



JOSEPH A. CURTATONE
MAYOR



**CITY OF SOMERVILLE, MASSACHUSETTS
COMMUNITY PRESERVATION COMMITTEE
MINUTES
SEPTEMBER 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 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** Dick Bauer, Tanya Cafarella, Elizabeth Duclos-Orsello, Michael Fager, and Courtney Koslow
- Members Absent** Michael Capuano, Arn Franzen, Ezra Glenn, and Uma Murugan
- Staff Present** Emily Monea
- Others Present** None

The Vice Chair opened the meeting at approximately 7:25 once a quorum of members was present. The Committee members referenced the material in the presentation attached at the end of these minutes throughout the meeting.

Agenda item 1: Discuss bonding for CPA projects with Peter Forcellese, City Treasurer

Mr. Forcellese was unable to attend the meeting due to a conflicting Finance Committee meeting.

Agenda item 2: Public comment period

No members of the public were present at the meeting.

Agenda item 3: Approve minutes from August 6th meeting

Upon motion from Ms. Cafarella, seconded by Ms. Koslow, the Committee voted 4-0 to approve the minutes from the August 6th meeting, with Ms. Duclos-Orsello abstaining as she was not present at the meeting.

Agenda item 4: Update on historic preservation items

- a. **Historic preservation plan RFP**

Ms. Monea informed the members that the RFP for the historic preservation plan was posted on Tuesday, September 2nd. Proposals are due by September 30th, and the City hopes to award the contract by October 15th. The consultant should start work on November 3rd and complete the plan by May 6th.

The Vice Chair noted that he and Abby Freedman, the Vice Chair of the Historic Preservation Commission (HPC), have discussed forming a committee of the HPC to engage with the CPC around historic preservation issues including: 1) working with the consultant on the historic preservation plan, 2) reviewing CPA project proposals and making recommendations to the HPC to weigh in on them, and 3) thinking about historic preservation projects and priorities. The Committee members generally supported the idea.

b. Historic Preservation Commission guidelines for determination of historic significance

The Vice Chair informed the Committee members that the HPC adopted guidelines for determining historic significance. A determination of historic significance from the HPC is required for historic resources projects that are not on the State Register of Historic Places. The Vice Chair also noted that properties that are on the National Register of Historic Places and/or in a local historic district are automatically on the State Register of Historic Places.

Upon motion from Ms. Duclos-Orsello, seconded by Ms. Cafarella, the Committee voted 5-0 to amend the application packet to include the Guidelines for a Determination of Historic Significance adopted on August 19, 2014 by the HPC, with an amendment from the Vice Chair to add a question to the eligibility determination form about whether the property is in a local historic district.

Agenda item 5: Determine eligibility of project proposals submitted through August 29th

a. First Church Somerville restoration

Given the definitions of preservation and rehabilitation/restoration in the CPA legislation, the members noted that the work described in the eligibility determination form for First Church Somerville indicates that the project is a rehabilitation/restoration project and not a preservation project.

Upon motion from Ms. Cafarella, seconded by Ms. Duclos-Orsello, the Committee voted 5-0 on its determination that a) the First Church Somerville restoration project is ineligible for CPA funding because it does not meet the definition of a historic resource in the CPA legislation due to the fact that it is not on the State Register of Historic Places and it has not been determined significant by the HPC; and b) if the HPC determines the property to be historically significant, the project will be eligible for CPA funds for the rehabilitation/restoration of a historic resource.

b. American Tube Works National Register Nomination

Ms. Monea informed the Committee members that, in a conversation with Stuart Saginor from the Community Preservation Coalition about the eligibility of National Register nominations, he told her

that this type of project is one or more degrees removed from physical preservation or rehabilitation/restoration work and that it is up to the Committee to decide if they are comfortable with these degrees of separation. She also noted that several other communities have funded National Register nominations with CPA funds in the past. Given the definitions of preservation and rehabilitation/restoration in the CPA legislation, the members noted that the work described in the eligibility determination form indicates that the project is a preservation project and not a rehabilitation/restoration project.

Upon motion from Ms. Duclos-Orsello, seconded by Ms. Cafarella, the Committee voted 5-0 on its determination that a) the American Tube Works National Register Nomination project is ineligible for CPA funding because it does not meet the definition of a historic resource in the CPA legislation due to the fact that it is not on the State Register of Historic Places and it has not been determined significant by the HPC; and b) if the HPC determines the property to be historically significant, the project will be eligible for CPA funds for the preservation of a historic resource.

Agenda item 6: FY15 funding cycle timeline

The Committee members discussed the tentative FY15 funding cycle timeline outlined in the presentation attached at the end of these minutes. Ms. Monea noted that the Committee could consider cancelling its November meeting because the Committee likely will not have anything to review at that time as it will have reviewed all of the eligibility determination forms at its October meeting and full applications will not be received until the deadline on Monday, December 1st.

The members agreed to use the regularly scheduled CPC meeting on Wednesday, December 3rd to initially review the full applications and finalize a plan for the public meetings/hearings on the project proposals. They agreed the public meetings will serve as a forum for: 1) the applicants to give a brief presentation on their project proposals; 2) the CPC members to ask questions; and 3) residents to ask questions and offer feedback. The members tentatively agreed to hold two public meetings, the first at their regularly scheduled January 7th meeting and the second sometime in mid-January.

Agenda item 7: Budget update

The Committee members discussed slides 4 through 7 in the attached presentation. Ms. Monea noted that the dues to become a member of the Community Preservation Coalition are higher than originally projected because a) the Coalition dues are based on the previous fiscal year's revenue (as demonstrated in slide 7) and b) the City appropriation into the CPA Fund that occurred in June moved Somerville into a higher dues category. As a result, the City will have to pay \$7,900 instead of \$4,350 to join the Coalition. Upon motion from Ms. Duclos-Orsello, seconded by Ms. Cafarella, the Committee voted 5-0 to pay \$7,900 in dues to become a member of the Community Preservation Coalition.

Agenda item 8: Discuss requests for Board of Aldermen in November

Ms. Monea referenced the requests for the Board of Aldermen outlined on slide 8 in the attached presentation. She noted that the state will release Somerville's final match amount on November 15th

and that all requests to the Board must be completed prior to the tax recap, which will occur around December 1st. The Committee members agreed that the final motions for the requests cannot have exact numbers in them as the Committee will not meet between November 15th and December 1st. The only motion that could have an exact number attached is a request for additional administrative funding. The Committee members decided to take up motions for the requests at a subsequent meeting when more members are present. At that time, Ms. Monea will also have precise language for the motions.

Agenda item 9: Other business

There was no other business.

Agenda item 10: Next meeting: Wednesday, October 1st at 7pm

The Committee agreed to meet at the Visiting Nurses Association for the October meeting.

Meeting Adjournment

Upon motion from Mr. Fager, seconded by Ms. Duclos-Orsello, the Committee voted 5-0 to adjourn at approximately 9:05.

Documents and Exhibits, all available upon request:

1. Meeting agenda
2. Meeting presentation
3. "Guidelines for a Determination of Historic Significance" from the Historic Preservation Commission
4. FY15 Eligibility Determination Form for First Church Somerville restoration
5. FY15 Eligibility Determination Form for American Tube Works National Register Nomination
6. "FY14 + FY15 CPA Revenue & Outlays: Update" (detailed budget information)

Somerville CPA



Open SpaceAffordable HousingHistoric PreservationRecreation

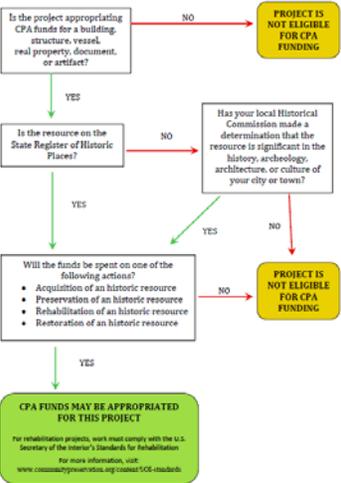
Community Preservation Committee

September 3, 2014

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Historic Resources Projects

Qualifying Historic Projects for CPA Funding



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graph TD; Q1[Is the project appropriating CPA funds for a building, structure, vessel, real property, document, or artifact?]; Q2[Is the resource on the State Register of Historic Places?]; Q3[Has your local Historical Commission made a determination that the resource is significant in the history, archeology, architecture, or culture of your city or town?]; Q4[Will the funds be spent on one of the following actions?]; Q5[CPA FUNDS MAY BE APPROPRIATED FOR THIS PROJECT]; E1[PROJECT IS NOT ELIGIBLE FOR CPA FUNDING]; E2[PROJECT IS NOT ELIGIBLE FOR CPA FUNDING]; Q1 -- NO --> E1; Q1 -- YES --> Q2; Q2 -- NO --> Q3; Q2 -- YES --> Q4; Q3 -- YES --> Q4; Q3 -- NO --> E2; Q4 -- NO --> E2; Q4 -- YES --> Q5;
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CPA FUNDS MAY BE APPROPRIATED FOR THIS PROJECT

For rehabilitation projects, work must comply with the U.S. Secretary of the Interior's Standards for Rehabilitation. For more information, visit www.communitypreservation.org/center/SCS-standards

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FY15 Funding Cycle Timeline

Items in italics are tentative/proposed

Date	
September 26, 2014	Eligibility Determination Forms due
October 2, 2014	CPC meeting: evaluate Eligibility Determination Forms
November 5, 2014	CPC meeting
December 1, 2014	Applications due
December 3, 2014	CPC meeting: review applications
January 7, 2015	CPC meeting: review applications
<i>Mid-January 2015</i>	<i>Public meeting</i>
<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>

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FY15 Funding Cycle: Estimated Revenue

	Low match rate (25%)	High match rate (47%)
FY14 surcharge revenue	\$1,323,320	\$1,323,320
FY14 City appropriation	\$1,355,671	\$1,355,671
FY15 surcharge revenue	\$1,323,320	\$1,323,320
FY15 state match	\$664,390	\$1,259,126
Total	\$4,666,701	\$5,261,437

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FY15 Funding Cycle: Estimated Outlays

	Percent of FY14 & FY15 revenue	Low match rate (25%)	High match rate (47%)
Community Housing - AHTF	45%	\$2,100,015	\$2,367,647
Historic Resources Reserve	15%	\$700,005	\$789,216
Open Space/Rec Reserve	15%	\$700,005	\$789,216
Flexible	20%	\$933,340	\$1,052,287
Admin*	5%	\$233,335	\$263,072
Total	100%	\$4,666,701	\$5,261,437

*Actual admin will be between 3 and 3.5% of FY14 & FY15 revenue

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FY15 Admin Funding

	Budget	Low match rate*	High match rate*
Maximum admin funding	\$98,940	\$99,385	\$129,122
CPA Manager salary	\$61,435	\$61,435	\$61,435
Coalition dues	\$7,900	\$7,900	\$7,900
Historic Preservation Plan	\$20,000	\$20,000	\$20,000
Balance	\$9,605	\$10,050	\$39,787

* Requires additional appropriation by Board of Aldermen before tax recap.

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Community Preservation Coalition Dues

FY14 Local CPA Revenue	FY15 Coalition Dues
\$15,000 and under	\$200
\$15,000 - \$99,999	\$300
\$100,000 - \$249,999	\$875
\$250,000 - \$499,999	\$1,750
\$500,000 - \$749,999	\$2,875
\$750,000 - \$999,999	\$3,500
\$1 million - \$2,250,000	\$4,350
\$2.25 million - \$5 million	\$7,900
\$5 million and above	\$10,000

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Board of Aldermen requests

- ▶ Timing: between November 15th and December 1st
- ▶ Requests
 1. Adjust historic resources reserve to 15% of total FY14 & FY15 revenue
 2. Adjust open space/recreation reserve to 15% of total FY14 & FY15 revenue
 3. Appropriate 45% of total FY14 & FY15 revenue to Affordable Housing Trust Fund
 1. Prepare grant agreement
 4. Appropriate additional funding for admin?

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