



Community Preservation Committee

Regular

~ Minutes ~

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

Kevin Chaffee

Tuesday, July 9, 2019

6:00 PM

City Hall -- Room 310

I. Call to Order

6:00 PM Meeting called to order on July 9, 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
July 9, 2019 at 6:00 pm
Springfield City Hall - Room 023

Present: Lamar Cook, Gloria DeFillipo, Robert McCarroll, Angela Robles, David Finn, Juanita Martinez,
Absent: Terry Mitchell, Ralph Slate and Terry Rodriguez

Mr. McCarroll began the meeting at 6:00 pm.

- Minutes from June 4 and 13 were unanimously approved.

Subcommittee on Consultant:

- 4 resumes submitted
- Will interview all 4; unsure why 2 were not approved by City, however they did indicate we could interview all candidates
- LaMar suggested we look at qualifications next time around
- Interviews will be July 22
- Mr. McCarroll asked about merit of allowing sub-committee to select the candidate in order to make the process move a bit more quickly. Especially given the need to submit a financial report to the State by September 15.
- Questions for candidates:
 - Please provide a brief review of your relevant work experience and explain why you are interested in this position?
 - What techniques/tools do you use to keep yourself organized?
 - Of the listed responsibilities, which would you be comfortable with as of day 1? Which would you need time and/or training to become comfortable with?
 - Tell us about some specific programs or policies you have implemented. How did you get from concept to implementation?

- You are one of two candidate finalists, and the hiring team must of course choose only one. You and the other candidate are equally matched in terms of experience and skills. What else (possibly not listed on your resume) will you bring to the table that would make us want to choose you?
 - If you were selected for the position, what steps would you take within the first month to become familiar with the Springfield CPC?
 - Using the following rating: Expert, Knowledgeable, Beginner, how would your comfort level with the following programs: **Microsoft Word, Excel, PowerPoint, Social Media.**
 - What do you see your optimum times working in this position?
- Juanita made a motion to allow the subcommittee to interview and select the candidate. David seconded and the motion passed
- 2018 funding recommendations update - no updates
 - Mr. McCarroll has not signed contract with Conservation Committee about signage at the Walking Trails and with (probably) DPW for engineering work on the McKnight Bike Way
 - Mr. McCarroll will email Law Department for update
 - Signs have been given to the following projects for FY18: Godfrey Triangle, East Springfield Veterans; East Forest Park Reading Garden and Develop Springfield for Gunn Building
- City Council approved budget for 2019
 - Council asked if all contracts for 2018 were signed; Mr. McCarroll said no and referred them to the Law Department
 - McKnight Community Development Corp is still trying to figure out how to get City council to give approval for their submission in 2018.
 - Unsure what the procedure for something recommended 8 months ago that City Council took no action on it
 - The funds remain in the FY18 unallocated budget that we have a right to recommend to roll over for FY19
 - FY19 is million four, plus \$255,000 from the state contribution; FY18 remaining is housing reserve of about \$33,000; can only be used on a housing
 - \$150,000 in the unrestricted money we can use
- Ranking of projects for fiscal 2019:
 - At our next meeting we will determine what projects to recommend, the amount of money allocated to each project and what line item in the budget for the funds
 - Several projects need to send in further documentation by our August meeting. Mr. McCarroll will notify them of the deadline
 - Mr. McCarroll had asked everyone to come to the meeting with their top eight projects, so we could see how projects might be “bubbling up.” Ms. Robles listed Angelina Park, Barrow Park, Dog Park, Drama Studio Safety, Hungry Hill Park, Mason Square Apartments, Venture Pond, Westminster Playground

Mr. Finn listed Atwater Park, Barrow Park, Colony Hills Triangle, Dog park Study, Drama Studio Safety, Masson Square Apartments, WorkHub rehab, Westminster Playground.

Ms. DeFillipo listed Atwater Park, Library Lights, Colony Hills Triangle, Dog Park Study, Drama Studio Safety, Mason Square Apartments, WorkHub Rehab, Westminster Playground.

Ms Martinez listed Drama Studio Safety, East Forest Park Story Garden, Forest Park Library Skylights, Nahorniak Tennis Courts, WorkHub Rehab, Science Museum Roof, Venture Pond, Westminster Playground.

Mr. Cook listed Barrows Park, Forest Park Trolley Pavilion, Hennessey Park, Mason Square Apartments, WorkHub Rehab, Science Museum Roof, Venture Pond, Westminster Playground

Mr. McCarroll read Mr. Slate's list: Colony Hills Triangle, Dog Park Study, Drama Studio Safety, Forest Park Trolley Pavilion, Parsons Apartment Building, French Rowhouses, Venture Pond, Westminster Playground.

Mr. McCarroll listed Atwater Park, Colony Hills triangle, Dog Park Study, drama Studio Safety, Old First Church Study, Parsons Apartments, French Rowhouses, Venture Pond, Westminster Playground

- A discussion followed about the projects.
 - Drama Studio: doing major fundraiser; give scholarships to kids; need sprinkler system for building; need letter from Historical Commission
 - Westminster Playground: several members were interested in funding this project completely based on presentation, community involvement, leverage of funding; there also is the possibility of funding the project partially and suggesting they come back again next year
 - Venture Pond: only project from Sixteen Acres;
 - Dog Park: possibility they will not need entire amount; ask if they know and present to the members at next meeting
 - Colony Hills Terrace: applied last year and made changes to proposal and resubmitted; concerns about funding a sign; liked that they are using plantings from original planting list
 - Atwater Park: applied last year and returned with a changed proposal; very visible area; concern about cost of fountain
 - Barrows Park: is this a bubble up from the neighborhood or just from the Parks Dept; entire playset was taken out; very used park; overall concern that Parks Dept. didn't break down their wish list more
 - Mason Square Apts: need further information from them; we have leftover money from last year that can only be used for housing;
 - The Workhub: wonderful use of space; we need what historical or accessible items could be done; will email and ask for that information; on of the oldest buildings in Springfield
 - Forest Park Trolley: liked that they would use Putnam students in the project
 - Parsons Apt building: vacant and deteriorated; they are historic; question about using funds for a private vendor and then they turn around and sell for a profit;
 - French Row House: same concerns as above

- Science Museum Roof: not a visible project; concerns about artifacts in building; possible giving less than asked for
- Angelina Park: possible funding just for basketball park; located in an area not easily for kids to go elsewhere; Parks Dept broke down request into phases
- Library Lights: could put them up without working and then do at a later date; need to find out what kind of patina on the lights and is it damaging the metal
- East Forest Park Story Garden: did receive money from CPA last year; Coalition voiced a concern about project last year, but we funded anyway; not sure it is a good idea to fund again
- Hennessey Park: is there a restriction of the park (passive or active); a gazebo will not attract children; need an answer about if this is an urban renewal park; proposal did include benches and trash bins which we could fund
- Hungry Hill Veterans: CPA is not neighborhood beautification; problem lot and can't figure out what to do with it
- Nahorniak Tennis Courts: concerned about cost; tennis courts are there, but not maintained
- Old First Church: a landmark building; vacant and deteriorated; won't get fixed unless the accessibility issues are addressed; asking for partial amount; concerns about funding studies
- Central Library Front Steps: doesn't qualify because this project is already undertaken
- City Hall Windows: supposed to provide additional information
- Court Square Walkway: why do they have classic car show park on that area; it isn't historic
- Forest Park Horticulture: want to move basketball courts and renovate baseball stadium; it is for a study and under recreation CPA not for buildings;
- Go to Coalition website and view recreation projects in Somerville and Cambridge and see if they are park department projects
- Do we need to move our August 6th meeting
 - everyone present could make the meeting
 - Mr. McCarroll will email the three missing people
- At next meeting we will start from the top rank and work our way down
 - Need a vote for the project; determine if there are amendments to motion; the amount; and where the money will come from
 - Also decide if we have any conditions such as seeing a final design; preservation restriction; affordability restriction
 - Mr. McCarroll will find out what the official amount is that we can spend (\$1,800,000)
 - If we have a current year budget that we can give some of that away; we didn't do that last year
- Question posed about where the individual we hire will be working
 - The RFQ for the consultant indicates that they would work from home
 - We need to go to an RFP if we want to rent space
 - We will buy them a laptop and printer for their use

- Mr. Cook will look into what laptop to buy
- Motion made and seconded to adjourn the meeting

Rank	Project	Total cost	CPA Request
6	Drama Studio Accessibility and Safety	600000	50000
6	Westminster Street Playground	314044	230844
5	Dog Park Study	75000	75000
5	Venture Pond	107000	107000
4	Colony Hills Terrace Restoration	53658	48658
3	Atwater Park	175091	175091
3	Barrows Playground	250000	250000
3	Mason Square Apartments II	31733000	250000
3	The WorkHub	2400000	125000
2	Forest Park Trolley Pavilion	250000	240000
2	Parsons Apartment House	1676612	98000
2	H. M. French Row Houses	2511970	180000
2	Science Museum Roof	515325	250000
1	Angelina Park	250000	250000
1	Central Library Front Lights	50000	50000
1	East Forest Park Library Story Garden		150000
1	Forest Park Library Skylight	250000	250000
1	Hennessey Park	210000	210000
1	Hungry Hill Veterans Memorial	190000	190000
1	Nahorniak Park Tennis Courts	240000	240000
1	Old First Church	170000	120000
0	Central Library Front Steps	4593634	250000
0	City Hall Windows	250000	250000
0	Court Square Sidewalks	250000	250000
0	Forest Park Horticulture	250000	23000