

Community Preservation Committee
Meeting Minutes
March 21, 2016
7:00 pm

In attendance were:

Andrew Bengtson
David Levy
Leslie Mayer
JoAnn Robinson
Clarissa Rowe
Charles Tirone
Eric Helmuth
Richard Murray

Not in attendance: Mike Cayer

Clarissa Rowe called the meeting to order at 7:10 pm. Taking the agenda out of order in consideration of our guests.

Presentations from project applicants:

1. **Pamela Hallett, Exec. Director Housing Corporation of Arlington.** HCA secured \$100,000 from state historic tax credits for part of the funding. Other financing through mortgages w/ local banks per application. Total construction plus contingency \$577,141. Have started construction; now 66% to 70% complete. One unit will be completed wheelchair accessible. 3 parking spaces. The requested \$200,000 is to finish up the construction, which is now slated to finish in June.

Committee discussion:

- a. Which category – housing or historic? Pam does not care which we do. If Housing: Does this qualify as finishing “creation” per the CPA statute? Most on the committee thinks it would, provided it will be done in FY2017 funding. Pam: The Certificate of Occupancy could be put off until July. Eric: Award cannot be made or spent until after July 1 – Pam: that is not a problem, final construction can be deferred.
 - b. Other questions discussed - deed restrictions? Pam: yes, affordable in perpetuity. What remains to be done? Painting, siding, lots of exterior work. Pam will generate a list of expenditures over the next couple of days.
 - c. Budget discussion: Pam will develop a revised CPA budget to justify the costs and rework the budget to make it clearer. Andrew: there is a roughly \$250,000 increase in construction costs 2014 to 2016, which justifies the need for funding assistance.
2. **John Griffin, Executive Director of Arlington Housing Authority, and Nick Mitropoulos Chairman of the Arlington Housing Authority** to discuss the Drake Village request for \$200,000 in assistance toward the project from CPA funds. So far have received over \$500,000 in CDBG funds for the project, also have matching funds available but with a requirement to go out and

leverage the funds with additional funding. Asking for assistance with the window replacement – want to replace with single hung windows (top stationary). Total cost of windows project will be \$1.7 million. Supplied photos showing interior damage due to water infiltration. The \$200,000 from CPA will help qualify the larger Drake Village project for \$2.9 million in matching funds. Straw vote of committee: unanimous support.

3. Other business –

- a. Discussion of the administrative budget request to Town Meeting.
Annual cost for committee staffing assistance is unknown until we have a full year with the full process under our belts. \$4,350 for coalition dues. Unpredictable costs for committee expenses to vet and present projects. Consensus support for asking for 5% since unused funds are returned to the general CPA budget for future projects.
Question: can we spend this on legal work for grant agreements? Clarissa will inquire.
- b. Future meetings planning.
- c. Writing assignments for Committee report to town meeting:
 - i. Robbins Farm - Leslie
 - ii. Kimball Farmer – David
 - iii. Whittemore Robbins – JoAnn
 - iv. Housing Authority - Richard
 - v. Spy Pond – Chuck
 - vi. Administrative expenses – Andrew
 - vii. Budget – Clarissa
 - viii. Organizing of report - Eric

Minutes submitted by:
Eric Helmuth, vice chair