

## Community Preservation Committee

Minutes

March 20, 2018

Members Present: Barbara Silberman, Co-Chair; Catherine Schlichte, Co-Chair; Holly Clay-Smith, Ellen Preston, Hank McCarl, Karen Carter, Heidi Wakeman, and Pam Tobey.

Absent: John Feener

Staff: Deb Laurie, Senior Project Manager; Kenny Costa, City Auditor; and Jaimie Corliss, Grants Manager.

The meeting was called to order by Catherine Schlichte, Co-Chair at 6:00 pm.

### **Item #1 CPA Budgets and Information**

Kenny Costa, City Auditor, reviewed the current and projected budget for Fiscal Year 18. (See attached). He noted that there are still four months left of the fiscal year and debt service payments in the amount of approximately \$165,000.00 will be paid before June 30. He explained that the State anticipates the match to decrease next year and encouraged the Committee to continue to be conservative with its spending. Kenny C. provided a handout demonstrating the downward trend in State matching CPA funds. The current matching rate for Gloucester is 17% and he anticipates next year to be around 12-15%. One major factor in the decrease anticipated in FY19 is the addition of Boston, Holyoke, Springfield, and Medford who will all be receiving State matching funds for the first time. There was discussion regarding the impact of these communities on the overall matching rate. Kenny C. stated the only funds which can be relied upon are the 1% raised by the Committee, which he noted took 3 rounds of voting to be approved. (See attached).

Returning to the FY18 budget, Kenny C. stated the required 10% allocation for Historical Preservation Reserve was more than satisfied this year by the debt service payment being made for the City Hall Restoration Project. Barbara S. asked for clarification as to whether or not the recently awarded projects have been deducted from the remaining balance. Kenny C. confirmed the projects had been deducted from the fund balance and the detail for the transfers was included on the back page of the handout. Kenny C. reminded the Committee that a vote was required to close any completed projects and return the available balance to the bottom line.

Deb L. asked Kenny C. if there had been any news regarding the Stage Fort Park Beautification Project for which the City has created a capital project and issued a bond. Kenny C. stated he has no news and it would be best to follow up with John Dunn, City Treasurer. Deb L. or Jaimie C. will be reviewing the work completed and ongoing on the beautification project to help determine if any of the current applications overlap with work already in progress.

There was discussion regarding the debt service payments for the City Hall Restoration project. It was estimated the final payments would be due in the year 2025 as the borrowings were only for 15 years. This information will be confirmed for the Committee prior to the next meeting.

## **Item #2 Introduction of new CPA Senior Project Manager**

Deb L. introduced Jaimie Corliss, Grants Manager, to the Committee and stated she will be working with the Committee following Deb's retirement.

## **Item #4 Minutes**

MOTION: Barbara S. made a motion to accept the minutes of February 20, 2018 as presented; Pam T. seconded, all in favor, yes.

## **Item #3 Discussion of Off-Cycle Applications**

### **3a. Gates Development, Pearl Street Project**

Applicants were not in attendance. Discussion moved to next meeting.

### **3b. Habitat for Humanities, Marina Drive**

Donald Preston, Ex. Director, of Habitat for Humanities reviewed the project with the Committee. The project consists of the purchase of 5 Marina Drive, the demolition of the current building, and construction of a townhouse-style duplex. Each unit would have a minimum of two bedrooms, but there is the potential the Zoning Board will allow for each unit to have three bedrooms. Donald P. confirmed the building would require variances for setbacks, but there is an existing two family home on Marina Drive with the same variances. Catherine S. asked if candidates had already been selected for these units. Donald P. stated they have not yet, but they will fall into the low/moderate income category. He added that local preference can be given to candidates entering the lottery for the units, which would increase their chances of being selected. In his experience, the majority of applicants tend to be local to the area.

Barbara S. asked what is the guarantee the units will be built to the specifications of the proposal, if the funds will be granted for the acquisition of the property. Catherine S. followed up by asking if the funds could be returned if the project does not proceed. Donald P. stated the ownership of the land could be transferred, but the money would not be available for refund. The acquisition cost is \$250,000.00. Donald P. added that the project has been discussed with some residents and the consensus is they will be happy to see any improvement to the property. The project has been discussed with the Ward Councilor and he is on board. Catherine S. stated that 42% of rent/housing cost burdened residents are families, and this project would serve that population. Donald P. added that the classic model for Habitat for Humanity units is three bedrooms, as it serves the majority of families in need of housing.

Catherine S. stated there is competition for the Affordable Housing funding and there is currently another project that would provide more units, but with less bedrooms per unit. That project would address the under 60 year old population, but not families. Barbara S. added that the Marina Drive project is in a desirable location that does not currently have much affordable housing and that Habitat for Humanity has a good track record.

Hank M. stated his discomfort with approving \$250,000.00 for one project that will provide units for 2 families, as this is nearly the entire reserve for Affordable Housing. There was further discussion regarding the amount to be awarded. Deb L. asked if Habitat for Humanity had approached the Affordable Housing Trust. Donald P. stated they have not yet. Holly C. asked if the Gloucester High School vocational program could participate in the construction of the units. Donald P. stated they absolutely could work with the High School.

MOTION: Holly C. moved for the CPA Committee to grant Habitat for Humanity \$150,000.00 (one hundred fifty thousand dollars) toward the acquisition cost of 5 Marina Drive; Karen. C seconded. The motion passed with 7 votes in favor, 1 opposed.

Deb L. or Jaimie C. will notify the co-chairs when this item will appear in front of City Council. Donald P. will work on raising the remaining funds for the acquisition.

### **Item #5 Project Updates**

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

#### Older Projects:

1. Phyllis A. – Almost complete
2. Save our Shore – Catherine S. working with group to secure CR and payment needs to be made once recorded.

#### 2016 Projects:

1. Maritime Gloucester, Railway project – Received first invoice for work on the motor of the winch; ongoing.
2. CAARA - Project is almost finished with just painting and minor repairs remaining in the spring.
3. Mt. Pleasant Cemetery Civil War Monument – Agreement has been extended; project should be completed in Spring 2018.
4. Stage Fort Park – Ongoing; Volunteer will be doing the power washing and DPW will seek bids for the masonry work.
5. Stage Fort Park Beautification project – Landscape Architect put on hold. All committees meeting to decide next steps/ongoing. Per David Dow, the architect could plan from the end of the boulevard up to the Visitor's Center. There was discussion regarding whether there is a way to tie together all of the projects improving the Stage Fort Park landscaping. Ellen P. asked if Jill Cahill, Community Development Director is working to get a handle on this project as a whole. Deb L. confirmed that she is.
6. Oak Grove Cemetery – Work continuing and contract extension in place. Jaimie C. to follow up on status of contract/RFP with Donna Compton, Purchasing Agent. Committee for the Arts should be held to the May 1<sup>st</sup> deadline.
7. Burnham's Field – Waiting for estimate from Nocella paving (Mike Hale contact).

8. Committee for the Arts – need to bid project. Trying to find conservator?
9. Harbor Village – Agreement in place; project is pending an application with DHCD.

#### 2017 Projects:

1. Greenbelt, Seine Field – Agreement in place, in process.
2. Stage Fort Park Advisory Cmte, Fort Cannons & Archeological Study – study out for bid, cannons not yet started.
3. Cape Ann Museum, map conservatory – Agreement in place, in process.
4. The Sargent House Museum, failing roof – Agreement in place, in process. Should be starting in the Spring.
5. Ocean Alliance, Inc., Seawall – Agreement in place; in process.
6. Lanesville Community Center, Virginia Lee Burton Little House – Agreement in place; in process. Should still be going forward as approved, with some changes to location due to wetlands.
7. Gloucester Cemeteries Advisory Cmte, Historic Cemetery Stone repair – will need to do PO once bids/estimates are received from group.
8. Cape Ann Women’s Softball & DPW, Mattos’ new backstop – Need to bid or get estimates for work.

#### Off – Cycle

1. Ten Gates Development, 15 Pearl Street Studio - application before the CPC.
2. Habitat for Humanities, 5 Marina Drive – application before the CPC.

#### **Item #7 Review of Eligibility Forms received**

Deb L. provided the Committee with the “CPA 2018 Eligibility Determination Forms Received” spreadsheet. She noted that of the 14 eligibility forms received, 2 projects are ineligible. The projects were reviewed briefly. There was discussion regarding the recent court rulings on using CPA funds to repair religious buildings. It was determined any such contracts will need to be reviewed by the City’s general counsel.

Barbara S. stated the Hammond Museum eligibility letter initially requested approval for to repair the courtyard roof, but after the recent storm surge damage was sustained by the seawall that needs immediate repair. They asked if the directive of their eligibility could be altered. The Committee agreed this was acceptable.

Deb L. will forward documentation demonstrating the eligibility of the O’Maley Baseball Field upgrades to the Committee, as this project will be building a new structure. Deb L. wrapped up

the discussion by reminding the Committee that applications are due on April 19<sup>th</sup>. All applications will be emailed and made available via the CPC website. If any members require paper copies, they can contact Jaimie C. Deb L. provided a copy of the eligibility checklist. Catherine S. asked the Committee to keep the handout of the CPA criteria in mind while reviewing the applications.

### **Item #8 Next Meeting – April 17, 2018**

There was discussion regarding the next meeting date. It was determined there would be no meeting in April, as the applications will not be due until April 19. Instead, the Committee will meet on the following dates in May: Tuesday May 1<sup>st</sup> and Tuesday May 22<sup>nd</sup>.

### **Item #6 Discussion of Affordable Housing Standards**

Barbara S. discussed an article she read on the topic of defining a standard for the cost of affordable housing and how this is a difficult figure to determine as there are multiple, varying contributing factors. As there was an issue with the emailed link, Barbara S. suggested the Committee search for the article titled: “The Cost of Affordable Housing: Does it Pencil Out”. Catherine S. stated there is not enough housing in general that it is driving up the costs. She added that it is worth reading the City’s Housing Plan to help with assessing affordable housing applications. There was discussion regarding the difficulty finding resources on affordable housing costs and the balance in the reserves. Barbara S. indicated the need for the Committee to emphasize matching funds from next year’s applicants.

MOTION: Motion to adjourn by Ellen P, seconded by Heidi W. APPROVED unanimously.

Meeting adjourned at 7:35 pm.

### **List of Documents reviewed**

Minutes of February 20, 2018  
List of Project updates  
CPA 2018 Eligibility Determination Forms Received spreadsheet  
Community Preservation Criteria Checklist  
CPA Fund Balances and Budget  
CPC Information on Individual CPA Communities for Gloucester  
CPC CPA Trust Fund Distribution History

Respectfully submitted,  
Jaimie Corliss