

## **Gloucester Community Preservation Committee**

Meeting Report for December 7, 2009

Members attending: Ian Lane, J.J. Bell, Sandy Dahl-Ronan, John Feener, Karen Gallagher, Bill Dugan, Dan Morris, Scott Smith  
Members absent: Stacy Randell  
Staff: Sarah Garcia, Community Development Director  
Others attending: Linda Brayton

1. The meeting of the Community Preservation Committee (CPC) commenced at 7:00 p.m. in the 3<sup>rd</sup> floor meeting room in City Hall. A quorum was present.
2. Minutes from the meeting held on November 16 were accepted unanimously and without amendment. Moved, Ms. Dahl-Ronan; seconded, Mr. Lane.
3. Ms. Brayton is working under contract with the City to compile a working draft of the Community Preservation Plan. She is using the Northampton Community Preservation Plan as a model, and she is extracting sections from existing City documents to meet the content requirements. In the next week, she will be sending to the CPC members who are representatives of the four committees with obligatory seats on the CPC their respective draft sections. Ms. Brayton expects to have the working draft completed by the end of the year.
4. The update on the draft plan led to a discussion of timing of the plan rollout and how best to get input from City departments, the Council, and Committees, as well as the public. To that end, the CPC reviewed and offered improvements to a table, devised by Mr. Bell, listing the City entities and private organizations that should be asked to review and comment on the working draft plan. Some of the review requirements are set by the CPA statute. Of particular interest, the CPC should solicit comments on possibilities for Gloucester. The likely timing of the rollout is noted below:

### January 2010

- After initial review of the working draft by the CPC, the completed document will be forwarded to the City departments, the Council, and Committees, with a cover letter requesting review and comment on the document.
- Brief the new City Council on the working draft plan, remind them of requirements and possibilities for funding under the CPA, and request their input to improve the plan. Ms. Garcia will contact the City clerk, requesting an opportunity for the CPC to address the Council in January.

### February 2010

- A My View column or other means of communicating to a wide audience will be drafted to inform the public that the document is available for review and comment. The column will remind the community of the CPA procedural and funding requirements and possibilities.
- The working draft will be posted on the Community Development Department web page.

~March 2010

- There may be public hearings to inform and engage the public in talking about and refining the plan.

5. Currently, the CPC envisions two funding cycles each year. The first would begin with preliminary reviews in February of each year. In 2010, however, public input on the working draft of the Community Preservation Plan will not be completed until sometime in March, and submission of the document for state review and approval will take some time beyond that. Therefore, it is unlikely that we will be ready in time to conduct the first targeted funding cycle in 2010. Ms. Garcia noted that waiting until the start of second cycle (August) may be inappropriate. The matter was tabled until the next meeting.

6. The CPC reviewed and perfected the 2010 funding application and supporting materials.

- Ms. Garcia recorded the required edits and will provide a corrected version of the documents.
- Mr. Bell or Ms. Dahl-Ronan will forward the package of documents to the Community Preservation Coalition for comment.
- They will also provide an electronic copy to Ms. Brayton for incorporation in the working draft Community Preservation Plan.

7. Other business.

- Ms. Garcia reported that she gained approval of the O&A Committee and City Council to hire a Jr.Planner/Project Manager using CPA administrative funds. Next, she will post advertisements for the position on a city planner listserv and Craigslist.
- Ms. Gallagher asked about her responsibilities as the CPC's treasurer and with whom amongst the City's staff she should confer. The treasurer will be supported by the CPC Jr.Planner, the City auditor, and the Chief Financial Officer. Ms. Donna Campbell will be the best source of information regarding procurement procedures.
- Mr. Bell received a letter from State Representative Linda Forry (12<sup>th</sup> Suffolk District) thanking him for his input on pending Community Preservation legislation (S.B. 90) and expressing her confidence that the bill will pass.
- The next three meetings are slated for January 4, February 1, and March 1, 2010. This schedule will be adjusted or meetings will be added, as needed,

7. The meeting adjourned shortly after 9:00 p.m. Moved, Mr. Feener; seconded, Ms. Gallagher.