



Community Preservation Committee Meeting Minutes

Date: May 4, 2023 **Place:** Remote meeting by Zoom

In Attendance: Julie Strehle, Kirsten Moore, Megan Buhr, Elizabeth Dings, Eryn Kelley

Absent: Vicki Donlan, Laurie Freeman, David Gossage, Rita DaSilva

Julie Strehle called the meeting to order at 7:00 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

The meeting minutes of March 8, 2023, were approved by roll call vote (5-0).

The meeting minutes of January 11, 2023, were approved with edits by roll call vote (5-0).

The meeting minutes of August 25, 2021, were approved with edits by roll call vote (5-0).

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 reported that she's continuing to follow up on the Canterbury Street Cemetery project from ATM 2020, which received a Grant Agreement extension to 12/31/2022. The project was for \$40,000 to clean up and restore gravestones; of that amount, the cleanup work done by DPW totaled about \$13,000. There is \$16,000 left of unspent funds so that DPW work could be covered; she is waiting for invoice so the funds can be transferred from the CPA account to the DPW.

Ms. Strehle is also following up with Andrea Young on any activity with the Monuments & Memorials grant of \$15,000 from ATM 2021.

Ms. Strehle provided an update on the Harbor Master Plan project from ATM 2021, which granted \$60,000 to be used by Harbor Development Committee and the Bathing Beach Trustees to create a new master plan for the Inner Harbor. The Harbor Development Committee chair Marco Boer stated that the consultant has been working on the project, but there's been a new development at the inner harbor, which is that Town Meeting approved the funds to buy the parcel of land at Gallery 360 by the rotary, and the Town's ownership of this land literally and figuratively changes the landscape of the harbor and its uses; so the project needs more time. A motion was made to extend the grant agreement for this project to 12/31/2023, seconded, and approved by roll call vote (5-0).

Approved August 16, 2023

Town Meeting Update

Ms. Strehle noted that the CPA projects were approved unanimously at Annual Town Meeting. Per the Community Preservation Act statute, the funds can be available as soon as the Article has passed, unless dates are specified. While in the past there were no dates specified so the funds would have been available right after ATM, this year the Article was worded so that funds will become available on July 1, 2023, the beginning of the next fiscal year.

Ms. Strehle is working on the next steps after ATM: a confirmation letter to the grantees on what to expect going forward (when money available, grant agreement, when periodic updates, 2 year window), and then the Grant Agreements will be drawn up and signed by the grantees, the CPC Chair and Town Hall.

Ms. Strehle also notified the committee that a Town Meeting attendee questioned a CPC member about whether the Library Digitization Project was an eligible use of CPA funds. Ms. Strehle brought the question to Town Counsel and will report his legal opinion back to the CPC.

Administrative Project Discussion

The committee discussed edits to the various administrative areas which need to be updated:

- Website update - Kirsten presented the proposed edits to the website.
- Application update – Julie presented proposed edits to the preliminary and final applications, which she and Vicki worked on, in consultation with Town Counsel. Discussion included stripping the applications of explanatory information which should be part of a single document, the Process Manual; and renaming the preliminary application to the Preliminary Eligibility Application, to stress the importance that this application is solely for the CPC to determine eligibility of the project.
- Process Manual update – Megan presented proposed edits, which is a rewrite of the outdated document. CPC members are asked to review the rough draft to add information and edits.
- Project tracking spreadsheet - Eryn presented a draft spreadsheet.

Community Preservation Plan

Ms. Strehle discussed the question about whether Hingham has ever had a Community Preservation Plan, which is referenced in the Process Manual. She did not find this kind of document separate from the process manual after consulting with past CPC chairs and staff at Town Hall. Since the idea of this plan is to take the community's input into how to spend CPA dollars, Town Counsel suggested using the Master Plan for guidance.

Discussion of CPC housekeeping items

CPC will meet again on June 21st to finalize changes to the applications, process manual, website and spreadsheet.

Next meetings: Sometime in August. Preliminary Eligibility Application due 9/12 with CPC meeting on 9/20. Final Application due 10/10 with CPC meeting on 10/18. Tours in late October or early November.

Approved August 16, 2023

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 Meeting Minutes from January 11, 2023

Draft Meeting Minutes from March 8, 2023

Draft Meeting Minutes from August 25, 2021

Draft Process Manual

Draft Preliminary Eligibility Application

Draft Final Application

Draft financial tracking spreadsheet

Draft website updates

Respectfully submitted,

Julie Strehle