COMMUNITY PRESERVATION COMMITTEE
TOWN OF NEEDHAM, MASSACHUSETTS

Minutes of Meeting
April 15, 2020
Zoom Meeting

PRESENT: Peter Pingitore – Chairman, Artie Crocker – Vice Chairman, Joe Barnes, Chris Gerstel, Rick Zimbone, Robert Dermody, Laura Dorfman

ABSENT: Paul Alpert

STAFF: Carys Lustig, Staff Liaison, Kristen Wright, Recording Secretary

Mr. Pingitore completed a roll call for all members of the Committee and members of staff and the results of the roll call are noted above. Mr. Pingitore called the meeting to order at 7:31 PM via a Zoom Meeting. Mr. Pingitore reviewed the rules of the meeting that was being conducted remotely and online inline with Governor Baker's order regarding Public Meetings. Mr. Pingitore covered meeting ground rules for the meeting.

Updates on Timeline

Mr. Pingitore stated that he would like to discuss the next business meetings of the Community Preservation Committee. Mr. Pingitore reminded the Committee that after their discussion the Public Hearing is currently set for Wednesday, September 2nd. This is the Wednesday before Labor Day and the same week the school is set to begin for the 2020-2021 school year. Mr. Pingitore stated that prior to Town Meeting he has 6 items that the Committee should move forward with: (1) The Committee should ensure that any additional questions for the proponents should be sent out to receive their response, (2) For the two church applications a slow roll of agreements should be worked on in the event they are needed for Town Meeting, (3) a meeting with Finance Director David Davison to get a clear financial picture, (4) in terms of the First Baptist application we should discuss our thoughts on funding and what is fair within the Community Preservation Committee Plan, (5) a meeting with the Finance Committee, and (6) our Public Hearing. Mr. Pingitore asked for Ms. Lustig to speak to these items and the future meeting dates for the Committee.
Ms. Lustig stated that at the bottom of tonight's agenda there is a list of potential meeting dates. These dates are in consideration to ensure the committee meets at least once a month. Mr. Pingitore stated that outside of the Committee meetings that some meetings may be needed to discuss agreements with some of the proponents and asked what the protocol was to involve legal counsel. Ms. Lustig stated that the CPC has an Administrative budget that could be a funding source for those type of services, at the discretion of the Committee.

Mr. Barnes agreed that meeting once a month, if even for a short meeting, is a good idea. Mr. Barnes stated that he thinks the Committee should be checking in with the proponents between now and the fall Town Meeting. Mr. Barnes stated that he reached out to his proponent today via email and received notice that she is on parental leave until August. Mr. Barnes confirmed that any sort of an agreement made between the Town and a proponent would be a legal document. Mr. Barnes further stated that he wanted to ensure that any information that the committee decides between now and Town Meeting is presented to the proponents as soon as possible to give them an opportunity to prepare. Mr. Pingitore stated that the Committee should have a lengthier discussion about the amount of each project we are proposing to fund. Mr. Pingitore shared that at the meeting he presented the proposals to the Select Board that the Select Board appeared supportive of the applications but shared concerns about amounts of funding and wanted to look at the funding in terms of percentages. Mr.

Zimbone suggested that the Committee meet with the Finance Director prior to having any discussion about how much funding should be provided to each project and provide a better understanding our funding options.

Mr. Crocker stated that having regular meetings will keep everyone fresh on the projects but does not have a preference as to how often the Committee should meet as long as the proposals keep moving forward.

Mr. Dermody asked Ms. Lustig to confirm that all proponents were notified after the March 25th meeting that all CPC applications would be moved to the fall Town Meeting and Ms. Lustig confirmed that all proponents had been notified and all seemed to understand the decision of the Committee due to the current circumstances. Mr. Dermody stated that he does not feel that the Committee needs to meet next week but agrees with the monthly schedule as presented. Mr. Dermody stated that he feels that the time between now and the fall Town Meeting can be used well to set up any agreements we may need.

Ms. Dorfman agreed that the Committee does not need to meet next week and that the May meeting, and monthly schedule would be best. Ms. Dorfman asked if we could reach out to the proponents and get an updated on how the COVID-19 has affected their organizations to show that while we are completing our due diligence, we have remained aware of their financial status. Mr. Barnes stated that these are going to be hard times for everyone and believes that he feels we should fund these requests to the best of our ability. Mr. Pingitore stated that the Committee discussed at the last meeting reaching out to get an updated financial picture. Ms. Dorfman stated that she wanted to gather information from each proponent to get both a financial update but also discuss how anything has changed for them due to the current situation. Mr. Dermody stated that he will reach out to the proponents and asked that the other Committee members forward their questions to him so he can gather the information. Ms. Dorfman asked if due to the circumstances if a proponent could request more money. Ms. Lustig stated that the proponent can amend their request but ultimately it is at the discretion of the Committee to determine the funding level of any project. Mr. Zimbone stated that the questions to the proponents are appropriate especially in terms of how their revenues will be impacted.

Mr. Gerstel stated that agrees with the monthly meeting schedule.

Mr. Zimbone stated that he also agrees with the monthly meeting schedule.

Ms. Lustig stated that she will cancel the April 22nd meeting and will move forward with the proposed meeting schedule and the Public Hearing on September 2nd.

Mr. Pingitore stated that at the May 13th meeting we should anticipate having the Finance Director in attendance to discuss the preliminary financials of the Committee, an update from at least the churches on their financial standings as well as any other answers from proponents and have a discussion about the general terms of an agreement would be.

Mr. Zimbone asked to get an estimate of the costs for Town Counsel to draw up the agreements so the funding can be approved at our next meeting.

Mr. Pingitore stated that the proposed date for the Public Meeting of September 2nd was date determined to be best at the last meeting and the Committee agreed that the September 2nd date was a good date for the Public Hearing.

Approve Minutes

Mr. Pingitore made a motion to approve the February 6, 2020 minutes and Mr. Gerstel seconded. The roll call vote was as follows: **Barnes:** aye, **Crocker:** abstain, **Dermody:** aye, **Dorfman:** abstain, **Gerstel:** aye, **Zimbone:** aye, **Pingitore:** aye. Motion passes 5 – 0 – 2.

Mr. Pingitore made a motion to approve the February 26, 2020 minutes and Mr. Barnes seconded. Ms. Dorfman moved to amend the minutes and Mr. Dermody seconded. The roll call vote was as follows: **Barnes:** abstain, **Crocker:** aye, **Dermody:** aye, **Dorfman:** aye, **Gerstel:** abstain, **Zimbone:** aye, **Pingitore:** aye. Motion of the amended minutes passes 5 – 0 – 2.

Mr. Pingitore made a motion to approve the March 25, 2020 minutes and Mr. Crocker seconded. The roll call vote was as follows: **Barnes:** aye, **Crocker:** aye, **Dermody:** aye, **Dorfman:** aye, **Gerstel:** aye, **Zimbone:** aye, **Pingitore:** aye. Motion passes 7 – 0.

Liaison Updates

FY2020-01 First Baptist Church - Front Porch Preservation & Restoration

This request is for $126,233 for the restoration and preservation of its historic and street facing front porch under Historic Preservation.

Liaisons – Mr. Dermody and Mr. Zimbone

Mr. Zimbone shared that there was a question from a member of the public regarding the steeple in the church and the resident asked fi they would have to take down some of the work being proposed in this application to access the cell tower in the future. Mr. Dermody stated that he believed that it was designed to grant access but will follow up with the proponent.

FY2020-02 First Parish Church – Steeple Preservation

This request is for $75,000 for the preservation of its historic steeple (Bell Tower) under Historic Preservation.

Liaisons – Mr. Dermody and Mr. Barnes

No updates were presented.

FY2020-03 Needham Community Farm – Growing Bed Area Expansion

This request is for $6,000 for the expansion of a growing area of the Community Farm under Recreation.

Liaison – Mr. Gerstel

No updates were presented.

FY2020-04 Needham Conservation – Trail Identification – *Design*

This request is for $6,000 for design funding to design a cohesive trail identification system with signing for all trails in Needham under Open Space and Recreation.

Liaison – Mr. Pingitore

No updates presented.

FY2020-06 Needham DPW & Park and Recreation – Claxton Field Light & Skin Renovation
This request is for $101,500 for design funding to design field light improvements as well as evaluate the conditions of the field skins under Recreation.
Liaison – Mr. Crocker
No updates presented.

FY2020-07 Needham DPW & Park and Recreation – Resurface Synthetic Track at DeFazio
This request is for $160,000 for construction funding to resurface the track at DeFazio field under Recreation.
Liaisons – Ms. Dorfman and Mr. Alpert
No updates presented.

Long Term Agenda
Mr. Pingitore stated perhaps this is not the best time, but the Committee should start discussing revisions to Needham's CPA Plan and updates to policy and procedures to discuss the recognition of the CPC for projects that have been funded by CPC funding. Mr. Pingitore suggested deferring the conversation until after September 2020. Mr. Barnes stated that he saw an example of the plaque in Wellesley and thought it was a nice way to highlight the funding from the CPC. Ms. Lustig stated that other grants have requests of this nature.

Chairman's Updates
None presented.

Adjournment
Mr. Gerstel made a motion to adjourn the meeting at 8:24PM. Mr. Crocker seconded the motion. The roll call vote was as follows: **Barnes:** aye, **Crocker:** aye, **Dermody:** aye, **Dorfman:** aye, **Gerstel:** aye, **Zimbone:** aye, **Pingitore:** aye. The meeting adjourned at 8:24PM

Respectfully submitted,

Kristen Wright
Recording Secretary