

**COMMUNITY PRESERVATION COMMITTEE MEETING:
MINUTES**

**Judge Welsh Room Town Hall, 260 Commercial Street
February 15, 2017, 1:01 pm**

Members present: Kristin Hatch, Judy Cicero (1:07), Susan Cook, Polly Burnell, Michelle Crone-DeMarco, Alfred Famiglietti, and Dennis Minsky

Excused: Brandon Quesnell

Other attendees: Community Housing Specialist/Grant Administrator Michelle Jarusiewicz

PUBLIC HEARING: Chair Kristin Hatch opened the public hearing and noted that it was originally scheduled for February 9 but was delayed due to snow storm.

The Provincetown Community Preservation Committee will conduct a public hearing on **Thursday, February 9, 2017, at 1:00 p.m.** at **Town Hall, 260 Commercial Street,** Provincetown, MA 02657 to obtain public input on applications for Community Preservation Funds including:

FY 2018 Funding Cycle: including FY 2018 CPA Applications:

Open Space/Recreation (1):

Bicycle Committee: racks & repair stations	\$18,273	
OS/Rec subtotal		\$18,273

Historic Preservation (3):

Bas Relief Conservation	\$100,000	
Creative Commons: 46 Bradford St. exterior	\$160,000	
Cemetery Commission: Alden St. Cemetery Phase 2	\$102,000	
HP subtotal		\$362,000

Community Housing (3):

Cape Cod Village: housing development for autistic adults	\$100,000	
Down Payment Assistance	\$50,000	
Housing Office: Housing Specialist	\$122,541	
CH subtotal		\$272,541

<u>CPA Administration</u>	\$20,000	
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TOTAL REQUESTS	\$672,814	
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Any person or organization wishing to be heard will be given an opportunity at said hearing. Votes may be taken. For more information contact Community Housing Specialist Michelle Jarusiewicz at mjarusiewicz@provincetown-ma.gov or at 508/487-7087

Bicycle Racks & Repair Stations: Bicycle Committee reps Rik Ahlberg and Max Cliggott-Perlt described the CPA request for \$18,273 for the addition of about 140 bicycle rack spaces and 2 repair stations with lights and signs. Last year added 60 spaces with budget; in the past also had funds from tourism budget. This is an aggressive and comprehensive approach. Mr. Famiglietti asked if abandoned bike law took up legitimate spaces? The Police can remove bikes. Mr. Minsky indicated that why they can't fund everything, bikes are the future. What about the repair stations? All bike stores are closed in the winter. The repair stations would be available year round. It is not to take business away from stores but someone could change a flat. Ms. Crone-DeMarco asked if there would be places where the disabled could access? Mr. Ahlberg said that they have not specifically addressed that but the proposed racks are the most accessible of any kind as they are flush to the ground. Could they be labeled? Never been asked that before. Ms. Hatch asked about how many think we

need? At time of survey had 240, installed 60; ultimately need 600ish. The goal might be 1 to 1 with car parking spaces. Discussion about potential ways to tag handicapped spaces. They will investigate. Ms. Cicero discussed some of the issues with bicycles and their riders in general such as speed, enforcement, education.

No public comments.

Bas Relief Restoration: Ms. Jarusiewicz gave general summary of entire project noting that the full report was available in hard copy and at the Town's website. The CPA request is for \$100,000 with a total budget of \$750,000 and is for the entire project with the goal of completion in advance of 2020. The focus of the project is the restoration of the bronze tablet and the structure surrounding it. There has been water infiltration causing staining from both the tablet to the stone and from the stone to the tablet. There has been calcification and erosion of the surface. There is also some cracking and spalling to the stone causing shifting in the structure. In addition to restoring that, the smaller monuments would be restored, there would be landscape improvements including removal of dead plants and invasive species and new plantings. The walkway will be adjusted to be completely on town property as it currently encroaches on the neighboring Monument property. There will be an area set-aside for a native American Wampanoag memorial and other site improvements such as trash cans, benches, and new signage.

No public comments.

46 Bradford Street Restoration/Creative Commons: Karen Cappotto, Rik Ahlberg, and Peter Hocking described the CPA request for \$160,000 out of \$230,000 total for the exterior renovations to the former community center including roof repair/replacement, windows, gutters, shingles, etc. The Creative Commons will be art studios and co-working space. Mr. Minsky asked about how many inside space. The CPA funds are for exterior repairs, so the interior is not directly relevant. They have \$260,000 commitment from donors that support the concept. Ms. Burnell said that it is important to preserve the building no matter who is in it. Ms. Cicero asked about 99 year lease. The Land Development Agreement and Lease are currently being negotiated and will get recorded against property upon execution. Ms. Cicero inquired about the rent space and how that would work. Mr. Hocking said that they are working out the details; could be one year agreement with renewable one year increments. Mr. Minsky also said that the building needs to be maintained regardless of the use or owner. Ms. Hatch asked if they are the de facto owners, why should CPA funds be used? Mr. Ahlberg said that it is in the historic district, it is listed on the State Register of historic places, and it is an important building in Town. There are no changes, just improvements. It is important to maintain. The Town has funded other buildings such as WOMR.

No public comments.

Alden Street Cemetery Phase 2: Richard Olson, the Chair of the Cemetery Commission outlined their request for \$102,000 for the continued stone conservation program. The Cemetery Commission has received generous grants in the past and this continues their efforts for stone conservation and other improvements in all the cemeteries. This is for the old section of the Alden St. Cemetery with about 1800 burials. About 250 stones are flat. They have already invested \$10,000 of their own funds into project for about 22 stones. Mr. Minsky asked about numbers as they have difficult choices to make and may not be able to

fund 100% of request. Is it possible to fund only portion? Mr. Olson said yes but time is required to do the bidding. Maybe could split down the middle.

No public comments.

Cape Cod Village: with Richard Hoffman [former Nauset School Superintendent] and Gisele Gauthier. Michelle Jarusiewicz indicated that there were letters of support from Anthony Brackett, Lisa Westervelt, Tracy Kachtick-Anders, Sean Patrick Harrington, KD Mernin, and Carissa Silva. Mr. Hoffman described that a non-profit was formed in 2011 dedicated to the mission of Cape Cod Village. They now own 3 acres of land in Orleans for the creation of long-term housing for 15 autistic adults along with a community center. The project has strong support from state government including Sarah Peake and Julian Cyr. The state has cleared the way for financial support. The proposal design is to provide an integrated setting for the residents and others. They have support from other Lower Cape communities including Orleans for \$450,000, Wellfleet for \$100,000, Brewster for \$100,000, Truro for \$50,000 and low interest loans from USDA. They have pending requests from others such as Chatham. As the retired Superintendent of the Nauset district he is aware of at least 14 students of various ages in the area. Students no longer get assistance when they reach age 22. Many live at home but as parents' age, then what? A 2012 study indicated that there were 280 students from Provincetown to Bourne. Now 1 in 68 will be diagnosed on the autistic spectrum; some are high functioning. He appreciates the Town's interest to join this regional effort.

Ms. Gauthier said that the Community Resource Center is a large piece of this development. It is where families can participate in programs even if not a resident. They will have access to research and resources. They submitted that day grant application for funding from DHCD.

Michelle Crone-DeMarco congratulations to all.

Public Comments:

Tony Brackett said that 26% of those in the local school community have some disability. Intellectual disability becoming more and more prominent. Letter of support from parent with autistic child. They face struggles. He is sensitive to their needs. It would be great gesture for Provincetown to do its share and he supports the full amount requested. We are trying to do a lot; aware of housing issues for individuals but can only do so much. This is about quality of life – living in group homes creates isolation. Feels current federal administration wants to eliminate resources.

Dennis Minsky stated that he was in favor and asked if this was a one-time request. Ms. Gauthier said yes that this money was for project development.

Judy Cicero feels that Provincetown reached a zenith this year with vote for housing. She never thought she would see it, there was always resistance. She is in favor of the project but need to make statement about positive attitude for people with handicaps. Present to Town Meeting an "attitude" work with the broader community.

Kristin Hatch asked about funds from Truro? Ms. Gauthier said that the CPA recommendation is going to Town Meeting.

Ms. Gauthier referenced a Cape Cod Commission study from about 10 years ago stating that people live where they live - in practice people want family and friends close by.

Down Payment Assistance Program: Michelle Jarusiewicz summarized the request for \$50,000 as the next step in the Community Housing Council's [CHC] *Pathway to Ownership*. While conducting many resales of deed restricted ownership units, it became obvious that many were interested in ownership, but not all were ready. The CHC and Housing Office sponsored First Time Homebuyer workshops and classes on budgeting and fixing credit in Provincetown to provide education for residents. The CHC also provided scholarships for those that completed the First Time Homebuyer workshop. The cost of living is high in Provincetown and makes it challenging to save funds for a down payment. This program will build on income eligible [up to 100% AMI] buyer's savings. There will be a no interest, deferred payment loan which will be forgiven after 10 years. If the property is sold before the 10 years are up, then they will need to repay a pro-rated share of the assistance. The goal is to help about 5 households. Members discussed other programs, timing, and transparency.

No public comments.

Community Housing Office: Housing Specialist Michelle Jarusiewicz summarized the request for \$122,541. The request is for continuation of full-time Housing Specialist and expenses. The purpose of the Provincetown Housing Office is for the provision of direct staff support for housing activities including the development and creation of new community housing, preservation of existing housing, monitoring existing units, and support of the Community Housing Council [CHC]. The Town of Provincetown has had the development and support of affordable housing as a top town-wide goal since 1997 and has provided ongoing community dialogue and planning, developed numerous strategies, and provided funds in support of development. Dedicated staff support is critical for the implementation of such efforts. The Housing Office, in its ninth year, provides a cohesive and centralized contact point for all housing activity. In addition to staff support for new housing projects, the housing office provides a central location for ongoing housing activities such as re-financing requests, re-sale of deed restricted units, etc. Historically, the Housing Office has been fully funded under CPA. There has been discussion of it being incorporated into the operating budget. This year, the proposed FY 2018 operating budget includes half of the Housing Specialist's salary as initial step. The CPA recommendation could be for the full amount just in case the operating budget line does not pass or for half at \$63,271.

Public Comments:

Tony Brackett asked about the full amount of funding. Ms. Jarusiewicz said that the goal is that the full amount will eventually be incorporated into the operating budget to allow more funds to be dedicated for other housing activities.

Michelle Crone –DeMarco asked about the vote. Ms. Jarusiewicz said that the operating budget discussion and vote will probably happen before the CPA request. We will then know how much CPA to present to town meeting. Ms. Cicero said that they have been promised for years that it would be moved to the budget. This is progress

Administration: request is for \$20,000 which is available to the Community Preservation Committee and covers CPA Coalition dues, training, and other administrative expenses.

No public comments.

Public Hearing closed at 2:16 pm

Public Statements: none

Ms. Jarusiewicz outlined some funding options for the CPC's consideration including the cap established at \$500,000, allocation amounts to each category, recent decline in state matching funds, ongoing debt service and other commitments. Ms. Hatch indicated that she was concerned that historic funding was eating into the undesignated category. Mr. Minsky asked why state match was declining. Ms. Jarusiewicz said that the decline is due to two factors, more communities sharing the matching funds and decline at the revenue source. Past couple years, the state had a surplus and allocated some additional funds.

Alfred Famiglietti MOVE to recommend the \$18,273 for the bicycle racks and repair stations, Michelle Crone-DeMarco second; approved 7-0.

Judy Cicero MOVE to recommend \$50,000 for Cape Cod Village, Dennis Minsky second; approved 5-2 [PB, AF]. Discussion included the need for at least \$50,000 to make a meaningful contribution. That they can return if needed.

Dennis Minsky MOVE to recommend \$50,000 for the Down Payment Assistance Program, Alfred Famiglietti second; approved 7-0.

Kristin Hatch MOVE to recommend \$122,541 for the Housing Office, Polly Burnell second; approved 7-0.

Alfred Famiglietti MOVE to recommend \$20,000 for CPA general administration, Susan Cook second; approved 7-0.

Dennis Minsky MOVE to recommend \$51,000 for the Alden Street Cemetery Stone Conservation Phase 2, Judy Cicero second; approved 6-1 [MC].

As part of conversation about historic preservation requests, there was a discussion about historic preservation numbers and a "diet" in such awards. Ms. Cicero felt that they should fully support the Bas Relief request.

Dennis Minsky MOVE to recommend \$50,000 for the Bas Relief Conservation request, Kristin Hatch second; approved 7-0. With discussion

Judy Cicero MOVE to amend to \$75,000, second by Kristin Hatch; amendment does not pass 3-4.

Dennis Minsky MOVE to recommend \$138,000 for former Community Center renovation by Creative Commons, Michelle Crone DeMarco second;

Discussion about the dollar amount being too high, the Bas Relief request was cut by half

Susan Cook MOVE to amend to \$100,000 for former Community Center renovation by Creative Commons, Kristin Hatch second; approved 4-2 [DM, MCD]-1[AF].

Town Meeting Preparation: members prefer to make CPA motions and the initial comments. Polly Burnell could do historic; Dennis Minsky the Open Space/Rec, and Kristin Hatch housing requests.

Next Meeting: next meeting just before town meeting on 4/3/17.

Adjourned 3:12 pm.

*Submitted by:
Michelle Jarusiewicz,
Community Housing Specialist & Grant Administrator*



Housing Specialist &
Grant Administrator

Memo

To: Community Preservation Committee
 From: Michelle Jarusiewicz, Community Housing Specialist/Grant Administrator
 Date: February 15, 2017
 Re: CPA Funds & Award Options

In preparation for the CPA Public Hearing, I have prepared some funding options for your consideration. Please note the following:

In the Application Guidelines for the FY 2018 funding cycle, the Community Preservation Committee indicated that the TOTAL maximum grants would be approximately \$500,000.

New revenues are split as follows:
 10% for open space/recreation,
 10% for historic preservation,
 60% for community housing, and
 20% into the unallocated bucket

Since we issued the application guidelines, we have received actual revenue figures. This year's receipts have declined in total due to ongoing decline in matching funds from the state.

	FY 2015	FY 2016	FY 2017	difference
Town share	441,656	477,914	482,092	4,178
State match	202,130	197,070	146,326	(50,744)
interest	3,320	4,507	4,000	(507)
TOTAL	647,106	679,491	632,418	(47,073)

Note that each year, debt service must be paid first, I have outlined below the difference between new receipts in each category less the debt service and any resulting balance. A negative balance must be offset by undesignated funds. Please note that we have an ongoing negative impact [of \$100,000 plus each year from past projects] within the historic preservation account and some available funds, but not a lot, within the open space/rec account. An existing balance within the undesignated account has offset this for several years. New historic projects would likely come from the undesignated balance which is available for all categories.

Open space/Rec (10%)	Historic (10%)	Community Housing (60%)	Undesignated (20%)	Total
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new receipts:	63,242	63,242	379,451	126,483	632,418
Debt service	(53,312)	(166,192)	(224,550)	-	(444,054)
difference	9,930	(102,950)	154,901	126,483	188,364
adjustment		102,950		(102,950)	
Remaining funds	9,930	-	154,901	23,533	188,364

FY 2018 CPA Applications:

for discussion purposes

as requested

option 1 option 2 option 3 option 4

Open Space/Recreation (1):

Bicycle Committee: racks & repair stations		\$18,273	\$18,273	\$18,273	\$18,273
open space/rec subtotal		\$18,273	\$18,273	\$18,273	\$18,273

Historic Preservation (3):

Bas Relief Conservation		\$100,000	\$50,000	\$50,000	\$0
Creative Commons: 46 Bradford St. exterior		\$160,000	\$50,000	\$50,000	\$0
Cemetery Commission: Alden St. Cemetery Phase 2		\$102,000	\$50,000	\$0	\$0
historic subtotal		\$362,000	\$150,000	\$100,000	\$0

Community Housing (3):

Cape Cod Village: housing development for autistic adults		\$100,000	\$50,000	\$25,000	\$50,000
Down Payment Assistance		\$50,000	\$50,000	\$50,000	\$30,000
Housing Office: Housing Specialist		\$122,541	\$63,271	\$63,271	\$63,271
housing subtotal		\$272,541	\$163,271	\$138,271	\$143,271

<u>CPA Administration</u>		\$20,000	\$20,000	\$20,000	\$20,000
TOTAL		\$672,814	\$351,544	\$276,544	\$181,544