

## Community Preservation Act Committee

Date: February 9, 2022

Time: 6:00pm – 7:20pm

Location: Conducted remotely due to Covid-19.

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### DRAFT Minutes

Remote Participation:

- Clarissa Rowe
- Jo Anne Preston
- Susan Doctrow
- David Swanson
- JoAnn Robinson
- Leslie Mayer
- Alexander Franzosa
- Pamela Heidell
- Kin Lau

Also Attending Remotely:

- Julie Wayman
- Jim Feeney

Chair Clarissa Rowe welcomed members and guests at 6:00pm. Rowe explained that due to Covid-19 the meeting was conducted remotely and read through the Town's disclaimers about remote meetings.

### Meeting Minutes

- a. Minutes of 2/2/2022 : Ms. Mayer made a motion to approve the minutes of February 2, 2022, as written, seconded by Ms. Doctrow.

Roll call vote to approve:  
Alexander Franzosa – Yes  
Clarissa Rowe – Yes  
Dave Swanson – Yes  
Jo Anne Preston – Yes  
JoAnn Robinson – Yes  
Leslie Mayer – Yes  
Pamela Heidell – Yes  
Sue Doctrow – Yes  
Kin Lau - Yes

Ms. Rowe announced that there is enough CPA and State funding for all the applications. Ms. Rowe and Ms. Robinson stated that CPAC would need to take into consideration if the requests were enough to cover the scope of the projects and if not,

discuss adding contingency. Ms. Robinson also added that Cooke's Hollow may cost more than anticipated, pending the conclusions of the feasibility study.

Ms. Rowe stated that the 10% requirement has been met for all categories – Community Housing, Open Space/Recreation, and Historic Preservation.

## 1. FY23 CPA Budget Review

Ms. Wayman and Mr. Feeney have spoken with Mr. Nagle (AHA) and have adjusted the request to \$500k for FY23. The Somerville Homeless Coalition has reduced their ask to \$16,290 from their preliminary application. The requests for Mt. Gilboa and Cooke's Hollow have been increased from their preliminary application.

Ms. Preston inquired about funding for repairs to the Hauser Building roof. Ms. Rowe explained that the request had been withdrawn because it was believed that the project would receive ARPA funding. AHA could potentially receive CDBG funding as well.

The Cyrus E. Dallin Art Museum request has been increased from their preliminary application.

The current requests for funding total \$3M. Administrative expenses are calculated at \$68k. Any remaining money will roll back into revenue at the end of the year. The estimate for CPA tax revenue is \$1.845M with an estimated 35% State match. FY22 State match was estimated at \$318,600, but received \$700,825 plus an additional \$79,561. The estimated CPA fund balance at the end of FY22 is \$312,661 and the Community Housing Reserve is estimated to be \$337,339.

## 2. Discussion and Preliminary Votes : FY23 CPA Project Applications

### a. Community Housing Projects

#### Menotomy Manor Window Replacement Project

- Ms. Preston spoke with a tenant about the current conditions. She expressed the need for the project to be done as soon as possible adding that 200 children are living in Menotomy Manor units in need of repair.
- Mr. Lau suggested that a 20% contingency be added to cover the escalating material costs and unforeseen conditions. Ms. Rowe stated the any unused funding does get returned to CPA.
- Ms. Heidell requested clarification of adding contingency versus the original ask which included soft costs.
- Mr. Feeney stated that the original request of \$1M would be split over two years at \$500K per year. The split will allow for an additional \$100K to be approved for FY23. Mr. Feeney also explained that all money stays on the Town books until invoices are submitted for payment.

- The Committee agreed to increase the funding to \$600K for the Menotomy Manor Window Project.

#### Leasing Differential Project

- Ms. Preston shared that she appreciated the clarity of the presentation and thought that it was very well done.
- Ms. Rowe added that Arlington is lucky to have a partnership with the Somerville Housing Coalition.

#### Arlington Affordable Housing Trust Fund

- Ms. Doctrow (CPAC liaison to the Trust) and Ms. Rowe both spoke at length with Ms. Kelleher regarding the need for funding to move forward with the partnership and to be able to act on opportunities as they become available. There will be a clear memorandum going forward. Ms. Rowe stated that CPA funding recipients provide updates to CPAC.
- Ms. Robinson requested that an MOU be in place before approving more funding as it may affect other applications.
- Ms. Preston shared that no work is slated to begin immediately. The Trust has secured other funding but will need more money now to act on potential opportunities.
- Ms. Doctrow and Ms. Mayer were shared similar opinions that funding was needed now so that the Trust is prepared to act on quickly on opportunities and stressed the need for communication about the Action Plan. Additional funding, above the original ask, is not needed at this time.
- CPAC agreed to approve the original request only.

#### b. Open Space/Recreation

##### Hurd Field Renovation Phase II

- Ms. Doctrow noted that the current ask is substantially lower than the original request due to the change in design.
- Ms. Preston stated that she attended the ConCom meeting regarding Hurd Field. At the meeting a member of ConCom shared concerns about Mill Brook not being included in the plan.
- Ms. Heidell, a ConCom member, and other ConCom members feel that Mill Brook should be a separate project.
- Ms. Mayer shared that the Parks and Recreation Commission was struggling with ConCom's look at the project because the project's scope was for an athletic field only. While the Commission is not opposed to projects with conservation elements, Mill Brook is beyond the purview of the project. If changes to the plan are required there will be a substantial increase in costs that are not in the budget and could prevent the project from going forward. A

third hearing will be held, in part, to discuss the difference between redevelopment and renovation.

- Ms. Rowe stated that additional CPA funding could be available in the future if an additional phase was proposed to address Mill Brook. Ms. Mayer noted that additional funding would also be required depending on the mitigation requirements requested by ConCom.

Robbins Farm Playground – no comments

Mount Gilboa Feasibility Study

- Ms. Rowe was impressed with the presentation by David Morgan.
- Ms. Doctrow, a resident of the neighborhood, is excited about the project.

Cooke's Hollow Restoration and Rehabilitation

- Ms. Robinson would like to see more consideration of the history of the site.
- Mr. Lau is in favor of the project but requested more information on the Select Board's opinions. Ms. Rowe stated that a previous project proposal for the site had included installing a columbarium. The proposal did not pass Town Meeting.
- Ms. Preston shared some history of the location – years ago senior residents would take their families to Cooke's Hollow after church for picnics.

c. Historic Preservation

Jarvis House Preservation and Restoration

- Ms. Robinson recommended having a preservation architect assist in prioritizing and researching the repairs. Patrick Guthrie was mentioned for his previous work at the Jason Russell House, Town Hall and the Whittmore Robbins House.
- Mr. Feeney agreed that it would be helpful to appropriate additional funding in the amount of \$15K to hire a preservation architect. He will also reach out to the Facilities Department to work with Doug Heim on the project.
- Mr. Lau felt that the ask was too low and recommended adding 20% to the original ask of \$145K. The additional \$15K recommended by Mr. Feeney would be included in the 20%.
- Ms. Mayer inquired who had worked with Christine Bongiorno on the Carriage House project and stated that any assistance would be helpful in designing a plan for the work. Mr. Feeney had worked on the Carriage House project as he manages projects in the civic block.
- CPAC agreed to approve \$190K for the project.

Dallin Museum Collections Preservation and Rehousing

- Ms. Rowe shared that the Cyrus E. Dallin Art Museum received a grant to redo the Indigenous People work.

Jason Russell House Preservation, continued – no comment

Covenant Church Accessibility Improvements

- Ms. Rowe stated that she is impressed with the excellent public outreach of the Covenant Church community.

Old Schwamb Mill Barn, Preservation of North and West Sides – no comment

Historic Planning Records Preservation

- Ms. Rowe believes this project is an important step for the entire Town.
- Ms. Robinson has heard from other departments that want to implement this type of project as well. CPAC should expect future applications from the Town Clerk and other departments next year for digitization and preservation of Town archives.

Mr. Lau made a motion to approve all projects as presented, except Menotomy Manor and Jarvis House which were increased to \$600K and \$190K respectively, seconded by Ms. Preston.

Roll call vote to approve:

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

Ms. Wayman presented the CPA's Budget Forecast based on applicant's feedback for potential future requests. Some requests may be underestimated depending on the progress of current projects. The calculations include unused funds that were carried forward. FY24 has an estimated revenue of \$2.8M and a fund balance of \$1.076M.

Currently the potential asks are:

- FY24 - \$1.79M
- FY25 - \$999K
- FY26 - \$1.03M
- FY27 - \$517,500

Ms. Preston noted that AHA had several more projects under consideration that were not on the list. Ms. Wayman stated that requests could still be made. The preliminary data was based on applicant's feedback.

Ms. Rowe requested volunteers to assist with creating PowerPoint presentations that will be shared with the Select Board and the Finance Committee.

Ms. Wayman will send out a Doodle Poll to the Committee members to schedule the next CPAC meeting. Mr. Feeney noted that the meeting is not necessary until after the consultative work is completed. He also recommended that Committee members think about how to incorporate funding restrictions and conditions into the project requests.

Ms. Rowe noted that an MOU for the Affordable Housing Trust and more consideration for a documented history about Cooke's Hollow had already been discussed.

Mr. Lau motioned to adjourn at 7:20pm, seconded by Ms. Preston.

Roll call vote to approve:

Alexander Franzosa: Yes

Kin Lau: Yes

Clarissa Rowe: Yes

Dave Swanson: Yes

Jo Anne Preston: Yes

JoAnn Robinson: Yes

Leslie Mayer: Yes

Pamela Heidell: Yes

Sue Doctrow – Yes

The vote was unanimous. The meeting adjourned at 7:20pm.