

Community Preservation Committee
Minutes
November 16, 2021

Members Present: Jennifer-Lee Levitz-Aronson, Bill Cuff, Hank McCarl, Bob Whitmarsh, Matt Lundberg, Heidi Wakeman, Pamela Tobey and Kerry McKenna.

Members of the public: Allison Lex (Action, Inc.)

Staff: Shelly Ciolino

Meeting called to order 6:05 PM by Pam T.. with the following preamble: This meeting is recorded by video and audio in accordance with state Open Meeting Law. Consistent with the Governor's orders suspending certain provisions of the Open Meeting Law this meeting will be conducted by remote participation.

If you are calling in on a phone you can press Star 9 (*9) to request to speak. If you are watching on a computer or device there is a "raise hand" button that you can tap or press to request to speak. Please use either of these options during oral communications to be recognized to speak.

Attendance taken by roll call, all members present.

Item # 1 Approval of Minutes 10/19

Pam T. asked if Committee members had any notes or corrections. Seeing none, Bob W. moved to approve the 10/19 minutes, Bill C. seconded. Minutes as submitted were approved by all who were present at the 10/19 meeting.

Matt L. agreed to take minutes for this meeting. Other committee members were willing to record minutes for subsequent meetings. We will assign which person will record at each meeting.

Item # 2 Off-Cycle Application request from Action, Inc.

Action, Inc. had asked in their recent report to the CPC whether we would accept a proposal for additional funding for their Tenant-Based Rental Assistance (TBRA) program. Allison Lex presented Action's usage of CPC funds to date and the need for another round of funding for the program. The Committee encouraged her to submit a proposal, and to consider requesting more funding than in previous submissions if they have a demonstrable need. Action has nearly completed distribution of the most recent round. The Committee recommended that Action submit an "off-cycle" application.

MOTION: Matt L. moved to accept an off-cycle application from Action Inc. for their TBRA program if they submit one. Hank M. seconded. Roll call vote: Jennifer-Lee L. yes; Hank M. yes; Bob W. yes; Matt L. yes; Bill C. – yes; Kerry M. yes; Heidi W. yes; Pam T yes. Motion passes.

The Committee reviewed a list of all active projects provided by Jaimie to confirm all information was accurate and to formally close any projects that were either moribund or had been fully funded. Jaimie clarified terminology in the documents she provided, and we moved on to the next agenda item – reviewing each active project.

Item # 3 Administrative Update

The Committee was informed that Jaimie Corliss has left the city and will no longer be the city's liaison to the CPC. Paul Russo is expected to pick up contract management, invoice processing and payment processing, but until further notice we should expect the Committee will need to take a more active role in seeing to other functions Jaimie managed for us.

Matt L. noted that we still need to determine how to handle expiration dates on active CPC project contracts expiring on December 31. Matt will discuss what is required with Chip Payson. If it is necessary to get agreement extensions in place Matt will contact committee members via email for assistance.

The Committee is still waiting for when the City Council will review and approve our FY22 project recommendations. As soon as that is scheduled we need to inform all award recipients and recommend their attendance at that meeting.

Item # 4 Next Meeting

The Committee agreed to hold off on scheduling our next meeting until Action Inc. has submitted their off-cycle proposal, which we expect to happen before Thanksgiving. Then we will schedule our next meeting, likely in early December.

Heidi W. attended and reviewed the Young Legends rink ribbon cutting ceremony, and recommended we invite our new city counselors and mayor to join an upcoming meeting to acquaint them with the CPC and our role. We'll plan to ask them to our January meeting, along with City Auditor Kenny Costa to review how he manages CPC funds and project process.

MOTION: Hank M. moved to adjourn. Seconded by Bob W. Roll call vote: Jennifer-Lee L. yes; Hank M. yes; Bob W. yes; Matt L. yes; Bill C. – yes; Kerry M. yes; Heidi W. yes; Pam T yes. Motion passes.

Meeting adjourned at 6:40PM.

Respectfully submitted,

Matt Lundberg