



Community Preservation Committee

Regular

~ Minutes ~

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

Kathy Calvanese

Tuesday, February 1, 2022

6:00 PM

Utilizing Remote Collaboration Technology

I. Call to Order

6:00 PM Meeting called to order on February 1, 2022 at Utilizing Remote Collaboration Technology, (Online), Springfield, MA.

Attendee Name	Title	Status	Arrived
---------------	-------	--------	---------

II. Public Portion

Springfield Community Preservation

Remote Meeting - Community Agenda

February 1, 2022 at 6:00 PM

Due to the ongoing COVID-19, pandemic; as it relates to the Open Meeting Law requirement, the Springfield Community Preservation Committee will continue to meet remotely until further notice. Meetings are held at 6.00 p.m. on the first Tuesday of every month. The minutes and the agenda for all meetings are available on the Meeting Portal of the City website.

Meetings are recorded and available on the committee Facebook page: <http://fb.me/SpringfieldCommunityPreservationCommittee> to join a remote meeting, telephone: 413-530-1268 by 4:00 p.m. the day before the scheduled meeting. Send written public comments to: Springfield Community Preservation Committee, City Hall Room 412, 36 Court Street, Springfield, MA, 01103 or e-mail cpc@Springfieldcityhall.com

A workshop to apply for CPA funding was held for the public during the first half of the meeting. A slide presentation is available by sending a request to cpc@Springfieldcityhall.com cpc@Springfieldcityhall.com. The informational workshop was followed by the committee's normal business.

Present:

Robert McCarroll - Chair - (Springfield Preservation Trust), Ralph Slate - (Neighborhood Representative)

Gloria DeFillipo - (Planning Board) - Juanita Martinez - (Conservation Commission) - Clinton Harris - (Park Board) - Willie Thomas - (Housing Authority) - Rhonda Sherill - (Neighborhood Representative) -

Judith Crowell - (Historical Commission Representative)

Agenda

Approve Minutes of November 9 and December 7

Anti-Wage Theft Policy

REO/Prevailing Wage

Project Contract Extension Requests

2022 Application Instructions and Cover Page

Administrator's Updates

Historic Homes Program

Other Matters

Next Meeting-February 1

Motion to approve the minutes of November 9 and December 7, 2021

by Gloria. Ralph second the motion. A roll call vote was taken.

All in Favor: Gloria DeFillipo: - yes, Clinton Harris: - yes, Juanita Martinez: - yes,

Ralph Slate: yes - Rhonda Sharell: - yes, Robert McCarroll: -yes.

Anti-Wage Theft Policy REO/Prevailing Wage.

Robert gave a brief update on wage theft, the fair wage. Following our last meeting Kathy Breck and I had a zoom meeting with Lisa Clauson of the Carpenter's Union and Chris Spree of the same. They were the ones that drafted our Fair Wage Certificate for us. We were talking about the administration of the requirements and the penalties of the violations. The concern that Karen and Kathy had was that some of the penalties seemed a little onerous and the concern that I had was we as a nine person volunteer committee with a part time administrative consultant certainly couldn't be monitoring this kind of thing. We decided to reach out to other city departments this past week. Cathy set up a meeting for me and Karen with Hope Button in the procurement office and deputy director Chase Swan who is in the Compliance office for the city. The compliance certificate will be inserted into the CPA contracts with

grantees. This is already in place for municipal projects. We agreed that the policy would affect CPA grants over fifty thousand dollars.

Any violations should be handled by the attorney general's office in the state system. Cathy Breck is in the process of drawing draft wording for the contracts that will be signed in the coming year. She is planning on being here in March to talk to us about that.

Project Contract Extension Requests

169 Maple Street, known as the Parsons Apartments. In 2016, the City owned the building through tax foreclosure and it was sold for redevelopment to a new owner, Roger Robarge. There is a reverter clause in the contract allowing the city to take back the property if redevelopment is not forthcoming. In 2019 the SCPC recommended a ninety eight thousand dollar grant to help with some of the exterior work. In January 2022, the city exercised the reverter clause and they now own the building. We need a vote to terminate our contract and transfer the money back into the CPA account. Ralph made the motion Juanita second that motion.

All in Favor: Ralph Slate: -yes, Juanita Martinez, Judith Crowell: -yes, Gloria Defillipo: -yes,

Clinton Harris: -yes, Willie Thomas: yes, Rhonda Sharrell: -yes, and

Robert McCarroll: yes

The city can't demolish 169 Maple without going to the Springfield Historical Commission. I assume that they will be putting it out either for auction or for requests for proposals. Who knows if that person may come back to see us in a future funding cycle to see if we can assist with that. Once it's fixed, banks don't give you full financing and you have to be looking for either low income housing, tax credits, historic tax credits, there all kinds of funding it is a complicated matter.

Roger Robarge also has a grant for restoring the French Row Houses. He is asking for an extension and is invited to the March 1st meeting.

Trinity House requested an extension to September 30th, 2023. Fundraising to date is \$48,000 towards their goal of \$80,000. The property is a brick two family house in the McKnight National Register District that has been vacant for many years. The proposal was to renovate it for a women's shelter. We recommended one hundred and six thousand to help with the exterior. The roof and the repointing of the masonry and the appropriate windows and doors. One of the conditions we put up was that we would not put our money in until they finished their fundraising effort. If they never found the money to fix the interior we would end up with a boarded up building. As Karen just reported they have fundraising that is going slowly but they are moving ahead.

For our newer SCPC members; non municipal grants don't receive the money up front. Reimbursement is made with paid receipts and inspection of the work. Motion to extend the Trinity House contract to September 30th, 2023. Clinton made the motion. Ralph stated that I'm comfortable extending their contracts because we know that a lot of people had issues with COVID. It is reasonable to give them a small extension on this.

All in Favor: Willie Thomas: - yes, Ralph Slate: - yes, Clinton Harris: -yes, Rhonda Sharrell: - yes,

Juanita Martinez: - yes, Judith Crowell: - yes, Gloria DeFillipo: -yes, Robert McCarroll: - yes.

Administrators Update: Karen began by stating the Brookings Apartment sent in a quarterly report and the work and invoices will be paid relatively soon.

Robert and Karen are meeting on February 17th to review the Kilroy House and the George Walter Smith Museum and the invoices will be paid after that time. As a reminder, any SCPC member is welcome to join the final walk-through of a project.

Historic Homes Program

Robert began by stating that Ralph had talked with the committee about using some of the unexpected money in the state annual distribution to do an off-cycle request to continue the Historic Homes program which provides money for the exterior of homes. The committee thought it was worth investigating and delegated a small committee which Ralph, myself, Karen and Rhonda to meet. We spoke about how it should be expanded beyond the McKnight historic district to all local districts and include painting, repairing windows and doors and rehabilitation of porches.

Ralph stated that we approached the Office of Planning and Economic Development and asked if they would be interested in continuing the program again this year. They declined and said that it was a lot of work and they don't have the staff to continue the program. We identified a few areas which could offset some of the work. 1) limit the income verification to those selected instead of for everyone who applies. The lottery would rank all the applicants; when a person doesn't qualify the next person would move up 2) hire a construction consultant to meet with the homeowner and make an assessment as to what work needs to be done. That way we have sort of a consistent view of all the houses as to how much it is going to cost. The consultant provides the homeowners with the specs and they use it to get their bids. Planning felt as though that the bids were sort of a convoluted process. The concept would be that someone would be spec'ing out the work for each of the winning applicants. 4) hire a historic preservation consultant who would work with the painting contractor or porch contractor to make sure that the work is to the standards of a Historic District. 5) the administrative consultant would guide the process. We are looking to put in an application to the City Council for the amount of money for funding three part time consultants. Speak with someone who is familiar with this kind of work. How much would it cost to spec

out a house? He said it might cost about six hundred dollars to specify what work has to be done. For that piece it would probably be about six properties.

Ralph stated that it would be three or four thousand dollars for that contractor. It could be less for the Historic contractor and the administrative person could be a little more. We would go to the City Council and we would need to put up three RFP positions and we would like the amount of money and go through a general overview.

We'll need to design into the program, that if a contractor said in his opinion this is not an appropriate project. We must refuse your project. So that would be for three contractors, plus the amount of money we are asking to go to the program.

Robert stated that we were thinking of using the \$160,000 that had come in unexpectedly on top of what we thought we were getting. It means that we would be able to give up to Thirty Thousand Dollars per property.

So that is about five to six houses.

Robert stated that included in this item on the agenda is the request from the McKnight CBC for \$25,000 in funding which they have been asking for over several years to do two severely deteriorated porches in McKnight. We talked about reserving \$25,000 for this home and a lottery for the remaining funds.

Gloria then added the \$160,000 would be used strictly for the lottery? Then we would have additional money for the three consultants? Robert stated that we have a wide range of flexibility. One is, we have \$160,000 that we got from DOR in November which was more than what we anticipated. Secondly, we have been notified by the statewide coalition that the state had surplus money and they dumped an additional ten million dollars into the safe trust fund and DOR distributed extra money. We don't know how much that is so we have some flexibility. They also have the ability to take money out of the current year's budget because we are in the fiscal year that the budget is already approved.

Gloria asked why would we have another administrative assistant? Robert stated that Karen is willing to pick up more duties under a separate contract since her current contract is for CPA administration. The administrative work would be one of the three contractors that we may need to solicit bids or an RFP.

The second is the historic preservation consultant (PVPC) at \$75.00/hour. The third would be whatever is needed for the construction consultant. Ralph stated we got the feeling from Phil Drum and Alvin Allen

that it's not a trivial amount of administration. It would be following up with homeowners and if people got paid.

Karen stated that OPED thought it was more administrative heavy then anticipated and we can try and see how it works if we run it ourselves, and if not, there are some other options out there. Gloria stated that she liked that. Ralph stated that going forward if the committee votes for this I would be willing to craft the application that we would send to the city council. Is that how it would work Bob? Robert stated, yes. I guess my feeling is that we take the unexpected money that is coming in from DOR, around \$160,000 and the additional funds for approximately \$238,000 for the program, which would include a ten percent admin component. Ralph stated that I think ten percent is probably high on that to be honest but we can budget it. Gloria asked do we need a motion? Robert stated that we need to make a motion to agree that we are going to ask the City Council for an off-cycle application to continue a Historic Homes Program throughout all of the Historic districts expanding it to deal with deteriorated porches as well as with painting and window work. Make it clear that there are two projects at McKnight CDC has tried to make it done for several years and those will be included in the program. Gloria so moved. Gloria asked would we advertise this? Robert stated it is clearly an issue with working with the neighborhood council. Ralph stated that we talked with them and they did send out a mailer to every historic property in the McKnight District. Robert then stated we will start with the vote.

All in Favor: Gloria DeFillipo: -yes, Clinton Harris: -pass, Juanita Martinez: -yes,

Rhonda Sharrell: -yes, Ralph Slate: -yes, Judith Crowell: -yes,

Willie Thomas: -yes, Robert McCarroll: -yes

Robert then stated that the next item is a request for off cycle funding by the McKnight CDC and I can see that they are attending the meeting. We are happy to put those two porches into the program that we are presenting to the City Council. They would be done off the top and the rest of the homes would be picked up by the lottery. Robert stated that we don't have to do an off cycle request for you.

Karen stated that as you know this won't happen tomorrow, it will be a while before it is processed. Before the City Council approves it, if they approve it, what is being done now to protect the porches from further decay?

Bob stated that One Eleven Dartmouth Terrace is currently before the Historical Commission regarding moving the porch and putting something else up that is not the Historic Porch. Clearly [David Gaby] the Secretary of the Interior's Standards will need to be met and fix what is historically there and if not, replicate what is historically there. We would have to deal with the homeowner and Bob asked David Gaby what do you think of that? David stated that he felt that if we could get some support, the homeowners would be happy.

Ralph and Bob will work on the actual recommendation for the City Council and ask that they put it on the City Council agenda. It could be on the agenda later this month or in early March. If they agree and vote for the project I don't think we have to enter into a contract with ourselves. We would enter into individual contracts ultimately when the money is awarded to a recipient. The Westminster Street house and the Dartmouth Street house would be first and we may find ourselves in the position that we could be doing contracts with them in April or whatever. Robert said to David Gaby that we can get in touch if approved by the council and then start talking to the two property owners and start looking for the construction person.

Lastly, Brookings Apartments will have a big open house and we will be invited. The release of \$250,000 funds will be after an inspection of the work. Robert then stated that seeing we have nothing else we need a motion to adjourn. Juanita made the motion that we adjourn. Gloria second the motion.

Next meeting is March 1st.