COMMUNITY PRESERVATION COMMITTEE Thursday, July 22, 2021 5:30pm to 7:30pm John Zon Community Center- Large Room •35 Pleasant Street, Greenfield, MA 01301 <u>MEETING MINUTES</u>

Action items are listed in yellow.

Attending:

 Yanis Chibani (recently moved from Boston), Travis Drury (serves on Conservation Commission), Tom Guerino (Greenfield Housing and CPC of Bourne, MA), Alyssa Larose (FRCOG), Mark Maloni (Planning Board), John Passiglia (historic preservation), Wisty Rorabacher (general community interest), Garth Shaneyfelt (general community interest), Susan Worgaftik (Skate Park), Christian LaPlante (City of Greenfield), and Barbara Zaccheo (Recreation Commissioner).

Call to Order:

• Meeting called to order by Mark at 5:30pm.

Review of June 17, 2021 Meeting Minutes:

- Each Committee member is asked to stop by the City Clerk's office to be sworn in and receive open meeting law and conflict of interest information.
- MJ will set up a shared Google Drive for CPC to share resources such as Greenfield Master Plan, Sustainable Greenfield Plan, and Open Space and Recreation Plan. This will be used only in compliance with Open Meeting Law.
- Tom made a motion to approve minutes with two edits of Mark Maloni representing the Planning Board rather than FRCOG and attach the PowerPoint presentation from Alyssa LaRose. Garth seconded the motion. All voted in favor of the motion.

Old Business:

• None

Powerpoint Presentation by Stuart Saginor, Executive Director of Community Preservation Coalition:

- Technical Assistance hotline: 617-367-8998
- See powerpoint for the remainder of the presentation

Other Business:

None

Next Meeting Date and Time:

- 5:30-7pm on August 26, 2021 at John Zon Community Center
- Agenda: CPC Budget, Identify plans to review, discuss a draft timeline, and discuss CPC plan.

Meeting Adjourned at 7:47pm

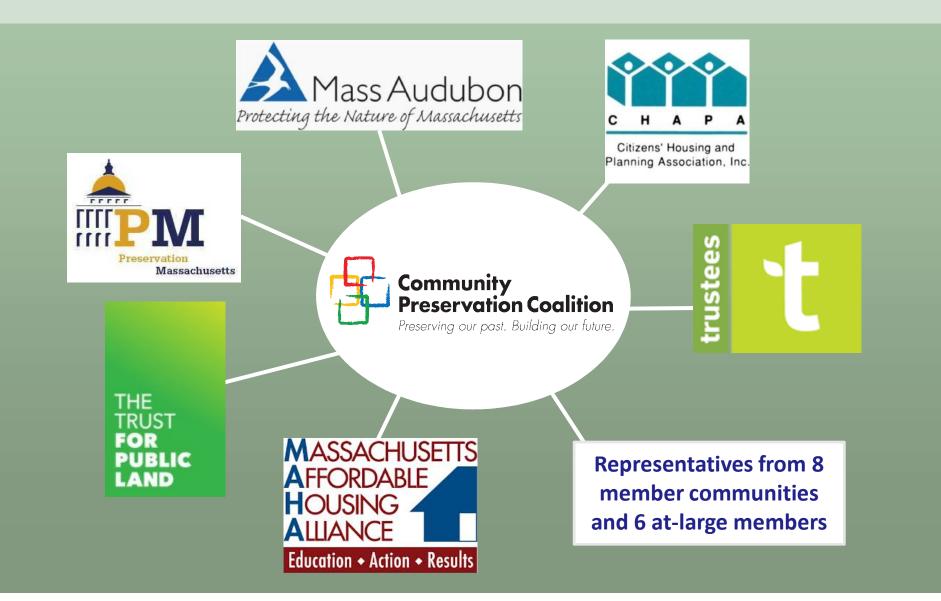
• Tom made the motion and John seconded, all voted in favor.



Implementing the Community Preservation Act



The Community Preservation Coalition



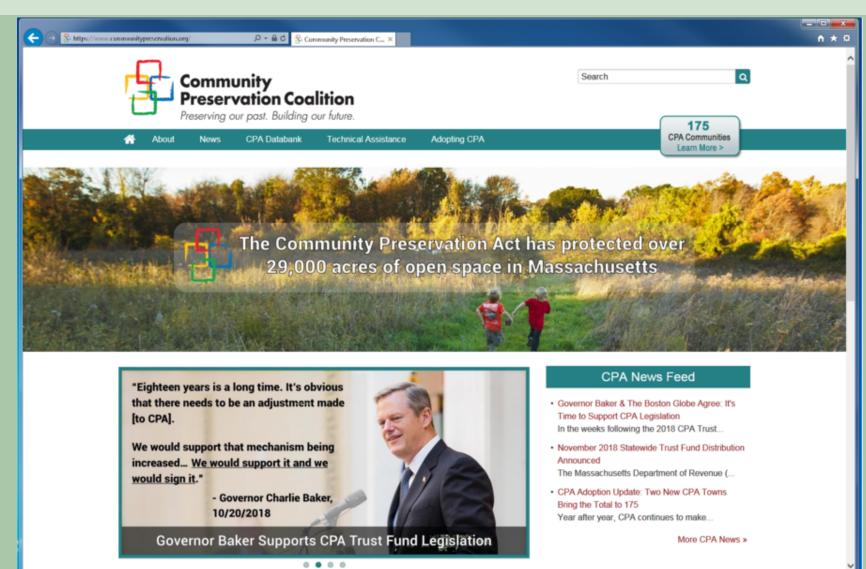
Coalition Services

- Technical assistance
- Website
- Email newsletter & bulletins
- CPA advocacy and legislation
- Ballot measures (adoption, changes)
- Training conferences, webinars, presentations, publications, workshops

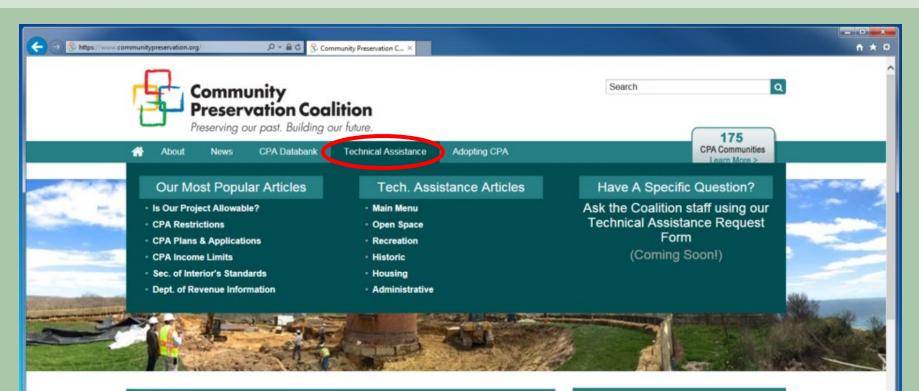
Supported by membership dues from CPA communities

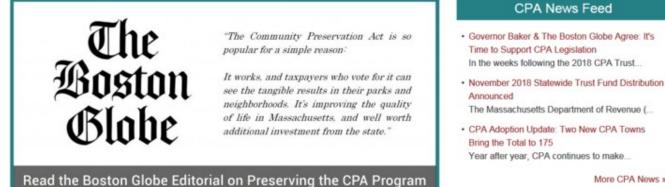
Coalition Website

www.communitypreservation.org



Technical Assistance Resources





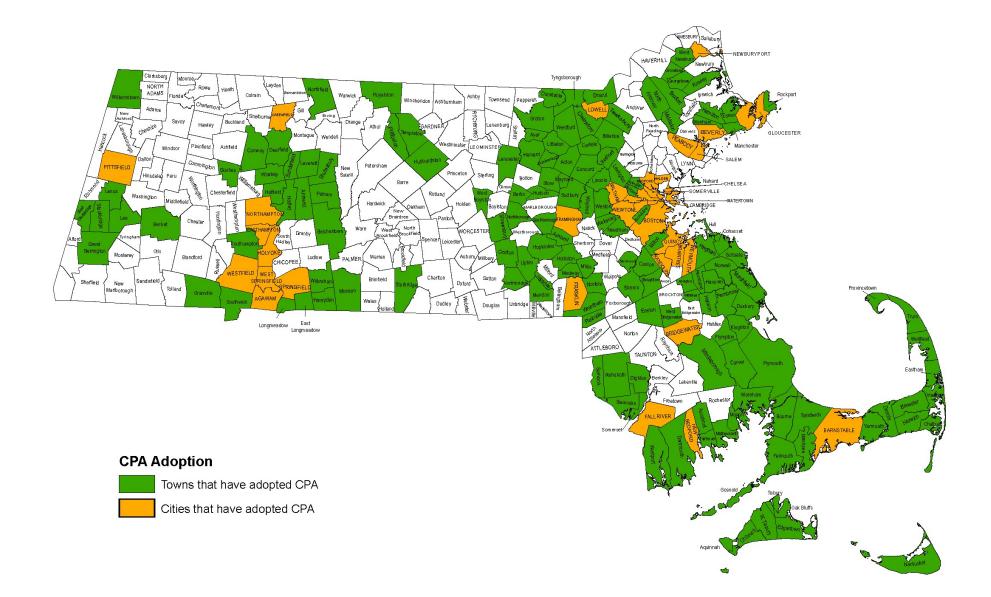
More CPA News »

The State of CPA Today

Total of 187 Cities and Towns

53% of municipalities 65% of Massachusetts residents 0 communities have revoked

187 CPA Communities



CPA by the Numbers (through FY2020)



HISTORIC PRESERVATION: 5,800 appropriations made



OPEN SPACE: 31,861 acres preserved



OUTDOOR RECREATION: 2,700 projects funded



- Over 12,800 projects approved & \$2.5 billion raised -

The Community Preservation Committee



CPC – First Year Responsibilities

- Assess Community Preservation needs of your town (Review Master Plan, Open Space Plan, Housing Plan, etc.)
- Meet with other committees and boards
- Hold public hearing to get input on CPA priorities
- Prepare Community Preservation Plan

CPC Ongoing Requirements

- Hold at least one public hearing per year
- Update Community Preservation Plan
- Review CPA account balances & spending to ensure compliance with the Act allowable uses
- Prepare CPA budget for City Council
- Make project recommendations to City Council

Suggested Timeline for Greenfield

- Now: Begin work on CPA Plan and application materials; submit FY22 Budget to City Council
- Fall 2021/Spring 2022: Hold public hearing; complete plan and other materials; submit FY23 Budget to Council
- Fall 2022: Begin accepting applications
- Spring 2023: Council approves first projects

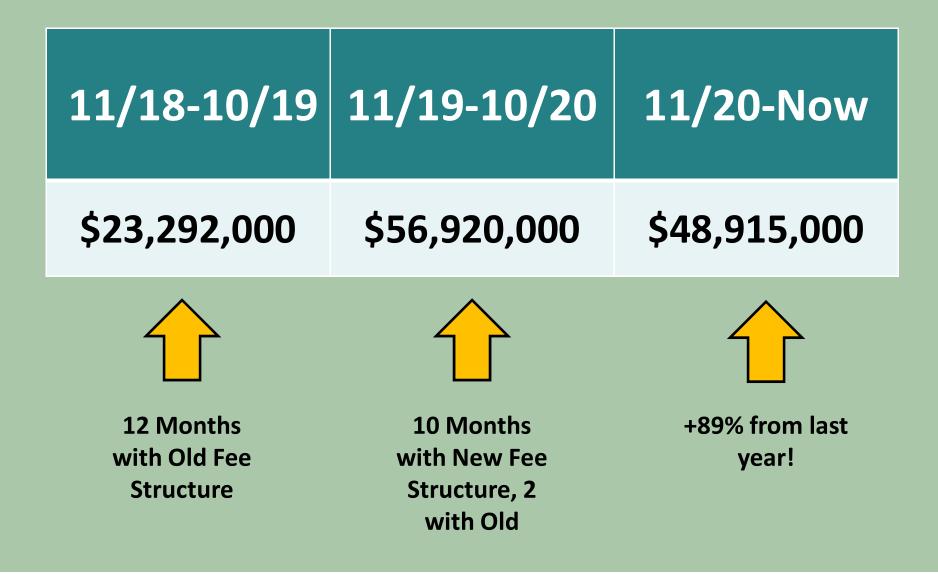
CPA Revenue and Expenses



The Statewide CPA Trust Fund

- Guaranteed annual disbursement to all CPA communities
- Administered by the Department of Revenue (DOR)
- Funds come from fees charged on documents filed at the Registries of Deeds (\$50 and \$25 as of December 31st, 2019)
- November 2020 base match was 28.6% of what communities raised at the local level
- Future looks bright DOR has estimated a 32.3% match for November 2021

CPA Trust Fund Revenue



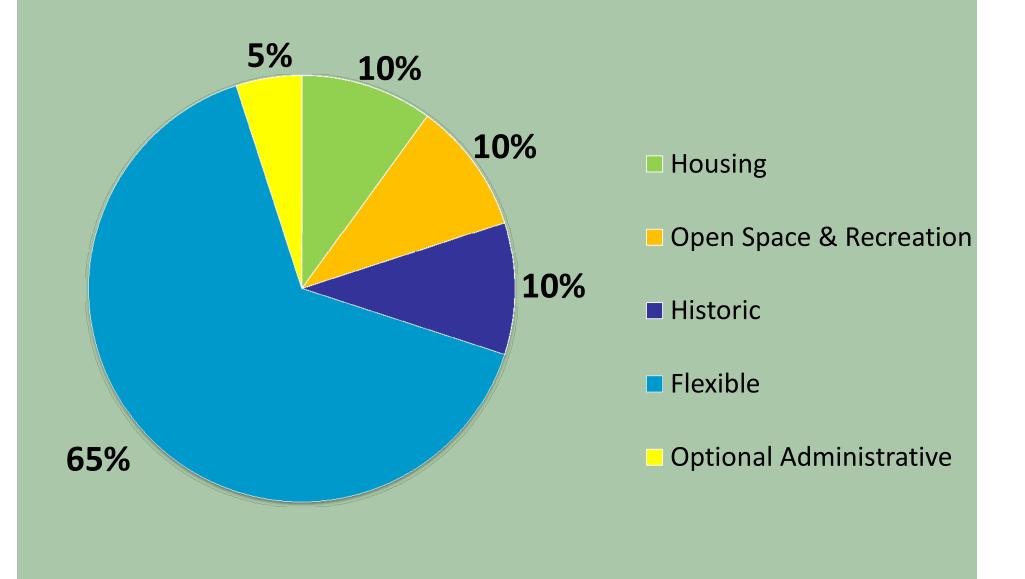
CPA Annual Budget Overview

- Usually done at same time as city budget (except for this year - FY22)
- Requires CPC recommendation to city council
- Total budget is based on:

Estimated local surcharge revenue

plus
Estimated Trust Fund Distribution (November)

Creating the CPA Budget



CPA Annual Budget

Required minimum spending (or reserve):

- 10% of total revenue for housing projects
- 10% for historic projects
- 10% for open space & recreation projects

Optional:

- Up to 5% for administrative expenses
- Appropriations for new CPA projects
- Balance goes in a "budgeted reserve"

CPA Annual Budget (FY22)

- CPC must recommend a budget for FY22 to City Council before the tax rate is set in the fall
- City Council must vote to approve the budget
- Starting Point: Get an estimate of local CPA surcharge revenue for FY22 from City Officials
- No state match during FY22

CPC Administrative Account

- CPC can request up to 5% of estimated revenues for expenses to run CPC
- Unspent balance returned to undesignated fund at end of each Fiscal Year
- For CPC expenses only, <u>not</u> reimbursements to other municipal departments or to pay other municipal staff

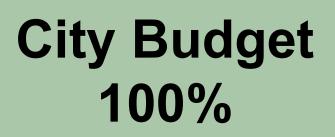
Administrative Account Common Uses

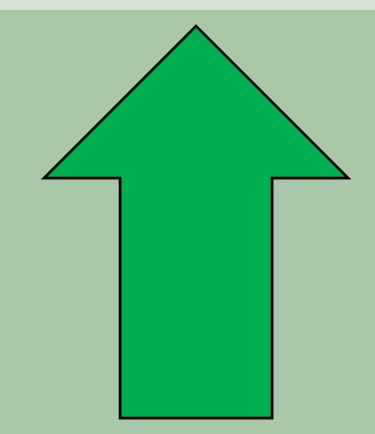
- Hire new staff for administrative assistance
- Professional help: Appraisals, consultants, legal assistance, general studies
- Due diligence on project recommendations
- Newspaper ads for public hearing
- Misc. expenses

How is the CPA Budget Different?



Difference Between CPA and City Budget





CPA Funds 1%

Spending CPA Funds



What is Eligible for CPA Funds? CPA Allowable Uses Chart

	Open Space	Historic	Recreation	Housing
Acquire	Yes	Yes	Yes	Yes
Create	Yes	-	Yes	Yes
Preserve	Yes	Yes	Yes	Yes
Support	-	-	-	Yes
Rehabilitate and/or Restore	Yes – if acquired or created w/CPA \$\$	Yes	Yes	Yes – if acquired or created w/CPA \$\$

How do CPA Projects Happen?



City Council's Role is Limited

- Approve recommendations of CPC
- Reject recommendations of CPC
- Reduce amount recommended by CPC
- Reserve amount recommended by CPC to applicable reserve account, rather than approving the project (rarely used)

Basic Tenets of CPA

- No supplanting general municipal revenue
- No maintenance or operating expenses
- Recreation Outdoor projects only
- Land Purchases Must file permanent restriction with the state, held by 3rd party
- You can pay for CPA projects with bonds issued against future CPA Revenue

Most Popular Uses of CPA Funds















Grants to non-profit community groups (typically with a preservation easement)



Historic Municipal Document Preservation

the farmer thing Stormitter Calib Siddy Shittene 1 Peley Sprague 161 Born & Touther 27 Elemon Disher 27 to load meeting of the indications of the of the of the sentences of the meeting of the meeting of the american the of the american the of the day of the In Representation to the parport of choosing one depresenter Non Caleb Cushing 183 and for the prover of they are line . and to give a Gaton !! asyour to all for foreness one representations to be the district of Ersen on the representations to be District MC 3 and foresteen Electors of Press District MC 3 and foresteen Electors of Press District Michael of Ortes generate and a conten-under and declaration thereof made and Sam ettexes fonation f. Pedar 1 Bech " the following persons " Supermentative to the General Court osse Prince Voted no Choice In Davis 151 George Hull & In watter 37 Watter Veille

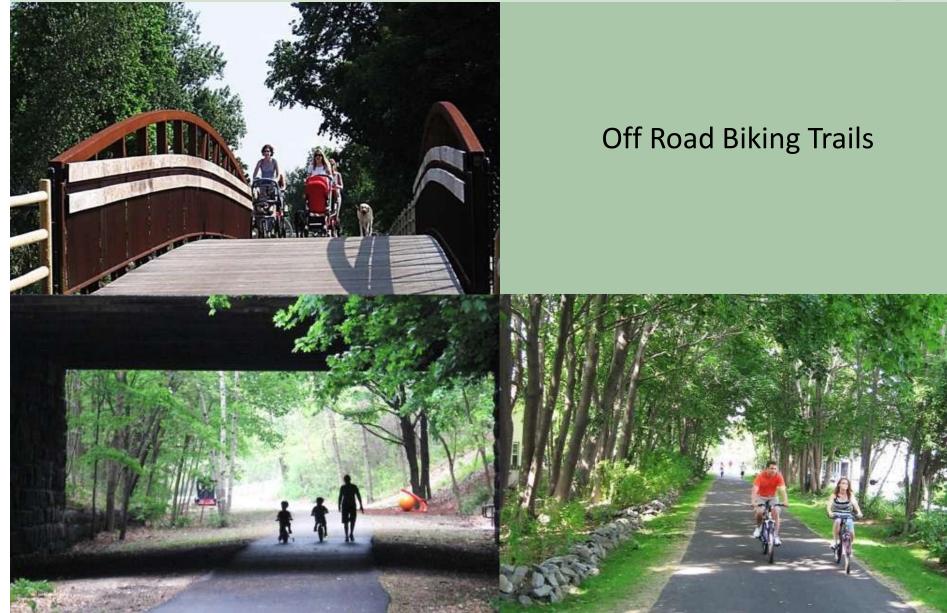


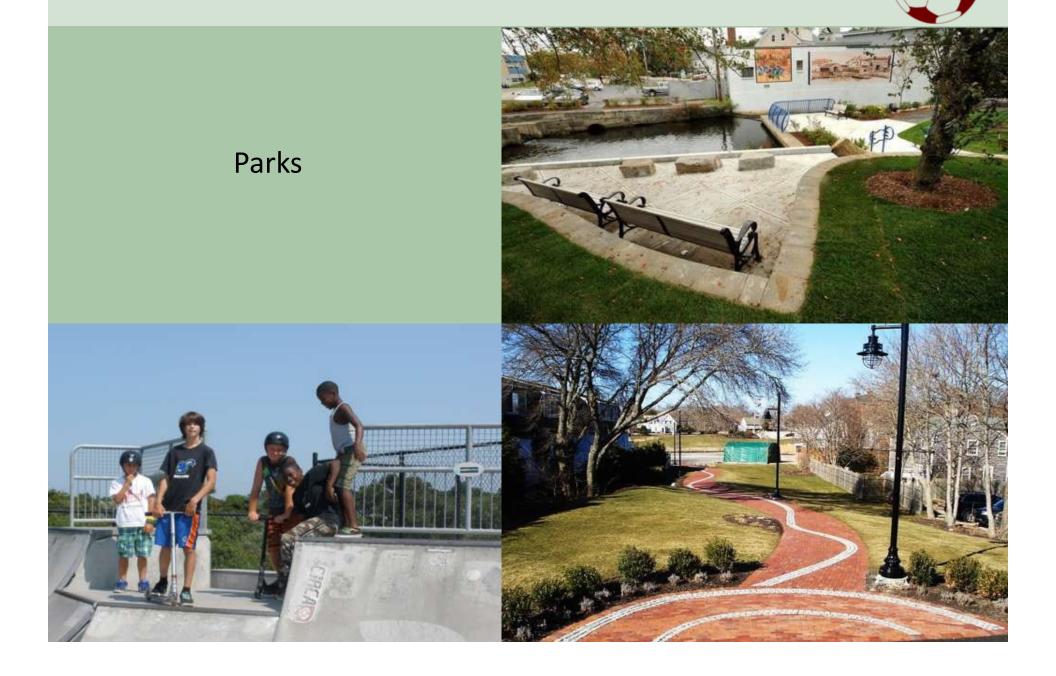


Athletic Fields













Community Gardens





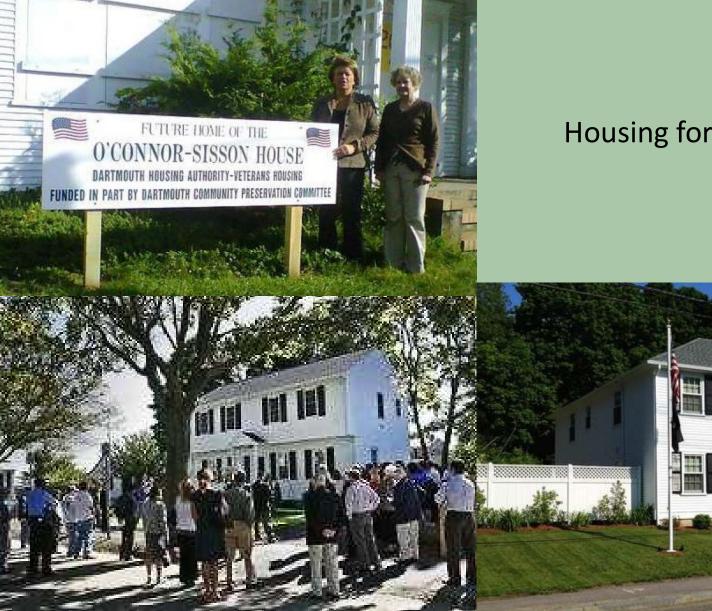
For families & individuals earning up to 100% of areawide median income:

- \$58,030 for 1 person
- \$66,320 for a couple
- \$ 82,900 for a family of 4





- All local zoning and bylaws apply
- City Council approval required
- Permanently affordable



Housing for Veterans



Adaptive Reuse of Existing Buildings

















The Coalition is here to help you!

Technical Assistance Hotline 617-367-8998

Stuart Saginor

Executive Director

Chase Mack Communications Director





Community Preservation Coalition

Preserving our past. Building our future.

Questions?