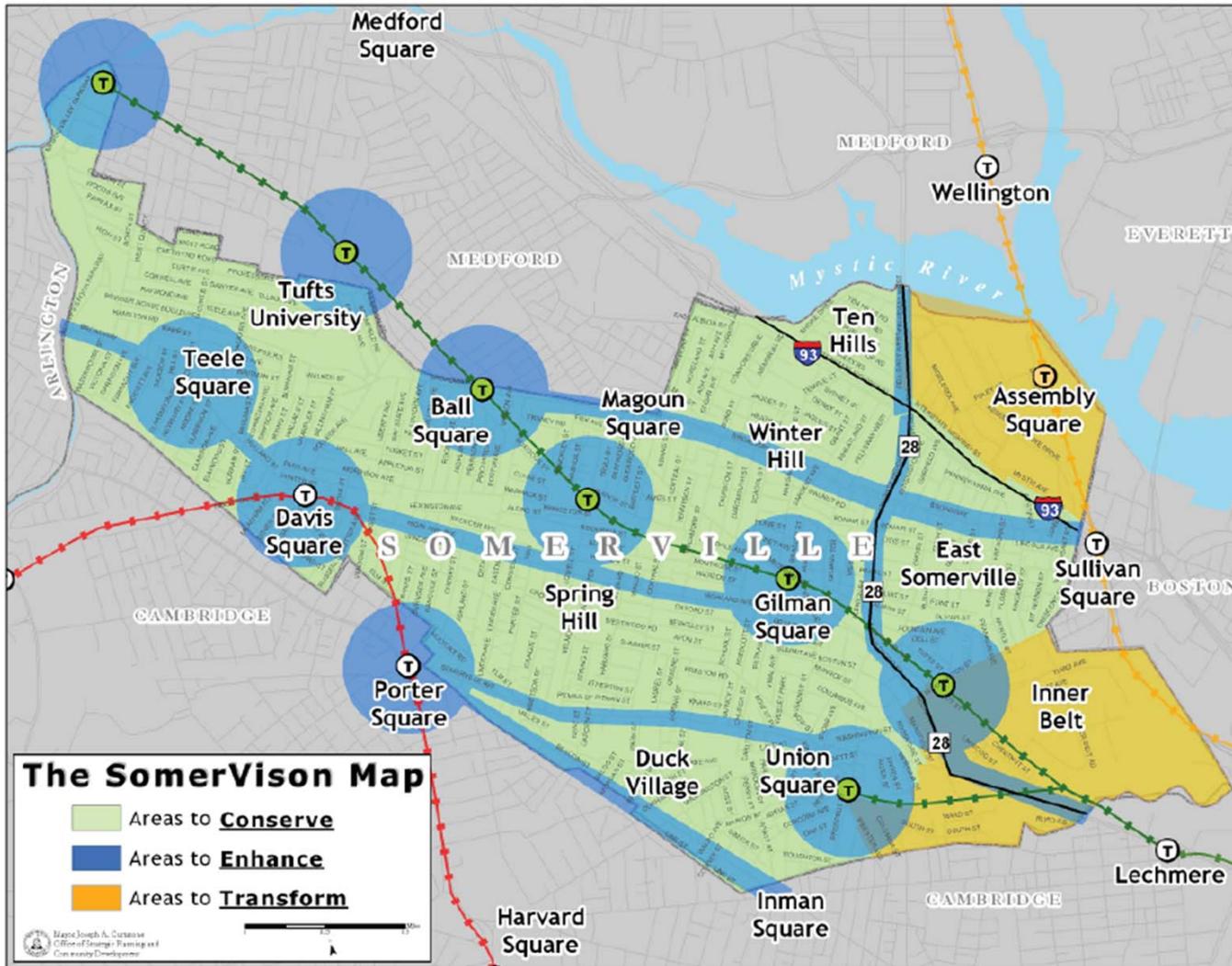
- ▶ **Thoughts on**
 - ▶ Key elements from current planning documents
 - ▶ Key elements from other communities' plans

Community Preservation Plan, cont'd

- ▶ **Possible structure (generally and by topic area):**
 - ▶ Status quo (key numbers)
 - ▶ Current resources
 - ▶ Key issues/concerns for future
 - ▶ Primary criteria
 - ▶ Secondary criteria

- ▶ **Other documents:**
 - ▶ Pre-application/eligibility form
 - ▶ Application packet (with submission requirements)
 - ▶ Policies and procedures (organization of CPC, meetings, application process, etc.)

SomerVision



Community Preservation Plan, cont'd

▶ Next Steps

- ▶ Create rough draft for March meeting (Emily)?
- ▶ Invite relevant OSPCD directors to present at March meeting?
- ▶ Schedule tentative public hearing dates

▶ Other relevant meetings:

- ▶ Screening of *The Human Scale* – January 30th
- ▶ Housing Roundtables
 - ▶ Tuesday, February 4th
 - ▶ Tuesday, February 11th at 5:30 at Argenziano School
 - ▶ Tuesday, March 4th at 5:30 at Argenziano School
- ▶ Community Budgeting
 - ▶ Monday, February 24th at 6:30 at Capuano Early Childhood Center
 - ▶ Thursday, February 27th at 6:30 at West Somerville Neighborhood School
 - ▶ Saturday, March 1st at I I am at City Hall
- ▶ Green Spaces Community Places (more information to come)
 - ▶ Thursday, March 6th at 6pm at East Somerville Community School
 - ▶ Tuesday, March 11th at 6pm at West Somerville Neighborhood School

Next Meeting

- ▶ Wednesday, March 5th at 7pm (location TBD)