

Community Preservation Committee

Minutes

January 18, 2022

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

Members absent: All current members were present

Members of the public: None

Meeting called to order at 6:03 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.

Additionally, all votes taken by the Community Preservation Committee during this and future remote meetings will be by roll call votes.

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 12/21/2021

Pam T. asked if Committee members had any notes or corrections. Bill Cuff found a typo in the expiration date of the NS Y.M.C.A. Middle Street project. Minutes state the expiration date to be 12-31-22, the correct date is 12-31-23. Pam will note the edit change on the original document. Matt L. moved a **MOTION** to approve the 12/21 minutes as amended, Hank M. seconded. Minutes as amended were approved unanimously by all who were present. Kerry M. agreed to take minutes for this meeting.

Item # 2 Contract Extension for the Y.M.C.A. Spindrift Project

This contract has an expiration date of 12-31-21 and is not quite complete yet. Matt L. reached out to them asking if they are not using the funds, we would like to rescind the funds and the Y could apply again this year. The Y has been through some leadership changes this year, that, along with COVID delays on planning etc, has brought them to the point of wanting to extend the project deadline, rather than rescind monies. The Y asked for a July extension, however, to be consistent with all other deadlines, the CPC decided to extend through 12-31-22.

Matt L. moved a **MOTION**: That the YMCA Camp Spindrift contract be extended to have a new agreement end date of 12-31-23. Bob W. seconded. Roll call vote: All members voted yes; the motion passed unanimously.

Item # 3 Review updated active project list

Pam T. sent an updated Projects list to the CPC members (updated as of one week ago). Included in that was the questions of the Camp Spindrift extension, which was dealt with earlier in this meeting (see notes from Item #2, above). Also included in this update was the Action, Inc. off cycle application which the committee considered at our December meeting. This has been sent to the Mayors office and we are waiting on an update as to when it will be sent to the Budget & Finance committee.

The 2021 Projects have not yet been final-approved by the City Council, as we are waiting for the state to okay the cities budget and free cash. Project money cannot be approved or dispersed until this is done. **UPDATE: The state has recently approved budget and free cash certifications, and the 2021 projects will be heard by the City Council at their January 25 meeting, for final approval.**

Pam T. mentioned that the list is considerably cleaned up thanks to the follow up work of Matt L.

Bill Cuff asked for a clarification of the process for approval once an application leaves our hands. Pam T. responded with the following:

- Once the CPC agrees on an application and recommends budget amount, it is sent to
- The Mayor's office. Once approved by the Mayor it goes to
- The city council for review. Once reviewed and agreed upon here, it goes to
- The Budget & Finance committee. Once reviewed and accepted here it goes
- Back to the City Council for final approval of funds

Matt L. added that both he and Pam T., along with the applicants, are at the Budget & Finance meetings, to answer any questions that may arise.

Matt L. also added that the Updated Projects list was updated by him with regards to the dates of expiration. Any Budget amount updates would be done by Paul Russo. Matt also complimented Paul on the great job he is doing with the departure of Jamie Corliss.

Item # 4. Update on Free Cash certification/2021 project approval

Pam T. explained that the State has certified free cash and on next Tuesday (January 25) the 2021 projects will be presented to the City Council and hopefully approved as recommended by us. Contracts will then go out to all 2021 project owners and funds will then be dispersed to them in order that their projects can get started.

Pam T. will present the projects at the meeting, Matt L. will be in attendance and applicants will be allowed to give a quick overview of the project and be available for any questions the Council might have.

Item # 5. 2022 Application update

All applications will be submitted through Neighborly. Last year Jamie was instrumental in helping us navigate that process- we will miss her this year.

Matt L. has had a conversation with Paul Russo, asking him who in the city has the expertise on Neighborly now that Jamie is gone. Paul R. is checking into that and will get back to Matt L. with an answer.

Matt L. questioned whether the city needs to approve applications as they come in on Neighborly (did Jamie do this?) or not.

The CPC must hold a Public Hearing each year to announce the dates of Eligibility forms and Final application deadlines. We agreed that our next regularly scheduled meeting will be the Public Hearing. That date is February 15.

There was discussion on which dates for Eligibility Forms and Final Applications- the following dates were agreed upon:

- Public Hearing: February 15
- Eligibility Forms due: March 8 at midnight
- Committee to review Eligibility forms at regularly scheduled meeting on March 15
- Final Applications due: May 3 at midnight
- Public outreach will be ongoing between now and March 8

Matt L. moved a **MOTION** that we set the deadline for the Eligibility Forms 2022 be due March 8 at midnight and Final Applications for 2022 due May 3 at midnight. Seconded by Heidi W. Roll call vote: All members voted yes; the motion passed unanimously.

Pam T. started a discussion on **Public Outreach**. Explained that this means informing the public on who we are, what we do and what these funds are available for. Matt L. explained that we have a legal obligation to do a public hearing, to solicit input on the CPA plan. We use it to encourage the public to submit proposals.

Discussion on social media- the city discourages committees to form a social media presence. Matt L. has asked that we have people with larger followings to post- ex, current and past winners. Ask them to post our message.

Kerry M. suggested we get a story in to the GDT and that we send a press release/explanation of the CPA to local non-profits.

Jennifer A. suggested a flyer to be put up around town and offered to do that.

Matt L. offered to write a Press Release.

Pam T. offered to write up some social media posts that could be shared.

Kerry to facilitate meetings with GMG and 1623 and give PR to the Chamber of Commerce.

Bill C. noted that the website is updated already with February 15 as the Public Hearing date.

Pam T. shouted out to Matt L. who updated the website. More updates to come!

Bill C. looking for past Meeting Minutes. Matt L explained Jamie got behind and never quite caught up- not sure where they are. Missing October and September 2021. Pam T. to follow up with Shelly.

Matt L. shared a conversation he had with City Councilor Tony Gross. Tony G. asked if the CPC, when looking at an application, considers if the application had previous grants and for how much? Matt L. felt that because the committee is so young, we are aware of who the past recipients are, but that going forward this might be interesting information to have. Matt L. suggested to the committee: Do we want to consider asking applicants to list previous grants awarded, and the amounts of the grants. A discussion followed. Outcome of the discussion was to talk to Paul R. about the ease of adding a question to Neighborly and is this info already easily available somewhere in the city.

Matt L. to check the states database for any Gloucester projects that may be missing, if so, he will make sure it is updated.

Matt L. moved a **MOTION** that we ask the city to add a question to the CPA application to ask the applicant to list the projects they have previously applied for and granted awards for. Seconded by Bill C. Roll call vote: All members voted yes; the motion passed unanimously.

Heidi W. announced that she will be leaving the committee after six years. She is actively looking for a replacement from the Open Space and Recreation committee.

Bill C. is filling a temp position that ends in February. He has requested of the Mayor's office to extend for another term. He also pointed out that we are missing someone from the Conservation Committee. He has spoken to a member of the Con-Com asking for them to see if a member of that committee will step up and join.

Kerry asked if we needed to do anything formal to announce the Public Hearing. Matt L. said all that we are doing for outreach helps to publicize this, the announcement on the website and we need to put a notice in the paper.

Next Meeting – February 15, 2022

MOTION to Adjourn: Matt L. moved to adjourn. Seconded by Bob W. Roll call vote: All members voted in favor; the motion passed unanimously.

Meeting adjourned at 7:07 PM.

Respectfully submitted,

Kerry McKenna