



City of New Bedford

Community Preservation Committee

133 William Street, New Bedford, Massachusetts 02740

Telephone: (508) 979.1488 Facsimile: (508) 979.1576

JONATHAN F. MITCHELL

MAYOR

MINUTES

May 23, 2017

Meeting at the Department of Planning, Housing & Community Development

2nd Floor Conference Room

608 Pleasant Street, New Bedford, MA

COMMITTEE MEMBERS

PRESENT:

Janine da Silva, Co Chair

Colleen Dawicki, Co Chair Remote /Entered: 6:27 PM
Departed: 7:16 PM

Jessica Bailey, Clerk

Sylvia Gomes

Arthur Motta

Ross Nunes

Elaine Safioleas

COMMITTEE MEMBERS

ABSENT:

Dennis Audette

Tim Walsh

STAFF:

Edward Bates, *Neighborhood Planner*

Anne Louro, *Preservation Planner*

Call to Order

Co-Chair Da Silva called the meeting to order at 6:01 p.m.

Call the Roll

A formal roll call was conducted confirming members present and absent as stated above. J. da Silva announced that C. Dawicki would be participating remotely due to her out-of-state travel itinerary.

J. da Silva introduced new member E. Safioleas, who represents the Park Board. E. Safioleas briefly provided her background to the members and A. Louro informed members that staff had met with E. Safioleas the week prior and had updated her on the committee's activities to date.

Approval of Minutes

A motion was made by R. Nunes and seconded by J. Bailey to approve the March 28, 2017 meeting minutes as presented. Motion passed unopposed.

New Business

There was no new business.

Old Business

Review of a revised DRAFT of the Community Preservation Plan

The draft plan was discussed with members praising the formatting and layout as being reader-friendly. Edits were reviewed with a brief discussion of removing community gardens from the open space priorities, due to the city's recent experience with such gardens being abandoned. E. Bates noted that the school gardens fill this void, and as such, meet the city's open space quota for community gardens according to the Sustaining New Bedford Plan. There was brief discussion regarding the difference between community gardens and pocket parks, with member consensus to remove "community gardens" as an identified priority.

J. Bailey noted some formatting and grammatical edits, and voiced concerned with terminology related to the housing section. A. Louro and E. Bates noted that they would address those items.

Review of a revised DRAFT Community Preservation Project Application Package

A. Louro noted that the major change to the draft was the revision of the funding application into a full "packet" which includes the instructions, eligibility form, and full funding application as a separate appendix to the plan. Members discussed the need for the eligibility form, the use of tracking numbers, and the procedures for that occur.

C. Dawicki joined the discussion remotely at 6:27.

Edits were identified relative to the general criteria for project review. Members agreed to move "evidence of community support" from the Primary Criteria to Secondary Criteria, to accommodate new community members or underrepresented groups. There was discussion as to whether projects would be required to meet all of the criteria for approval, with review of the criteria purpose to serve as a guide for both the applicant and the committee in their evaluation, noting that the criteria relates back to the identified community priorities and needs. There was consensus that the Primary Criteria was important and that projects should be required to meet those standards in order to receive a significant amount of tax payer funding. Members agreed on revising terminology related to the Primary Criteria, switching the word "must" to "will".

Discussion and Vote on 2016, 2017 & 2018 Budget Warrant

A. Louro stated that there were three separate budgets for each fiscal year and that it would be appropriate for the committee to review each year separately, with individual votes to be sent to the City Council for consideration. Members discussed the desire for committee representation at the City Council budget hearing, which was tentatively identified as June 8th, with agreement that the Co-Chairs accompany Pat Sullivan. Also noted was the possibility of the budget matter being referred from the full City Council to committee, as this would not be out of the ordinary for new matters before the City Council, as a committee hearing provides a forum for questions to be directed to the CPC related to the budget.

Members questioned the missing interest figures within the budget and the desire to have them included within the budget presented to City Council if that was possible. A. Louro explained that due to the timing of the budget development, some figures are based on estimates and projections, and that any interest not identified would be rolled into the CPA fund account. There was brief discussion regarding the removal of the interest figures, with agreement that the interest budget line remain with an explanation of the absent figures, or for the interest figures added prior to City Council submission. A. Louro confirmed the intent to have staff amend the budgets after committee acceptance, to reflect interest accrual.

The State Trust Fund match was discussed related to the Department of Revenue's projected FY18 estimated match of 15%, and the current state legislation to revise the Trust Fund's revenue stream. Members reviewed the required 10% CPA category appropriations as well as the allocation of 5% to the Administrative Fund in the FY18 budget.

Members discussed the accumulated amount of funding over the three budgets and whether there was a requirement to allocate all of the funding to projects. A. Louro noted that a review of other CPA communities found that many CPC's reserve one year of surcharge funding within the CPA Fund, often for emergency funding purposes. J. da Silva and J. Bailey expressed their desire to reserve a portion of the revenues within the CPA fund.

MOTION to accept and approve the FY16 budget and submit to City Council for consideration.

Moved by S. Gomes and seconded by R. Nunes.

Motion passed 7-0.

MOTION to accept and approve the FY17 budget and submit to City Council for consideration.

Moved by S. Gomes and seconded by J. Bailey.

Motion passed 7-0.

MOTION to accept and approve the FY18 budget and submit to City Council for consideration.

Moved by A. Motta and seconded by E. Safioleas.

Motion passed 7-0.

Public Engagement Plan Update

A. Louro and E. Bates informed members of the reserved dates for the three public meetings, noting that the content would be the same, that the initial meeting would be filmed by Cable Access and there would be translation services at all of the meetings, with the addition of simultaneous translation for Spanish speaking participants at the Brooklawn Park meeting.

Outreach methods were discussed as well as the need for the participation of committee members. A. Louro and E. Bates explained the set-up and logistics of the meetings to include a brief PowerPoint and breakout groups to gather participant's input related to the community priorities related to the four categories of CPA. The length of the meetings of sixty minutes was discussed, with staff indicating that printed material would be available to direct participants to the city's website for further information and for a planned web page link in which to leave comments.

Staff indicated that they would email the meeting flyer to members to use in their individual outreach efforts and send a reminder of the meeting dates as they approached to confirm attendance.

Members discussed the development and use of a CPC logo, as staff indicated that other CPA communities made use of a logo. Potential design related to existing city logos and associated costs were discussed, with members recognizing the advantages of branding and identification, particularly as it pertained to required project signage. Members agreed to delay the development of a logo until the Fall after project funding has been allocated.

Other

There was no other business.

Next Meeting Date

Monday, July 25, 2017.

Adjourn

There being no further business, a motion to adjourn was moved by J. Bailey and seconded by E. Safioleas. The motion carried. The meeting was adjourned at 7:16 p.m.

Respectfully submitted,



Anne Louro
DPHCD Staff

Approved: 08.22.17