

Community Preservation Committee
Caucus Hall, Town Hall, 260 Commercial Street
Meeting Minutes
September 29, 2021 3:00 pm

Members present: Kristin Hatch, Daniel Hammond, Lucy Siegel, Michelle Crone-DeMarco
Members remote: Brandon Quesnell, Catherine Nagorski, Polly Burnell [3:34pm]
Members excused: Alfred Famiglietti
Staff: Community Housing Specialist Michelle Jarusiewicz

Pursuant to Chapter 20 of the Acts of 2021, this meeting will be conducted **in person** and as a courtesy via remote means, in accordance with applicable law. Please note that while an option for remote attendance and/or participation is being provided as a courtesy to the public, the meeting/hearing will not be suspended or terminated if technological problems interrupt the virtual broadcast, unless otherwise required by law.

Joining the Meeting:
Microsoft Teams: Join on your computer or mobile app. [Click here to join the meeting](#)
Phone: Or call in (audio only) (833) 579-7589 Phone Conference ID: **548 487 767 #**

To Participate during public comment:

- Teams: Raise hand to be called on to speak.
- Phone: Speak name clearly to be called on to speak.

Please do not speak again until acknowledged by Chair or meeting moderator.

- Keep your phone muted at all times when not talking (*6 to mute & unmute your phone)
- Do not use speakerphone, Bluetooth devices (speakers or headphones)
- Mute all background noises, including PTV, television or computer and use only phone audio.

Agenda 1: Annual Re-Organization for Chair & Vice-Chair in accordance with the Town charter all committees must re-organize following Town elections

Kristin Hatch nominates Brandon Quesnell as Vice Chair. Brandon declines as very busy right now.
Kristin Hatch nominates Polly Burnell as Vice Chair; Lucy Siegel seconds
Ms. Burnell is the current Vice-Chair **Approved 6-0**

Kristin Hatch	aye	Brandon Quesnell	aye
Lucy Siegel	aye	Daniel Hammond	aye
Catherine Nagorski	aye	Michelle Crone-DeMarco	aye

Michelle Crone-DeMarco nominates Cathy Nagorski as Chair; Ms. Nagorski declines as over extended.

Kristin Hatch nominated herself as Chair; Lucy Siegel seconds
Ms. Hatch is the current Chair **Approved 6-0**

Kristin Hatch	aye	Brandon Quesnell	aye
Lucy Siegel	aye	Daniel Hammond	aye
Catherine Nagorski	aye	Michelle Crone-DeMarco	aye

Agenda 2: Public Comments: none

Agenda 3: FY 2023 CPA Grant Cycle:

Ms. Jarusiewicz summarized the timeline options, projected available funds, and application packet.

Description...	Option 1	Option 2
CPC meeting #1	Wednesday, September 29, 2021 @ 3 pm	Wednesday, September 29, 2021 @ 3 pm
CPC meeting #2	TBD	TBD
Finalize packet	Wednesday, September 29, 2021 @ 3 pm	No later than Oct 25 th
Submit ad	October 6, 2021	Oct 27, 2021
¼ page ad appears	Oct. 14 & 21, 2021	Nov 4 & Nov 11, 2021
Applications due no later than	Thursday, December 30, 2021 [approx. 77 days from 1 st ad]	Thursday, December 30, 2021 [approx. 56 days from 1 st ad]
CPC review & presentations	January 2022 2 meetings TBD	January 2022 2 meetings TBD
PH required	February 2022: beginning Ad appears XX	February 2022: beginning Ad appears XX
Submit recommendations	By February 11 th	By February 11 th
Annual Town Meeting	April 4, 2022	April 4, 2022

Considerations:

Time for potential applicants to prepare: Option 1 is the fastest path to advertising & outreach for the application cycle with due date December 30th - assumes packet & timeline approved Sept. 29th. Option 2 provides time for another meeting to finalize the packet but reduces the amount of time for potential applicants. The due date is in line with past years given the holidays, etc. Given the need for the public hearing in early February, I would not place the due date later, but it could be earlier.

Application packet:

The packet has been updated to reflect recent activities including approved projects at the last town meeting. The CPC needs to decide if placing a flexible cap on total spending as has been in the past few years [\$400,000 +/-]. The rationale to have a number is to provide a base number for potential applicants. Another option could be to list the projected available funds for each category. Below are the available balances from the Finance Department as of 6/30/21, less commitments, less debt service, and additional estimated receipts based upon total receipts of \$800,000. You can see the anticipated funds in each category in the green shaded line; they are limited. For example, open space/recreation is \$99,476. These dollar amounts are the maximum that can be allocated for each category and would commit all the available funds [which is probably not advisable]. The undesignated can be used for administration [usually \$30,000 +/-] and for any other category.

For example:

Undesignated \$139,544 - \$30,000 = \$109,544

Historic \$34,126 + total undesignated \$109,544 = \$134,670

	OS/Rec	Historic	CH	Undesignated	totals
ending balance 6/30/21 Finance Dept. JY	403,127	295,711	764,578	16,544	1,479,960
less past commitments	(241,015)	(195,712)	(249,517)		(686,244)
FY 21 ATM votes	(100,000)	-	(220,000)	(37,000)	(357,000)
debt service FY 22	(42,636)	(145,873)	(186,075)		(374,584)
	19,476	(45,874)	108,986	(20,456)	62,132
new funds (est)	80,000	80,000	480,000	160,000	800,000
estimated avail balance	99,476	34,126	588,986	139,544	862,132
new funds at \$800,000	80,000	80,000	480,000	160,000	800,000
	10%	10%	60%	20%	100%

Mr. Quesnell asked if some of the marijuana tax revenue could be put into CPA fund – can we stand in line? Ms. Hatch did not think that was possible.

Members discussed potential cap. Ms. Siegel thought it was useful. Mr. Quesnell concerned if we limit too much, we won't get all potential applications. Mr. Hammond agreed. Ms. Jarusiewicz stated that the cap helps to manage expectations. Ms. Nagorski favored a cap up to \$450,000 +/-.

Cathy Nagorski MOVE to establish a cap for all grants up to \$450,000; Daniel Hammond second. Members discussed numbers in the various categories. **Approved 6-0**

Kristin Hatch	aye	Brandon Quesnell	aye
Lucy Siegel	aye	Daniel Hammond	aye
Catherine Nagorski	aye	Michelle Crone-DeMarco	aye

Members discussed the application packet. Consensus about option 1 for timeline to provide as much time as possible for applicants.

Polly Burnell joins at 3:34 pm.

Brandon Quesnell MOVE to adopt option 1 timeline for the FY 23 CPA cycle; Cathy Nagorski second; **approved 7-0**

Kristin Hatch	aye	Brandon Quesnell	aye
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Lucy Siegel	aye	Daniel Hammond	aye
Catherine Nagorski	aye	Michelle Crone-DeMarco	aye
Polly Burnell	aye		

Member discussion about outreach. Large ad will be placed in Provincetown Independent. Lucy Siegel to draft press release. Members can share online.

Agenda 4: Grant agreement extension Housing Authority expansion to June 30, 2023

Ms. Hatch declared that she works for the Housing Authority and would abstain. April 2016 ATM approved \$60,000 for expansion planning and design at Maushope property. The Housing Authority is deep into the planning with their consultant Anser Advisory and continues to make progress following the acquisition of the abutting property. Lucy Siegel MOVE to extend the grant agreement for Housing Authority expansion to 6/30/23; Daniel Hammond second; approved 6-0-1

Kristin Hatch	abstain	Brandon Quesnell	aye
Lucy Siegel	aye	Daniel Hammond	aye
Catherine Nagorski	aye	Michelle Crone-DeMarco	aye
Polly Burnell	aye		

Agenda 5: Minutes: none

Agenda 6: Other:

Agenda 7: Meetings & Events: Next CPC meeting Wednesday, January 5th, 2022 at 1:00 pm. Polly Burnell might be in Ohio, can still remote.

Ms. Burnell asked if possible, to petition to allow for auditor, oral history, digital to be eligible under CPA? Ms. Hatch said that she would check.

3:50 pm adjourned and lost connection