

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

**Minutes of Meeting
June 22, 2022**

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)

REMOTE: Joe Barnes, Reg Foster, Laura Dorfman, Jeanne McKnight, Rick Zimbone (Vice
Chair),

ABSENT: Chris Gerstel, Robert Dermody

STAFF: Kristen Wright

P. Pingitore called the meeting to order at 7:00 p.m. and completed a roll call for Committee members and staff, the results of which are noted above. P. Pingitore reviewed meeting rules and disclosed that the meeting, which was conducted in-person and via Zoom, was also being recorded.

CHAIR'S UPDATES

Chris Heep made a useful presentation on how to run a meeting which addressed topics such as the Open Meeting Law, holding public hearings, communication, and deliberations.

Two new members will join the committee. Chris Gerstel's term ended and Dina Hanigan was appointed to replace him. Artie Crocker resigned as a member of the Conservation Commission, therefore his seat on the CPC will be replaced. P. Pignitore would like to invite Stuart Saginor of the Community Preservation Coalition to make a presentation and orient new members.

OPERATIONS MANUAL

P. Pignitore would like the Committee to consider the creation of an operations manual which would include documents on which Committee members rely when doing their work, such as the initial eligibility application, process documents, due diligence questions, etc. There was a brief discussion by various members about the issue of due diligence on applications by non-town entities versus town departments.

COMMUNITY PRESERVATION COMMITTEE RECOGNITION ON PROJECTS

J. Barnes shared a photograph of a plaque in Wellesley which gave credit to Wellesley's Community Preservation Committee. There was a discussion of instituting something similar in Needham to recognize the CPC's role in projects funded via the CPA. P. Pignitore suggested future grant agreements could include a provision where the applicant agrees to a display of recognition. P. Pignitore further suggested the Committee could fund plaques for past significant projects via the Committee's administrative budget (i.e. Rosemary Pool, Town Hall). R. Zimbone suggested the Committee establish some criteria for which projects are deemed appropriate for such recognition (i.e. grant amount). P. Pingitore asked the committee to consider projects that would be appropriate. Staff will research options and cost of same. R. Foster asked if such signage can be paid for with CPA funds. P. Pignitore will consult with Town Counsel on the use of CPC administrative funds for this purpose.

AMENDMENTS TO CPA PLAN AND FUNDING PRIORITIES

P. Pingitore would like to obtain feedback on proposed amendments to the CPA Plan from the Historic Commission, Housing Authority, Park and Recreation Commission and CPC members so the Committee can come to a consensus on the revisions at the next CPC meeting. P. Pingitore may also meet with the Select Board and Planning Board to receive input on the Plan. Ultimately the goal is to hold a public hearing on the proposed amendments and the CPC's funding priorities.

With respect to funding priorities, R. Zimbone felt it was important the first priority be working within the financial wherewithal of CPA funds. R. Foster suggested we also seek input from the Housing Plan Working Group ("the Working Group").

J. Barnes left the meeting at 8:00 p.m.

R. Zimbone asked what the CPC might expect from the Working Group that would implicate the CPC. J. McKnight stated the Working Group is comprised of three subgroups: zoning, preservation and capacity. J. McKnight is involved with the zoning subgroup which developed suggestions for re-zoning various parts of town, primarily in response to the new MBTA Communities Act requirements. There are many districts that could be sites for multi-family housing which are not currently zoned as such. The preservation subgroup is concerned about tear-downs. The third subgroup concerns capacity building and planning for the town (i.e. with respect to schools) and how that ties into new construction. In terms of the CPC, perhaps the most relevant issue would be finding a way to bring rents down or having a larger percentage of affordable units in new developments.

R. Zimbone stated he researched how other towns were using CPA funds to support affordable housing and found a number of towns used CPA money to fund downpayment assistance programs.

P. Pingitore shared that the Massachusetts Housing Partnership issued a publication on the use of CPA funds for community housing which is available on the Community Preservation Coalition website.

L. Dorfman felt the Working Group was too new and still determining its own goals, and as such not in a position to provide input with respect to the CPA Plan.

FUTURE MEETINGS

The exemption for remote meeting attendance may expire on July 15, 2022. If it is not extended, the presumption is that Committee members will attend meetings in person, with certain exemptions. The next meeting will be July 27, 2022.

ISSUES NOT REASONABLY ANTICIPATED BY THE CHAIR WITHIN 48 HOURS

None.

ADJOURNMENT

R. Zimbonne made a motion to adjourn the meeting at 8:28 p.m. P. Pignitore seconded the motion. The roll call vote was as follows: Zimbone: aye; McKnight: aye, Dorfman: aye, Foster, aye, Pingitore: aye. Motion passes 5-0.

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Respectfully submitted,

Lauren Spinney
Administrative Coordinator