



ARLINGTON FINANCE COMMITTEE
 MINUTES OF MEETING
 O'NEILL ROOM
 7:30 PM 3/1/17

ATTENDEES:

Deyst	White	Caccavaro*	Kellar*	McKenna*
DeCoursey*	Wallach*	Harmer*	Gibian*	
Tosti*	Foskett*	Bayer*	Duvadie	
Russell*	Beck*	Jones*	Deshler*	
Franclemont*	Howard*	Fanning*	Carman*	Diggins*

*Indicates present

VISITORS: CPAC Members: Chair Clarissa Rowe, Nat Strosberg, George Parsons, Paul Fennelly, Jim Feeney, Andrew Bengtson, Leslie Mayer, JoAnn Robinson, David Levy

MINUTES of 2/22/17 Approved as corrected. Unanimous

ART 45: SCENIC BYWAY COMMITTEE: Rowe described this committee that includes Lexington, Concord, Lincoln & the Minuteman Historic Park. It is promoting the path taken by the British in 1775 to Concord and the start of the Revolution. It follows Mass Ave with some byways such as Paul Revere Road. The Committee has designed a sign that it intends to post along the byway. She requested \$2000 to make the signs. It is unclear whether the other committee members will contribute.

VOTED \$2000 contingent on equivalent contributions from the other committee members. Unanimous.

ART 49 CPAC: Rowe, supported by the other CPAC members presented the 9 projects proposed for this year (Ref 1). The estimated total cost is \$2,182,816 that is well within the funds available. Ref 1 has one chart for each project. The CPAC member described each project.

Downing Square \$100,000 for 34 affordable rental housing units. Levy stated that this money will be used to start the fund raising from affordable housing sources. There are hazardous waste concerns.

20 Westminster \$500,000 for 9 affordable rental housing units. Levy said construction will start this summer

Old Burying Ground & Mt Pleasant Cemetery \$64,920 for a preservation plan. Feeney said this will be spent to obtain a professional study to extend the work done a few years ago on the graves, to the walls & crypts.

Robbins Town Garden Water Features \$643,213 to rebuild and preserve the historic fountain & pool. This project had been in the Capital Plan. The statue will also be renovated with other funds already available.

Historic Resources Inventory \$115,000 to update the existing inventory. Strosberg said 350 of the 1100 entries will be considered. He noted that the old part of AHS will be assessed. This will not be allowed to impede taking down the building should this be the best educational approach.

Spy Pond Edge \$552,900 to preserve Town owned shoreline. This is the second phase of the project. Rowe hopes privately owned shoreline owners will use this project as a model.

Whittemore Park Revitalization \$50,000 for a preservation and open space plan. The recent DOT plan was unacceptable to residents.

Mill Brook Linear Park \$56,583 for a pilot study of a path west of Grove St along the pathway.

Res Master Plan \$100,000 for a study. A survey will determine how much of the shore the Town owns in Lexington and how best to maintain the water & the beach facilities.

All applicants except Hill's Pond were funded.

VOTED favorable action assuming that the proposal will remain substantially as described.

Unanimous

BUDGETS

INSPECTIONS: PubSafe SubCom Bayer reported that revenue from inspections has increased substantially. The Department Head expects the proposed bylaws affecting construction in neighborhoods will exceed his ability to inspect. He has added one building inspector to his staff. He also cut the funding for temp support. Bayer proposed restoring half of these funds.

VOTED \$492,066 Unanimous.

COMMITTEE:

RESERVE FUND Balance: \$1,465,000

Peter Howard 3/2/17

Ref 1 CPAC Presentation



CPA Committee (CPAC)

Five of the members representing relevant boards and commissions are mandated by the state CPA law. Four additional Committee members are appointed by the Board of Selectmen.

Clarissa Rowe, Chair
Selectmen Appointee

Eric Helmuth, Vice Chair
Selectmen Appointee

Chuck Tirone
Conservation Commission Designee

Leslie Mayer
Park & Recreation Commission Designee

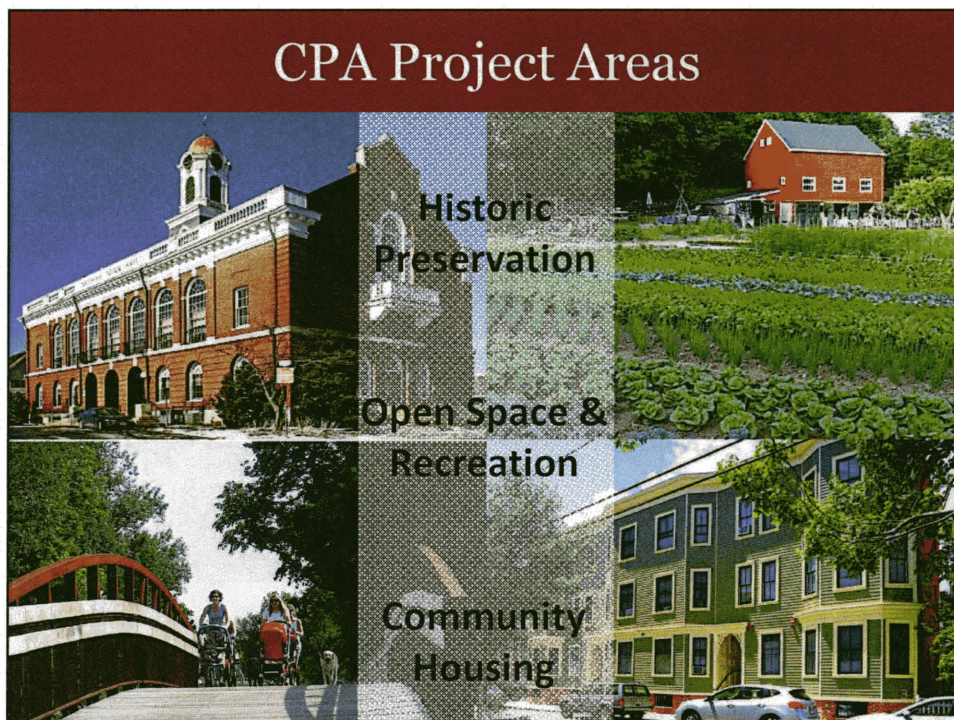
JoAnn Robinson
Historic Commission Designee

Kin Lau
Redevelopment Board Designee

Andrew Bengtson
Selectmen Appointee

Richard Murray
Housing Authority Designee

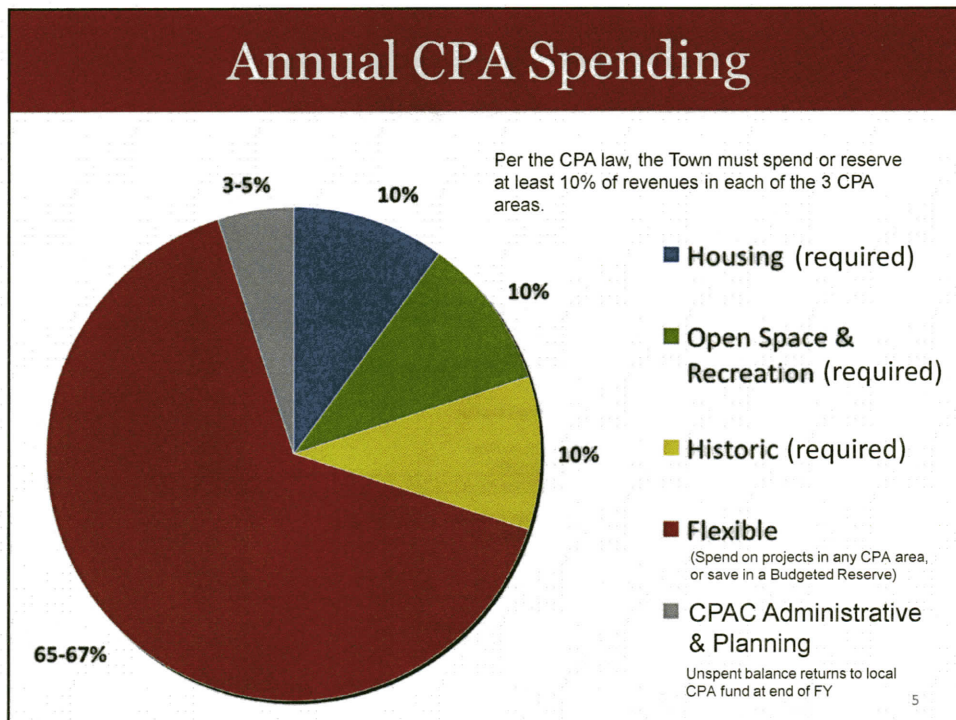
David Levy
Selectmen Appointee



The work of the CPAC

1. Holds annual public meetings to discuss the priorities and funding process for CPA, and annually updates a Community Preservation Plan outlining community preservation needs, possibilities and resources in Arlington.
2. Tracks the local and state receipts for the Arlington CPA fund, local CPA account balances, and CPAC administrative expenses.
3. Receives applications for CPA projects each fiscal year:
 - Screens preliminary project applications for CPA eligibility under the law and invites final applications, providing feedback to applicants on the quality of the applications and relevant grant requirements (e.g., affordable housing or historic preservation restrictions, demonstration of public benefit etc).
 - Receives full applications and performs extensive due diligence to evaluate feasibility, sustainability, and other merits.
 - Conducts public presentations for each proposed CPA project.
4. Consults with the Board of Selectmen, Finance Committee, Capital Planning Committee and other town bodies about our funding recommendations.
5. Presents the recommended votes for CPA to Town Meeting comprised of CPA projects, reserve funds and administrative expenses.
6. Oversees Community Preservation projects throughout their duration, tracks project expenditures and balances, and approves project payments.

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- ## CPAC Recommendations for FY18
- The CPAC's recommended votes to Town Meeting* will be to:**
1. Appropriate \$2,182,816 to fund nine CPA projects. + 15 K
 2. Reserve \$641,900 for later CPA project appropriations.
 3. Appropriate \$77,582 to the CPA administrative expenses reserve account.**
- * Per state law, the main motions for all CPA actions must originate from the CPA Committee. They are printed in the formal CPAC report to Town Meeting.
- ** Unspent admin expenses return to the local CPA fund for future appropriation to CPA projects
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COMMUNITY PRESERVATION ACT FY2018 BUDGET RECOMMENDATIONS

FY18 FUNDS AVAILABLE TO APPROPRIATE OR RESERVE AT ANNUAL TOWN MEETING		
CPA revenues	FY16 Local CPA Surcharge (Actual)	\$1,311,512
	FY18 Local CPA Surcharge (Estimate)	\$1,350,000
	Year 2 State Match (estimated at 15% of projected FY17 collections)	\$201,645
	Subtotal	\$2,863,157
Unspent FY17 CPA funds	FY17 unspent Budgeted Reserve account ¹	\$39,141
	<i>Note: Additional funds for later appropriation will be available after the close of FY17, including unspent FY17 admin expenses ², any turnbacks from current CPA project appropriations, and carry-forward of actual tax surcharge receipts exceeding projected collections</i>	
Total FY18 Available Funds Estimate		\$2,902,298
Less FY18 Recommend Project Funding		-\$2,182,816
Less CPAC admin expenses reserve (5% of est. FY18 revenues) ³		-\$77,582
FY18 remainder (to be reserved for future appropriation)		\$641,900

REFERENCES

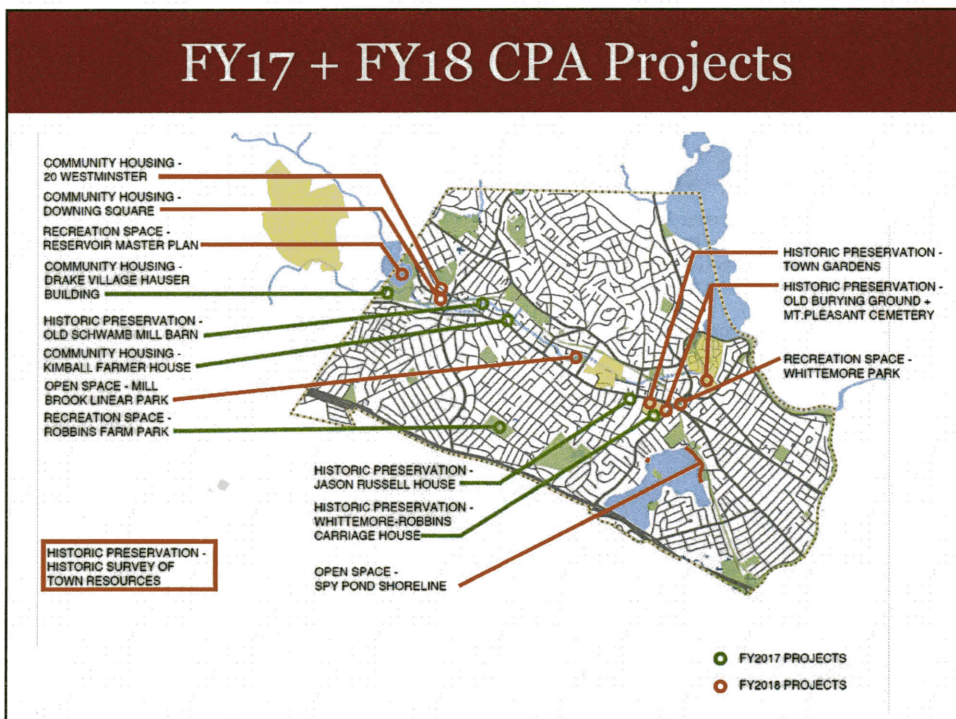
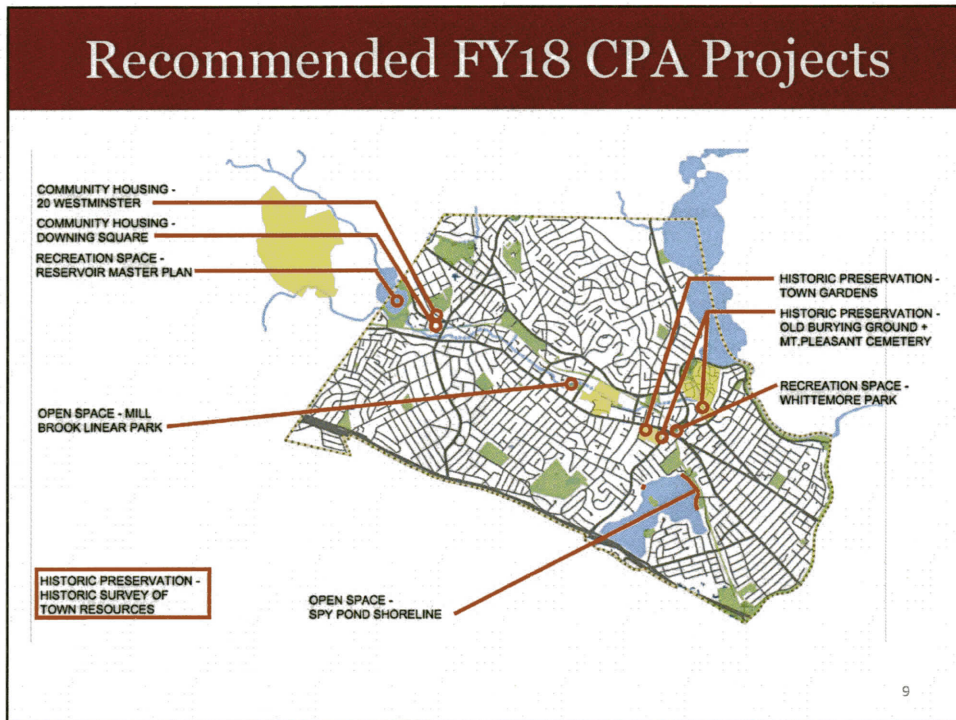
¹ FY17 BUDGETED RESERVE ACCOUNT		
Budgeted Reserve		\$94,141
CPA Jason Russell House (STM)		-\$35,000
CPA Old Schwamb Mill (STM)		-\$20,000
FY17 Budgeted Reserve Balance in local CPA fund		\$39,141
² FY17 CPA ADMIN EXPENSES ACCOUNT - ACTUALS TO DATE		
Admin Expenses Appropriated (FY17)		\$77,350
Admin Expenses to date		-\$4,607
Salary Offsets (FY17)		-\$24,819
FY17 Admin Expense balance to date		\$47,924
³ FY18 CPA ADMIN EXPENSES (anticipated)		
Admin Expense @ 5% maximum reservation		\$77,582
CPA coalition dues		-\$4,350
Salary Offsets		-\$34,468
Remaining/Unallocated		\$38,764

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Recommended FY18 CPA Project Funding

Project Name	CPA Category	Applicant(s)	Awardee	Maintenance oversight	CPAC Funding Recommendation	Total Project Cost
Downing Square	Community Housing	Housing Corporation of Arlington	HCA	HCA	\$100,000	\$11,900,000
20 Westminster	Community Housing	Housing Corporation of Arlington	HCA	HCA	\$500,000	\$3,884,000
Old Burying Ground/Mt. Pleasant Tomb Repair Study	Historic Preservation	Cemetery Commission; Historical Commission; Historical Society	Town of Arlington TBD	N/A	\$64,920	\$64,920
Robbins Town Garden Water Features	Historic Preservation	Historical Commission; Friends of Robbins Town Garden group	Town Manager	Town Manager	\$643,213	\$643,213
Update Arlington Historic Resources Inventory	Historic Preservation	Planning & Community Development	Planning & Community Development	N/A	\$115,000	\$115,000
Spy Pond Edge and Erosion Protection Phase II	Open Space	Conservation Commission	Conservation Commission	Planning & Community Development w/ ConsCom	\$552,900	\$552,900
Whittemore Park Revitalization Project Study	Open Space & Historic Preservation	Planning & Community Development	Planning & Community Development	N/A	\$50,000	\$66,500
Mill Brook Linear Park Pilot Study	Recreation & Open Space	Mystic River Watershed Association	Mystic River Watershed Association	N/A	\$56,783	\$61,443
Arlington Reservoir Master Plan and Survey	Recreation & Open Space	Park & Recreation; Conservation Commission	Park & Rec commission	N/A	\$100,000	\$100,000
TOTALS					\$2,182,816	\$17,387,976

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Downing Square

Sponsor: Housing Corporation of Arlington | **Category:** Housing | **Recommended funding:** \$100,000

This project will produce 34 affordable housing units in Arlington Heights.

There will be two buildings, one at the corner of Lowell Street and Park Avenue extension, and one further along Lowell Street, running parallel to the Minuteman Bike Path. The location is a long-neglected piece of land with some possible environmental issues.



This project is at the beginning of a multi-year process of getting approvals and total funding. HCA requested \$500,000; the Committee voted to recommend a \$100,000 appropriation this year for future hard costs, to show an early local commitment to the project and help HCA obtain remaining funding.

The initial CPAC vote was 7 to 1 in the affirmative.

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20 Westminster

Sponsor: Housing Corporation of Arlington | **Categories:** Housing & Historic Preservation | **Recommended funding:** \$500,000

This community housing project will produce nine units of affordable housing in the historic church and former nursery school building at the corner of Westminster and Lowell Streets.

The project will begin construction this summer. The architectural construction documents are completed. The project has been permitted, is now well-received by the neighborhood, and has had historic review.



The HCA will be working with the Somerville Homeless Coalition to provide services for the occupants of the building.

The initial CPAC vote was 8 to 0 in the affirmative.

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Old Burying Ground / Mt. Pleasant Cemetery

Sponsor: Town of Arlington | **Category:** Historic Preservation | **Recommended funding:** \$64,920

This is a study to produce a comprehensive preservation plan for the Old Burying Ground (OBG) on Pleasant Street, and to survey the condition of historic tombs in Mt. Pleasant Cemetery for preservation planning and structural stability.

Both cemeteries are on the National Register of Historic Places. The OBG, which contains the remains of Jason Russell and 11 other patriots who died at the Battle of Menotomy in 1775, suffers from decades of deferred maintenance. There are dangerous items in need of near-future repair, like the retaining wall between the Old Burying Ground and the adjacent nursery school. The historic tombs in need of preservation at Mt. Pleasant cemetery are for the extended Locke family.

This is the first stage of work to produce a phased plan for restoration and repair. The project team will consist of an historic landscape architect, a structural engineer, an historic stone restorer who was the writer of the initial Old Burying Ground report, and an arborist.

Three groups will oversee the work: the Arlington Cemetery Commission, Arlington Historical commission, and the Town Manager's office (via Asst. Town Manager Jim Feeney). They will collaboratively ensure that the work is done carefully and to historic preservation standards.



The initial CPAC vote was 8 to 0 in the affirmative.

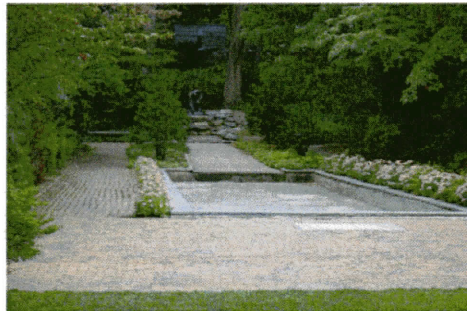
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Robbins Town Garden Water Features

Sponsor: Town of Arlington | **Category:** Historic Preservation | **Recommended funding:** \$643,213

The restoration of the reflecting pool and fountain in the Town Garden has been in the Capital Plan for some years, and was proposed to the CPAC this year by the Friends of the Robbins Town Hall Garden and the Historical Commission.

The reflecting pool is one of the central character-defining features of this historic landscape designed by the Olmsted Brothers' firm in the 1930s. Today, it is a spot that the Town uses for wedding and ceremonies that bring in revenue to the Town. Annual maintenance of the reflecting pool will be paid for by a portion of these revenues.



The project team will consist of an engineering firm that has done similar complex public pool restorations, and a landscape historian who specializes in the Olmsteds' work. The work will restore the pool to its former glory and ensure that the fountain mechanicals are in good working order. The work will be overseen by Jim Feeney, Assistant Town Manager.

The initial CPAC vote was 8 to 0 in the affirmative.

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Update Historic Resources Inventory

Sponsor: Town of Arlington | Category: Historic Preservation | Recommended funding: \$115,000

To successfully preserve and enhance Arlington's historic heritage, there must first be an accurate record of the town's historic resources. As called for in the recent Master Plan, this project would update the town's *Inventory of Historically or Architecturally Significant Properties*. The inventory, a much-needed reference for town officials, residents and community groups, is currently out of date, incomplete, and in some cases inconsistent with state records.



The Planning Department will manage the work and work with the Historical Commission and the Robbins Library to update the town records. An historic consultant will assist the Department of Planning and Community Development on this project.

An important part of the study is an historic structures report for the older part of the high school. This study will look at the older portion of the High School building and will establish baseline information that can be used in the feasibility study for rebuilding the High School. If the older portion of the High School is kept in the new plans, that portion of the work would qualify for CPA funding. *The initial CPAC vote was 8 to 0 in the affirmative.*

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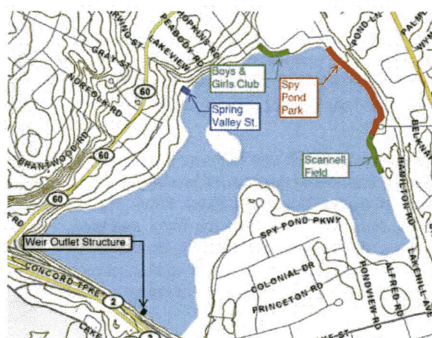
Spy Pond Edge & Erosion Protection II

Sponsor: Town of Arlington | Category: Open Space | Recommended funding: \$552,900

This is the second phase of a project that was funded as a study by CPA last year. The first year's work was successful, and resulted in this Phase II project for bid documents and construction to preserve four town-owned parcels of failed shoreline along Spy Pond.

The edge conditions for the publicly owned portions of the Spy Pond shoreline have been documented and now will be specifically protected under this work.

Specific goals include: Preserving, stabilizing & strengthening the pond's banks; controlling bank erosion; controlling access to prevent unauthorized paths; and promoting stormwater infiltration. Chester Engineering will continue their work in this phase.



Once again, the community support for the project is strong. This project will be similar in some ways to the Arlington Reservoir Master Plan and Survey, and the two Commissions (Conservation and Park & Recreation) have committed to work together and learn from both projects.

The initial CPAC vote was 8 to 0 in the affirmative

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Whittemore Park Revitalization Study

Sponsor: Town of Arlington (Planning & Community Development)
Categories: Historic Preservation & Open Space | **Recommended funding:** \$50,000 (tentative)

This project will plan for the revitalization of the Town's Common next to the Dallin Museum. Currently the space is too dark and is not well used. There are too many signs, and the railings and the pathways need attention.

Some initial ideas for improving the space came from the overall MassDOT work for the Massachusetts Avenue traffic work in this area, but this study will step back and look at the space for ideas to make it more welcoming.

The park is on the National Register for Historic Places so this project is an historic preservation/open space project.



The Planning and Community Development department has asked for partial funding for the cost of this study; they will also contribute some of their own budget.

The initial CPAC vote was 5 to 0 in the affirmative.

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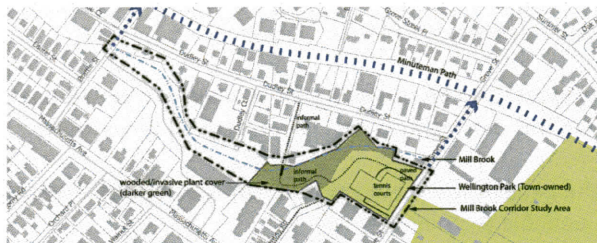
Mill Brook Linear Park Pilot Study

Sponsor: Mystic River Watershed Association | **Categories:** Recreation & Open Space
Recommended funding: \$56,783

The Mystic River Watershed Association has put forward this pilot study to follow up on the recommendations of the recent Master Plan, and of the Mill Brook Study of several years ago.

This initial study will be to see if there can be a linear pathway along the brook with a possible connection over the existing bridge into the condo association's land. The land is partially owned by the Town and partially owned by a condo association.

The MyRWA will also continue their testing of the water in the Mill Brook and will publicize their results so that the public knows more about the water quality in the Brook.



The initial CPAC vote was 8 to 0 in the affirmative.

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Arlington Reservoir Master Plan & Survey

Sponsors: Park & Recreation Commission / Conservation Commission
Recommended funding: \$100,000 | Categories: Recreation and Open Space

This proposal for a master plan, ecological assessment and land survey for the Arlington Reservoir was prepared in consultation with the Conservation Commission. This project has long been on the Capital Plan. The Reservoir is an important Open Space asset for the Town that is loved not only by the young swimmers every summer, but year-round by walkers, runners and bird watchers.

An important part of this study is the survey work. There has long been confusion about the Town boundaries for this property, and this survey will address that. There is an excellent consultant team of engineers and ecologists who will look at the Reservoir and come up with a phased plan for its improvement.

The initial CPAC vote on this project was 8 to 0 in the affirmative



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Administrative Expenses Reserve

- **CPAC can ask Town Meeting** to reserve up to 5% of estimated revenues (\$77,582 for FY18) for administrative and operating costs of the CPA Committee
- **Unspent balance** is returned to undesignated local CPA fund at end of fiscal year.
- **Covers 20% of two staff positions in Town Manager's office** to administer the CPA program (including CPA project oversight) and provide administrative support to CPAC.
- **Covers any incoming CPA projects with a heavy burden** of due diligence or administrative oversight, using CPA vs. general town funds.
- **Protects the general town budget** from CPA Committee expenses wherever possible (within CPA law).

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