

MINUTES

CPA Committee Meeting

Thursday, May 12, 2021

5:00 p.m. – 6:00 p.m.

Committee members present: David Kale, Susan Schlesinger, Kaki Martin, Chandra Harrington, Ellen Shachter, Kevin Foster, Owen O’Riordan, Mary Flynn

Committee members absent: Victoria Bergland

City staff present: Jennifer Mathews, Taha Jennings, Adam Corbeil, Charlie Sullivan, Chris Cotter, Jen Letourneau

I. David Kale (DK) opens meeting:

- DK opens meeting. Former Committee Chair Lisa Peterson retired from the City in January. Committee will elect new Chair tonight. Virtual meeting conducted under Governor Baker’s Open Meeting Law suspension rules. All votes will be taken by roll call. Will open up for public comment later in the meeting. If members of the public are having technical difficulties, use the raise hand feature and staff will work to assist you.
- DK takes attendance by roll call.

II. Process Overview & Committee Introductions

- CPAC meetings are held annually from the spring into the fall.
- After public meetings, the City Manager forwards CPAC recommendations to the City Council to review and approve Housing, Historic Preservation and Open Space allocations and projects.
- City is required to provide a minimum allocation of 10% to each CPA category.
- Two new members joining Committee this year – Mary Flynn (Planning Board designee) and Owen O’Riordan (DPW Commissioner/Open Space perspective in place of Board of Park Commissioners contemplated in CPA statute). All Committee members introduce themselves.

III. Election of Chair

- Susan Schlesinger (SS) nominates DK to Chair Committee. DK’s finance background and leadership position in the City make him an excellent candidate. Chair having City connection has served Committee well in past and DK is fitting successor to that work.
- SS makes motion to elect DK Chair. Kevin Foster (KF) seconds. Election unanimous.

IV. Funds available for transfer from completed projects

- Last year, Committee asked staff to review whether there are fund balances on completed projects that could be transferred to the category reserves for future use on other projects. Staff reviewed and there are funds available.

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- Jennifer Mathews (JM) shares spreadsheet with funds available for transfer, providing overview of projects with outstanding balances (completed and/or deferred) and answering clarifying questions from Committee.
- Ellen Shachter (ES) makes motion to transfer unexpended historical project balances totaling \$19,245.01 to the historic preservation reserve fund. Owen O’Riordan (OO) seconds. Motion passes unanimously.
- Kaki Martin (KM) makes motion to transfer unexpended open space project balances totaling \$45,494.35 to the open space reserve fund. SS seconds. Motion passes unanimously.

V. FY22 Funding Estimate

- DK shares funding estimate. DOR issued its estimate for the November 2021 state match at 32.3%. This will be the first year with a full 12 months’ distribution of increased fee collection funding state CPA Fund. Based on state match, local revenues, and fund balance amounts, estimate FY22 CPA funding at \$17,510,000. \$2.1M increase over last year’s funding.

VI. 2021 Meeting Schedule & Process

- DK summarizes anticipated 2021 meeting schedule.
- Tonight’s organizing meeting
- **Wednesday, June 9th, 5:00pm** – Hearing on Project Recommendations
- Propose the following dates:
 - **Wednesday, July 14th, 5:00pm** – Hearing on Allocation Percentages
 - **Tuesday, September 14th, 5:00pm** – Vote Meeting
- Committee discusses schedule. ES notes that 5:00pm meeting time makes public participation difficult – even assuming continued remote meeting. Dates work for Committee members but meeting times should move to 5:30pm.
- Committee schedule set: 6/9, 7/14, 9/14 meetings, all at 5:30pm. Whether meetings will be in person or remote depends on COVID-19 and Commonwealth’s state of emergency. Staff will update Committee members regarding any changes to future meetings.
- City staff has prepared a potential new project application form for Committee review. JM shares draft form with Committee for feedback. Form would be requested but not mandatory this year. Would provide Committee with additional information and more uniform process for reviewing project details before voting on funding.
- Committee members provide feedback on form, clarifying and rearranging certain information. KF asks to add question regarding previous CPA funding.
- Staff will work with PIO office to promote application form and upcoming meetings.

VII. Committee Discussion

- No additional Committee business or discussion.

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VIII. Public Comment

- Meeting opened to public comment. One attendee, James Williamson, provides comment through the chat function as microphone/audio is not working. Asks that Committee consider residents in public housing when doing its work.

Meeting adjourns.