

**COMMUNITY PRESERVATION COMMITTEE
TOWN OF NEEDHAM, MASSACHUSETTS**

**Minutes of Meeting
July 19, 2023**

LOCATION: Hybrid Meeting, Charles River Room, PSAB, 500 Dedham Avenue, Needham
Committee members and members of the public may attend in-person or remotely

PRESENT: Peter Pingitore – Chair, Joe Barnes, Laura Dorfman, Dave Herer, Jeanne McKnight

REMOTE: Reg Foster

STAFF: Cecilia Simchak, Lauren Spinney

Mr. Pingitore called the meeting to order at 7:04 p.m. and completed a roll call for members of the Committee and staff, the results of which are noted above. Mr. Pingitore reviewed the rules of the meeting which was conducted both in person and via Zoom in accordance with Former Governor Baker's emergency order with respect to the open meeting law, and disclosed that it was being video recorded.

AGENDA ITEMS

1. Committee Reorganization and Nominations for Executive Positions

P. Pingitore moved to nominate Joe Barnes and Laura Dorfman as committee co-chairs. D. Herer seconded the motion. The roll call vote was as follows: **J. Barnes** (aye); **L. Dorfman** (aye); **R. Foster** (aye); **D. Herer** (aye); **J. McKnight** (aye); **P. Pingitore** (aye). Motion carries 6-0

No further nominations. There are three vacant positions on the committee. Appointments to fill those positions are in process. P. Pingitore will stay on as a member until his replacement is appointed. Co-Chair Barnes thanked P. Pingitore for his good work and leadership.

2. Meeting Minutes

P. Pingitore moved to approve minutes of the following meetings: 1/12/22, 2/9/22, 1/11/23, 1/25/23, 2/8/23, 6/14/23. D. Herer seconded the motion. The roll call vote was as follows: **J. Barnes** (aye); **L. Dorfman** (aye); **R. Foster** (aye); **D. Herer** (aye); **J. McKnight** (aye); **P. Pingitore** (aye). Motion carries 6-0

3. Updates on CPC Administrative Staff, Financial Consultant, T-CHOC Advisory Group

Lauren Spinney was hired as part-time Administrative Coordinator for the Committee.

C. Simchak reported that following the RFQ process, Emily Achtenberg was selected as a financial consultant to provide guidance to the Committee with respect to Needham Housing Authority's anticipated FY25 request. Ms. Achtenberg is a housing policy and development consultant with affordable housing experience who has worked with various local communities. Her quote, based on scope of work, was \$20,000. The contract is being prepared.

P. Pingitore shared that the Select Board approved his nomination as the CPC representative to the Town-Financed Community Housing Oversight Committee (T-CHOC). The Select Board awaits additional appointments, thus no organizational meetings are scheduled at this time.

4. FY2024-04 CPC Application – Claxton Field Renovation

Park & Rec submitted essentially the same application last year, but it was postponed pending soil testing results. Going forward, this application will be referred to as FY2024(a) to differentiate it from the previous one. Soil testing is now complete. D. Herer shared that the report determined there was no present harm and should not prevent the project from moving forward. The applicant will have some design and engineering questions to address, as well as a state mandated risk analysis which is likely in process now. J. McKnight raised the issue of whether or not the sitewide and perimeter pathways would be CPA eligible. As the applicant is only asking for \$1M of a \$1.7M total budget, it may be possible to allocate funding such that ineligible costs would fall under the Town's portion. A design and budget breakdown should provide more clarity.

P. Pingitore moved that the Claxton Field project FY2024-04(a) is eligible for CPA funding as rehabilitation of land for recreational use. D. Herer seconded the motion. The roll call vote was as follows: **J. Barnes** (aye); **L. Dorfman** (aye); **R. Foster** (aye); **D. Herer** (aye); **J. McKnight** (aye); **P. Pingitore** (aye). Motion carries 6-0

Project liaisons will be D. Herer and J. Barnes. Park & Rec will be asked to provide responses to due diligence questions by August 11th and invited to present at the August 23rd meeting.

5. New Member Update

P. Pingitore reported that Parks and Recreation is meeting on July 24, 2023 and will appoint their new member to the CPC; that member should be in place by our next meeting. Interviews are still being scheduled for Moderator and Select Board appointments. Six applications were received for three member openings.

6. Five-Year Financial Plan

C. Simchak presented two possible versions of the five-year funding outlook. There are many options, these were just two for illustrative purposes. Option 1 contemplates the impact of fully funding the Needham Housing Authority (NHA) Linden Chambers project of just over \$5M that is expected this year. Option 2 contemplates the impact of funding only 50% of the Linden Chambers project.

R. Foster shared that CPA funds amount to 10-20% of the overall need. Approving only 50% of the request will create funding challenges, particularly in light of increased construction costs year over year. The conceptual design is complete and schematic design is anticipated for September 2023. The town will hold public meetings on zoning issues in Sept/Oct so NHA will be able to provide an update on costs and other sources of funding at the Nov or Dec CPC meeting.

P. Pingitore reiterated the importance of getting the financial consultant in place to assist the committee in assessing various options. J. Barnes suggested the committee might consider

balancing the needs of the town versus fully funding Linden Chambers at the expense of other projects. D. Herer would like the committee to look at how much the CPC has appropriated for housing related projects versus other eligible categories. P. Pingitore shared that the Finance Department created a spreadsheet which shows that the amount appropriated for community housing is close to 13%. J. McKnight agreed that there has been a considerable amount of spending on historic restoration and recreation, and it may be time to shift to a concentration on housing. Staff will obtain the requested information and make it available to the committee.

7. New Member Onboarding & Training

L. Spinney presented a draft handbook for CPC members with resource documents, links and current reports/financial information. Members provided suggestions which will be incorporated in the final draft. The completed handbook will be available to share with the committee and new members on or before the next meeting.

All new committee members will be asked to watch the Community Preservation Coalition Webinar, titled CPA Bootcamp. The committee will ask Stuart Saginor to attend a future meeting for a presentation and Q&A session.

8. Fall Application Process

The Committee will move the application process up by one month to allow more time for due diligence leading into the holiday season. Initial eligibility applications will now be due Nov 1st. The FY24 application form and process document will be uploaded to the CPC website. Staff will include an announcement about the upcoming application cycle in the Town Newsletter.

The Committee will consider how to spread the word about the application process and the work of the CPC to a wider audience. Options may include, but are not limited to, holding a public hearing on community goals and priorities, placing a press release in a local publication, soliciting an interview on Needham TV. Staff will research what other towns are doing in this regard.

COMMITTEE SCHEDULE

Cancel July 26th; Cancel August 9th; next meeting August 23rd

MATTERS NOT REASONABLY ANTICIPATED BY THE CHAIR 48 HOURS IN ADVANCE

None.

ADJOURNMENT

L. Dorfman moved to adjourn meeting at 8:54 p.m. J. Barnes seconded the motion. The roll call vote was as follows: **J. Barnes** (aye); **L. Dorfman** (aye); **R. Foster** (aye); **D. Herer** (aye); **J. McKnight** (aye); **P. Pingitore** (aye). Motion carries 6-0

For more information, the meeting materials packet is available at:

Needham CPC Meeting Minutes
July 19, 2023

<https://www.needhamma.gov/Archive.aspx?AMID=&Type=&ADID=11888>

Respectfully submitted,

Lauren Spinney
Administrative Coordinator