

Town of Needham, Massachusetts
Community Preservation Committee
Meeting Minutes
March 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, Jeanne McKnight

Remote: Joe Barnes, Laura Dorfman, Reg Foster, Dina Hannigan, Rick Zimbone

Absent: None

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.

Chair's Updates - These were dispersed throughout the minutes at various stages of discussion.

Readout of Finance Committee Consult

Members reviewed expressed concerns of FinCom that were similar to CPC concerns/questions regarding particular applications.

FY2024-01 Linden-Chambers Redevelopment - Questions/Concerns included: Timing, project oversight, understanding the financing plan, Housing Authority funding needs at this time.

FY2024-02 Seabeds and Cook Preservation - Questions/Concerns included: Timing of application funding.

FY2024-03 DeFazio Tot Lot Design- DeFazio Playground is under jurisdiction of the School Committee.

CPC Part-Time Position

The committee is seeking Administrative Support Staff and a Financial Consultant and will have proposals for consideration over the next couple of months. Staff will be funded from the CPC's Administrative Budget.

1. An administrative support person will free up C. Simchak to be the finance person who prepares the reporting currently provided by Dave Davison and volunteer, Rick Zimbone.
2. An outside consultant will assess financial aspects of non-town applications and considerations concerning the grant award and requests for reimbursement by the applicant after the grant is allowed. On the CPC side, this individual would deal directly with the Housing Authority's consultant who requests funding on the back end, and ensure project work is being accomplished as the grant is drawn down.

3. An advisory group for more complex projects will cooperate with the recipient of the funds.

R. Foster summarized four areas for special expertise needed for the Housing Authority project.

1. The \$35M-\$70 million dollar financial package will be very specialized.
 2. It is important to have plans of high quality with Town oversight (bricks and mortar, general construction).
 3. There will be post-development operations and governance needed to operate a different structure for running these projects than exists today with the NHA. How does that work? What are the industry standards? This will require specialization and evaluation.
 4. Legal construct - Look at other Town CPC's. Talk with Chairs to learn of other examples.
- R. Foster will bring feedback to the CPC.

Applications - Discussions

- FY2024-01 – Needham Housing Authority Linden Chambers Redevelopment
Members discussed the Housing Authority's 2/8/23 letter withdrawing the application.

MOTION: R. Dermody moved to accept withdrawal of application FY2024-01 for funding for the Needham Housing Authority Linden Chambers Redevelopment.

SECONDED: D. Herer

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

MOTION CARRIES: 9-0

- FY2024-02 – Needham Housing Authority Seabeds Cook Preservation
Members discussed:
 - Will units at Seabeds Cook be altered (change studio units to one-bedroom units)?
 - No, units will remain the same before and after the work.
 - The Housing Authority is still on schedule and preparing to reposition the applications to be submitted in April.
 - When will funds appropriated begin to be drawn down? Why not come back in the Fall?
 - The application is not for construction costs but for pre-development expenses.
 - Of the \$1,000,000 pre-development budget identified, approximately 20% is eligible for CPA funding.
 - The Housing Authority seeks approximately \$241,000 for project design this summer.
 - The Housing Authority does not expect to ask the Town for construction support.
 - Construction will begin toward the end of 2024.

The Housing Authority supplied a 30 page list of Q&A questions and answers. One member stated the FinCom follow-up questions were supplied by the Housing Authority in a 3/3/23 document including dates and the timeline on page 2. It appears FinCom is not opposed to

the application. The CPC will consult with the Select Board and then vote on the application at its 3/29.

- FY2024-03 – DeFazio Playground Design - There were no comments or questions.

Financial Articles - Discussions

- FY2024: CPC Increase in Funding of Community Housing Restricted Fund from 11% to 22%

The sense of the CPC committee is to continue appropriating 22% of estimated receipts in order to reach 20% of appropriation of the actual Community Preservation receipts to Community Housing Reserve fund.

The numbers presented at the public hearing were not final numbers. R. Zimbone recommended funding the two Warrant Articles remaining out of Free Cash for the reason we lose the ability to use it by the end of June. According to Mr. Zimbone, it is wise to do that rather than take it out of the individual reserve buckets. This sets us up for future capital expenditures.

- FY2024: CPC Appropriate to Community Preservation Fund Supplement (2022 and 2023)

Based on additional funds received in 2022 and 2023, ensure that whatever money is put into the Community Housing Reserve equals 20% of total CPA receipts for each year.

Needham CPA Plan Updates

The CPC sent FinCom the red-line amended plan and PowerPoint summary. FinCom will provide feedback.

The CPC will provide the red-line amended plan and PowerPoint summary to the Select Board next week and get their feedback.

CPC would then authorize the amended plan. The document is organic and can be changed.

CPC will vote on the plan next week after Select Board input.

Needham CPA Application and Process Updates

Members discussed walking through the five-year capital plan at the 3/29/23 meeting. One member suggested the memo from Dave Davison only addresses projects on the Town side. CPC needs to be aware of Non-Town projects such as those listed in the Housing Authority's 7-10 year plan for the 2nd and 3rd phases of Linden Chambers and High Rock Estates. The Housing Authority provided a 5-year update to the CPC. They can provide that information to The Town's Deputy Town Manager for Finance, Dave Davison so there could be placeholders to do financial modeling.

Members discussed projects the Town cannot afford to fund through CPA such as Tier 2 projects that may eventually become Tier 1 projects, and Housing projects. Only Tier 1 projects are

identified in the 5 Year Capital Plan. It was suggested that it is a good idea for Dave Davison to have this information.

Members discussed the gaps between deeply affordable housing and affordable housing that are not being met. The Housing Authority focuses on deeply affordable housing. The Working Group made recommendations to be carried out by various Town Departments. The Affordable Housing Trust will monitor whether the plan's strategy is achieving change.

Chair Pingitore addressed enforcement of grant agreements. Town Counsel has the grant language provided by the Department of Revenue in the IGR Informational Guideline Release.

Matters not reasonably anticipated by the Chair 48 hours in advance

Members discussed the Housing Authority's 2/8/23 letter withdrawing the CPC application.

Members postponed discussion of replacement of retiring CPC members. Various Boards have appointing authority (Historical Commission, Town Moderator, Planning Board, Select Board). Retiring members should plan to provide institutional knowledge to new members.

C. Simchak is tasked with onboarding new members given complexities of the work which consist of generalized CPA responsibilities as well as specific issues to be faced over the next few years.

Those scheduled to rotate off their two-year term limits are: Chair Pingitore, Vice-Chair, Bob Dermody, and Laura Dorfman (Historical Commission).

Future Meetings: *Select Board Consultation – March 28, 2023, 6:00 pm*
 March 29, 2023, 7:00 pm

MOTION: **R. Dermody moved to adjourn the meeting at 8:15 pm.**

SECONDED: **D. Herer**

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

MOTION CARRIES: 9-0

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