

## **Community Preservation Committee**

Minutes

January 23, 2018

Members Present: Barbara Silberman, Co-Chair; Catherine Schlichte, Co-Chair; Holly Clay-Smith, Ellen Preston, and Heidi Wakeman

Absent: Hank McCarl, Linda Carter, and John Feener

Staff: Deb Laurie, Senior Project Manager

The meeting was called to order by Barbara Silberman Co-Chair at 6:05 pm.

### **Item #1 Approval of Minutes for November 21, 2017**

Minutes were tabled for now as there was no quorum.

### **Item #3 Possible new off cycle affordable housing project**

Deb L. explained that there is a letter in the Committee's packet explaining a possible affordable housing project application. Donald Preston, Ex. Director, of Habitat for Humanities wanted to get a feeling of the Committee, to see if this type of project would be considered, before submitting an actual off-cycle application. The project consists of the purchase of 5 Marina Drive. The home on the site is pretty much a tear down. Habitat would like to purchase the property with CPA funds and then build a new single or duplex on the site as an affordable unit(s). The property owners are asking \$250K, but Habitat feels it would appraise at around \$200K. The appraisal has not been done yet, but would be submitted with the application.

Barbara S. asked if the neighbors might have some issues with an affordable unit(s). Deb L. thought there could be some push back, but Catherine S. also stated that if they can do a two-family as a matter of right, then there is really nothing they can do. Barbara S. asked why this couldn't wait for this current funding cycle that is just beginning. Deb L. states that the purchase needs to take place soon so they don't lose the opportunity to purchase the property.

Catherine S. asked if there were any guidelines as to what percentage is reasonable to give to each project. Deb L. was not aware of any, but would confer with Gregg Cademartori, Planning Director. Discussion continued. Catherine S. asked who drafts and approves the affordability restrictions for these types of projects. Deb L. indicated that the applicant would probably use the DHCD model, and our legal department would review. The consensus of the Committee was that this would be a viable off-cycle project and they should submit a formal application.

### **Item #4 Off cycle application from Ten Gates Development LLC, 15 Pearl Street**

Barbara S. states that the above application has been submitted as an off-cycle request. They are seeking \$120K. They want to rehab 7 units in an abandoned property located on Pearl Street. Barbara S. also informed the Committee that they can't vote to accept the off-cycle application because Catherine S. is their attorney and must recuse herself, thus leaving the Committee without a quorum. Barbara S. would like a site visit to discuss plans with the developer. Deb L. will arrange the site visit. Deb L. explained

that the units they are proposing are all studios; one unit on the first floor, with laundry and utility room and the other three floors contain 2 units each. Deb L. stated that there is some confusion on how many units will be affordable; will need clarification.

Barbara S. was interested in the amount that was set aside in the capital reserve. Bullet #8, on page 3 of application states “The operating budget includes a line item for a replacement reserve which shall be used for long term capital needs”. On page 12 of the Uses of Funds, line item #195, Capital Reserves states \$18,683. The operating budget on page 16, line 284 “Replacement Reserve has \$2100. Doesn’t seem to be enough. The Committee would like clarification on these items.

Also, Barbara S. would like to know where they might be at the 50% stage of project; there is no date in the project schedule of the application. Barbara S. also questions the developer’s fee/overhead, line #83, on Sources of Funds. If it is considered a fee, why is it listed as a source of funding? This needs clarification as to whether it is a fee or a source of funding.

Ellen P. asked what senior debt meant. Barbara S. stated that this would be their primary loan/mortgage. Barbara S. asked Deb L. are there any rules pertaining to mortgages for the property. She is concerned with the senior mortgage being more than half of the project costs and asked if there any rules or guidance pertaining to this. Deb L. is not aware of any. Deb L. will confer with Gregg C. and will report back to Committee. Discussion continued regarding some of the budget issues. Deb L. asked who would be managing the property once finished. Would it be the developer or another agency? Also, Deb adds that the marketing plan looks good. Barbara S. would like to see estimates or bids for the project. Deb L. thought that they wouldn’t be bidding the project because Ten Gates Developers are the owners/developers. Barbara S. was concerned and asked if they had to submit bids. Deb L. indicated no. They can be the owner and developer and be a for profit developer.

Barbara S. asked the status of the zoning issues. Catherine S. explains that this would be a 40B application which would waive all or most of the zoning issues. They have not gone before the Zoning Board yet. Barbara S. would like to know when they plan on submitting an application for the Zoning Board of Appeals.

Deb L. will schedule a site visit before the Feb 20<sup>th</sup> meeting, send out questions for the applicant and will scheduled this item for the meeting on the 20<sup>th</sup>.

## **Item #2 Project Updates**

Deb L. gave a brief update for each ongoing project.

1. Phyllis A. project is moving along. Just submitted an invoice and funds are almost gone.
2. Save Our Shores - Barbara S. indicated that Save Our Shores land was transferred to Essex County Greenbelt. Catherine S. added that there is work to be done regarding the Conservation Restriction (CR). She will reach out to the Community Preservation Coalition to review the mechanics of the Conservation Restriction. The CR has been completed, but the mechanics of who holds title to the property, who holds title to the restriction and where the money is going stills needs to be ironed out. Catherine S. will research and inform the Committee.
3. Maritime Gloucester, Railway project – The motor of the winch has been repaired and reinstalled. The next step is to start on repairs to the rails.

4. CAARA – Project siding is complete; the remaining painting will be completed in the spring.
5. Mt. Pleasant Cemetery Civil War Monument – No new updates: Deb spoke with Mary Kathryn again. Mary K. couldn't get contractor to do the work this past fall. They will need an extension. She left another message with Mary K. and she has not returned the call. Committee suggests looking at the Mount Pleasant Cemetery website or on facebook to see if there is a contact person. Deb L. will try this, if not possible, the organization could lose funding.
6. Stage Fort Park – Ongoing; DPW will be doing the power washing and seeking bids for the masonry work. This will take place in the spring. Also, Steve W.'s memo is attached for Beautification Project Status.

Deb L. informs the Committee that the landscape Architect has done some work, but has been put on hold to work out fund raising strategies. Catherine S. asked if there is a committee for the 400<sup>th</sup> celebration for the park and can't they partner with them to move the project along. The Committee has concerns regarding the CPA funds that have been awarded, as well as the bonding of some of these funds, and the lack of a project manager with Steve W. retiring. Holly C. indicates that the Historical Commission is concerned over the archeological study and the nomination of the Park for the State's National Register moving forward. The park can't be nominated to the State Register unless the study is completed. Catherine S. asked Holly C. if the concern is to tie the study to the overall beautification project or more at the archeological level? Holly C. stated that the problem with the beautification project if it is comprehensive enough it could a. disturb archeological remains, b. it could create a situation that you can't go in and find out what is buried there, and c. there is layer upon layer, of ???... at that site, so it is very controversial as to what they are doing. The beautification project is not necessarily historically correct. The cannons for example are being replaced but there is no consideration of a given period in history for the restoration. The Committee is concerned about the lack of coordination, with various Committees involved and not working together on this project. They asked Deb L. to find out who is in charge of the 400<sup>th</sup> Committee. The CPA award for the archeological study and cannon work was discussed. Most members thought the archeological study was for the cannon area only, but Deb L. believes it was for the entire park. She will double check and let the Committee know. Deb. L. informed everyone that the bonding has not been done, so we will need to check with John Dunn, to see if we can put that on hold, since no funds are needed yet.

7. Beauport Museum – project complete; report emailed with pictures.
8. Oak Grove Cemetery – Work continuing and contract extension in place. Deb L. believes some of the street posts are in and will conduct a site visit.
9. Burnham's Field – Lights are installed; now waiting for pavement quote. Should be completed in the spring.
10. Committee for the Arts – Catheryn Ryan is still working on getting a university involved. See her attached letter. Deb L. is not clear on what the holdup is and the memo she

submitted doesn't clarify it any better. It seems that she can't find a conservator. The Committee suggests that Catheryn R. be asked to attend their next meeting. Barbara S. suggests that she contact Jane Golden in Philadelphia prior to the meeting. Philadelphia has the biggest mural arts program in the country.

11. City Clerk's office archival project – Completed. Received final report.

Deb L. wrapped up project discussion by informing the Committee that the 2017 projects that were just approved are in process, with contracts being signed and authorized. Most projects won't start until the spring.

#### **Item #5 Review of CPA Grant Criteria Checklist**

The list of CPA criteria was discussed; additional criteria was added to the list and Deb L. will make sure those changes are reflected in the new application and will be utilized when the Committee reviews the 2018 applications.

#### **Item #1 Minutes**

Barbara S. stated that the minutes of November 21, 2017, meeting needed to be approved.

MOTION: Heidi W. made a motion to accept the minutes of November 21, 2017, as presented; Ellen P. seconded, all in favor, yes.

#### **Item #6 Committee Vacancy**

The Committee discussed the Committee's vacancy issue. Catherine S. informed the Committee that she has spoken to Liz O'Conner, Attorney, to submit a letter of interest to the Mayor's office, which she has done. Catherine S. hasn't heard anything from the Administration on the appointment. She expressed that the Committee needs to fill this vacancy now, while the Committee is in the beginning stages of a new cycle for 2018. She will reach out to the Administration and voice the Committee's concerns.

Ellen P. also recovered an old project summary chart and asked if Deb L. could up date. Deb L. will update the summary and will include it at their next meeting.

Meeting adjourned at 7:10 pm.

#### **List of Documents reviewed**

Minutes of November 21, 2017  
List of Project updates  
Application from Ten Gates Development LLC  
Letter from Habitat for Humanity North Shore  
CPA Project Application Checklist

Respectfully submitted,  
Deborah Laurie