

**TOWN OF PROVINCETOWN
COMMUNITY PRESERVATION COMMITTEE**

TUESDAY, DECEMBER 27, 2005

MEETING ROOM A

Chairman Elaine Anderson convened the meeting at 9:05 a.m. noting the following attendees:

CPC members present: Elaine Anderson, Chairman; Mona Anderson; Eric Dray; Tim Hazel; Nancy Jacobsen; Stephen Milkewicz

Absent CPC Member: Bill Dougal (excused absence)

Other attendees: Keith Bergman, Town Manager; Patrick Manning, Executive Director, Provincetown Housing Authority; Margaret Carroll-Bergman, Provincetown Housing Authority

Recorder: Cynthia Curran

The following are meeting minutes, in brief:

PUBLIC COMMENTS

Town Manager Keith Bergman spoke about the Cumberland Farms property at 90 Shankpainter Road. It is being offered to the town at a reduced rate due to a new appraisal of the property. The Town is planning to do soil testing of the site on Thursday, December 29, 2005. The Town has received verbal permission to do the testing and should soon have written permission. If contaminants need to be removed from the site, that would affect the selling price.

The Provincetown Housing Authority has also been working on this proposal. Patrick Manning from the PHA said that they are planning to establish a separate non-profit entity to develop the property. This has been done in other towns. A non-profit has more flexibility in developing the site and the state encourages using non-profits in situations like this. The rents can be based on the income of the tenant instead of the fair market value. If the tenant's income decreases, the rent could also be decreased. He presented copies of a memo to Keith Bergman, which gave a preliminary outline of the project.

Mona Anderson said that some other soil surveys had been done in the area and wondered if they might have included the Cumberland Farms site. Mr. Bergman said that he felt that they needed to do their own testing.

Eric Dray was concerned about the layers between the CPC and this non-profit which would develop the site. Mr. Manning said that the non-profit would have a separate board and a PHA staff person would be the link to the Housing Authority. The PHA would manage the property. Mr. Dray said that the CPC could give out funds only according to its mandate to help certain income levels. Mr. Bergman explained that this would not be a problem. The CPC could set conditions for its grant which would have to be adhered to. The non-profit would put out an RFP for funding from the CPC. Mr. Manning said that because the non-profit was a separate entity, it would have more flexibility, but still follow the conditions of the money received. Elaine Anderson said that Nantucket and other places on the Cape had also used non-profits in situations like this. Mr. Manning said that the equity in this property could later be used to develop more affordable housing. Mr. Dray wondered where the proposed 11.8 million dollar figure came from. Mr. Bergman said that the approximate cost per unit was estimated at \$250,000 and this time fifty units was \$11,800,000. Mr. Bergman said that only so much could be done by January 6, but that the RFP will be a placeholder for the CPC to be involved in the project.

Elaine Anderson said she was comfortable with the process that was underway. The visitors then left.

STRATEGIC PLANNING DISCUSSION

Elaine Anderson said that the new packets would be at the next meeting on January 10th. She wondered how the Committee wanted to handle them. Should they be separated by the amount requested for the proposal? Ms. Anderson distributed two handouts regarding the budget for the CPC. She thought that the members should be aware of the budget in order to make good decisions about the proposals. She said that the CPC could be out of business after January 10th, but she did not recommend it. The committee members looked over the figures and the Chairman answered their questions about the budget figures. She said that it was important to have some funds in order to borrow more money. Eric Dray had some questions about spending the funds. Elaine Anderson said that the Treasurer's Office is responsible for managing the funds and they will make sure it is done correctly.

The discussion turned again to dividing the proposals by amount requested. Elaine Anderson suggested dividing them into two groups: \$20,000 and below and those above \$20,000. She also presented a checklist to be used in reviewing the proposals if the Committee agreed. She said that the checklist could help make the decision-making process more consistent, but not rigid. She had suggested that members fill out the forms individually, but Eric Dray thought that they should be used for a group discussion. Mr. Dray thought that the forms would help document how decisions were made on each proposal. The Chairman asked for a motion on using the form.

MOTION: Move to use the evaluation form as the checklist through which we, as a committee, evaluate each application.

Motion by: Eric Dray Seconded by: Stephen Milkewicz Yea 6 Nay 0

Elaine Anderson said she will make up a stack of the forms for the next meeting.

BROCHURE UPDATE

Mona Anderson said that only one artist has submitted a design. She will contact the other three artists. Ms. Anderson is still investigating printers for the brochure. She said she has not spoken with Shankpainter Printing, because they do not do the printing themselves. Elaine Anderson said that the goal is to have the brochure ready for the Spring Town Meeting. The whole committee will see the brochure before it is sent to the printer.

OTHER BUSINESS

Win Smith has resigned from the Planning Committee, so he must also resign from the CPC. He has agreed to continue to work on the CPC brochure with the subcommittee, since he has done so much work on it. Elaine Anderson has spoken with Howard Burchman about a replacement. She said that Mr. Burchman said that the time of the CPC meeting would be a problem for most Planning Board members. Ms. Anderson said she is reluctant to change the CPC meeting time, since it has worked well for the current members. Mr. Burchman may join the CPC on a temporary basis if no other replacement can be found. The Committee is also missing a member from the Recreation Commission.

Elaine Anderson said that all committee members are invited to attend the roundtable discussions with other Cape communities held in Barnstable once a month. She said they are held on Tuesdays from 2:30 to 4:30.

Elaine Anderson said that the Committee needs to elect a new Vice Chairman. After some discussion, Mona Anderson was nominated.

MOTION: Move to approve Mona Anderson as Vice Chairman of the CPC.

Motion by: Tim Hazel Seconded by: Eric Dray Yea 6 Nay 0

Eric Dray said that he thought that all communication with the applicants should be from the whole committee and not from individuals. Elaine Anderson agreed, but said she had called all the applicants to remind them of the upcoming deadline. She said they seemed to appreciate the call.

NEXT MEETING: Tuesday, January 10th 9:00 a.m.

The proposals will be opened. They will be reviewed to see if they are complete. Mona Anderson suggested there be a form letter for proposals which are not complete. The members felt that they did not want to discuss the proposals right away, but wanted time to review them first. Elaine Anderson said that site control was an issue which still concerned her. She will email Dory to get a written answer. It was said that a proposal could be approved with conditions that must be fulfilled by a certain date. Mona Anderson said that the CPC would want input on how the building would look. Elaine Anderson said that the release said that it must be in a traditional Cape Cod style. Stephen Milkewicz said that the CPC must set the bar and have the applicants match it.

MOTION: Move to adjourn at 10:45.

Motion by: Tim Hazel Seconded by: Eric Dray Yea 6 Nay 0

The meeting was adjourned at 10:45 a.m..