



Roxann Wedegartner
Mayor

City of GREENFIELD, MASSACHUSETTS

COMMUNITY PRESERVATION COMMITTEE

City Hall • 14 Court Square • Greenfield, MA 01301
Phone 413-772-1548 • www.greenfield-ma.gov

Members:

Mark Maloni (Chair, 2022)
Thomas Guerino (Vice-chair, 2023)
Barbara Zaccheo (2022)
Wisty Rorabacher (2022)
Garth Shaneyfelt (2023)
John Passiglia (2023)
Susan Worgaftik (2024)
Travis Drury (2024)
Yanis Chibani (2024)

COMMUNITY PRESERVATION COMMITTEE (CPC)

Thursday, October 28, 2021 5:30pm to 7pm

John Zon Community Center- Large Room •35 Pleasant Street, Greenfield, MA
01301

MEETING MINUTES

Action items are listed in yellow.

Attending:

- Yanis Chibani (at Large), Tom Guerino (Greenfield Housing), Alyssa Larose (FRCOG), Mark Maloni (Planning Board), Wisty Rorabacher (at Large), Garth Shaneyfelt (at Large), Susan Worgaftik (Skate Park and at Large), Christian LaPlante (City of Greenfield), Travis Drury (Conservation Commission), Bob Williford (Commission of Disability Access), John Passiglia (Historical Commission), and Barbara Zaccheo (Recreation Commission).

1.Call to Order:

- Meeting called to order by Mark at 5:32pm.

2. 5:35pm Review of September 23, 2021 Meeting Minutes:

- Susan made a motion to approve minutes with one edit to remove "CPC of Bourne, MA" from the Attending information for Tom Guerino. Yanis seconded the motion. All voted in favor of the motion.
- **Carryover action items are in yellow:**
- John make an appointment and bring a pen to the Clerk's Office for swearing in and to receive open meeting law and conflict of interest information that one needs to submit back to the Clerk's office. Barb send the final certificate on Conflict of Interest to City Clerk.

3. 5:40pm Old Business and updates from 9/23/2021 meeting minutes:

a) Conclusions of Google Drive plans review:

- Wisty thanked Mark for his work on the Word document and the spreadsheet on the Google Plans review.
- Mark considers this review done as it will be folded into the CPC plan.

b) CPC timeline review

- Mark and Christian will coordinate a team to create a draft timeline. Mark will discuss with Stuart as it's our first year and we need more guidance on this.

c) Review draft of application and application review criteria

- Mark thanked Susan for the first draft and Wisty for the first review of the application.
- Christian will be the City's contact person for the Application.
- Susan will reach out to MJ and Stuart to ask about funding- will it be reimbursement grants or granted first?
- Tom suggested a 10 day review process for the "Pre Application." Mark said the timeline may be 30 days if there was a SubCommittee to review them. Travis noted that other cities seem to have January as the due date for PreApplication and Application however you can submit the PreApplication at any time.
- Tom thinks there should be a Rolling Pre-Application and once a year award after approved final Applications.
- Pre Application and Application will be mailed via USPS and also emailed to Christian for sharing on Google Drive.
- Garth thanked Susan and appreciated her excellent work. He is concerned about the City Council approval and that petitions by election can be overturned.
- Tom thanked Susan on a job well done on the Application. He noted the City department projects need to go to Capital Budget first. Tom will share draft language for this section in the Pre-Application. Susan will include it as a bullet point in the Directions.
- Susan will link in section 6 to review the CPC plan. Travis cautioned that we welcome creative ideas (Wisty is interested in this as well) not just City approved projects and how the application's project fits into the CPC plan.



d) CPC plan

- Susan and Alyssa will meet with Mark to be sure housing data is updated in CPC plan.
- CPC Plan will be reviewed by the City Council.
- Alyssa reviewed a number of CPC plans and shared them via email. Some were provided by consultants. She reviewed the “CPA Outline” with the meeting participants.
- Multiple sections of the Outline can be edited based on boiler plates from other CPC plans in various municipalities.
- Travis asked that Alyssa edit the “Open Space” and “Recreation” sections like the CPC allowable uses chart.
- Tom suggested in the application process that Alyssa the “Public Benefit” be at the top of the evaluation criteria.
- Alyssa will fill in the outline (non boiler plate language) in addition to Susan incorporating the application. At some point, Mark’s review of the plans on Google Drive will be part of the CPC Plan.
- Garth emphasized his interest in the “info graphics” in some of the sample plans rather than pages and pages of text.
- Wisty is interested in community project ideas rather than City department driven projects.
- John wants to be sure we don’t reinvent the wheel and incorporate work that has been done previously.

4. Other business

- None.

Next Meeting Date and Time:

- Monday, 5:30-7pm on November 22, 2021 at John Zon Community Center (Barb will not be present.)
- Thursday, 5:30-7pm on December 23, 2021 at John Zon Community Center (Barb will not be present.)
- Future meetings will be the fourth Thursday of each month
- **Future agenda ideas:**

- Review list of city departments/boards/commissions and draft outreach materials and already established networks to reach a variety of community members for identifying key CPC applications.



5. Meeting Adjourned at 7:05pm:

- Yanis made the motion and John seconded, all voted in favor.



DRAFT

Welcome to the Greenfield Community Preservation Committee Application Process!

Thank you for your interest in applying for a Community Preservation Grant. From beginning to end, this is a nine-step process. We hope this application will be easy for you to follow and respond to. If the application is unclear, please contact XXX at phone # or by email at YYYY for more information. Thank you for your interest in making our town a better and more interesting place.

This packet provides:

- the purpose and limitations of the Community Preservation Act (CPA) (Please see charts on next page)
- a general estimate of the local CPA funding available this year
- information on who can apply for the CPA funds available to the Greenfield community
- the key dates for this specific round of funding; when funding would be available and the date by which funds should be used
- the role of the Greenfield Community Preservation Committee (GCPC) in assisting in the application for funds and evaluating proposals
- how to request funds for a community project under the CPA
- the process between the request for funding and receipt of funds

Here is a quick chart of what happens when:

- XXX —Announcement that GCPC funds are available
- XXX---GCPC Pre-Application Due to xxxxxx
- XXX—You should receive a communication from the Greenfield CPC about the status of your pre-application
- XXX---Full GCPC Application Due to xxxxx
- Between XXXX and XXXX—GCPC will set a review discussion with you
- XXX—Notification of Grants
- Between XXX and XXX—Meet with CCPC/City of Greenfield staff about finalization
- XXX—Projects receive GCPC funds (Are CPC funds granted first or are they reimbursement grants?)

The Application Process:

To Start:

1. Even before you start to fill out an application, look at the allowable spending projects chart (attached. The Community Preservation Act (CPA) is very clear about what can and cannot be funded with CPA funds. If your project does not fit into one or more of the “YES” boxes, we are unable to fund it. If your project fits into the “NO” box, please contact XXX at phone # or by email at YYYY to see if your project might receive funds through another funding program.

And one more thing: We are looking for projects that will be able to start up quickly after we award the money. If you are still a year away from being able to start your project, contact XXX at phone # or by email at YYYY so we can assist you in moving forward.

2. If your project fits a “YES” description or if you are not sure, please submit your one-page pre-application by DATE to ADDRESS. A sub-committee of the Greenfield Community Preservation Committee (GCPC) will review it by (within X weeks of due date) and contact you with a message about whether you should continue to step 3 or contact XXX about other funding possibilities.

3. Congratulations! You have a project which might be funded through the GCPC funds. Now here is the difficult part. The GCPC can only fund part of most projects because we have very limited funds. So, as you are working on your proposal consider where you might get other money to make your project a reality. We will ask you for that information in the proposal form.

The proposal will be due on XXXX date (at least 30 days from the pre-application response date). This application should be as complete as you can make it.

Please put your responses in the boxes for each question. If you have additional documents you wish to include or documents that we have requested, please attach them to the end of the application. Additional documents might include a map, a picture or drawing of what you plan to do or something else important to the project. You do not have to have additional documents unless we have requested them as part of your pre-application review.

4. On or before XXXX date at 5 pm, please submit your application to:

Address

You can hand deliver the application, mail it or email it. If you mail it, it must be post marked by 5 pm on XXX date.

Please provide XX copies of the application (10? One for each member of the GCPC and one for the file? Or If the application is online, we can each read it there and the snail mail or hand delivered applications can be scanned and sent to us?).

5. The GCPC will review your application and within 6 weeks of submission, we will get back to you. It is likely that we will have questions. We may ask for them in writing or for additional documents. The GCPC may ask for a legal opinion on project eligibility if your project is a complicated one.

We may ask applicants to meet with us to discuss questions about their application. We will notify you directly about the date, place and time when we expect to meet with you and whether you should be prepared to bring additional written information. These meetings will be public and posted in keeping with transparency laws

After the public meeting, the GCPC will meet to review what we have learned and, perhaps, make some recommendations, such as:

- The GCPC may add conditions to the recommendation or require additional agreements.
- The GCPC may recommend the project as proposed or may modify it. It may recommend the full amount of funds requested or a lesser amount. It may also only fund a part of the project and not the entire project.
- The GCPC recommendation may include a variety of specific concerns to make sure that the project meets the CPA requirements.

If your project is a complicated one, the GCPC may ask for a legal opinion on project eligibility.

6. The GCPC will make its final recommendations to the Greenfield City Council at the first City Council meeting after the applicants have fulfilled GPPC requests for further information, if any. The Greenfield City Council has the final authority to award funds from Greenfield's Community Preservation Act Fund. You will be notified of the date when your proposal is on the City Council agenda. We suggest that you attend that City Council meeting to answer any questions the Councilors might have. At that meeting members of the community may speak in favor of or against the GCPC recommendations during public comment.

7. Projects that have been approved by the Greenfield City Council will receive an award letter with information on the amount of funding provided, any conditions related to the funding, project modifications

that are voted by the City Council (if any), Greenfield Community Preservation Act staff contact information and guidelines to move the project forward.

8. Congratulations, again! You are approved! Now what happens? CPA funds are public funds raised from Greenfield property taxes and from State funding. Projects funded with CPA funds must meet all City and State requirements. The GCPC staff will help you understand what those concerns are and will, with the help of the Greenfield Treasurer's Office, ensure that you meet all the proper requirements. All questions about this should be directed to XXX at phone # or by email at YYYY.

9. As you move ahead with your project, the GCPC staff, may ask you for updates on your progress. These updates will track your progress and offer any assistance that you may need.

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COMMUNITY PRESERVATION ACT PRE-APPLICATION FORM

Find out if

Your Project can receive money through the CPA

Date submitted: by U.S. mail _____ or email _____ in person _____

The purpose of this form is to make sure that all project applications meet the basic requirements of the Community - Preservation Act (CPA). Please look at the attached chart for more information about what the CPA will fund. DO NOT complete the full application form until you hear from the Greenfield Community Preservation Committee that your project is eligible for CPA funds. Please submit this form to: XXXXX

We will contact you by XXXdate by email or phone with our comments and any requests for additional information for the full application.

Project Title:

Applicant:

Contact Name:

Mailing Address:

Daytime Phone #:

Email Address:

CPA Program Area (check all that apply) (See attached chart for more information)

___Open Space ___Historic Preservation ___Community Housing ___Recreation

Project Purpose (check all that apply) (See attached chart for more information)

___Acquisition ___Creation ___Preservation ___Support

___Rehabilitation/Restoration

Project Description: Please write a brief description of your project in the space below.

For Greenfield CPC Use ___Eligible ___Not Eligible ___Date _____Reviewer

Comments:

Application for Community Preservation Funding

Submit to:

XXXXXX

By: mail _____ in person _____ by email _____

Project Title:
Applicant:
Are you an incorporated organization? ___Y ___N If not, who is your fiscal sponsor?
Contact Name:
Mailing Address:
Daytime Phone #:
Email Address:
Date of Submission:

Total Project Cost	CPA Funds Requested
\$	\$

CPA Category (Please check a minimum of one category below. Your project may involve more than one category [see attached CPA chart]. Please check as many as are appropriate. For instance, your project could be community housing that renovates a historic building. In that case, you would check Historic Preservation and Community Housing.)

Open Space _____

Historic Preservation _____

Recreation _____

Community Housing _____

PROJECT DESCRIPTION:

- All of the following must be answered in the space provided
- Include supporting materials as requested or as you believe necessary as attachments

1. Describe the Project

2. What are the goals of the proposed project?

3. Who will benefit from this project and why/how?

4. How will you measure your success?

5. How does this project fit with the requirements of the Community Preservation Act? (See attached chart)

6. If appropriate, how does this project fit with existing City plans? (See...*if we ask this question, where do we want to direct folks?*)

7. Who is encouraging you with this project? If you have letters from organizations or City boards, please attach them.

8. Budget:

Budget Summary

Total Budget	CPA Funds Requested	Funds from Other Sources
\$	\$	\$

Complete Budget

Some definitions:

Personnel: Any paid staffing

Equipment: items with a useful life expectancy of more than one year.

Supplies: items with a useful life of less than one year.

Construction: all work done on a particular property or building including erecting, altering or remodeling.

Category	CPA Funds	Other Funds	Total
Personnel			
Equipment			
Supplies			
Contractual			
Construction			
Other			
TOTAL			

Please identify the other sources of funding including federal, state, or local government or any other sources.

In kind means that the source is going to give labor or goods, but no cash.

[illegible]

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9. Timeline:
Please provide a schedule for project implementation. Please include major tasks, e.g. survey, acquisition of historic documents, etc.

Task	Estimated Start	Estimated completion

10. Implementation:
If you have a project manager already in place, please provide the following information. If you do not yet, have that information, please discuss process to move forward on that task.

Project Manager	Phone	Email

Plans for hiring a project manager: (It is likely that this is a hired person. But it is possible that this person is a volunteer.)

11. Maintenance (Leave blank if not applicable to your project)
If your project requires ongoing maintenance, who will be responsible for that for the 5 years after completion? How will that maintenance be funded?

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Maintenance Budget

Year 1	Year 2	Year 3	Year 4	Year 5

To the best of my knowledge and belief, all data in this application are true and correct. This document has been duly authorized by the individual or governing body of the applicant.
Name of authorized representative:
Title, if appropriate
Email
Phone number
Signature of Authorize Representative
Date Signed

CPA Plan - Basic Elements & Outline

Overview of CPA

- What is CPA
- City-specific CPA statistics – when adopted, surcharge amount, exemptions
- Composition and responsibilities of the CPC
- Purpose of the Community Preservation Plan
- Public input process for developing/updating the CPA Plan

Allowable Spending

- Spending chart with project categories and activities
- Minimum allocations
- Current and projected CPA budget

Application Process

- Application and Approval Process
- Breakdown of CPA spending to date by category (future plan updates)
- Overall criteria for evaluating applications. Common criteria:
 - Town/City-sponsored projects
 - Public benefit
 - Leveraging other funding sources
 - Projects that meet multiple CPA purposes
 - Community Input / Support
 - Project Team
 - Viability

Category Specific Goals, Needs, and Funding Priorities (some towns also provide project examples in each category)

- Community Housing
 - Review eligible CPA expenditures for community housing
 - Include current CPA income limits for housing funding
 - Review needs from recent plans/studies/input from stakeholders
 - Identify priorities and evaluation criteria
- Historic Preservation
 - Review eligible CPA expenditures for historic preservation
 - Include info / link to U.S. Secretary of Interior's Standards for the Treatment of Historic Properties
 - Review needs from recent plans/studies/input from stakeholders

- Identify priorities and evaluation criteria
- Open Space and Recreation
 - Review eligible CPA expenditures for open space and recreation
 - Review needs from recent plans/studies/input from stakeholders
 - Identify priorities and evaluation criteria

Appendices

- References to plans and resources
- Application forms