

Town of Needham, Massachusetts
Community Preservation Committee
Meeting Minutes
February 22, 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: Rick Zimbone

Absent: Joe Barnes, Laura Dorfman, Dina Hannigan

Staff: Cecilia Simchak

Call to Order

At 7:00 p.m., Chair Pingitore called the meeting to order, read the Open Meeting Law statement and disclosed the meeting is being video recorded.

Chairman Updates - None were presented.

CPC Financial Statement Discussion

A memo from David Davison dated 2/8/23 was summarized:

- At Annual Town Meeting, we allocate funds based on anticipated revenues from two sources:
 - A 2% property tax surcharge, with some exemptions, for property taxes collected and anticipated to be collected in that following fiscal year, and,
 - An anticipated match through the State CPC Trust Fund which is also based on an anticipated amount based on prior years. Using a complicated formula, our Finance Director anticipates what the anticipated revenue will be based on prior years.
- The CPA requires that at least 10% of CPA funds either be spent or appropriated for spending in future years to each of the restricted reserves: Community Housing, Historic Resources, and Open Space.
- The balance of the funds is appropriated to the General Reserve.
- Additionally, an allocation is made for Administrative costs each year.
- Because we make these appropriations based on anticipated revenue, to ensure compliance with the statute, the Committee appropriates 11% of anticipated revenue to each of the restricted reserves.
- If additional revenue is received that exceeds the 11% the Committee has appropriated, the Committee comes before Town Meeting the next year to true up the accounts, and increase the appropriations to the restricted funds, an exercise we have done the past two years.
- One of this year's two CPC financial warrant articles for Town Meeting will be a true up of accounts for additional sums received in two prior years (FY2022 and FY2023).

Members discussed whether to follow the Committee recommendations of the prior two years and appropriate double the amount required by statute to the Community Housing restricted

reserve to ensure that the Community Housing restricted reserve receives at least 20% (as opposed to the statutory required minimum of 10%) for FY2022 and FY2023

Members reached a general consensus to fund the Community Housing restricted fund up to 20% for FY2022 and FY2023.

MOTION: Jeanne McKnight moved to approve the text for the Town Meeting Warrant Article to accomplish resolution of the shortfall and fund the Housing reserve at 20% for both years FY2022 and FY2023.

SECONDED: Dave Herer

VOTE: R. Dermody, aye; D. Herer, aye; R. Foster, aye; J. McKnight, aye; P. Pingitore, aye; R. Zimbone aye. None opposed.

MOTION CARRIES: 6-0

FY2024 CPC Applications - Updates and Discussion

➤ **FY2024-01: NHA Linden Chambers Redevelopment**

Members posed questions to Mr. Foster who will prepare answers for the next meeting:

➤ **FY2024-02: NHA Seabeds Cook Preservation**

Mr. Foster provided an update.

- Needham Housing Authority and the architect will present to both the Select Board and Planning Board on 2/28/23 for input from both boards.

➤ **FY2024-03: DeFazio Playground**

Ms. McKnight provided the update:

- Close to 50% of DeFazio Field is being considered as an area for dogs.
- Members discussed maintenance, use for older children, and wetland area near dogs.
- Members are comfortable with verbal as opposed to written estimates for the cost of design.
- Estimates are in the \$35,000 range.

➤ **FY2024-04: Claxton Field**

Ms. McKnight provided an update:

- Responses to questions are listed as bullets on page 4 of the attached document.
- Park and Recreation will not be moving forward with this article until the Fall Town Meeting. The field is undergoing testing and Park and recreation will not have the testing results and a plan for moving forward until March 1st.
- There is an urgency to funding the application, out of cycle, in connection with the Fall Town Meeting. The softball fields are in high demand.
- CPC will informally plan for a future request in the amount of \$1,000,000; Park and Recreation has stated that the amount requested for funding from CPC will not change.

Follow-up on Due Diligence Questions

This has been accomplished.

Updates to CPA Plan

Members discussed the edited document which is available in the meeting link at the end of these minutes.

Matters not reasonably anticipated by the Chair 48 hours in advance

IGR Guidance will be an agenda item at the March 8 meeting.

Informational

- CPC 2/22/23 Agenda
- Finance Director Memo to CPC dated 2/8/23
- CPA Funding Application FY2024-02, Additional CPC Committee Questions 2/15/23
- FY2024-02 Linden Chambers Redevelopment, Additional Questions/Comments of 2/8/23 CPC Meeting
- 4 Drafts of the Town of Needham, Community Preservation Plan

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

<https://www.needhamma.gov/ArchiveCenter/ViewFile/Item/11484>

Adjourn

MOTION: R. Zimbone moved to adjourn the meeting at 8:27 pm.

SECONDED: D. Herer

VOTE: R. Dermody, aye; D. Herer, aye; R. Foster, aye; J. McKnight, aye;
P. Pingitore, aye; R. Zimbone aye. None opposed.

MOTION CARRIES: 6-0

Respectfully submitted,

Dale Michaud
Recording Secretary