

Community Preservation Committee

Minutes

December 21, 2021

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

Members absent: Kerry McKenna.

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

Meeting called to order at 6:03 PM by Matt L. 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 except Kerry McKenna.

Item # 1 Approval of Minutes 11/16/2021

Matt L. asked if Committee members had any notes or corrections. Seeing none, Matt L. moved to approve the 11/16 minutes, Bob W. seconded. Minutes as submitted were approved unanimously by all who were present. Bill C. agreed to take minutes for this meeting.

Item # 2 Contract Extensions Discussions and Review

Matt L. reviewed a discussion from a prior meeting. Several of our active projects have contracts with expiration dates of 12/31/21 that either need to be closed or extended.

Matt L. spoke with Chip Payson, General Counsel for the City of Gloucester, regarding contract extensions. If a project is not completed by 12/31/2021, they should not formally be paid for any work done beyond 12/31/2021 without the contract being updated by a change order. There is a City Hall change order document that should be completed to extend the expiration dates. Matt L. reviewed the status of pending projects. Seven projects have been completed. Paul Russo will be asked to update the CPA Project Update Spreadsheet and close out those projects that have been completed. There are 6 Active Projects that are not completed.

- 2016 Maritime Gloucester Railway Project – completed and will be closed.
- 2018 Gloucester Meetinghouse Green Envelope – completed and will be closed.
- 2018 Magnolia Library Handicap Access – completed and will be closed.
- 2019 Hammond Castle Clerestory – completed and will be closed.
- 2019 YMCA Camp Spindrift – in progress and should be closed.
- 2021 Action, Inc. (2 Projects) – completed and will be closed.
- 2020 Cape Ann Museum Babson Ailing House – contract signed with an expiration date of 12/31/22.
- 2020 YMCA 71 Middle Street – contract signed with an expiration date of 12/31/23.
- 2019 Young Legends Street Hockey – Paul Russo has a change order out to Carl Ellis to be completed.
- 2019 Magnolia Historical Electrical – unclear on completion status. Pam T. has volunteered to follow up.
- 2020 Gloucester DPW Fitz Henry Lane House – need a change order to extend the expiration date to 12/31/22. Paul Russo will send out a change order.
- Gloucester DPW Stage Fort Park Design House – need a change order to extend the expiration date to 12/31/22. Paul Russo will send out a change order.

Matt L. moved a **MOTION**: That the city issue a change order be updated to extend the contract expiration date for the 2019 Young Legends Street Hockey Project expiration date from 12/31/21 to 12/31/22. Hank M. seconded. Roll call vote: Jennifer-Lee L. yes; Hank M. yes; Bob W. yes; Matt L. yes; Bill C. yes; Heidi W. yes: and Pam T. yes. Motion passes unanimously.

Matt L. moved a **MOTION**: That the city issue a change order be updated to change the contract expiration date for the 2020 Gloucester DPW Fitz Henry Lane House Project expiration date from 12/31/21 to 12/31/22. Hank M. seconded. Roll call vote: Jennifer-Lee L. yes; Hank M. yes; Bob W. yes; Matt L. yes; Bill C. yes; Heidi W. yes: and Pam T. yes. Motion passes unanimously.

Matt L. moved a **MOTION**: That the city issue a change order be updated to change the contract expiration date for Gloucester DPW Stage Fort Park Design Plan Project expiration date from 12/31/21 to 12/31/22. Hank M. seconded. Roll call vote: Jennifer-Lee L. yes; Hank M. yes; Bob W. yes; Matt L. yes; Bill C. yes; Heidi W. yes: and Pam T. yes. Motion passes unanimously.

Item # 3 Action Inc. Off-Cycle Application Review and Discussion.

Allison Lex, Action, Inc. presented and discussed the off-cycle application for funding Action Inc.'s Tenant-Based Rental Assistance (TBRA) program in 2022. The requested amount is \$200,000.

Allison thanked the Committee for prior funding granted to Action, Inc. Allison stated that all funding allocated in 2020 has been used due to the strong need for assistance during these challenging economic times due to the Covid pandemic. Allison explained how the funding is allocated and used for rental and mortgage assistance. She explained in detail the funding

process for those in need: intake, application, documentation required, review, decision process, funding, landlord agreements, follow up, budget accountability and additional resources provided through referral services.

Matt L asked Allison to explain how individuals are identified for assistance through the TBRA program. Allison explained the various methods used to make the Community aware of the assistance and service provided by Action, Inc.

Allison also confirmed that Action, Inc would be acquiring additional funding for their TBRA programs as stated in the application under sources of funding. No additional funding other than what is being applied for this evening should be needed through the CPC committee for 2022.

Matt L. moved a **MOTION:** That the Community Preservation Committee approve the off-cycle application for \$200,000 by Action, Inc. for their Tenant-Based Rental assistance (TBRA) program. Seconded by Bob W. Roll call vote: Pamela T. yes; Jennifer-lee L. yes; Hank M. yes; Heidi W. yes; Bob W. yes; Matt L. yes; Bill C. yes. Motion passes unanimously.

Co-chairs Matt L and Pam T. will move the Committee's approval forwarded to the City Council.

Following the Committee's vote and approval, Heidi W. complimented Action, Inc and the TBRA program for the role they play in the City as well as the needs they fulfill. Allowing individuals to maintain their dignity during challenging economic times.

Hank M. complimented Action, Inc. on the procedures and process used to qualify individuals for the TBRA program. They are very well documented and maintained.

Next Meeting – January 18, 2022

Matt L. provided an update that the City Council won't vote on the Community Preservation Committee's pending 2021 approvals until Free Cash is certified by the state of Massachusetts Department of Revenue. This has not been done yet. Until Free Cash is certified by the state, the City Council cannot take a vote on these pending CPC 2021 approvals.

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

Meeting adjourned at 6:47 PM.

Respectfully submitted,

Bill Cuff

