



Community Preservation Committee Meeting Minutes

Date: June 21, 2023 **Place:** Remote meeting by Zoom

In Attendance: Julie Strehle, Kirsten Moore, Elizabeth Dings, Eryn Kelley, Vicki Donlan

Absent: Megan Buhr, Laurie Freeman, David Gossage, Rita DaSilva

Julie Strehle called the meeting to order at 7:07 pm and read the following statement:

This meeting is being held remotely as an alternate means of public access pursuant to Chapter 2 of the Acts of 2023 and all other applicable laws temporarily amending certain provisions of the Open Meeting Law. You are hereby advised that this meeting and all communications during this meeting may be recorded by the Town of Hingham in accordance with the Open Meeting Law. If any participant wishes to record this meeting, please notify the chair at the start of the meeting in accordance with M.G.L. c. 30A, § 20(f) so that the chair may inform all other participants of said recording.

Approval of Minutes

No minutes were approved.

Update on past CPA Projects

Ms. Strehle reminded committee members that Grant Agreements for projects approved by ATM are good for two years, and if the work can't be done within that time frame for good reason, then CPC can vote to extend the grant agreement deadline.

Ms. Strehle and Ms. Kelley have been in contact with the Town Accountant to follow up on projects from 2019 through 2022, to close out projects as needed and put any leftover funds from those projects towards our budget for the next ATM. There are two projects which would like to request extensions.

SSCC Pool Design/Construction Docs (ATM 2020) – Kevin Whelan (Exec. Director, SSCC) and Christine Smith (Chair, CCMC) were in attendance. Ms. Strehle reminded committee members that the pool project is the recipient of two grants in recent years from the CPA. The one up for discussion at the meeting is from ATM 2020, which was \$500,000 for design and construction documents. (ATM 2022 awarded \$550,000 for the construction of the pool and we are still within the two-year time period of the grant agreement.) For the design and construction documents grant, of the \$500k, there is roughly \$180,000 remaining. Mr. Whelan and Ms. Smith gave a brief update on the status of the pool project, and that the remaining funds from this grant may still be useful. A motion was made to extend the grant deadline to 12/31/2023 (and then extend again if necessary), seconded, and approved by roll call vote (5-0).

Veterans Memorials (ATM 2021) – Andrea Young, Administrator of Historic Preservation for the Town of Hingham, reported that the project is for preservation of some military memorials, in combination with Keith Jermyn of the Veterans Department, for \$15,000. While the project was tabled for a period, Ms. Young is working with the procurement department to put this work out to bid. Ms. Young expects that

Approved August 16, 2023

the dollar amount will still be adequate to get the work completed sometime this fall. A motion was made to extend the grand deadline to 12/31/2023, seconded, and approved by roll call vote (5-0).

Town Meeting Update

Ms. Strehle reported that award letters were sent out to grant recipients to confirm the grant dollar amount, which details next steps: grant agreement to be signed; funding available July 1st; and reporting requirements. CPC will get progress reports on projects in November and May each year, and then a final project summary once a project is completed. This award letter is a new addition to the CPC process, and the two set time periods for reporting to the CPC are a new update (reports used to be required four times per year).

Grant Agreements contain more detailed information on how invoices are reimbursed, language about procurement process, and the reporting requirement twice a year back to CPC. These documents have been drafted by Town Counsel and are ready to be sent to grant recipients for signatures. Funds are available on July 1st.

Ms. Strehle updated the committee on a question discussed at the last meeting about whether the Library Digitization kind of grant was allowable. Town Counsel deemed it was appropriate and allowable, so this grant is moving forward.

Administrative Project Discussion

The committee discussed final edits to the various administrative areas which need to be updated by July 1st for the new grant cycle:

- Website update - Proposed edits to the website are finalized. Ms. Strehle will meet with the IT Department at Town Hall to review and have edits updated to the Town's CPC web page.
- Application update – Ms. Strehle displayed and reviewed the new preliminary eligibility and final applications. Ms. Strehle also reported that she has discussed the draft Climate Action Plan (“CAP”) with the Town's Sustainability Coordinator Ginny LeClair. Ms. LeClair requested that the CPC add language to its applications, such as adding a question to the application: “How will your project meet the town's climate action plan, if applicable?” Town Counsel has advised that the CPC wait until the CAP has been finalized and approved by the appropriate boards at Town Hall before any language is added to CPC applications. Town Counsel also advised that the CPC cannot use CAP to disqualify applications; it can use adherence to the CAP as a way to boost an application's standing versus another application, but the CPC must use the CPA guidelines for determining the eligibility of projects. If the CAP is approved by the end of the summer, then this CAP language could potentially be added to the CPC's Final Application.
- Process Manual update – Ms. Strehle displayed proposed edits, which is a rewrite of the outdated document.
- Project tracking spreadsheet - Eryn presented an updated draft spreadsheet,

Schedule for 2023-2024 grant process

Preliminary applications due September 12th, CPC meets 9/20 to discuss.

Final applications due October 10th, CPC meets 10/18 to discuss.

Site visits: 11/4 weekend

Approved August 16, 2023

Presentations: 11/8-11/9
Meet 12/13
Final Presentations 1/3-1/4
Vote 1/10

CPC Housekeeping Items

Ms. Strehle is contacting CPC members to determine if they would like to continue to serve next year.

Matters not anticipated within 48 hours of meeting

None

Adjourn

The committee voted to adjourn the meeting by roll call vote, 5-0.

Documents Distributed for this Meeting:

Meeting Agenda
Draft Process Manual
Draft Preliminary Eligibility Application
Draft Final Application
Draft financial tracking spreadsheet

Respectfully submitted,

Julie Strehle