



Community Preservation Committee

Regular

~ Minutes ~

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

Kevin Chaffee

Tuesday, May 7, 2019

6:00 PM

City Hall -- Room 310

I. Call to Order

6:00 PM Meeting called to order on May 7, 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 Community Preservation Committee
May 7, 2019 at 6:00pm
City Hall Room 310
36 Court Street, Springfield

Present: Lamar Cook, Gloria DeFillipo, David Finn, Juanita Martinez, Robert McCarroll, Angela Robles

Absent: Terry Mitchell, Terry Rodriguez, Ralph Slate

Mr. McCarroll began the meeting at 6:00pm. Ms. DeFillipo moved to approve the minutes of April 2. A unanimous vote was taken.

The committee collated the Community Preservation applications. Mr. McCarroll stated that not all of the preliminary applicants submitted final applications.

Mr. McCarroll stated that he checked the CPC e-mail after the last meeting and found an e-mail from the developers of the Indian Motorcycle Building requesting their project be reconsidered for funding. In submitting their preliminary application there was a cover letter which wasn't passed on to the CPC. Mr. McCarroll distributed the cover letter to the committee for review and stated that he felt that we should reconsider their application and recommended that each member take the time to review the letter so the Committee could discuss the matter. A discussion followed regarding and Ms. Martinez made the motion to accept this application and Mr. Cook seconded. A unanimous vote was taken.

Mr. McCarroll stated that he would e-mail all 25 applicants of their acceptance and will assign them one of the three dates to meet with us. The closest one is May 16 and then our regularly scheduled one on June 4 and tentatively on June 13. What we may do for the June 13 meeting is send out a Doodle Poll so that we can see who the June dates work for. There will be eight or nine applicants each meeting, and Mr. McCarroll will inform the Committee members which applicants will be in attendance at that meeting. Mr. McCarroll stated that he would invite the neighborhood park projects to May 16 and would send the Committee a revised spread sheet of applicants.

Mr. McCarroll gave an update regarding the Staff Consultant. One proposal from the same person who previously applied was submitted. Mr. McCarroll distributed his proposal so that those present could take a few minutes to review. The Procurement Office has provided an evaluation form which states how they responded to the questions. This gives us the opportunity to approve or disapprove this application. Mr. McCarroll stated that there were two forms that had to be completed. One is called the Evaluation Form which includes the following: Three to five years of experience in housing and community development, public administration, finance and accounting, grant management, community planning in a municipality, state or other public agencies or private sector in which the position was directly related to and required a similar skill set.

Minimum Evaluation Criteria: Committee agreed the applicant meets criteria.

The coordinator's proposal demonstrates satisfactory experience in similar projects.

Satisfactory Experience: Committee agreed that the applicant meets satisfactory experience.

RFB Comparative Evaluation:

Providing administrative services to government or private agencies--Committee agreed that applicant is highly advantageous.

Knowledge of Community Preservation Act--Committee agreed that applicant is highly advantageous.

Qualifications of handling all administrative duties independently without supervision from the CPC--Committee agreed that the applicant is highly advantageous.

Familiarity of the City of Springfield. The proposer has demonstrated superior familiarity with CPA eligible activity and understanding of the City of Springfield and its preservation of historic buildings, economic development and infrastructure goals and overall landscape of the city--The Committee agreed that the applicant is highly advantageous.

Ms. DeFillipo made a motion to recommend that the Procurement Office move forward with this proposal; Mr. Cook seconded the motion. A unanimous vote was taken.

Mr. McCarroll said that we have to agree to the rate of pay. The applicant has proposed \$28.00 per hour. A motion was made by Mr. Cook; Ms. DeFillipo seconded. A unanimous vote was taken.

Mr. Cook pointed out that the candidate currently works for DevelopSpringfield which has received CPA 2018 assistance and has an application in the current pool. He wondered how do we work with this issue? Mr. McCarroll said he would check with Procurement and, if necessary, Law.

Mr. McCarroll gave an update on the 2018 Funding Recommendations. Five contracts have been executed: First Time Homebuyer Program, East Forest Park Rail Trail Study, Godfrey Triangle, River Walk Signage, and Gunn Block. Six still have to be written.

Ms. DeFillipo reported on what she has found about construction banners. Thirty-six by thirty-six printed with the logo would be \$245 for five. Size, cost and wording was discussed by the Committee. The Committee decided only four banners are needed. A motion was made not to exceed more than \$100 per 36x48 banner. A unanimous vote was taken.

Ms. DeFillipo moved to adjourn the meeting; Mr. Cook seconded.

Next Meeting: Thursday, May 16 at 6 pm at Shea Facility in Forest Park.