

# COMMUNITY PRESERVATION COMMITTEE

## MEETING MINUTES Community Center

May 19, 2009, 6:00 pm

Members present: Bill Dougal, Arturo Alon, Bryan Green, Dorothy Palanza, Steve Milkewicz, Dennis Minsky, and Eric Dray.

Excused absence: Tom Roberts

Other attendees: Community Housing Specialist Michelle Jarusiewicz, Assistant Town Manager David Gardner, Town Manager Sharon Lynn

### **Public Hearing:**

The Chairman read the public hearing notice into the record:

“The Provincetown Community Preservation Committee will conduct a public hearing on Tuesday, May 19, 2009, at 6:00 p.m. at the **Provincetown Community Center, 44 Bradford Street**, Provincetown, MA 02657 to consider the recommendation to Town Meeting of a 5% administrative expense fund as permitted by the Community Preservation Act.

Any person or organization wishing to be heard will be given an opportunity at said hearing. For more information contact Community Housing Specialist Michelle Jarusiewicz at 508/487-7087 or at [mjarusiewicz@provincetown-ma.gov](mailto:mjarusiewicz@provincetown-ma.gov) .”

The Town Manager spoke in favor of recommending the placement of an article at the town’s special town meeting to provide up to 5% of CPA funds for administrative expenses. It would be beneficial to the town and could be used for appraisals, legal costs, etc.

No other comments were made in favor or against.

The Community Housing Specialist indicated that no one had contacted her with any comments.

Discussion of the memo from the Director of Municipal Finance which outlined the proposed article, that 5% would be approximately \$16,712, and recommended allocating \$10,000. Member Eric Dray suggested that the amount should be \$15,000 in order to not short change the committee as unspent funds would roll back into the account. Additional discussion about what types of expenses could be expected included appraisals for potential projects, legal costs moving forward [not past] related to CPA funded projects. Legal costs would include those associated with drafting grant agreements and deed restrictions. Each situation or project could be different. For example, if a project had other funding sources, the legal costs may be shared.

Steve Milkewicz: MOVE the article for up to 5% CPA administrative fee be placed on the 6/22/09 STM warrant for \$15,000; second: Arturo Alon; approved 7-0-0.

**Public Statements:** none

Bill Dougal recuses himself and leaves room 6:27 pm.

### **Suzanne’s Garden**

Assistant Town Manager updated the CPC on the status of the project. The Board of Selectmen approved the submission of a Park grant application for up to 52% funding. Three bids have been received for another appraisal to determine the value of the land. If the article for administrative expenses is approved, they may return to request reimbursement.

General discussion about CPC involvement in appraisal process including the selection of the appraiser and the terms of the appraisal. If the grant is received, which town funds will be decreased – CPA or Land Bank? To be determined, Land Bank is borrowing so in the end, higher cost. CPA is cash. Discussion about a grant agreement provision to make it cleaner if other funds are received given that notice of grant funding

will take some time. Discussion about what should the direction for the appraisal be – highest and best use? Would that set precedence? Or, should it be left to the administration and the appraiser?

Dennis Minsky: Move to proceed with appraisal for Suzanne's Garden and to authorize funding of appraisal contingent upon STM approval of administrative budget and to involve the Housing Specialist in the process; second Steve Milkewicz; approved 6-0.

Bill Dougal returns.

**Goal Setting Process:**

Community Housing Specialist outlines the Selectmen's annual process, boards are invited to submit goals for consideration and they are due next week. Discussion about last year's submission and the need to revisit the CPA Planning process especially with the underlying change of the CPA allocations. Original plan focused on housing as 80% of CPA funds were allocated for housing, with the 10/10/10/70 split, they are more flexible. Constituent members can bring forward input from their boards. All agreed to the following goal for FY 2010:

**GOAL:** revisit the CPA Plan in view of the new percentage CPA allocations.

**Award Letters:** draft award letters approved as corrected

**Minutes:**

Arturo Alon MOVE to approve minutes of 2/10/09; second by Dennis Minsky; approved 6-0-1.

Bryan Green MOVE to approve minutes of 4/28/09; second by Dorothy Palanza; approved 5-0-2.

**Signage:**

Community Housing Specialist distributed pictures of signs from other communities and information including that the Assistant Town Manager had contacted the former CPC member and gotten the name of the company that produced the potential logos. The Housing Specialist will contact for additional information.

**Next Meeting** scheduled 6/9/09 5:00 pm; agenda: appraisal update, signage update, start reviewing the CPA plan.

**Signage:** Bryan Green MOVE to approve the sign style of Concord with white sign and blue letters; Arturo Alon second; approved 7-0.

Adjourned 7:38 pm.

*Submitted by:*

*Michelle Jarusiewicz,*

*Community Housing Specialist*