



# City of New Bedford

## Community Preservation Committee

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**JONATHAN F. MITCHELL**  
**MAYOR**

### MINUTES

**October 5, 2017**

City Hall, Room 314

133 William Street, New Bedford, MA

CITY CLERK'S OFFICE  
NEW BEDFORD, MA  
2017 OCT 31 P 1:43  
CITY CLERK

#### COMMITTEE MEMBERS

##### PRESENT:

Janine da Silva, Co Chair	Arthur Motta
Colleen Dawicki, Co Chair Remote	Elaine Safioleas
Jessica Bailey, Clerk	
Sylvia Gomes	

#### COMMITTEE MEMBERS

##### ABSENT:

Dennis Audette	Tim Walsh
Ross Nunes	

##### STAFF:

Anne Louro, *Preservation Planner*

#### Call to Order

Co-Chair Da Silva called the meeting to order at 6:13 p.m.

**Call the Roll.** A formal roll call was conducted confirming members present and absent as stated above. J. da Silva announced that C. Dawicki would be participating remotely.

#### Approval of Minutes

A motion was made by S. Gomes and seconded by E. Safioleas to approve the August 22, 2017 meeting minutes as presented. Motion passed unopposed.

#### Old Business

##### *Update on 2016, 2017 & 2018 Budget Warrant*

J. Bailey reviewed the City Council budget presentation, informing members that the individual yearly budgets were passed. She made note of some of the comments and questions put forth by Council members related to the types of projects that they would like to see and the need to alleviate geographic disparity with the expressed desire to have projects submitted from all sections of the City. J. Bailey reiterated the need for the Councilors to provide outreach to their constituencies and that the CPC's role was not to create projects, but to recommend projects for funding.

### *Funding Application Workshop Review*

J. da Silva stated that the workshop was “standing room only” and a great success. She thanked staff for the well executed presentation and commended the other CPC members who attended. J. da Silva noted that there were not many questions from the attendees and anticipated a smooth application process.

### *Application Submittal & Review Timeline*

A. Louro reviewed the established timeline of application submittal dates and how it corresponded with CPC scheduled meetings and the methods for review. It was noted that members would be provided with the Eligibility Form submittal information at the October 24<sup>th</sup> meeting. At the scheduled December 19<sup>th</sup> CPC meeting, the Project Applications will have been received and there was discussion about how they would be reviewed. A. Louro indicated that staff would package the applications and provide Summary Cover Sheets for the CPC members so that they could review them at home over the holidays, as it would be impossible to review all of them at the December 19<sup>th</sup> meeting. Members expressed their agreement with the proposed method while acknowledging that the December meeting could be utilized to review which proposals should be invited to present their proposals at a public hearing.

The use of the established general evaluation criteria and category specific criteria was discussed and A. Louro reviewed the comparative evaluation criteria which staff developed. A. Louro explained that while the general and category specific criteria related to the projects, the comparative criteria evaluated the quality of the application as well as the project proposer’s capacity and experience to execute the project. C. Dawicki indicated that she would like to discuss the evaluation criteria in more detail and suggested the formation of a sub-committee to meet and discuss prior to the CPC’s scheduled October 24<sup>th</sup> meeting. J. da Silva indicated that she would be willing to meet with C. Dawicki and staff to discuss. A. Louro noted that she would schedule a date to meet.

### **New Business**

#### *Administrative Fund*

A. Louro indicated that the CPA’s 5% Administrative Fund of nearly \$52,000 was now available and initiated a discussion relative to the establishment of a protocol for the authorization of allocating administrative funds. A. Louro stated that she checked with other CPA administrators and determined that often allocations under \$1000 can be spent by staff without CPC approval, and spending up to a certain amount approved by the Chair. S. Gomes asked what types of activities could be funded through the Administrative Fund, with A. Louro explaining that the funds could be used for advertising, printing, meetings, consultants, and perhaps the hiring of part-time personnel. S. Gomes asked if staff could reach out to Somerville to determine what items they finance with their administrative funding.

Members briefly discussed the possibility of hiring a part-time CPA Administrator, as A. Louro stated that it was a legitimate use of funds that could bring a greater capacity to the city’s CPA initiative. Members were hesitant to explore that option at this critical time in the project funding process and asked to have DPHCD Director Patrick Sullivan address the CPC on the matter.

A. Louro also stated that CPA project signs are encouraged with CPC members agreeing that they support the need and requirement of project signs when it is appropriate. A. Louro indicated that some communities finance the signs from the Administrative Fund; while others have the project proposers finance the signs. Members did not like the idea of having proposers burdened with the cost of signage, but acknowledged that dependent on the amount of projects and the cost of signs, it may not be possible for the Administrative Fund to support the cost. There was discussion regarding sign prototypes and seeking a cost estimate. A. Louro stated that she would investigate sign costs.

*Community Preservation Coalition Membership*

A. Louro explained that the administrative funds could be used to pay the membership dues for the Community Preservation Coalition. Members agreed that the technical assistance provided by the Coalition had great value and expressed their desire to become a member.

**MOTION to allocate \$3500 from the CPA Administrative Fund for annual membership dues to the Community Preservation Coalition.**

Moved by J. Bailey and seconded by C. Dawicki.

**Motion passed 6-0.**

**Next Meeting Date**

Tuesday, October 24, 2017.

**Adjourn**

There being no further business, a motion to adjourn was moved by J. Bailey and seconded by S. Gomes. The motion carried. The meeting was adjourned at 7:04 p.m.

Respectfully submitted,



Arne Louro  
DPHCD Staff

Approved: 10.24.17

