



## Community Preservation Committee Meeting Minutes

**Date:** August 16, 2023 **Place:** Remote meeting by Zoom

**In Attendance:** Julie Strehle, Eryn Kelley, Vicki Donlan, Rita DaSilva, Megan Buhr

**Absent:** Laurie Freeman, Kirsten Moore, Elizabeth Dings

Julie Strehle called the meeting to order at 7:03 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.*

### **Election of Officers**

The committee voted to reappoint Julie Strehle as Chair of CPC by roll call vote, 5-0. The committee voted to appoint Eryn Kelley as Vice Chair of CPC by roll call vote, 5-0.

### **Approval of Minutes**

The meeting minutes for May 4, 2023, were approved by roll call vote, 5-0.

The meeting minutes for June 21, 2023, were approved by roll call vote, 5-0.

### **Update on past CPA Projects**

Ms. Strehle reported that all of the Annual Town Meeting 2023 grant agreements have been signed by grant recipients, CPC Chair, and the Town Administrator (for projects less than \$50,000); and projects over \$50,000 were signed by the Select Board Chair last night at the Select Board meeting.

According to the recent update to the grant agreement, all projects still in progress will report their status and progress to the CPC two times a year, once in November and then again in May. The CPC needs to create a form which grant recipients can fill out and submit to the CPC.

The Library Digitization project has been completed and Ms. Strehle authorized payment to the vendor.

### **Administrative Project Update**

At the end of June, Ms. Strehle met with Kate Richardsson in the Town's IT Department to get the CPC website updated with the new Process Manual, Preliminary Eligibility and Final Applications. Ms. Richardsson was very helpful with some refinement to the layout of the applications while ensuring the ability to populate those documents online. Ms. Strehle asked CPC members to review the updated CPC website to review content and make sure all looks good.

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Ms. Strehle reported that she has not heard any update on any adoption of the Climate Action Plan being adopted, so no updates will be made yet to the Final Application (which would add CAP language in the form of the question, “How will your project meet the Town’s Climate Action Plan, if applicable.”

Other Administrative projects for CPC include identifying responsibilities for a CPC Administrative position; annual reporting to the DOR by both the CPC (list of projects approved by ATM 2023) and the Town’s accounting department; research borrowing and the issue of early paying off debt for a potential CPC policy; and whether signs need to be created for past CPA projects. CPC members discussed the signs and the consensus was that a sign should be posted for larger projects such as land acquisition.

Ms. Strehle reported that since the CPC plans to use the Town’s Master Plan as a Community Preservation Plan for the foreseeable future, she has asked Gordon Carr, Chair of the new Master Plan Implementation Committee to meet with the CPC. At the October CPC meeting Mr. Carr will present the key recommendations of the Master Plan in the areas of Housing, Open Space and Historic Preservation, which can help guide the CPC through this year’s application decision process.

### **Schedule for 2023-2024 grant process**

The new grant cycle began on July 1<sup>st</sup>. No Preliminary Eligibility Applications have been submitted yet.

Vicki Donlan updated the committee on meetings that she has held in recent weeks with a potential applicant, which would construct an accessible walkway to and through Tranquility Grove (between Central and Hersey Streets).

Preliminary Eligibility Applications are due September 12<sup>th</sup>, and the CPC meets September 20<sup>th</sup> to discuss. When applications come in, Ms. Strehle will batch them together and send them out to everyone to review ahead of the September meeting.

Final applications are due October 10<sup>th</sup>, and the CPC meets October 18<sup>th</sup> to discuss.

Site visits will be held during the weekend of November 4<sup>th</sup> and 5<sup>th</sup>. Applicants’ presentations will be held on November 8<sup>th</sup> and 9<sup>th</sup>. The CPC will meet on December 13<sup>th</sup>. Final Presentations will be held on January 3<sup>rd</sup> and 4<sup>th</sup>. The CPC meets for the final vote on projects on January 10<sup>th</sup>.

### **CPC Housekeeping Items**

All CPC members are returning to serve again this year, with one Select Board appointment still open (which was vacated by David Gossage.)

### **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

Respectfully submitted, Julie Strehle

Approved September 20, 2023