



# Community Preservation Committee

Regular

~ Minutes ~

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

Kevin Chaffee

Tuesday, March 2, 2021

6:00 PM

Utilizing Remote Collaboration Technology

## I. Call to Order

6:00 PM Meeting called to order on March 2, 2021 at Utilizing Remote Collaboration Technology, (Online), Springfield, MA.

| Attendee Name | Title | Status | Arrived |
|---------------|-------|--------|---------|
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## II. Public Portion

### III. Minutes

#### Springfield Community Preservation Committee Remote Meeting Agenda March 2, 2021 at 6:00 pm

**PRESENT:** Gloria DeFillipo (Planning Board) Juanita Martinez (Conservation)  
Terry Rodriguez (Park Commission) Willie Thomas (Housing Authority)  
Ralph Slate, Lamar Cook, Terry Mitchell (Neighborhood Representatives) and  
I am Bob McCarroll (Springfield Preservation Trust, Inc.)  
**Absent:** David Finn (Historical Commission) Terry Rodriguez (Park Commission)

#### Agenda:

1. Workshop on 2021 Application Process
2. Approve Minutes of February 2
3. Historic Home Plaques
4. Administrator's Project Updates

Ralph began by stating that it is the Community Preservation Committee's Responsibilities to:

**Assess Community Preservation needs of Springfield**  
**Develop and maintain a community preservation plan**  
**Prepare an annual budget for the City Council**

**Make project recommendations to the City Council**

There is an Application process, the Committee makes recommendations to the City Council regarding the allocation of CPA funding. The City Council can approve, reject, or reduce the CPC's funding recommendations. The first CPA projects in Springfield were recommended to the City Council in 2018 and to date forty one projects have received CPA funding.

**CPA Project Approval Process:**

Project applications submitted to CPC. CPC reviews project applications, CPC recommends list of projects and funding amounts to City Council. Majority vote of City Council is required for each project approval and contracts are signed and work begins.

The CPA has different sources of funding. It is first and foremost financed by a voter approved property tax surcharge. There are also state matching funds that come from a CPA Trust Fund. In Springfield a 1.5 percent surcharge is added to all property tax bills for taxes paid for the first one hundred thousand dollars of assessment. Residential property owned and occupied by a person who qualifies for low income housing or a moderate income Senior Housing may apply annually may apply for an exemption. The average property tax bill is probably paying somewhere around twenty to twenty five dollars on the CPC surcharge. It isn't a very large fee but overall this collects about one point three million dollars from all the various property owners. The business property taxes are obviously higher so they are paying a little bit more. The state CPA Trust Fund which is another source of funding is annual matching funds and in two thousand twenty the final match was 23.92%. The state trust fund has not increased in size proportionally in size with the number of towns and cities that have entered the CPA. It is funded from fees that are associated with title transfers on deeds and things like municipal liens. Every so often the state legislature will put more money into the fund if there is a surplus at the end of the year and that will get distributed to the cities and towns.

We look for applications in March and April. April first is the deadline for this year. Ralph then went over the application form. When filling out the application

I strongly advise you to read the Springfield Community Preservation Annual Plan and the Department of Revenue Community Preservation Fund and the Allowable Spending Purposes Chart. CPA cannot be used for normal maintenance and that is a very important point. CPA can be used on programs. All projects must be

completed in thirty six months for CPA funding. With the Corona Virus we have granted a number of extensions.

At this time Robert stated this is the summary of the Department of Revenue allowable uses and you can see that the main categories that we can spend CPA money on are: Open Space, Historic, Recreation and Housing. The most important thing before you start your project is to make sure that your project is indeed CPA eligible and the State Law contains the definition for what CPA is eligible and it contains for the item that is being assisted and the activity that is being conducted on that particular item.

**OPEN SPACE:** Land to protect existing and future well fields, aquifers, and recharge areas, watershed land, agricultural land, grasslands, fields, forest land, fresh and salt water marshes and other wetlands, ocean, river, streams, lake and pond frontage, beaches dunes, and other coastal lands. Lands to protect scenic vistas, land for wildlife or nature preserves and land for recreational use.

**HISTORIC RESOURCES:** Buildings, structure, vessel, real property, document or artifact listed on the state register of historic places are determined by the local historic preservation commission to be significant in the history, archology, architecture or culture of the city or town.

**RECREATIONAL LAND:** Land for active or passive recreational use including, but not limited to, the use of land for community gardens, trails, and sports, and the use of land as a park, playground or athletic field. This does not include horse or dog racing or the use of land for a stadium, gymnasium or similar structure.

**Community Housing:** Housing for low and moderate income individuals and families, including low or moderate income seniors. Moderate income is less than 100% and low income is less than 80% of US HUD Area Wide Median Income.

**RECREATION:** Funds may be used for the acquisition of land to be used for recreation or to create new recreational facilities on land already owned by community. Funds can also be used to rehabilitate an existing outdoor recreational facility.

The focus for CPA recreational projects is an outdoor passive or active recreation, such as, but not limited to, the use of land for:

- Trails

- Noncommercial youth and adult sports.

- Parks, playgrounds or athletic fields

**Note:** Funds cannot be used for maintenance, stadiums or gyms, as well as the cost of artificial turf for athletic fields. Only capital improvements are allowed.

**OPEN SPACE AND RECREATION:** Through research and review of public comments and the Springfield Open Space and Recreation Plan 2015-2022, the concept of a well-maintained system of parks, playgrounds and natural areas play a vital role in the quality of urban life. The following needs and priorities were identified:

- Renovating small neighborhood playgrounds and green spaces

- Creating/Improving community gardens

- Creating and enhancing opportunities for bikeways/walkways/trails on park and conservation land

- Controlling invasive plant species on parks and conservation land

- Improving access to the Connecticut River and other water bodies for water based recreation and enjoyment.

**Historic Resources:** CPA funds may be used for the acquisition, rehabilitation, and/or restoration of historic resources. A historic resource is defined as a building, structure, vessel, real property, document, or artifact that is:

- Listed on the State Register of Historic Places

- Determined by the local Historic Commission to be significant in the history, archeology, architecture, or culture of the city.

- Rehabilitation projects, work must comply with the U.S. Secretary of the

Interior's Standards for Rehabilitation and Specs must be reviewed by the Preservation consultant before work begins.

To review the Secretary of the Interior's Standards for the treatment of historic properties see guidelines:

[<https://www.nps.gov/tps/standards/treatment-guidelines-2017.pdf>](https://www.nps.gov/tps/standards/treatment-guidelines-2017.pdf)

**Note:** CPA-assisted historic properties not already protected by a Local Historic District (LHD) will be required to become one.

Funding in this category requires additional attention in review by a preservation planner or preservation consultant (paid for by SCPC). The application must include a detailed scope of work and a description of the rehab planned to ensure the project meets the U.S. Secretary of the Interior's Standards for Rehabilitation. A final review after the project is complete is the final step before funds are granted.

Robert then stated that if you are applying for historic properties. The first question is the project appropriating CPA funds for a building, structure, vessel, real property, document or artifact? No it is not eligible for CPA funding.

Is the resource on the State Register of Historic Places?

Has your local Historical Commission made a determination that the resource is significant in the history, archeology, architecture, or culture of your city or town?

Will the funds be spent on one of the following actions?

- Acquisition of an historic resource

- Preservation of an historic resource

- Rehabilitation of an historic resource

- Restoration of an historic resource

Keep in mind that the Secretary of the Interior Standards must be followed on any CPA money spent on any historic resource.

### **Priorities:**

- Structure is deteriorated
- Structure is in imminent danger of demolition
- Structure is vacant
- Structure was constructed before 1850
- Structure is a landmark with significant historic, architectural or civic importance.

CPA funds may be spent on the acquisition, rehabilitation and support of community housing. It also may be spent on the rehabilitation or restoration of community housing acquired or created using CPA funds. The CPA defines community housing as low or moderate income housing for individuals and families including low or moderate income senior housing.

**Low Income Housing:** for those persons and families whose annual income is less than 80 percent of the area-wide median income as determined by HUD.

**Moderate Income Housing:** for those persons and families whose annual income is less than 100 percent of the area-wide median income as determined by HUD.

**Low or Moderate Income Senior Housing:** for those persons 60 years or over whom would qualify for low or moderate income housing.

**Goals and Priorities:**

Rehabilitating vacant, deteriorated houses to sell to income-eligible buyers;  
Providing first time home buyer incentives to increase owner-occupancy, especially two or three-family houses in neighborhoods with low owner-occupancy.

Assist income-eligible owner-occupants with repairs, especially owners of two and three family homes.

Juanita then read a document to those present that would help outline and would assist the applicant to provide a well thought application.

- Select CPC Project Category
- Project Goal
- Project Impact
- Benefit
- Long term community engagement strategies

**Challenges:**

Short term                      How to overcome  
Long Term                      How to overcome  
Initial implementation steps and timeline  
Responsible parties/partners  
How funding impacts initiatives  
Evaluation criteria for success  
Project Completion date

Keep your plans open to the community so they will know what your goal is. Attend meetings at the neighborhood council and encourage people in the community to attend the meetings as well. This would keep the lines of communication open for everyone.

Keep a time line for yourself so that the people would be aware of what is happening so you can keep on target.

The responsible parties and partners have to contact the city department that would be suitable for the project. Evaluate the criteria for success.

Be sure to have a completion date. Keep it on your timeline.

Lamar addressed the letters of support to those present.

Applicants are encouraged to meet with the local neighborhood council, Civic group or city councilor (if applicable) and select from the list below

according to the categories of CPA funding. Applicants may provide additional letters of support beyond this list if they feel it will help their application.

**Community Housing**

Springfield Housing Authority

Springfield Office of Housing

**Historic Preservation**

Springfield Historical Commission

Springfield Preservation Trust

**Open Space**

Springfield Conservation Commission

**Recreation**

Springfield Park Commission

**City Resources:**

**For projects that involve property (land/buildings)**

Notify appropriate neighborhood council(s) of the project application. Provide a letter of support or verification that the neighborhood council/association where the project is located has been notified. A list of organizations can be found here: <https://www.springfield-ma.gov/planning/index.php?id=neighborhoodcouncils>

**If your project is planned on city property**

Park and/or recreation projects will need to present at a Park Commission meeting in March (to be announced). Contact the Project Manager at the Dept. of Parks, Buildings and Recreation Management.

Laura Walsh: [lwalsh@springfieldcityhall.com](mailto:lwalsh@springfieldcityhall.com)  
<<mailto:lwalsh@springfieldcityhall.com>> or (413) 886-5186

**If your project is a historical resource**

If your property is not listed individually on the State Register, contact the Springfield Historical Commission for a determination whether it is a contributing

part of a district on the State Register or is not in a district but is important to the community. The Massachusetts Cultural Resources Information System has links to inventory forms, shows local historic districts and National Register districts, etc. To determine if there is current documentation or a designation of the property, visit the Massachusetts Historical Commission MACRIS and type in the address. <https://maps.mhc-macris.net/>

For more information visit <https://www.sringfield-ma.gov/planning> For questions on the status of your property contact: Alvin Allen, Office of Planning and Economic Development [aallen@springfieldcityhall.com](mailto:aallen@springfieldcityhall.com)  
<<mailto:aallen@springfieldcityhall.com>>

**CPA project approval process:**

Project applications submitted to the CPC

CPC reviews project applications

CPC recommends list of projects and funding amounts to City Hall

Majority vote of City Council required for each project approval

Contracts are signed and work begins

**Next Steps:**

Applications due April 1, 2021

Meeting with Applicants - April & May - (five minute presentation)

Deliberations - June & July

Submit recommendations to the City Council - Fall 2021

Note: The CPC cannot predict the time for the City Council approval process

Juanita then stated that to contact us send your comments to CPC at Springfield City Hall - Springfield Community Preservation Committee - 36 Court Street - Room 412 - Springfield Massachusetts 01102

Telephone: 413 - 530 - 1268

CPC meetings typically the first Tuesday of every month at 6 PM

You can visit us at:

<http://www.springfiel-ma.gov/finance/index.php?id=community> You can also visit us on Facebook.

At this time Karen Lee, the Administrative Consultant for the Committee then asked Robert if he would like to open it up for questions.

Robert stated that we will take the questions that are in the chat and then we will take it to anyone who is here on our virtual audience. Karen then stated that the questions have been answered in the chat. Karen then asked if anyone wants to ask a question they could raise their hand. Mr. Anthony Whitman stated that we are interested in applying the largest store foundation project. We are curious if we have to outline which part of the project the money goes to.

Robert replied that in general when it comes to Historic Projects we tend to prefer that our money be visible to the public because that is the public benefit. In a Historic Project we want to see things that deal with painting the outside, doing masonry pointing, building or roof repair, and window restoration. Once again, the Secretary of Interior Standards doesn't allow just ripping out historic wood windows and putting in vinyl replacement. There is a whole series of things that have to be worked on. The same thing would be true to Open Space. With Housing the intent under Community Housing is creating income Eligible Housing our money could go for the outside but it could also go to get the required restrictions. I don't think our slide mentioned this. Any project that we fixed under Housing really has to be community housing and we may be requiring an Affordability Restriction just like any Historic project we require that it become

a part of the Historic District if it is not already in one. Does that answer your question? Mr. Whitman then asked when is the money available is it at the

completion of the work or is it prior to. Robert stated that basically it doesn't become remotely available until the City Council approves the recommendation and the Law Department does the contract and all parties to the contract sign off. At that point the money is actually encumbered. In general with rehab projects we will advance the money after the agreed upon work is done. Let's just say we were helping a Historic project and we were helping them with putting on a new roof and repointing the walls. They were with their own money doing a variety of other things we would come out and if the roof was done and inspected and give part of the money for the roof. The project does not have to be one hundred percent complete but we give the money once the item we help with that's done. You have to up front the money, pay the contractor, call us up and say the roofs done and we come out to look at it and you give us cancelled checks, receipts and bills to prove you have paid your contractor, and we see that the roof is done and we process that payment. With masonry repairs the same thing happens. Anthony then stated that you want us to detail an outline of the price item that we are looking forward to get allocated toward this preservation. Robert then stated that would be good because it could be that we recommend you but not with all of the items that you have asked for assistance with.

A question was asked: How many projects can we apply for?

Robert stated that you can apply for as many projects that you want. You need to apply though one application per project.

Zaidi Gavan stated that she was thinking about the fire station that is historic in Indian Orchard. We want to submit an application possibly for a study so we can see what it would take to bring it back. If we did that what would we have to include in that? Robert then stated that clearly the more information you can put in the application the better thought out the application is the stronger you will

be. Clearly an application that shows the architect that is going to do the study would be a strong application. I have to say that a fire station if you were renovating an apartment that would have a very different cost with it then is you were doing it as a fire house museum and basically the layout stays the same. Your study is going to have a wide variety of parameters to look at unless you have really one very narrow choice of use. Gloria then suggested to Zaida that it would be wise to contact the city to see who they would use for architects because you are going to have to get three bids. You might as well start with who is recommended.

Robert then added that there is an issue of procurement. Robert then stated when the city comes to us and gets money from us they have to follow procurement law. Robert then added that the department of parks, buildings, and recreational management takes care of all municipal buildings. I do not know though whether they take care of tax foreclosed buildings and surplus buildings that are owned by the city. I would suggest that you start with parks, buildings and recreational management to see if they are in charge of it and if not, what department of the city is in charge of it.

Anthony Whitman had one more question regarding asbestos remediation is required. Would that be an item that CPA funds could be utilized?

Robert stated that he is going to guess that if it is part of a larger renovation project the answer is possibly. The other bottom line is that we prefer to have our money going into what is the public benefit which is the stuff that people driving by the building can see. I would urge you to look at other sources that the remediation of the department of the interior. I would keep it to the outside. I look forward to seeing your application on April first.

### **Regular Business Meeting:**

Approve Minutes of February 2, 2021:

Gloria made the motion and Lamar second the motion.

**All in Favor:** Ralph yes, Gloria yes, Robert yes and Willie abstain

Robert then brought up the discussion regarding plaques that will acknowledge the CPA assistance on the historic homes program that is in McKnight. We should be focusing on this so that we can have them because we may find that in mid-summer there are projects coming on line and will be ready for their plaques. Karen stated that we will have that ready for next month and touch base again with the couple of places that design them and have them ready so that you can take a vote on what kind of plaque you want. We need to agree on the size and material and so I'm not prepared to show you more than what I showed you last month. It will be ready in April.

**Administrator Update:**

Press Releases had gone out for the workshops and an additional e-mail was sent to interested groups, city departments, and neighborhood councils for this March meeting as well as Facebook events.

**Project Updates:**

All 2020 contracts have been signed.

**Project Updates:**

The Colonial Hills Triangle & Colony Hill & Park Drive

There have been conversations between parks and Shannon Walsh has reviewed the submissions by the architect and it is in its final stage now. They are going to

use the same plantings by the Homestead Brothers there are a couple plantings that are invasive. They won't use but will replace them with something similar. The sign is going to be on the lamp post.

**51-53 Bay Street:** Form B was completed by Greg Farmer for the preservation consultant. Shannon Walsh reviewed the specs for the windows, doors, masonry repairs. Storm windows and doors will be required. The chimney will need to be raised three feet and the grantee is to complete and mailed to the Springfield

Historic Commission. Bob and I hope to meet with Lisa Goodman this week at some point and just review to walk around.

**Kilroy House:** The roofing has been scheduled to start on March 29, 2021. They hope to get the CPA sign into the ground as soon as possible. That is the temporary sign.

**The George Walter Vincent Smith Museum:** The three stained glass windows have been removed on the second floor. They will restore the windows at their Studio and it should take about four to six weeks and reinstall them and remove additional windows. Both the exterior hand railings were removed this past week for repair and powder coating. The sconces were picked up by Grand Light last week.

Robert then stated that April first is the deadline. We meet next on April 6<sup>th</sup> Karen will be delivering to everyone the applications on April second and I am going to assume that parks as usual will be coming in with numerous applications. I am going to reach out to them before April first to say I want you on the agenda for the sixth, for six five minute presentations. We have already scheduled April 6<sup>th</sup> so we can start the process of hearing on the projects. It will be

interesting to see how many projects we come up with. Last year they have been hovering around twenty four, twenty five and twenty six. We will see what we get this year. Certainly, Karen has been doing a good job of outreach and based on attendance at our workshops there seems to be an interest out there. Before April first turns around we will not have a finite number.

Karen asked Robert if he wants two meetings in April. Robert stated that his preference is that we have a special meeting in April or May. I'm making an assumption that we are going to have about the same number of applications.

So if we had two dozen applications that means that we meet with eight at each meeting and I would like to have a special meeting probably in late April.

Gloria then suggested that we do a doodle to temporarily put a hold on a date for April. May could be tricky with graduations. Robert agreed to that suggestion and asked Karen to send out a Doodle Poll during the last two weeks in April. Robert stated that once we are in June we are in deliberations.

Robert made a motion to adjourn. Gloria and Juanita second that motion. All present were in favor.

Our next meeting will be April 6, 2021.