

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

**Minutes of Meeting
December 13, 2023**

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: Joe Barnes – Co-Chair, Maureen Callahan, Reg Foster, Jeanne McKnight, Dave Herer,
Jim Rosenbaum

ABSENT: Laura Dorfman – Co-Chair

STAFF: Cecilia Simchak, Lauren Spinney

J. Barnes called the meeting to order at 7:00 p.m. and completed a roll call for members of the Committee and staff, the results of which are noted above. J. Barnes reviewed the rules of the hybrid meeting and disclosed that it was being video recorded.

COMMITTEE CHAIR UPDATES

None.

TOWN COUNSEL ELIGIBILITY DETERMINATION

Town Counsel, Chris Heep, provided initial eligibility determinations for the three pending applications:

FY2025-02 (NHS Tennis Court Improvements – Construction): The construction of new tennis courts is eligible for CPA funding as creation of land for recreational use. The reconstruction of the existing tennis courts is eligible for CPA funding as rehabilitation of land for recreational use.

FY2025-03 (DeFazio Fencing Improvements): The removal and replacement of fencing around the DeFazio baseball diamond, track, and parking lot, and replacement of backstops is an allowable use of CPA funds as rehabilitation of land for recreational use.

FY2025-01 (NHA Linden Chambers Redevelopment – Construction): Given that the existing units were not acquired or created using CPA funds, this cannot qualify as a rehabilitation project. The application is framed as “preservation,” but since the site would be entirely redeveloped, the existing units are not being preserved. The creation of new affordable units is an allowable use of CPA funds. Therefore, it is important to make clear that this project is one involving the creation of affordable housing, which is distinct from preservation, support, rehabilitation or restoration. He further suggested that the Town require as a condition of any grant award that it hold an affordable housing restriction on the new units.

R. Foster pointed out that there was a misunderstanding regarding the number of new units being created and the NHA does, in fact, consider this a preservation project for the 72 existing Linden Street units. He will prepare an informal written response clarifying the project details for further review and consideration by C. Heep.

FY2025-01: NHA LINDEN CHAMBERS REDEVELOPMENT (CONSTRUCTION)

This is a request for \$5,500,000 by the Needham Housing Authority (NHA) for redevelopment of public housing located at Linden Street and Chambers Street (Phases 1A & 1B) under Community Housing. R. Foster reported that the NHA is working on responses to the Committee's due diligence questions and anticipates providing them in advance of the January 1st deadline. The NHA will also provide a list of acronyms to assist the Committee's review. R. Foster shared that the NHA has selected the Cambridge Housing Authority as its development partner for this project. They are negotiating that agreement now and expect to have it in place by February.

FY2025-02: NHS TENNIS COURT IMPROVEMENTS (CONSTRUCTION)

This is a request for \$2,600,000 by the Needham Park and Recreation Department for improvements to the Needham High School (NHS) tennis courts under Recreation. Project liaisons, R. Foster and M. Callahan, will reach out to the applicant to discuss and schedule a site visit. J. Barnes would like more information regarding the increase in the number of tennis courts contemplated in the current application to eight, as the previous application for design funds only contemplated replacement of the four existing courts. J. Rosenbaum shared that there is space available for eight courts and the school would need at least five to host tennis tournaments.

FY2025-03: DEFAZIO COMPLEX FENCING IMPROVEMENTS

This is a request for \$417,000 by the Needham Department of Public Works and the Needham Park and Recreation Department for replacement of fencing around the DeFazio Complex under Recreation. Project liaisons, J. McKnight and J. Barnes visited the site. J. McKnight spoke with the project proponent, Edward Olsen, and clarified that the application contemplates replacement of the fence fabric only, utilizing the existing posts. No new fencing is being installed and the posts will not be replaced.

FY2025 APPLICANT PRESENTATION SCHEDULE

The Committee will invite project applicants to present on the following dates:

January 10th FY2025-02: NHS Tennis Court Improvements (Construction);
January 10th FY2025-03: DeFazio Complex Fencing Improvements; and
January 24th FY2025-01: NHA Linden Chambers Redevelopment (Construction).

HOUSING AND FINANCIAL CONSULTANT

The Committee received and reviewed the Town's RFP/Scope of Work as well as Emily Achtenberg's resume and response to RFP. CPC members also received a comparative analysis of state public housing redevelopment projects prepared by E. Achtenberg in connection with her review of the Linden Chambers Redevelopment project. E. Achtenberg will attend the NHA's presentation to the CPC on January 24, 2024 and she will attend the CPC's February 21, 2024 meeting to discuss the project with the Committee.

T-CHOC UPDATE

The Committee received and reviewed a copy of the PowerPoint presentation the NHA made to T-CHOC on November 29, 2023.

CPC FINANCIAL OUTLOOK

C. Simchak presented a spreadsheet summarizing the CPC's current and projected finances through FY2028. Of note, the Town received less than anticipated from the State Trust Fund and unlike the previous two fiscal years, we do not anticipate the state will make a supplemental contribution. Consequently, the CPC's FY2024 appropriation to the general reserve fund was overestimated by \$440,390 and had to be adjusted down. The new general reserve balance is \$1,309,306. Projections for the out-years were similarly adjusted with the expectation that State Trust Fund Contributions will continue at this reduced level.

The Committee discussed various funding scenarios for current and future project applications.

CPC CODE OF CONDUCT

At C. Simchak's request, Town Counsel, C. Heep, reviewed and revised Section 2.2 to state that members will refrain from discussion of agenda topics and matters within the Community Preservation Committee's jurisdiction with more than three other members, *either at the same time or serially*, outside of a public meeting.

J. Barnes made a motion to adopt the CPC Code of Conduct with the revisions that were discussed. J. McKnight seconded the motion. The roll call vote was as follows: **J. Rosenbaum** (aye); **J. McKnight** (aye); **D. Herer** (aye); **M. Callahan** (aye); **R. Foster** (nay); **J. Barnes** (aye); Motion carries 5-1.

METING MINUTES

D. Herer made a motion to approve minutes of the following meetings (with recommended changes): 11/8/23, 9/21/22, 10/19/22, 11/15/22, 12/14/22. J. McKnight seconded the motion. The roll call vote was as follows: **J. Rosenbaum** (aye); **J. McKnight** (aye); **D. Herer** (aye); **M. Callahan** (aye); **R. Foster** (aye); **J. Barnes** (aye); Motion carries 6-0.

MEETING SCHEDULE

The next meeting will be January 10, 2024 at 7:00 p.m.

MATTERS NOT REASONABLY ANTICIPATED BY THE CHAIR 48 HOURS IN ADVANCE

None.

ADJOURNMENT

J. McKnight moved to adjourn the meeting at 8:32 p.m. The motion was seconded by D. Herer. The roll call vote was as follows: **J. Rosenbaum** (aye); **J. McKnight** (aye); **D. Herer** (aye); **M. Callahan** (aye); **R. Foster** (aye); **J. Barnes** (aye); Motion carries 6-0.

For more information, the meeting materials are available at:

<https://www.needhamma.gov/Archive.aspx?AMID=&Type=&ADID=12174>

Respectfully submitted,

Lauren Spinney
Administrative Coordinator