

Town of Needham, Massachusetts
Community Preservation Committee
Meeting Minutes
June 14, 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: Vice-Chair, Robert Dermody; Dave Herer, Reg Foster, Jeanne McKnight

Remote: Chair, Peter Pingitore; Joe Barnes, Laura Dorfman

Absent: Dina Hannigan, Rick Zimbone

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

There was a meeting of the Chairs of the Planning Board, Select Board, Housing Authority, and CPC at which was discussed the timing of amendments to the zoning request to address the proposed Linden Chambers redevelopment.

It was concluded there is not enough time to get the zoning in place for the Fall Town Meeting. The Housing Authority will reorient and plan to be ready for the Spring Town Meeting. They anticipate submitting an application to DHCD Department of Housing and Community Development in December 2024.

The delay will push forward the Housing Authority's applications for federal and other funding sources, including its planned application to CPC for construction funding

Meeting Minutes

MOTION: P. Pingitore moved to approve the following CPC meeting minutes subject to minor edits: 3/8/23, 3/15/23, 3/22/23, 3/29/23, 4/19/23, 5/17/23.

SECONDED: J. Barnes

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

MOTION CARRIES: 7-0

Five-Year Financial Plan

C. Simchak presented the spreadsheet, *CPC Funding Outlook for Dave Review.xlsx*

Members asked the Housing Authority member whether pushing out the Linden Chambers funding from Fall 2023 to Spring 2024 would also push the \$3,900,000 funding out an additional year? R. Foster said no, it would be combined. One major deliverable of the concept design is

an update of real cost estimates which the Housing Authority will have before the July CPC meeting. CPC members will review the spreadsheet to discuss at the July CPC meeting.

The Housing Authority will draw down both ARPA funds and Partnership for Growth funds.

R. Foster is tasked to keep CPC members abreast of funding sources that become available to the Housing Authority over the next year.

Response on Advisory Group

T-CHOC, Town-Financed Community Housing Oversight Committee

The Select Board voted to approve the committee members, scope and responsibilities. The T-CHOC Committee will appoint a former or current CPC member to the T-CHOC Committee.

Updates on CPC Administrative Staff, Financial Consultant, Advisory Group

1. Administrative Staff - An offer has been made to a part-time Administrative Coordinator who will start the first week of July and will attend the July CPC meeting. There is a backlog of 12 months of CPC video recordings to prepare meeting minutes.
2. Financial Consultant - The RFQ for a consultant is due back June 20. Chair Pingitore along with the Town's executive staff solicited and interviewed applicants from several known resources. An update will be provided at the July CPC meeting.
 - a. Members discussed who will draft grant agreements. The financial consultant would have input on business terms. Town Counsel would ultimately be responsible for drafting the grant agreements.
 - b. Members discussed who will provide staff for the T-CHOC Community Oversight Committee. Town Manager Operations will be ex-officio members of T-CHOC and available to assist as well as assistance from other Town staff as appropriate.
3. The T-CHOC Advisory Group will work with the Financial Consultant.

Members discussed the role of the Financial Consultant and T-CHOC to define the terms on the grant agreement and accomplish the work for the Linden Chambers project. Delaying the funding application would alter the timeframes to complete the work. It was suggested the Housing Authority submit the funding application as early as November 1, 2023.

CPC members are to compile specific questions/concerns regarding the roles of the T-CHOC Advisory Group and the Financial Consultant and submit to C. Simchak.

The memo from Town Manager, K. Fitzpatrick, does address some questions.

Members discussed the T-CHOC could oversee the already approved Seabeds Cook project.

Committee Leadership Discussion

Members discussed current members, Laura Dorfman and Joe Barnes, serving as Co-Chairs. Members were asked to solicit others to serve on the CPC and speak with Chair Pingitore off-line. Members will vote at the next monthly meeting.

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New Member Update

The Town Moderator will appoint two members to the CPC. The Select Board will appoint one member to the CPC. New applicants may apply through the Select Board portal even for positions appointed by the Moderator as the Select Board will cooperate with the Moderator to interview candidates. Thus far there are 6-7 candidates for 3 open CPC positions.

Chair Pingitore has agreed to stay involved with the CPC for July and August while new members are interviewed, appointed and onboarded.

Members discussed the new CPC members could review past recorded meetings to be confidently informed and engaged prior to the upcoming vote on Claxton Field.

Fall Application Process

The Claxton Field application was updated with a due date of July 19 and the box left empty for the applicant to highlight changes from the previous application.

Summer Schedule

July 19, hold the 26th, August 9, 23, Public Hearing September 13, decision on the 20th.

Next Meeting: July 19, 2023

Matters not reasonably anticipated by the Chair 48 hours in advance

Members discussed the Claxton Field project.

Action Items:

- The Chair will reach out for participation of a Parks & Recreation member.
- Chair Pingitore will contact Town Counsel regarding his right to vote in the interim period.
- CPC members are to compile specific questions/concerns regarding the roles of the T-CHOC Advisory Group and the Financial Consultant and submit to C. Simchak.
- C. Simchak will issue a workflow document to members.

Members commended outgoing members for their teamwork and collaboration.

MOTION: R. Dermody moved to adjourn the meeting at 8:29 pm.

SECONDED: D. Herer

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

MOTION CARRIES: 7-0

Informational

The meeting materials packet is available at: <https://www.needhamma.gov/Archive.aspx/>

Respectfully submitted,
Dale Michaud
Recording Secretary