



Community Preservation Committee

Regular

~ Minutes ~

36 Court Street
Springfield, MA 01103
<http://www.springfieldcityhall.com>

Kevin Chaffee

Monday, January 14, 2019

6:00 PM

City Hall -- Room 310

I. Call to Order

6:00 PM Meeting called to order on January 14, 2019 at City Hall -- Room 310, 36 Court Street, Springfield, MA.

Attendee Name	Title	Status	Arrived
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II. Public Portion

III. Minutes

Springfield Preservation Committee
January 14, 2019 at 6:00 pm
City Hall Room 310 36 Court Street, Springfield

Present: Lamar Cook, Juanita Martinez, Robert McCarroll, Terry Mitchell, Steve Shultis, Ralph Slate

Absent: Gloria DeFillipo, Angela Robles, Terry Rodriguez

Items distributed:

Draft Introduction of Community Preservation Plan
Draft Historic Section of Community Preservation Plan
Draft Preliminary Application
Draft RFP for a consultant

Mr. McCarroll began the meeting at 6:00 pm. He stated that tonight the public speak out will be first on the agenda and our guests would be more than welcome to stay for the entire meeting.

Colleen Moynihan of Campus Neighbors of Springfield, Inc. asked when they should submit their preliminary application. Mr. McCarroll responded that we are currently in the process of tweaking the Community Preservation Plan and the Preliminary Application form. Once we complete the process, we will have it on our website and once it is there he will notify all the neighborhood.

Ms. Moynihan introduced John Sabers stating that neighbors would like to restore a small park called Venture Pond in Sixteen Acres. Mr. Sabers stated that he would like to restore and reform what would be natural beauty. Unfortunately, there has been a lot of dumping into the pond which is now polluted. There is also the problem of bottles and needles and things of that nature and it is not what this pond was intended to be. Their goal is to restore it to make it more acceptable to the community as a whole. This would also benefit the community by increasing

property values as well as increasing safety. There would be an improved eco system. They would like to see walking trails, create open spaces, create a stronger neighborhood and increase property values and secure ongoing maintenance of this land.

Mr. McCarroll urged them to talk with the Park Department, which is probably the owner of Venture Pond. Ms. Moynihan stated that she has been in touch with the Park Department. Mr. McCarroll suggested that in filling out the application be mindful of the allowable use chart which is set by the state. Recreational uses such as walking trails, fishing beaches, boat docks, things that lead to recreation are clearly CPA eligible. When it comes to natural open spaces they are far more limited. You can restore an open space only if it was acquired or created by CPA money. There may be some things that you want to do that may not be eligible. He encouraged them to look at the DOR eligibility chart and read those definitions and hone their application to meet those definitions.

Alicia Bono of the Springfield Museums asked if the preliminary application will be on the Springfield City Hall website. Mr. McCarroll stated that there is a page for Community Preservation on the City Hall web-site. He added that last year the preliminary application was due by the end of March. However, we could decide if we want to do it a little earlier or a little later. Ms. Bono asked if there was a contact she could get in touch with to answer questions. Mr. McCarroll stated that we do not yet have a staff, so she can ask him, but keep in mind we have only been around for a year. Are you familiar with the Secretary of the Interior Standards? Other than CPA statewide statutes says when you're dealing with Historic resources you have to follow those standards. Mr. McCarroll stated that the Secretary Standards are used when you do specific work. It would be whatever we recommended to the City Council and they voted to do the restoration or some component of some historic building. The Secretary of the Interior Standards applies to that work that is being funded. A Preservation Restriction doesn't automatically say the Secretary of the Interior Standards. What it would say is any future exterior work would first have to be reviewed by the Springfield Historical Commission.

Mr. McCarroll asked the Committee to approve the December 4th minutes. All voted in favor.

Mr. McCarroll spoke on the FY18 funding recommendations. Eleven of the thirteen applications have been approved by the City Council. The Law Department is in the process of drawing up contracts between the CPC and either the municipal departments or non-profits that will be the recipient of the money. Law has suggested that the Committee vote to authorize the Chair or in the absence of the Chair the Vice Chair to sign the contracts rather than to track down members of the Committee or to have a special meeting or have the signing of the contract wait on a monthly meeting. Mr. Cook asked if it would be possible if all members could be there to sign the first contract as a ceremonial thing. Mr. McCarroll stated that if we want a ceremonial signing we would have a press conference. Mr. Cook stated that because we all have a part in it just the first time we could all sign on it and after that we could have someone sign it. Mr. McCarroll stated that he thought they would be coming in dribs and drabs. Mr. Cook then suggested that it be for the first one, the first actual contract that we all could sign and after that Mr. Slate or Mr. McCarroll could sign the contract. Mr. Slate then suggested that they could

leave the contract at City Hall, we could notify the members of the Committee and allow them two or three days to sign it. Mr. Slate moved that the Chair and the Vice Chair be authorized to sign the contracts and the first contract will also contain spaces for ceremonial signatures for the rest of the CPC and we will not hold up the contract from being executed. The vote was unanimous

Ms. Martinez suggested that when the first project begins that we should have some publicity so that the public can see that things are happening.

Mr. McCarroll discussed that there were two recommended projects that did not get funded. Ralph is going to be in touch with the Law Department. One of their concerns was if you have a revolving fund it has to be established by the City and the money needs to come back to the City not necessarily to the agent. Mr. Slate felt that the City Solicitor's reading of the law was not accurate. Mr. Pikula said that he thought that it was because of the grid which said restoration, preservation support. Since the box which said support grants, loans and whatever. No other box said support. That grants and loans were only applicable for community housing which isn't right because if you read the law there is nothing as technical support. It simply states housing support. Mr. Slate later stated that in granting money to a private organization that we take "baby steps" with such proposals and constrain it a little more so that the City Council feels more involved. Mr. Slate then stated that what Mr. Pikula was saying gave him the sense that he may have some ideas to constrain it a little bit to make those proposals go forward. Mr. Slate then stated that he would make an appointment with Mr. Pikula to see if we can work around this.

Mr. McCarroll stated that the bottom line is even when we made our recommendations, we had about \$40,000 unallocated out of FY18, \$30,000 of which is housing housing money because we must spend or reserve ten percent of money for housing. The only money we gave out was for the office of First Time Homebuyers Program a \$100,000. We now have \$100,000 that we wanted to allocate to the Trustees of the Historic Preservation fund and the \$25,000 for the McKnight Neighborhood Community Development Fund.

Mr. McCarroll stated that we needed to discuss the Community Preservation Plan. The only changes he made to last year's Historic section was when we said that there was no money allocated this year for Historic projects. This year the City has set aside \$150,000 of Community Development Block Grant Money which can be used as incentives to develop surplus properties. Mr. McCarroll stated that he sent the Introduction which was basically the same other than he explained how we gave out money this year. The big thing there was the application process. I suggested that we might bump up the process by a month. Mr. McCarroll suggested that the preliminary application be due at the beginning of March. Mr. Slate then made a motion to approve the revised date of the preliminary application. A unanimous vote in favor was taken. Mr. Slate also proposed a vote regarding the Historic Section. A unanimous vote was taken.

Mr. Slate stated that we did not have many good housing proposals in 2018 and felt that at this time we should revise the Housing Section a little more. The question is should we guide applicants a little more? Mr. Shultis stated that if we didn't get what we were looking for last year then we need to make some changes and see if they work. Mr. Slate asked if they were still

on board with the idea that we are going to try to get people to renovate their rental unit. After much discussion regarding housing Mr. McCarroll suggested that we speak to Wayfinders or someone in the Office of Housing as they may have some creative ideas as to how we attain our goal of increased owner occupancy and vacant buildings being fixed. Mr. Slate said that he would try to reach out with them before the next meeting and he will send out a draft with revised language. Mr. McCarroll then stated that he would hope that we would adopt something on February 5 to adopt a plan that would be complete on this date.

Mr. McCarroll brought up the discussion of Open Space and Recreation. After discussing possible changes, Mr. McCarroll decided that we would continue this discussion at our next meeting. Mr. McCarroll also stated that once we adopt our plan and once it was up on the website, he would e-mail all the neighborhood groups and state that our plan is up. Please send out your bullet points before the next meeting.

Mr. McCarroll stated that he wanted to tweak the preliminary application. He suggested it should be noted all Historic work must conform to the Secretary of Interior's Standards for Rehabilitation. For historic resources that are not currently on the State Register of Historic Places, a letter from the Springfield Historical Commission is required stating that the property is of historic importance to Springfield as part of the final application. A unanimous vote on these changes was taken.

Mr. McCarroll mentioned that the CPC had worked on a job description for hiring someone who would be a part-time municipal employee. Now we are looking to hire a consultant who will work directly for us. The Procurement Office will handle the Request for Proposals; and he handed out the draft RFP. After reviewing the current description of necessary qualifications, it was determined that we should broaden and make it line up with the original requirements. Mr. McCarroll will speak with Lauren Stabio regarding the minimal evaluation criteria does not seem to match the qualifications. The criteria providing administrative services are far too narrow and that we do want people to disclose whether they already have clients in Springfield that are municipal agencies or non-profits. A unanimous vote on these changes was taken.

Next Meeting: Tuesday February 5 at 6:00 pm.