

Meeting of the Community Preservation Committee
February 6, 2025

Present: Members Tom Callahan (Chair), Peter Jackson (Treasurer), Cheryl Tougias, Linda Weld, Robert Levash and Wendy Garpow.

Absent: Jenny Russell (Co-Chair), Kathleen O'Donnell, and Joe Duffy.

1. Administrative Items:

The 6th meeting of the CPC was called to order in the Cronin Conference Room of Town Hall at 7:07 p.m. On a motion by Mr. Jackson, seconded by Ms. Weld, the November 25th meeting minutes were approved 4/0/1 with Mr. Callahan abstaining.

It was noted that applicants whose projects had been voted on for FY2025 had been notified of their status. It was suggested that instructions on processes involving the applications and distribution of funds be drafted and distributed. Mr. Jackson mentioned that he would be developing warrant articles for the May Town Meeting.

Status Report on Funded Projects

A budget matrix, provided quarterly by the Accounting Department, was discussed. The status of projects completed, underway and those that have not yet begun work were addressed. Suggestions for alternative ways in which to provide reimbursements to applicants that may struggle to provide immediate payments to contractors were considered. It was noted that the CPA statute does not require reimbursement once invoices are paid, and that grant agreements may be adjusted for alternative payment structures. Private fundraising initiatives were discussed, and it was noted that Town properties do not require grant agreements. It was suggested that a Town Meeting presentation be prepared to address completed projects and those in progress, and projects that may be phased out over time were considered. Following up on CPA funded projects, which, under each grant agreement require a three-year timeline for completion, were discussed.

Budget Discussions

Mr. Jackson stated that approximately \$1,000,000 in CPA funding will be available in FY2026, excluding administrative funds, which do not roll over and constitute 5% of the budget. 18% of state match funding was predicted.

Discussion of FY2026 Application Deadlines

Bonding certain projects was considered, and balancing funds amongst the Open Space/Recreation, Historic Preservation, and Affordable Housing categories was discussed. Holding a meeting on the topic of bonding was proposed and scheduling an informational public forum annually was suggested. On motion by Mr. Jackson, seconded by Ms. Tougias, May 30th was set as the deadline for eligibility applications and September 30th was set as the deadline for funding applications, 6/0/0.

Upcoming Meetings

An informational forum on CPC processes and CPA examples was set for March 19th and a meeting with Town accountants and the CPA director to discuss bonding was to be scheduled depending on the availability of the attendees.

CPC Signage

It was suggested that certain projects, including studies, acknowledge CPA contributions with a permanent plaque or listing on a donor wall. Creating a sign sub-committee was suggested. It was agreed that grant agreements should include conditions for signage, including its budgeting, and that administrative funds may be used.

CPA Plan Updates

It was agreed that updates to the 2022 CPA plan should be completed before eligibility applications are due. Mr. Callahan offered to update the Affordable Housing section, Ms. Weld the Historic Preservation section, and Ms. Garpow the Open Space and Recreation section. Edits to the plan would be due February 28th. Bonded projects in Quincy were discussed.

Adjourn: On a motion by Mr. Jackson, seconded by Ms. Weld, the meeting was adjourned at 8:55 p.m.

A handwritten signature in black ink, appearing to read "Tom Callahan", is written on a light-colored rectangular background. The signature is cursive and fluid.

Tom Callahan, Chair