



COMMUNITY PRESERVATION COMMITTEE

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COMMUNITY PRESERVATION COMMITTEE

March 24, 2021 - 6:30 p.m.

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FAIRHAVEN,
MASS.

1. ADMINISTRATIVE BUSINESS:

a) Chairman's Welcome and Media Notification: Chairman, Jeff Lucas opened the meeting at 6:33p.m. and welcomed all. Mr. Lucas stated that Ms. Richard would be taking over the meeting and Mr. Foley read the revised Open Meeting Law statement per the State of Emergency issued by Governor Baker with instructions that public hearings may be conducted remotely via zoom.

b) Quorum/Attendance: **Present:** Jeffrey Lucas, Beth Luey, Ann Richard, Gary Lavalette and Roger Marcoux **Absent:** Marcus Ferro and Terry Meredith

Ms. Richard identified two open positions, one from Housing Authority as well as Historical Commission.

c) Minutes: March 4, 2021 draft: Mr. Foley hadn't forwarded the minutes to the Committee as of yet, will table until the next meeting.

d) Correspondence: None.

2. GENERAL BUSINESS:

a) Review of FY21 CPC Project recommendations and budget for funding at Town Meeting

Ms. Richard advised that Mr. Lucas sent a document to all to identify a few changes. \$65,000 to be reserved for all the areas. Ms. Richard clarified the reserve fund and the anticipated revenue to be received. She explained what the current balances are and asked if everyone understood the appropriations. New members were satisfied.

Ms. Richard advised in review the spending appropriations is what the CPC members voted on in past meetings. Mr. Foley stated he put the appropriations into an excel spreadsheet and thought we might have a problem. We appropriated less funds than our total but because we have some funds in reserve accounts and we have to spend or reserve at least 10% from the three areas (Open Space, Historic and Community Housing) from this year's money we appear to have a shortage in the undesignated funds balance account.

Ms. Richard wanted to make sure that the undesignated funds balance and the FY22 balances are voted on accurately this evening.

Mr. Foley had concerns that the numbers weren't matching up.

Mr. Lucas discussed the categories. Open space has a current balance of \$150,000 and \$50,000 would come out of FY22 reserve (which we set at \$65,000). He explained so that account is pretty much closed.

Mr. Lucas says the housing balance is currently \$60,000 from current housing and \$5,000 from FY22 Community Housing Reserve.

Mr. Lucas said the historic currently has \$61,560, use that for Manjiro at \$60,000. Historic reserve will receive \$65,000 - academy front door, and also \$15,000 from future revenue from FY22 (from the \$80,000).

Mr. Lucas reviewed the undesignated balance at \$205,000. He suggests Millicent Library gets their request at \$136,360 from that balance, leaving \$72,000 in the undesignated balance.

Mr. Foley said the estimated funds, being conservative will be about \$953,000 and we are proposing to appropriate \$926,000. It sounds all right but because if the amounts in the reserved funds and what we have to appropriate to each area this year, we are short. Mr. Lucas agreed that there was an error.

Mr. Foley shared his spreadsheet with a few minor changes.

Ms. Richard asked why they couldn't stay at \$60,000 for the categories versus \$65,000. She stated they could fund everything but it just comes down to reorganize the category.

Mr. Foley recommended \$50,000 and Mr. Lucas stated perhaps that's too low, \$55,000 or \$60,000. Ms. Richard recommended either \$50,000 or \$55,000 to stay in the categories. Ms. Richard stated that no funding is going to change on the allocations that they have already stated they would fund, the change is moving the money around in the categories to fund the projects.

Ms. Richard asked if perhaps if they could make a vote, then if there were any changes Ms. Richard and Mr. Lucas could discuss with Mr. Foley to go through the numbers together. The Board agreed that would be okay with them. Ms. Richard asked for a motion to move forward with what will be presented to Town Meeting.

Ms. Luey made a motion to move forward with the appropriations presented for the different projects and for Mr. Foley to discuss further the 'bucket' categories with Ms. Richard and Mr. Lucas to make sure the numbers add up correctly. The motion passed unanimously via roll call vote.

b) Continued Discussion on CPC Application, Review and Approval Process

Ms. Richard stated the committee would like to work on another application process to make it smoother and view other towns with their process moving forward.

Mr. Foley said they could have the spread sheet available to review as they go along.

Ms. Richard stated Mr. Lucas had looked at previous applications and she had looked at other Towns to consider what they use. Ms. Richard suggested members look at other towns and bring it back to the table for discussion. She stated the application doesn't have to come in November, they could start in August.

Ms. Luey stated being a new person on the committee she suggested it was helpful to see what is available money-wise and asked if in the beginning of the application stage, they could ask for a letter of Community Preservation Committee

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intent, without a lot of detail so they could look at the intent before moving forward with their full application. Ms. Richard stated that was a good idea and would help people, if they were off base, they wouldn't have to complete a full application.

Mr. Lavalette asked a question about requiring an architect for a project. He said it's very helpful to streamline the process with a professional to be able to answer questions. He believes it should be a mandated requirement.

Mr. Foley suggested thinking about what the threshold should be to require an architect. He said some projects need an architect, and others don't. He suggested perhaps a monetary threshold should be implemented. Mr. Foley stated he could reach out to CPC and ask if there are any guidelines. Mr. Marcoux had no further comments. He was on board with suggestions that had already been presented.

Mr. Lucas stated he had a problem with a mandate to bring forth an architect, as it is a cost to a project. He said they could advise a project to bring it forward but if the proper architectural drawings are brought forward then that should be sufficient. Ms. Richard asked Mr. Foley to share the 'two-step' application processes to the committee members so they could review.

Ms. Luey stated they need to think about deadlines and firm deadlines need to be confirmed. She stated letters of intent can come in anytime, but everyone should have the same deadline for applications rather than a rolling application process.

Mr. Lavalette suggested anything with a building permit requirement should be connected with an architect coming forward. He said that could be the trigger.

3. TENTATIVE FUTURE MEETING SCHEDULE

a) Next Meeting tentatively scheduled for May 2021

Ms. Richard stated there was no April meeting scheduled so her suggestion would be that they take April to get some 'homework' done on reviewing applications or talking to other Towns. She stated the Town Meeting is in June, and they could meet in May if they absolutely needed to.

Ms. Richard suggested May 12, 2021 at 6:30p.m., unless they had to meet before then for a vote. Ms. Richard asked Mr. Foley to send an email to housing authority and historic commission about sending a person from their committees to join the CPC.

Mr. Foley stated he would send the draft slides to all members for their review or added suggestions.

4. OTHER BUSINESS: Any other business that may properly come before the Board, not reasonably anticipated 48 hours prior to the posting of this meeting.

Mr. Marcoux made a motion to adjourn and was seconded by Mr. Lavalette. The motion passed unanimously via roll call vote. The meeting ended at 7:15p.m.

Respectively submitted,
Patricia A. Pacella
Recording Secretary