

Town of Needham, Massachusetts
Community Preservation Committee
Meeting Minutes
March 29, 2023

Place: Hybrid Meeting, Charles River Room, PSAB, 500 Dedham Avenue, Needham
The Board will attend in person. The public may attend in person or via Zoom.

Present: Chair, Peter Pingitore; Vice-Chair, Robert Dermody; Dave Herer, Reg Foster,
Jeanne McKnight

Remote: Joe Barnes, Laura Dorfman, Rick Zimbone

Absent: Dina Hannigan

Staff: Cecilia Simchak

Call to Order

At 7:04 p.m., Chair Pingitore called the meeting to order, read the Open Meeting Law statement and disclosed the meeting is being video recorded.

Chair's Updates - There were none.

Discussion of Select Board Consultation - There were no questions or comments.

FY2024 Applications – Discussion, Review Input from Public Hearing, Select Board, and Finance Committee, Vote, Appoint Liaison Presenter for Town Meeting

Article 21: Appropriate to Community Preservation Fund
Members discussed the Chair's recommendation.

MOTION: **P. Pingitore moved to recommend that pursuant to Massachusetts General Law 44B the estimated FY2024 Community Preservation Fund revenues be appropriated or set aside for future appropriation as follows:**
Appropriations

A. Administrative and Operating Expenses of the Community Preservation Committee \$82,000

Reserves

B. Community Preservation Fund Annual Reserve \$1,749,706

C. Community Housing Reserve \$955,633

D. Historic Resources Reserve \$0

E. Open Space Reserve \$477,817

SECONDED: **R. Dermody**

VOTE: J. Barnes, aye; R. Dermody, aye; L. Dorfman, aye; R. Foster, aye; D. Herer, aye; J. McKnight, aye; P. Pingitore, aye; R. Zimbone. Unanimously approved.

MOTION CARRIES: 8-0

- Chair Appointed Rick Zimbone as Article Presenter for Town Meeting.

Article 22: Appropriate to Community Preservation Fund Supplement
Members reviewed the recommendation before voting.

MOTION: P. Pingitore moved to recommend that pursuant to Massachusetts General Law 44B, the sum of \$33,732 be set aside for future appropriation to the Historic Resources Reserve, the sum of \$33,732 be set aside for future appropriation to the Open Space Reserve, the sum of \$67,464 be set aside for the future appropriation of the Community Housing Reserve, and that to meet this appropriation that \$134,928 be transferred from the fiscal year 2023 CPA General Reserve.

SECONDED: R. Dermody

VOTE: J. Barnes, aye; R. Dermody, aye; L. Dorfman, aye; R. Foster, aye; D. Herer, aye; J. McKnight, aye; P. Pingitore, aye; R. Zimbone, aye. Unanimously approved.

MOTION CARRIES: 8-0

- Chair Appointed Peter Pingitore as Article Presenter for Town Meeting.

Article 23: FY2024-02 – Needham Housing Authority Seabeds Cook Preservation
Liaisons: Rick Zimbone, Laura Dorfman, Bob Dermody

Members reviewed the Warrant Article language before voting.
R. Foster and R. Dermody will prepare a Q&A for Town Meeting voters.

MOTION: P. Pingitore moved to recommend funding of the Needham Housing Authority's request for \$241,052 for pre-development costs related to the Seabeds Cook Preservation and Restoration Project under the Community Housing designation which will be transferred from CPA Free Cash.

SECONDED: R. Dermody

VOTE: J. Barnes, aye; R. Dermody, aye; L. Dorfman, aye; R. Foster, aye; D. Herer, aye; J. McKnight, aye; P. Pingitore, aye; R. Zimbone, aye. Unanimously approved.

MOTION CARRIES: 8-0

- Chair Appointed Bob Dermody as Article Presenter for Town Meeting.

Article 24: FY2024-03 – DeFazio Playground Design
Liaisons: Peter Pingitore, Jeanne McKnight

Members reviewed the Warrant Article.

MOTION: P. Pingitore moved to recommend funding the request of the Department of Parks and Recreation for \$35,000 for the Needham DeFazio Playground Design under the Recreation designation which will be transferred from CPA Free Cash.

SECONDED: R. Dermody

VOTE: J. Barnes, aye; R. Dermody, aye; L. Dorfman, aye; R. Foster, aye; D. Herer, aye; J. McKnight, aye; P. Pingitore, aye; R. Zimbone, aye. Unanimously approved.

MOTION CARRIES: 8-0

- Chair Appointed Jeanne McKnight as Article Presenter for Town Meeting.

Needham CPA Plan Updates - Discussion, Review Input from Public Hearing, Select Board, and Finance Committee, Vote

The red line version was sent to the Finance Committee and the Select Board. There were no comments.

MOTION: P. Pingitore moved that the CPC amend and adopt the Needham CPA Plan dated March 29, 2023.

SECONDED: R. Dermody

VOTE: J. Barnes, aye; R. Dermody, aye; L. Dorfman, aye; R. Foster, aye; D. Herer, aye; J. McKnight, aye; P. Pingitore, aye; R. Zimbone, aye. Unanimously approved.

MOTION CARRIES: 8-0

Needham CPA Application and Process Updates

Process Updates will be revised to include due diligence and sample questions and reviewed at a future meeting.

CPC Financial Review

The Chair reviewed the 2/8/23 memo from Dave Davison regarding FY2024 CPA Revenue Estimate, Available Funds, and Supplemental Appropriations.

The FY2023 CPA General Reserve and FY2023 CPA Free Cash remain available for appropriation until June 30, 2023. The Chair recommended funding Warrant Articles 22 and 23 using FY2023 CPA Free Cash.

Members discussed why the funds would not instead be taken from the FY2024 Reserve Accounts. Both the FY2023 General Reserve and FY2023 CPA Free Cash get rolled forward after June 30. If we want to maintain Reserves for future expenditures, it is best to utilize Free Cash. Free Cash funds have to be certified by the State in late November and are unavailable during certain periods around Town Meeting. This gives CPC maximum flexibility to satisfy requests between June 30 and the next Town Meeting in Spring 2023.

March 29, 2023

C. Simchak reviewed the spreadsheet entitled, CPC Capital - Current and Prior Funding Sources. This document will be shared with members in advance of the next meeting.

Schedule Future Meetings

Within 2 weeks, we need to finalize video presentations for Warrant Articles.

Updates on CPC Administrative Staff, Financial Consultant, Advisory Group

Updates will be provided periodically at the April, May and June meetings.

Next Meeting: April 19, 2023, May 17, 2023, June 14, 2023

Members discussed the option for remote meeting participation.

Matters not reasonably anticipated by the Chair 48 hours in advance -

MOTION: P. Pingitore moved to adjourn the meeting at 8:21 pm.

SECONDED: R. Dermody

VOTE: J. Barnes, aye; R. Dermody, aye; L. Dorfman, aye; R. Foster, aye; D. Herer, aye;
J. McKnight, aye; P. Pingitore, aye; R. Zimbone, aye. Unanimously approved.

MOTION CARRIES: 8-0

Informational

The packet with meeting materials for this meeting is available at this link:

<https://www.needhamma.gov/Archive.aspx>

Respectfully submitted,

Dale Michaud
Recording Secretary