



Community Preservation Committee Meeting Minutes

Date: September 20, 2023 **Place:** Remote meeting by Zoom

In Attendance: Julie Strehle, Eryn Kelley, Vicki Donlan, Kirsten Moore, Megan Buhr

Absent: Laurie Freeman, David Ellison, Elizabeth Dings, Rita DaSilva

Julie Strehle called the meeting to order at 7:05 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.

Ms. Strehle noted the Advisory Committee liaisons in attendance, Kathy Curley and Steven Pohl.

Approval of Minutes

The meeting minutes for August 16, 2023, were approved by roll call vote, 5-0.

Discussion of 2023-2024 CPA Application Process

Ms. Strehle reviewed the steps of the CPA application process: last spring, CPC updated its process manual, its applications, and cleaned up its webpage on the Town's website, all which went live by July 1st; the application process opened on July 1; the first step, applicants must read the process manual; next, fill out a Preliminary Eligibility Application, which is intended to get a determination on whether funding of a project is possible under the Community Preservation Act guidelines (due on September 12); if a project is eligible, then the applicant can move forward with the Final Application, which is much more involved and can take some time to complete (due on October 10); once final applications are received, the CPC reviews them at its October meeting; site visits will be made on November 4; presentations by applicants on November 8; final presentations will be made on January 3; and the CPC votes on January 10.

Ms. Strehle estimates that this year's budget will be \$1.5 million, maybe a bit more. But the CPC does not have to vote to spend its entire budget this year on projects. The CPC must make a debt payment on the Lehner property acquisition (\$217,926) and will determine an amount to spend on the Administrative Fund. The minimum 10% that needs to be spent on each category of Housing, Open Space and Historic Preservation can either be spent this year, or that minimum 10% would be earmarked and set aside for each category to spend next year. The rest of any unspent funds will be available next year as general funds. Ms. Strehle added that the CPC should create a policy on acceleration of debt payments if the budget any year allows for a larger debt payment, contingent on authorization by the Select Board. She will look further into this policy and report back to the CPC.

Approved October 18, 2023

Review Preliminary Eligibility Applications

The CPC reviewed the two Preliminary Eligibility Applications which were received by the deadline of September 12:

- Recreation Commission, Hingham Community Playground reconstruction, CPA request \$500,000, Recreation category
- Stephen Jiranek, Tranquility Grove Project, build an ADA accessible boardwalk across the wetlands of Burns Memorial Park, CPA request \$350,000, Historic category.

Both applications were deemed eligible for funding under the guidelines of the Community Preservation Act, therefore both applicants are asked to submit Final Applications, due October 10.

The CPC did receive two late Preliminary Eligibility Applications which were submitted after the due date, therefore they were not accepted.

Update on past CPA Projects

No updates.

CPC Housekeeping Items

Ms. Strehle reported that since the CPC does not have a current Community Preservation Plan, the CPC will use the findings of the Town's Master Plan to help guide its application process (per recommendation of Town Counsel). The Master Plan Implementation Committee has recently been formed, and its chair, Gordon Carr, will present the key Master Plan recommendations to the CPC at our meeting on October 18th.

Final Applications are due October 10 and CPC meets on October 18 to discuss. A reminder that site visits will be held on November 4, Presentations on November 8, the CPC meets on December 13, Final Presentations on January 3, and the CPC vote on projects is on January 10.

Matters not anticipated within 48 hours of meeting

None

Adjourn

The committee voted to adjourn the meeting at 7:35 pm by roll call vote, 5-0.

Documents Distributed for this Meeting:

Meeting Agenda

Draft Minutes August 16, 2023

Preliminary Eligibility Application - Recreation Commission

Preliminary Eligibility Application - Stephen Jiranek

Respectfully submitted,

Julie Strehle

Approved October 18, 2023