

Gloucester Community Preservation Committee

Committee Meeting Report for April 27, 2011

Members attending: Stacy Randell, Sandy Dahl-Ronan, Karen Gallagher, Dan Morris, J.J. Bell, Scott Smith, Bill Dugan, Steve Phillips, Tom O’Keefe
Staff: Matt Lustig, Community Development Staff; Kenny Costa, City Auditor

1. The meeting began at 6:30 p.m. Ms. Dahl-Ronan moved to adopt the minutes of the meeting held on March 23, 2011, without amendment; Mr. Dugan seconded, and the committee unanimously approved the motion.

2. City Auditor Kenny Costa led off the meeting with a discussion of the amount and timing of funds that would be available for round 2 awards. He referred to handouts which are listed below as supplements to these notes.

Referring to Schedule A-4, Mr. Costa said that the CP projected revenues has been adjusted down from \$560k to \$546k to account for a lower than expected match from the state.

Referring to the CPA Project Accounts summary, Mr. Costa noted that the document indicated the amount approved in round 1 for CP project funding. This table prompted a number of questions about the table, particularly about the entries for the City Hall project. A lengthy discussion ensued, during which the CPC reviewed the round 1 funding strategy agreed to last winter and the amounts available for projects now in round 2. Including carryover from last year, about \$646k will be available to the CPC at the end of June 2011. \$568k is available now (\$468k in FY11 funds and \$100k in FY10 funds, plus anticipated revenue, bringing the total to about \$646k. This amount does not include an allocation for City Hall direct or anticipation bond payments.

There was another discussion of the amount of money that would be available in any single full year. A conservative estimate would be \$530k.

3. The CPC revisited the topic of Woman- and Minority-Owned Business Enterprise. Since the last meeting Ms. Randell corresponded with the mayor’s chief of staff, Jim Dugan. Mr Dugan wrote indicating that the Mayor’s office would support the CPC’s recommendation regarding whether or not a preference for a woman- or minority-owned business should be expressed in the city hall project RFP. Ms. Randell asked for the members thoughts on the matter and suggested that we find a way to articulate the preference in the RFP without specifying it as a selection criterion.

There was some discussion of the issue, with some members favoring the idea and others expressing concern or ambivalence. The issue was tabled until the CP plan is revised and updated.

4. Mr. Lustig reviewed the status of funding distribution to the round 1 recipients. A CP project sign is smartly posted outside Beauport, and the first check has been sent out to Project Adventure.

5. In preparation for review of round 2 proposals, Mr. Bell led a discussion of possible assessment criteria and related topics, including:

- Importance of leverage additional funds.
- Projects with recurrent annual needs.
- Projects that are marginally acceptable under the CP Act.
- Need for accurate costing information.
- Short-term vs long-term commitments.
- Including a sunset on availability of funds.

Ms. Dahl-Ronan encouraged all members to review the CP plan that the CPC developed last year. Of particular note, she suggested, is the passage at the beginning regarding preservation of Gloucester's unique character, as well as, the evaluation criteria for each of the CP award categories.

For the benefit of the new members, Ms. Dahl-Ronan and Mr. Bell, provided a stepwise overview of the process and likely timing for receiving, reviewing, and recommending project proposals for funding. Mr. Bell noted that for round 2 proposals, the CPC may want to have project proponent presentations earlier in the review process and incorporate site visits, as well.

6. Mr. Morris broached the idea of setting aside a reserve amount each year to build up a nest egg to support large awards. With the City Hall project slated for bonding, it is the sense of the CPC that additional bonding will not be an option for years to come. When the bond debt service is taken out of the revenues for any one year, the remaining funds cannot support expensive projects and acquisitions. An annual reserve could set aside an amount for several years until a large balance is accrued to support a high dollar proposal when it comes along. Mr. Morris offered to develop a spreadsheet/tool to demonstrate how the reserve might work.

Ms. Gallagher suggested another way to increase the buying power of the CP fund in any year. She suggested that the CPC consider spending reserve amounts from any year's revenues first, before touching any unrestricted funds. The members discussed this idea favorably.

7 The next meeting of the CPC is slated tentatively for May 25, 2011, at 6:30. Mr. Bell and Mr. Morris noted that each will be unable to attend.

8. The meeting adjourned on Mr. Dugan's motion, Ms. Gallagher's second, and the CPC's unanimous consent.

Documents used during the meeting

1. Handout, 2011 CPA Eligibility Form Determination Submittals, by Matt Lustig.
2. Handout in 3 parts, (1) Community Preservation Fund Balances for FY10 and 11, (2) CPA [Round 1] Project Accounts, and (3) Bureau of Accounts, Schedule A=4 CP Fund, Gloucester, dated 12/21/2010, all from Mr. Costa.
3. E-mail exchange between CP member, Stacy Randell, Donna Compton, and Jim Duggan, dated 4/20/2011.