

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

**Minutes of Meeting
August 31, 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), Reg Foster

REMOTE: Joe Barnes, Laura Dorfman, Dina Hanigan, Jeanne McKnight, Rick Zimbone
(Vice Chair),

ABSENT: 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

Artie Crocker resigned from the Conservation Commission. As such, he is no longer a member of the CPC. We await the Conservation Commission's new appointment. Dina Hanigan was appointed to the CPC by the Park and Recreation Commission, but is not yet sworn in so she is a non-voting member at tonight's meeting.

J. Barnes asked if it was necessary to elect a new vice chair given A. Crocker's departure from the Committee. The matter of succession/elections was not on the agenda for this meeting so it will be added to a future meeting.

R. Zimbone suggested that elections be postponed until there is a replacement appointed from the Conservation Commission. He also noted that Bob Dermody's term expired in June so he will need to be formally reappointed.

AMENDMENTS TO CPA PLAN

The Committee reviewed a redlined version of the revisions to the CPA Plan. P. Pingitore would like to also obtain input from the Housing Authority, Conservation Commission, Park and Recreation Commission, Needham Affordable Housing Trust, and Planning Board.

J. McKnight felt the section on community housing resources and needs will require substantial revision as it was based on the 2007 housing plan. The Housing Plan Working Group is preparing a new housing plan that is expected to be finalized in November. The focus is no longer on 40(b), it is now on the MBTA Communities Act. Both the Select Board and the Planning Board have indicated that the Town wants to plan in accordance with these guidelines. There will be a public hearing on the new housing plan on October 13, 2022. J. McKnight offered to take the lead on drafting this section of the CPA Plan.

R. Foster agreed that the Committee cannot write this section until the new housing plan is finalized. The Housing Authority will also review and comment on this section of the plan.

D. Hanigan will assist in finalizing Park and Recreation comments on the Open Space and Recreation sections of the Plan.

J. Barnes was impressed with the draft and felt it was a well written and useful document.

R. Zimbone suggested that the Plan Appendix include a copy of the Initial Eligibility Application. He also suggested that the Committee might obtain feedback from the Select Board and the community (via public hearing) in regard to the reserve fund allocations for the various categories. P. Pingitore shared that the Plan is not really set up to weigh priorities. The goal was to craft a Plan outlining subjective factors that could be used in assessing applications that would work from year to year. Perhaps the Committee could include language indicating that the CPC tries to prioritize based on yearly input from the public.

R. Foster stated that the Housing Plan Working Group conducted a survey of town residents regarding community housing issues. The Department of Public Health also conducted a survey of senior citizens to get a sense of their wellbeing. The Committee might glean information from the survey results. He suggested various revisions to the factors for consideration section.

L. Dorfman shared that there is an opportunity with ARPA funds and also CPA funds to help low-income residents with downpayment and closing cost assistance. She would like to continue working on revisions to the application so it can be finalized along with the Plan. P. Pingitore will work with her L. Dorfman to finalize the application.

J. McKnight felt it was important to make clear the distinction between the kind of projects that can be funded under the Open Space reserve versus Recreation.

L. Dorfman reiterated the importance of obtaining periodic updates from grantees to ensure the money awarded is being used as intended and within an appropriate timeframe. L. Dorfman, R. Foster and J. Barnes will work on a process for same.

R. Foster suggested that applicants be encouraged to reach out for an informal review of any unusual issues or questions regarding project eligibility and to provide a memorandum of justification regarding same at the time an application is submitted. If there are any issues they can be explored early on in the process.

R. Zimbone felt it would be appropriate to obtain Town Counsel's input on project eligibility in the Dec/Jan timeframe. He further suggested that the revised application be finalized and rolled out for the coming application cycle.

MEETING MINUTES

P. Pignitore moved to approve minutes of 1/17/21. L. Dorfman seconded the motion. The roll call vote was as follows: **Zimbone** (aye); **McKnight** (aye), **Dorfman** (aye), **Barnes** (aye), **Foster** (aye), **Pingitore** (aye). Motion passes 6-0.

P. Pignitore moved to approve minutes of 12/8/20. L. Dorfman seconded the motion. The roll call vote was as follows: **Zimbone** (aye); **McKnight** (abstain), **Dorfman** (aye), **Barnes** (aye), **Foster** (aye), **Pingitore** (aye). Motion passes 5-0.

FUTURE MEETINGS

The next meeting will be September 21, 2022.

ISSUES NOT REASONABLY ANTICIPATED BY THE CHAIR WITHIN 48 HOURS

None.

ADJOURNMENT

P. Pingitore made a motion to adjourn the meeting at 8:43 p.m. L. Dorfman seconded the motion. The roll call vote was as follows: **Zimbone** (aye); **McKnight** (aye), **Dorfman** (aye), **Barnes** (aye), **Foster** (aye), **Pingitore** (aye). Motion passes 6-0.

Respectfully submitted,

Lauren Spinney
Administrative Coordinator