

COMMUNITY PRESERVATION COMMITTEE

Public Meeting Minutes

February 22, 2017

7:00 P.M.

Town House Public Hearing Room

22 Monument Square

Pursuant to notice duly filed with the Town Clerk's Office, Concord's Community Preservation Committee held a public meeting in the Town House Public Hearing Room at 22 Monument Square starting at 7:00 P.M. Committee members John Cratsley, Linda Escobedo, Greg Higgins, Dee Ortner, Barbara Pike, Geoffrey Taylor and Peter Ward were present. Senior Planner Lara Kritzer was also present at this time.

Commission Member Bouzha Cookman was not present for this meeting. Ms. Ortner called the meeting to order at 7:00 P.M.

Discussion of Warrant Articles 29 and 30 as shown in the Warrant for Town Meeting

Ms. Ortner explained that revisions were made to the warrant articles after the Committee submitted its drafts. The Junction Village project funding recommendation was taken out of the general CPA funding article (Article 29) and put in a separate article along with the other Town funding for the project (Article 30). Ms. Ortner had spoken with Select Board Chair Mike Lawson about this change and had agreed that it was prudent to separate the Junction Village project since there were likely to be questions. Article 30 would include both the Town and CPA funding for the project so that all funding could be dealt with in one vote. She explained that a new Community Housing Reserve Fund item had been added to Article 29 to insure that the CPA funding minimum requirements were met. If Article 30 passed, the reserve funds would be allocated to the Junction Village project. If it did not pass, the funds would remain in reserve for Community Housing use next year. She added that the amount recommended for Junction Village over and above the CPA minimum 10% requirement would remain unallocated if unspent this year.

Members discussed the funding of the project and its sources. Ms. Pike noted that the CHDC had recently revised its funding down from \$3 million from the Town to \$2 million and asked if this would affect the amount requested from the CPA. Ms. Ortner stated that it did not impact this year's funding request and did not anticipate that it would impact the CPA funding requests going forward. Ms. Ortner also noted that if the Junction Village funds were approved, this would use up all of the Community Housing Reserve Funds. She expressed concern that all of the CPA funding had been allocated this year and believed that next year might be difficult with only \$1.2 million anticipated to be available.

Members reviewed the text of the Warrant Articles. Ms. Pike moved to accept Warrant Articles 29 and 30 as written. Mr. Higgins seconded the motion and ALL VOTED IN FAVOR.

Mr. Cratsley asked if Ms. Ortner would be presenting both Warrant Articles. Ms. Ortner stated that for the Finance Committee Public Hearing, she would present Article 29 and Mr. Lawson would join her in presenting Article 30. Mr. Cratsley asked if the CPC had a position on the request for funding from the Town. Members discussed this question and agreed that the Committee was clearly in support of the \$350,000 in CPA funding.

Members discussed the review process and whether a recommendation for funding was equivalent to the CPC's support for a project. Members discussed the Committee's position on the Junction Village project. Ms. Ortner noted that if the Finance Committee did not find the project to be viable, the Select Board might not move the Warrant Article and that other Committees were likely to speak to the project.

Review of Finance Committee Public Hearing Presentation on February 28

A copy of the PowerPoint Presentation for the project had been sent out to Members for review prior to the meeting. Ms. Ortner explained that handouts would include the general CPA Funding information sheet, a copy of the Warrant Articles, the project summaries, and overall funding information. Mr. Taylor thought that the presentation looked good and Ms. Escobedo agreed. Ms. Escobedo suggested two edits for the Community Housing Reserve Fund and Junction Village project slides. It was noted that the presentation would need to be condensed for Town Meeting and that the revised presentation would focus on the visuals. Ms. Kritzer was asked to send out the handouts for Members review before the Public Hearings.

Discussion of Any Applicant Concerns about Draft Conditions

It was noted that only one applicant had responded with concerns about the proposed conditions as drafted. The Concord Integrated Pre School (CIPS) had asked that the Committee broaden the first condition, which requires that the funding be used for the poured rubber surface, fencing and shade trees, to allow them to also use the funds for the new playground equipment. Ms. Ortner noted that they had submitted a letter explaining their proposed process and the reasons for the request and asked if Members had any concerns with the change. Members agreed that the request was reasonable and noted that the condition had been based on what they knew could be funded with the reduced amount and not any concerns about the proposed uses. Ms. Pike moved to amend the grant agreement condition to have the first condition of the CIPS Playground Improvement project include the purchase of playground equipment. Ms. Escobedo seconded the motion and ALL VOTED IN FAVOR.

Discussion on Changing Schedule for CPA Funding Application Process

Ms. Ortner noted that revising the schedule for the application and review process had been suggested by Mr. Higgins and discussed at the last meeting. Members discussed the possibility of moving the informational meeting to June or July and noted that the challenge would be to get the Community Preservation Plan updated sooner to be useful for the applicants. Mr. Taylor asked whether a revised review schedule would allow enough time for new members to learn the process. Ms. Kritzer noted that the Committee had at one time had two informational meetings – one in July and one in September – and suggested that this might address concerns with reaching interested applicants. Members agreed to go ahead and begin looking at changes to the Plan now so that they would be ready if they decided to move the informational meeting to the summer. Members agreed to review the CPA schedule and to discuss CP Plan revisions in March.

Review of January Meeting Discussion Items

It was noted that at the January Meeting the Committee had reviewed the funding process. Members had also agreed that the idea of permanent signage for CPA funded projects should be left at the discretion of the applicants. However, if they chose to install permanent signage, the CPC would expect that the CPA funding contribution would be noted. Ms. Escobedo had suggested that this be added to the grant agreements and other Members agreed.

Members also discussed whether more temporary signs were needed. Ms. Kritzer explained where the existing signs were located and felt that there were enough available at this time. Mr. Taylor suggested that this become a standard meeting item so that the Committee could keep track of where the signs were located and needed. Members agreed to add this to future agendas and asked Ms. Kritzer to send out the current list of locations.

Review and Update on Open Projects

Ms. Kritzer passed out an updated spreadsheet showing all of the currently open projects at this time. Members discussed the open projects and their status. Members also discussed the funding and reimbursement process and whether there should be an addition to the process to verify that matching funds are being spent.

Ms. Kritzer raised a question about a request for reimbursement for the MCI Concord fountain project. The Town had received a request for reimbursement for winterizing the fountain. Ms. Kritzer had confirmed that the restoration work on the fountain was complete, and asked if the Committee would consider the winterization work to be part of the project. Mr. Taylor thought that the project could be considered ongoing because the Dept. of Corrections had not yet completed the landscaping that was a condition of the funding. He noted that nothing had been done yet around the restored fountain and thought that the area looked unfortunate. Ms. Kritzer was asked to contact the Dept. of Corrections to find out if the work on the fountain was complete and to request that they provide information on when the landscaping would be done. Both Mr. Taylor and Mr. Cratsley thought that the winterization work should be included in their CPA funding as the last item of the project. Members agreed to this with the understanding that there was a strong expectation that the Dept. of Corrections would complete their landscaping of the area as soon as possible.

Ms. Kritzer was asked to reach out to the Caesar Robbins House as well to check on the status of their work.

Approval of Community Preservation Coalition Membership Dues

Ms. Kritzer explained that the Committee had received an invoice for its continued membership with the Community Preservation Coalition. The Committee's membership fee this year is \$4,350, which is the same amount as last year. Mr. Higgins moved to approve the release of \$4,350 in administrative funds for the payment of annual dues to the Community Preservation Coalition. Mr. Taylor seconded the motion and ALL VOTED IN FAVOR.

Fund Distributions and Approvals

Mr. Taylor reported that he had signed off on the release of the remaining funds for Phase III of the Concord Carlisle at Play project, as the new field was complete and in use. He explained that the CPC would receive a final accounting and verification of the 1/3 public, 2/3 private funding amounts once the final punch list items were complete in the spring. The Concord Children’s Center had also used the remainder of their CPA funds for the new Merry Go Round which had been installed before the holidays. Members reviewed photos of the fully accessible equipment as installed.

Ms. Kritzer stated that the Committee had also received a request for reimbursement from the Concord Housing Development Corporation for the work to develop the Junction Village project. She explained that the majority of the reimbursement request was for engineering and site work, but that a small portion was to cover expenses involved in holding the meeting on the Open Space component. Members noted that the Open Space review and area development was an important part of the project and necessary for the new housing units to be completed. Members agreed that all of the expenses submitted could be paid for out of the CPA fund for the project.

Approval of November 14 and January 9 Minutes

Members had reviewed and revised the draft November 14 minutes prior to the meeting. Mr. Taylor moved to approve the November 14 minutes as revised. Mr. Ward seconded the motion and ALL VOTED IN FAVOR.

Members had also reviewed and revised the January 9 minutes prior to the meeting. Ms. Escobedo moved to approve the January 9 minutes as revised. Mr. Taylor seconded the motion and ALL VOTED IN FAVOR excepting Mr. Higgins and Mr. Cratsley who abstained as they had not been present at the meeting.

Commission Membership

Ms. Ortner noted that several people would be coming to the end of their terms in June. Members were encouraged to look out for potential new members.

Mr. Taylor moved to adjourn the meeting. Ms. Pike seconded the motion and ALL VOTED IN FAVOR. The meeting was adjourned at 8:40 P.M.

Respectfully submitted,

Lara Kritzer
Senior Planner

Minutes Approved on: _____

Bouzha Cookman, Secretary