



Community Preservation Act Committee

Date: Wednesday, November 3, 2021

Time: 6 pm

Location: Conducted remotely due to Covid-19.

Minutes

Remote Participation: Alexander Franzosa.
Clarissa Rowe.
Dave Swanson.
Jo Anne Preston.
JoAnn Robinson.
Kin Lau.
Leslie Mayer.
Pamela Heidell.
Sue Doctrow.

Also Attending Remotely: Julie Wayman, Jim Feeney, Ellen Cohen.

Chair Rowe welcomed everyone at 6 pm. Rowe explained that due to Covid-19 the meeting was being conducted remotely.

Clarissa Rowe described the idea she and Sue Doctrow discussed about members taking turns with minutes in rotation; Julie Wayman, who took minutes in the past, has increased responsibilities for the Town budget process. Leslie Mayer suggested that the Community Preservation Act Committee (CPAC) hire somebody to take minutes using administrative funds as Park and Recreation Commission (PRC) and some other CPA Committees do. Discussion was supportive of pursuing this avenue.

1. Introductions

Current members, followed by new members, introduced themselves, briefly describing professional background, town service, and interest in the CPAC. Town staff members, Julie Wayman and Jim Feeney, also introduced themselves and Clarissa Rowe noted how strong the committee is because of their participation, including that Jim Feeney is available to oversee project construction, an unusual asset for a CPAC. Clarissa Rowe said that CPAC also works with the Capital Planning committee and that this year, with approximately \$5 million in applications and approximately \$3 million in funds it will be particularly challenging.

2. Election of Officers

i. Chair: Kin Lau nominated Clarissa Rowe to serve as Chair, Sue Doctrow seconded.
Roll call vote to approve:

Alexander Franzosa: Yes
Clarissa Rowe: Yes
Dave Swanson: Yes
Jo Anne Preston: Yes
JoAnn Robinson: Yes
Kin Lau: Yes
Leslie Mayer: Yes
Pamela Heidell: Yes
Sue Doctrow: Yes

ii. Vice-Chair: Clarissa Rowe nominated Dave Swanson, Sue Doctrow seconded.

Roll call vote to approve:

Alexander Franzosa: Yes
Clarissa Rowe: Yes
Dave Swanson: Yes
Jo Anne Preston: Yes
JoAnn Robinson: Yes
Kin Lau: Yes
Leslie Mayer: Yes
Pamela Heidell: Yes
Sue Doctrow: Yes

3. Review and approval of minutes

i. March 25, 2021. Only 4 members were present who had attended that meeting.

Roll call vote to approve:

Clarissa Rowe: Yes
JoAnn Robinson: Yes
Leslie Mayer: Yes
Pamela Heidell: Yes

4. Update on Arlington Emergency Tenant Assistance Program

Committee received memo from the Department of Planning and Community Development (Planning). Clarissa Rowe described how CPA money has also supported Housing Corporation of Arlington (HCA) and Somerville Homeless Coalition for similar programs and how valuable all of these programs are. The memo requested approval to accept round 4 of applications.

Roll call vote to approve:

Alexander Franzosa: Yes
Clarissa Rowe: Yes
Dave Swanson: Yes
Jo Anne Preston: Yes
JoAnn Robinson: Yes
Kin Lau: Yes
Leslie Mayer: Yes
Pamela Heidell: Yes
Sue Doctrow: Yes

5. FY23 projected CPA revenues

Julie Wayman and Jim Feeney provided a document with estimated CPA funds available for distribution (\$3,140,750), using estimated CPA tax revenue of \$1,845,000 and 35% (\$645,750)

as best current estimate of state match, and end of FY22 anticipated CPA fund balance of \$650,000. Final figure for state match will be available after Nov 15. Leslie Mayer noted that some of the FY22 CPA fund balance was in a reserve fund for Affordable Housing so could not be used for other categories. Julie Wayman clarified that about \$500,000 had been in the housing reserve fund and we had used \$162,000, leaving \$337,000 earmarked for housing projects.

6. Discussion of 18 FY23 CPA Preliminary Applications received

i. *Community Housing category:*

1. Arlington Housing Authority (AHA) projects-- Hauser Building Roof Replacement and Menotomy Manor Window Replacement. These are high-budget requests and CPAC may need to ask the applicant to prioritize. Pam Heidell suggested we ask for more information about timeframes and whether the projects can be phased. Clarissa Rowe noted that AHA and HCA leverage a lot of other funds. Jo Anne Preston said that AHA doesn't have access to much federal funding and available funds are about half what is needed for the two AHA projects. Sue Doctrow asked about clarification on Rehabilitation and Restoration versus Preservation (because housing not acquired through CPA cannot request Rehabilitation and Restoration funds, only Preservation). Clarissa Rowe said that CPAC advised AHA that CPA can fund improvements to the building envelope (e.g. windows, roof) but not interior (e.g. kitchens). Leslie Mayer believes the proposals are within CPAC expectations and are eligible. More detail is needed on the budgets, with photographs, in final applications. Also want ideas for phasing and prioritization. Jo Anne Preston asked questions about phasing and Jim Feeney described two possibilities: phasing for project itself (e.g. certain numbers of buildings at a time) or a plan for seeking funding over multiple years. The Reservoir project was cited as an example, with funding mapped out over two years. Clarissa Rowe suggested that Jo Anne Preston work with Jim Feeney to obtain construction advice. Kin Lau suggested phasing could involve replacing broken windows first, followed by others and a smaller contractor might be willing to quote a partial replacement. Unlike some others, AHA projects are not eligible for town (Capital Planning) funds. Clarissa Rowe suggested that Jim Feeney and Kin Lau be assigned to help with the AHA applications. Motion (seconded) to **invite final applications** for both projects.

Roll call vote to approve:

Alexander Franzosa: Yes

Clarissa Rowe: Yes

Dave Swanson: Yes

Jo Anne Preston: Yes

JoAnn Robinson: Yes

Kin Lau: Yes

Leslie Mayer: Yes

Pamela Heidell: Yes

Sue Doctrow: Yes

2. Downing Square and Broadway Initiative: Clarissa Rowe explained that these are wonderful buildings, that she has toured, but she was surprised to see this application because she thought they were completed. Sue Doctrow asked about the wire fraud. Clarissa Rowe said something happened last spring, and Leader Bank covered it, and that CPA should not pay for it. Pam Heidell noted that CPA should also not pay for work that has already been done. Jim Feeney said he had spoken with one of the development agents and explained the duty of CPAC to comply with law, that CPA cannot fund work that occurred in prior fiscal years, but if they believed they had an eligible expense, then they could submit a preliminary app for review

(however, covering a past fraud, was not believed to be an eligible expense). Pam Heidell mentioned that we do not want to have deadlines for payment artificially delayed to create eligibility. Leslie Mayer also toured the buildings and thought the project was done, and shared concerns about the wire fraud and similarly wants to avoid manipulated deadlines. She stated that we've been supportive and generous with the project and wanted to continue to ensure that CPA money was spent to serve the tenants, not to pay development fees. Clarissa Rowe noted that so far CPA money has paid only for actual construction and, to give HCA the benefit of the doubt, wants to work with Jim Feeney and the Town Manager to learn more about the HCA financial situation and what may be needed for this project. She will also consult Pam Hallett, former Executive Director, to get more information. Kin Lau asked about potential hardship/bankruptcy. Motion (seconded) to **table this application** pending further information.

Roll call vote to approve:

Alexander Franzosa: Yes

Clarissa Rowe: Yes

Dave Swanson: Yes

Jo Anne Preston: Yes

JoAnn Robinson: Yes

Kin Lau: Yes

Leslie Mayer: Yes

Pamela Heidell: Yes

Sue Doctrow: Yes

3. Somerville Homeless Coalition Leasing Differential. JoAnn Robinson noted that in the past this organization has been great about explaining their work and answering questions. The CPAC can trust them to pursue the same goals. Motion (seconded) to **invite final application**.

Roll call vote to approve:

Alexander Franzosa: Yes

Clarissa Rowe: Yes

Dave Swanson: Yes

Jo Anne Preston: Yes

Jo Anne Robinson: Yes

Kin Lau: Yes

Leslie Mayer: Yes

Pamela Heidell: Yes

Sue Doctrow: Yes

4. Arlington Affordable Housing Trust Fund. Clarissa Rowe gave background and noted that, once the trust is funded, it will buy housing and convert to affordable housing and this application is requesting "seed money" to get it started. Jo Anne Preston noted that she thought scope was even broader, including preservation of existing housing. Clarissa Rowe would like to see more detail in application, including a legal agreement. Sue Doctrow asked if the trust would be able to work cooperatively with HCA on some projects, and would the legal agreement ensure that projects are consistent with the CPA requirements. Kin Lau also noted that the trust fund is part of the Town budget, in contrast to HCA. Jo Anne Preston noted that the trust now needs money to set up their systems, but will not be ready to fund buildings. Leslie Mayer noted that, if CPAC receives good housing projects, it will not have this kind of seed funding available. Sue Doctrow noted that, in the CPA training, we were told that CPACs in other municipalities grant funds to their respective Affordable Housing Trust Funds and perhaps those arrangements, including legal agreements, could be used as models. Clarissa Rowe assigned Sue Doctrow to work on this application. Motion (seconded) to **table this application** pending

more information. Clarissa Rowe noted that the CPAC does not usually table applications, but the ones being tabled here are complicated.

Alexander Franzosa: Yes

Clarissa Rowe: Yes

Dave Swanson: Yes

Jo Anne Preston: Yes

JoAnn Robinson: Yes

Kin Lau: Yes

Leslie Mayer: Yes

Pamela Heidell: Yes

Sue Doctrow: Yes

ii. *Open Space and Recreation category:*

1. Hurd Field Renovation Phase II.

Sue Doctrow asked about artificial turf, which was mentioned in an email exchange shared with CPAC. Clarissa Rowe noted that CPA cannot fund artificial turf and a recent court decision in North Andover supported this. Leslie Mayer explained that consideration of artificial turf had been requested of the Park and Recreation Commission (PRC) during public meetings, so input from Town Counsel was sought. However, the previous PRC vote for natural grass remains in effect, and this was the intent of the application submitted last year to CPAC for Phase I. Pam Heidell noted that Conservation Commission had many questions and environmental concerns regarding other artificial turf projects in town (e.g. at AHS) and that current technologies have health and safety concerns, so the PRC would have a hard time with artificial turf at Hurd. Leslie Mayer noted that PRC and Conservation Commission had a working session on this several years ago when artificial turf was previously proposed at Hurd and concluded that this site is too environmentally sensitive. She explained that users are frustrated that the town does not maintain the fields enough, so were looking for alternatives. Leslie Mayer also said that the expectation was that the CPA funding for this phase would cover lighting and efforts to further refine the project design. There is a need for modifications of original plans because the property is on a flood plain. Motion (seconded) to **invite final application**.

Roll call vote to approve:

Alexander Franzosa: Yes

Clarissa Rowe: Yes

Dave Swanson: Yes

Jo Anne Preston: Yes

JoAnn Robinson: Yes

Kin Lau: Yes

Leslie Mayer: Yes

Pamela Heidell: Yes

Sue Doctrow: Yes

2. Robbins Farm Playground.

There was little discussion, but it was noted this is an outstanding community asset. Motion (seconded) to **invite final application**.

Roll call vote to approve:

Alexander Franzosa: Yes

Clarissa Rowe: Yes

Dave Swanson: Yes

Jo Anne Preston: Yes

JoAnn Robinson: Yes

Kin Lau: Yes
Leslie Mayer: Yes
Pamela Heidell: Yes
Sue Doctrow: Yes

3. Brackett Elementary School Outdoor Space Study.

Leslie Mayer noted that this has been proposed before, but this application was different because it came from the school principal. She gave updated information that Joe Connelly and Michael Mason are putting together a plan to look at all playgrounds as a unified study and it should include Brackett. The budget proposed for the playground might change and should include professional design services rather than being driven by a parent organization. Julie Wayman noted that Capital Planning Committee will likely cover this work. Jim Feeney noted that construction is not eligible for CPA funding because the land is not permanently protected as a recreational asset; though similar work at Hardy Elementary was funded, it is not desirable to continue this precedent. The Committee was pleased to hear this project will be funded in the Capital Plan.

4. Mt. Gilboa Feasibility Study.

Clarissa Rowe gave background on Mt. Gilboa and why it is a worthy project, to be a collaboration between Conservation Commission and the Department of Planning and Community Development. Pam Heidell explained the challenges, including parsing out the many parcels of land. The Conservation Commission would take the lead and the town's new environmental planner may also be available. JoAnn Robinson noted the historic significance of the house and urged that an architect familiar with old houses be involved. Clarissa Rowe and others doubted that \$30K would be enough for the evaluation and public input process. The full application should further define the budget and public participation. Motion (seconded) to **invite final application.**

Roll call vote to approve:

Alexander Franzosa: Yes
Clarissa Rowe: Yes
Dave Swanson: Yes
Jo Anne Preston: Yes
JoAnn Robinson: Yes
Kin Lau: Yes
Leslie Mayer: Yes
Pamela Heidell: Yes
Sue Doctrow: Yes

5. Cooke's Hollow Restoration and Rehabilitation.

Leslie mentioned that she thought this was more related to open space preservation than recreation, but that Rehabilitation and Restoration was not allowed for open space not acquired by CPA funds. JoAnn Robinson noted that restoration of structures could be considered part of this project and, also, that it should be considered an historic landscape. Jo Anne Preston noted that it is next to Cusack Terrace and the space could be made more useful to tenants, especially those with disabilities. Pam Heidell stated that Ellen and the other applicant, Beth Melofchik, came to Conservation Commission which helped them put the application together, and that it was multifaceted and could involve several town entities. JoAnn Robinson noted that landscape planning has a methodology and that this could be an historic study with other elements, such as accessibility, folded in and that matching funds could be available. The project has motivated land stewards but also needs a Town sponsor and perhaps the

Department of Planning and Community Development (DPCD) could help shepherd it. Applicant Ellen Cohen then spoke, saying how helpful Pam Heidell and David White of Conservation Commission had been. She has also reached out to Mystic River Watershed Association and is envisioning a study to learn public wishes for the use of the site. She said this proposal was modeled on the Wellington project, also a small park that is well utilized. Clarissa Rowe noted that engineering costs of dealing with the brook would be high and, also, that the CPAC will need to give the funds to a partner organization such as a town entity or the Mystic Valley Watershed Association and, with such a partner, it would be a great project. Pam Heidell said it is too multi-faceted for the Conservation Commission and advised the applicants to first work with DPCD. Leslie Mayer thinks the historic elements will be key, in contrast to the Wellington project. Clarissa Rowe said that CPAC will move to **invite a final application** with conditions, as discussed, including finding a partnering organization.

Roll call vote to approve:

Alexander Franzosa: Yes

Clarissa Rowe: Yes

Dave Swanson: Yes

Jo Anne Preston: Yes

JoAnn Robinson: Yes

Kin Lau: Yes

Leslie Mayer: Yes

Pamela Heidell: Yes

Sue Doctrow: Yes

iii. *Historic Preservation category.*

1. Jarvis House Preservation and Restoration.

JoAnn Robinson thinks this project should be phased but needs a plan, because the house is in such bad repair that there will be new issues coming up, e.g. foundation issues, that will not be understood without a full evaluation of the house by a structural engineer with experience in historic preservation, and this is now missing from the proposal; she previously proposed this to DPCD. The Town does not own the house but occupies it as office space for the Legal Department. Kin Lau asked if it would be made accessible because, though a town building, it currently is not. The requested funds are not enough for these suggestions. Clarissa Rowe will talk to Doug Heim (applicant and Town Counsel) about it. Sue Doctrow asked for clarification on the town not owning it and whether there is a risk that these improvements would instead benefit the building owner who might rent to others; it was explained that there is a legal arrangement that enables the town to use it for office space indefinitely. Jim Feeney noted that he felt the CPA was the perfect vehicle for this project. Motion (seconded) to **invite final application** with conditions, as discussed.

Roll call vote to approve:

Alexander Franzosa: Yes

Clarissa Rowe: Yes

Dave Swanson: Yes

Jo Anne Preston: Yes

JoAnn Robinson: Yes

Kin Lau: Yes

Leslie Mayer: Yes

Pamela Heidell: Yes

Sue Doctrow: Yes

2. Cyrus Dallin Collections Preservation and Rehousing.

Several committee members mentioned that this was the strongest application received, and was very thorough. Motion (seconded) to **invite final application.**

Roll call vote to approve:

Alexander Franzosa: Yes

Clarissa Rowe: Yes

Dave Swanson: Yes

Jo Anne Preston: Yes

JoAnn Robinson: Yes

Kin Lau: Yes

Leslie Mayer: Yes

Pamela Heidell: Yes

Sue Doctrow: Yes

3. Preservation of Jason Russell House (continued).

JoAnn Robinson noted that the CPA has funded this project for 4 years and the applicants are very reliable and sensitive to the budget. Installing the geothermal was going to require taking down three large pine trees and the CPA would not pay for that. There were several concerns expressed about loss of the trees and, also, Jo Anne Preston noted that the new trees would not replace the tree canopy adequately for at least 30 years. Pam Heidell asked if they had sent progress reports on technical feasibility of the geothermal system and, for due diligence, we should obtain those reports. Clarissa Rowe and Jim Feeney noted that the applicants had disassembled part of their stone wall to try to make space for the rig to install the geothermal, in an effort to avoid removing trees. Applicants are also concerned about the acidity of pine needles affecting the building, and Kin Lau confirmed that this can be an issue, but these would be different trees. Pam Heidell asked whether CPA could fund just some of the elements of the project but JoAnn Robinson was concerned about doing that. JoAnn Robinson was assigned to this project. Move (seconded) to **invite final application.**

Roll call vote to approve:

Alexander Franzosa: Yes

Clarissa Rowe: Yes

Dave Swanson: Yes

Jo Anne Preston: Yes

JoAnn Robinson: Yes

Kin Lau: Yes

Leslie Mayer: Yes

Pamela Heidell: Yes

Sue Doctrow: Yes

4. Covenant Church Accessibility Improvements.

Clarissa Rowe noted that legal assistance from Town Counsel was requested, that the CPAC in Acton was sued for a project involving a church building. A lot of CPA funds elsewhere go to churches, funding work on the envelope but not the religious icons (e.g. stained glass). Jo Anne Preston asked whether the building is historic and Jo Ann Robinson noted that it is in Mt. Gilboa Historic District. Pam Heidell raised the issue of whether it benefits the public. Sue Doctrow mentioned that the application refers to how the accessible entrance would benefit people living at the Downing Square development and at Sunrise but details of how those populations would benefit were unclear. Leslie Mayer noted that there is a school open to people separate from the

religious mission. We should request more information about public benefit if the application goes forward. Jim Feeney said that it may be eligible but the CPAC must be careful in parsing through elements that can or cannot be funded. He noted that the applicant is a knowledgeable historic preservation architect working on other CPA projects. Jim Feeney also explained that to be historic the building must either be (1) listed in the MA historic registry or (2) recognized as historic by the town and JoAnn Robinson noted that it meets the second condition. Motion (seconded) to **table the application**, pending input by Town Counsel.

Roll call vote to approve:

Alexander Franzosa: Yes

Clarissa Rowe: Yes

Dave Swanson: Yes

Jo Anne Preston: Yes

JoAnn Robinson: Yes

Kin Lau: Yes

Leslie Mayer: Yes

Pamela Heidell: Yes

Sue Doctrow: Yes

5. Schwamb Mill Preservation of North and West Sides.

CPAC has already funded other preservation work at the Old Schwamb Mill. It was noted that it is a wonderful facility and they do not request a lot of money. They do a lot of the work themselves and also hire artisans. Motion (seconded) to **invite final application**.

Roll call vote to approve:

Alexander Franzosa: Abstained (absent temporarily because of technical difficulties)

Clarissa Rowe: Yes

Dave Swanson: Yes

Jo Anne Preston: Yes

JoAnn Robinson: Yes

Kin Lau: Yes

Leslie Mayer: Yes

Pamela Heidell: Yes

Sue Doctrow: Yes

6. Conservation of Historic Planning Records.

JoAnn Robinson noted that this is critical because there is a treasure trove of documents to be preserved, and that applicants should confer with Heather Leavell from the Dallin Museum and follow similar procedures. Jim Feeney said he was excited to see this proposal and would like to see the Town understand what the options are and expand this preservation to other department in future years. Motion (seconded) to **invite final application**, with the suggestion that Planning contact the same consultant as the Dallin Museum.

Roll call vote to approve:

Alexander Franzosa: Abstained (absent temporarily because of technical difficulties)

Clarissa Rowe: Yes

Dave Swanson: Yes

Jo Anne Preston: Yes

JoAnn Robinson: Yes

Kin Lau: Yes

Leslie Mayer: Yes

Pamela Heidell: Yes

Sue Doctrow: Yes

7. Central School Building Envelope Restoration.

This project should be put into phases. In response to a question by JoAnn Robinson, Kin Lau said the Arlington Redevelopment Board had discussed the interior, but not yet the exterior work. JoAnn Robinson suggested that there be an evaluation of the property exterior and Kin Lau will work on this, seeking help with phasing from the construction manager already on board. Motion (seconded) to **invite final application** with help from Kin Lau.

Roll call vote to approve:

Alexander Franzosa: Abstained (absent temporarily because of technical difficulties)

Clarissa Rowe: Yes

Dave Swanson: Yes

Jo Anne Preston: Yes

JoAnn Robinson: Yes

Kin Lau: Yes

Leslie Mayer: Yes

Pamela Heidell: Yes

Sue Doctrow: Yes

7. Vote: Inviting FY23 Final Applications

See roll call votes above.

Invited: 13

Tabled: 3

No Action: 1 (Brackett Open Space and Playground Study)

8. Other business.

Jim Feeney and Julie Wayman suggested that the final application form be amended to include a section where applicants will provide a multi-year projection to assist CPAC in long-term planning. The idea was received very favorably.

Clarissa Rowe moved to adjourn, Leslie Mayer seconded.

Roll call vote to adjourn:

Alexander Franzosa: Yes

Dave Swanson: Yes

Jo Anne Preston: Yes

JoAnn Robinson: Yes

Kin Lau: Yes

Leslie Mayer: Yes

Pamela Heidell: Yes

Sue Doctrow: Yes

The meeting adjourned at 8:34 p.m.