



COMMUNITY PRESERVATION COMMITTEE

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Fairhaven Community Preservation Committee
CPC Minutes May 12, 2021

FAIRHAVEN,
MASS.

Present: Jeff Lucas, Ann Richard, Beth Luey, Roger Marcoux and Terry Meredith

1. ADMINISTRATIVE BUSINESS:

a. Chairman's Welcome and Media Notification - Mr. Lucas welcomed the public and committee members to the meeting and advised the rules and regulations put out by the Governor since the Pandemic.

b. **Quorum/Attendance: Present:** Chairman, Jeff Lucas, Ann Richard, Beth Luey on Zoom and Roger Marcoux and Terry Meredith in Town Hall. **Absent:** Gary Lavalette and Marcus Ferro

Town Planner Paul Foley was in attendance in Town Hall.

Mr. Lucas advised there are two vacancies, the Housing Authority and the Historical Commission.

c. Minutes: March 4 and March 24, 2021 drafts to be reviewed - Ann Richard made a motion to approve the minutes of March 4, 2021 and was seconded by Beth Luey. The motion passed unanimously via roll call vote. (5-0).

Minutes of March 24, 2021: Ann Richard made a motion to approve the minutes of March 24, 2021 and was seconded by Beth Luey. The motion passed unanimously via roll call vote. (5-0).

d. Correspondence: Mr. Foley stated he received an email from the Select Board asking about the details of the costs for an \$80,000 door on the Academy Building. He briefly explained the CPC vote but they got a different story from the applicant. He noted the Select Board apparently received an email from the applicant with their explanation and will forward that to the members. He said he and Chair Jeff Lucas will make it clear that the CPC voted to fund the door, threshold, fan light and lighting but not the stoop and walkway.

Mr. Foley stated there was some confusion about the appropriation of monies and perhaps the first round of contracts should be done with exactly what was funded and eligible with an explanation on the funding and the applicant signing the document so it's better understood.

Mr. Lucas said that historic preservation creates the most problematic projects as it has to be done within the Secretary of Interior's historic preservation guidelines. He said the interpretation of the historic preservation hasn't given enough information on how something may get done, the materials being used and/or how it's going to get done, and he feels that is something they need to be more aware of moving forward with this new application and review process.

Ms. Richard stated what Mr. Foley was talking about could perhaps be clarified with a small description in the article in the Town Warrant so that it's more than a title with more of an explanation so it explains why the Academy Door, for example, would be \$80,000. Mr. Lucas agreed with Ms. Richard. Mr. Lucas stated some of the information that goes to Town Meeting has a very descriptive explanation so that Town Meeting members understand it completely. He said that what they don't have to do is defend it, the CPC just has to recommend it.

understand it completely. He said that what they don't have to do is defend it, the CPC just has to recommend it. He said that door is not as clear because it didn't come with a quote specific. Ms. Richard agreed and stated moving forward they need to give a little more detail in the Town Meeting Warrant.

Mr. Foley suggested a presentation video with slides should be done prior to the Town Meeting that will be presented before the Article to explain the proposal and recommendation. Mr. Lucas was having audio difficulties.

2. GENERAL BUSINESS:

a) Review of FY22 CPC Project recommendations and budget for funding at Town Meeting

Mr. Foley reviewed the FY22 CPC projects, there were eleven original projects that applied with eight that were approved. He explained the existing funds and estimated FY22 surcharge and match.

Mr. Foley reviewed the existing CPA fund balances by each account including open space, community housing, historic preservation and undesignated fund balance, with a total of \$493,744. For estimated receipts they estimated 2.5% growth and a 20% match for a total of \$514,304.

Mr. Foley reviewed the spending appropriations to the committee. He stated it was revised with the William Street sidewalks taken out graciously by Mr. Furtado because the money was not there. In total we have enough money for what was originally appropriated but taking into account the money in reserved accounts and the minimum 10% that must be spent in each area with this year's estimated receipts we were short in funds with the sidewalks. Mr. Foley also reviewed what was left in each category. Mr. Foley said that CPA in Boston are expecting a 28% match this year.

Ms. Richard asked if the warrant book didn't say the William Street sidewalks, Mr. Foley stated that was correct. Ms. Richard stated she would not explain that at Town Meeting at all, as it would be confusing. Ms. Richard also stated that there was a vote at the last meeting for her, Mr. Lucas and Mr. Foley to work on this and it happened. Mr. Foley said that next year they would work on the spreadsheet live so they can see whether they are over or not right away.

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

Mr. Foley stated a few people have reviewed a few different application processes. Mr. Foley suggested that if these get approved at Town Meeting they should start with the grant contracts for this year's appropriations and develop a new application process for the coming year.

Mr. Lucas stated he has made a few reviews, Dartmouth, Harwich, Hingham, Falmouth and Quincy grant agreements and thinks they should review. Mr. Foley said a lot of information on the slide was out of Dartmouth's agreement. Mr. Foley reviewed the CPC Application from Hyannis, the two-step process, and allowing applicants to send in a brief description early to determine if the project is eligible, before submitting the full application. The applicant would submit a one-page determination sheet to get feedback on whether the project is an eligible project and then, if yes, a full application would be in order. Mr. Foley stated this would give applicants a better opportunity to gather all the information needed and not waste money designing a project that is not eligible.

Mr. Lucas stated that Hingham has a 53-page Community Preservation Plan document with definitions and very detailed. He said there are a lot of check-offs, requirements, regulations from the state, etc. He said if they want to go with the agreement first they can, but they also need to go back to the application form and the preliminary information. Mr. Lucas explained some of the requirements are really small but is something that they should

consider doing as well. He said Groton is really well worked up. Mr. Foley brought up Groton's plan and they reviewed.

Mr. Foley suggested starting with a contract for this year; and start with a FY22 plan early this year with the two-step process and be more strict with the application. He said there may be less money next year, but an earlier process would get information out to people earlier. Mr. Lucas stated that available funds in some Towns are done as they receive the monies.

Ms. Luey stated she was thinking of the problems that have occurred this year and she was thinking forms are useful and uniformity is important (for example, a detailed budget). She liked the idea of a form for people to fill out.

Mr. Foley will try to work on a draft plan and get comments from committee members and the plan ready for July, so they're ahead of the game. He suggested the two-step process to start and creating a form to have people fill out to get confirmation that they are eligible for funds. He suggested by getting the information out early it will help people see if their project would be eligible. Also suggesting that the Committee could respond and they could have a work meeting to review the application(s).

Mr. Lucas asked for a rough draft of a contract for the people that will get the monies this year. Mr. Foley stated he could draft a grant agreement up in the next year and they could then review it. Ms. Richard stated they wouldn't get the monies until after July 1st, so they have time to get the grant contract to the applicants.

Mr. Foley said with the grant agreements the applicant has to sign off saying that they have read the contract and accept the conditions as listed. Mr. Lucas said it's a form they need to sign and they can't go back on it if they sign it. He recommended a status report every three months, so they don't fall within the cracks. Mr. Lucas said he couldn't understand why some projects were already starting to do the work without the project being approved at Town Meeting. He said he has already received a complaint about the Manjiro House working on something, and is frustrated by it.

Mr. Lucas reviewed Dartmouth's grant application, as it is three times longer and has quite a bit of information in it that requires receipts and records being kept for a number of years.

Beth Luey stated she is not seeing what happens if they sign and they don't do what they said. Mr. Lucas said they wouldn't get the money, yes they can draw on the money but would need receipts and materials that they have done for the project. Ms. Luey gave an example in regards to the Manjiro house, whereas they are supposed to use authentic materials and they use plastic, what would happen? Mr. Lucas said they wouldn't get the money.

Mr. Lucas said this is one of their worst blunders in the process so far is that they overlook or don't confirm what is being done on projects. He said the fascia of the building is a 1" x 12", they took it down and put up a 1" x 8", and it has changed the look of the building. He said they should've used the same size wood that they took down. Mr. Lucas was also of the opinion that they will never be able to replicate the doors.

Mr. Foley suggested they could always do a site visit before and then a site visit at the end of the project.

Ms. Richard stated they have the information in their plan but it's so long that maybe people aren't reading it in its entirety. She said a lot of the stuff is in the plan, but not in an easy format to understand.

Ms. Luey spoke of granting agencies (like United Way) that require you to attend a seminar to learn more information about filling out the grant applications; she stated they could suggest something like that. Ms. Richard stated she has actually attended one of those meetings and found it very helpful. She said it was very clear on how grants would be done and the process around them.

Ms. Richard asked about the bills being paid quarterly on projects and why the CPC members weren't signing off on them anymore. She said in the past they would have to sign off on bills quarterly and with that would be able to see what projects were being completed and done in a timely fashion. She asked Mr. Lucas to review with Mr. Foley if they could get back to be done quarterly so they could have transparency on the projects getting done.

Mr. Lucas said he was most impressed with the detail of the CPC process manual from Hingham and asked members to review it. He said just the table of contents is informational.

Mr. Lucas asked if they were going to try and get an agreement written for this year. He said it didn't have to be a completed one, but they should get started on it. He said they also have to be more specific on the review process that 'this has to be done this way, with these materials, 'xyz' or else the participant wouldn't get the monies. He said the Committee should expect more than what they are getting.

Mr. Foley recommended the date of June 30th for their next meeting at 6:30pm and he will try to have contracts drafted and a first rough draft of the plan for next year.

Ms. Richard asked Mr. Lucas if he will assist Mr. Foley to put together a slide presentation for Town Meeting as there may be questions and if they can have it available prior to Town Meeting that would be great. Mr. Foley will reach out to Mr. Lucas to get started on a slide presentation for Town Meeting.

Ann Richard made a motion to meet on June 30, 2021 at 6:30p.m. to continue to draft the new documents, plan/manual, application and discuss the process and was seconded by Roger Marcoux. The motion passed unanimously.

Ann Richard made a motion to adjourn and was seconded by Terrence Meredith. The motion passed unanimously at 7:50p.m.

Respectively,

Patricia A. Pacella
Recording Secretary