



COMMUNITY PRESERVATION COMMITTEE

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Town of Fairhaven, MA
COMMUNITY PRESERVATION COMMITTEE
August 17, 2022 Minutes

FAIRHAVEN TOWN CLERK
RCUD 2022 NOV 10 AM 10:54

1. Administrative Business

Chairman's Welcome Media Notification: Jeff Lucas, Chair, opened the meeting at 6:30 PM and welcomed all. Ann Richard, Vice Chair, read the revised Open Meeting Law Statement per the State of Emergency issued by Governor Baker with instructions that public hearings may be conducted remotely via Zoom.

Quorum/Attendance: Present:

Jeff Lucas, Ann Richard, Karen Isherwood, Gary Lavalette, Roger Marcoux, Beth Luey, Terrance Meredith.
Paul Foley, Planning Director, was also present.

Marcus Ferro was not present, Mr. Lucas also noted that Carol Alfonso had resigned from the committee and a new member from the Housing Authority would need to be selected for CPC.

Minutes:

Ms. Richard made a motion to approve the April 14, 2022 minutes and was seconded by Ms. Luey. The motion passed unanimously via roll call vote.

Correspondence:

There was no correspondence for this meeting.

2. General Business

There were no bills for this meeting.

Review Contracts for FY23 Appropriations:

All contracts for FY23 appropriations including the Pickleball Courts at Livesey Park, Library Sidewalks, Whitfield-Manjiro Cultural Center and the Spring Street Firehouse have been signed and returned to the committee, with the finalized contracts having been sent to members for review. When asked if any work had begun, Mr. Foley noted that the Pickleball Association had requested approximately \$20,000 to begin engineering work for the project with GCG. One special request made in the contracts was for the projects to have a sign posted that show that they are CPC funded.

There was a brief discussion of the Community Preservation Projects Report ahead of the more detailed discussion. During it, Mr. Foley brought up that the Oxford School Residences recently received their final payment for that project.

Mrs. Richard asked if members of the committee could have a tour of Oxford School Residences to see the finished project and Mr. Foley agreed to make that request on behalf of the CPC. Mr. Lavalette also suggested a tour of the Whitfield-Manjiro carriage house.

Action: The board members will forward their availability to Mr. Foley to arrange a time for a site visit of Oxford Schools Residences and also possibly the Whitfield-Manjiro carriage house.

When Mr. Lucas requested any further comments, Mr. Lavalette brought up his concerns about future plans for Rogers School Re-Use as one of the RFP's had requested nearly a million dollars in CPC funding. Mr. Lucas however didn't necessarily want to limit options or make decisions without the project specifics as each project the CPC funds has its own unique needs. Ms. Luey shared her concern that serious candidates should be researching the CPC's budget before making requests. Mr. Marcoux also agreed with Mr. Lucas' concerns that each project needs to be evaluated on a case-by-case basis.

Mr. Lucas then turned the committee's attention back to the FY23 contracts, noting that he wants further information from the historic projects to make sure that they are following state recommendations on using period-appropriate construction materials and methods.

CP-3 Community Preservation Projects Report:

Mr. Foley covered the annual CP-3 report, which he has already completed for this year. This report covers the different projects funded by the CPC, including details on the type of projects and how much money is appropriated for each. The report is sent to the state's Department of Revenue and must be completed in order to receive funding from the Community Preservation Coalition.

The report also helps to keep track of how much money has been appropriated over the years, with Fairhaven's CPC having funded over \$7 million in projects since 2006. However, Mr. Foley mentioned that there is a slight discrepancy with the numbers due to turn-backs not being accounted for at the State level. Mr. Lucas requested that Mr. Foley forward the CP-3 report to the committee.

Mr. Foley presented a spreadsheet to the committee with the overall numbers which is reproduced here.

	CPA Open Source Funds (tot)	Open Space Acres (tot)	CPA Recreation Funds (tot)	Recreation Acres (tot)	Total
Fairhaven CPC Open Space	\$1,211,807	510	\$471,615	0	\$1,683,422
	Historic Projects		CPA Historic Funds		Total
Fairhaven CPC Historic	55		\$4,127,430		\$4,127,430
	CPA Housing Funds	Housing Units New	Housing Units Supported	Housing Units Total	Total
Fairhaven CPC Housing	\$1,449,371	126	362	488	\$1,449,371
Totals	510 Acres Saved	126 Affordable Units Created	362 Affordable Units supported	55 Historic Projects supported	\$7,260,223

Mr. Foley plans to compare the Community Preservation Coalition records against the town's records to ensure that they are accurate. He specifically cited that the Housing Units Supported figure may be off.

Mr. Lavalette inquired about check-ins on existing projects. Mr. Foley replied that there are a few accounts that are still open, specifically noting the bike-way signs and the City Hall Terracotta Finials, but that any of these projects could ask for extensions if need be and some projects by their nature would require multiple years to complete. Mr. Lucas reiterated that each project needs to be taken on a case-by-case basis, specifically citing the Fort Phoenix bunker project which had to be closed out due to construction complications.

On that same note, Mr. Foley outlined how complicated the Library's interior restoration has been as they first need to fix the chimney before the interior restoration work can be done. Mr. Lucas then requested that Mr. Foley bring a list of outstanding projects to the next meeting for discussion.

Action: Mr. Foley to create the requested list of outstanding projects to present at the next meeting

Mr. Foley next brought up a spreadsheet covering the Fairhaven CPA Funding through the years, noting a total revenue of \$7,352,679, with \$5,322,556 from the local surcharge and \$2,303,843 from the state trust. The trust fund match percentages have shifted over the years, being originally as high as 100% in 2007 and then as low as 17.20% in 2018. 2022 is currently noted at 39.37% for \$189,832 in state funding.

Mr. Lucas brought up that Fairhaven is only eligible for the first round of state funding, as it uses a 2% surcharge with a \$100,000 deductible. However, there would be an incentive for increasing the surcharge to 3% or removing the deductible to increase the state funding match.

When asked for comments, Ms. Richard explained that before the COVID pandemic, the committee had considered making the changes such as the ones discussed but had decided not to pursue a town meeting vote as it would be seen as too much of a hardship and unlikely to pass at a virtual town meeting. However, Ms. Richard did still possess a good deal of that prior research and would be willing to follow-up on this discussion with the Community Preservation Coalition.

Action: Ms. Richard will have a conversation with Stuart Saginor of the Community Preservation Coalition and pass that information on to Mr. Foley to distribute to the committee.

FY24 CPC Plan Preliminary Discussion:

Mr. Foley sent the preliminary Fairhaven FY24 CPC Plan to the committee for review, with the note that there are a few figures which are currently in need of review which he highlighted in yellow. Mr. Lucas had specific questions about the number of affordable housing units added to the town with the completion of the Oxford School Residences. That complex is adding 52 units which brings Fairhaven closer to building the last 200 units needed to reach the preferred percentage of affordable housing in the town.

Mr. Foley also brought up recruiting volunteers for the 40R Working Group, which had been in a front page article in the Standard Times. The hope is that the 40R plan will help increase the number of affordable housing units and reduce the chance of unfavorable 40B projects. He currently has 10 citizen volunteers but is welcoming volunteers from the different boards and committees, including CPC.

Action: Once the FY24 CPC Plan is finalized, Mr. Foley will post it to the town website and advertise the public hearing on September 14th along with the September 30th deadline for applications in a press release in the Fairhaven Neighborhood News.

Ms. Richard requested to include information in the press release about the various prior CPC projects and how much the committee has given out in grants.

At Ms. Richard's question in regards to incoming letters of interest, Mr. Foley replied that he had not received any for FY24. Ms. Luey stated that she would remind an interested party to send one in and Mr. Foley will make it clearer on the website that even though there is a deadline for the letters of interest to be considered for this year, he can accept them at any time.

Mr. Lavalette presented an update on the Academy building project. They have finished the backdoor ramp and are to be paid \$10,000 now that the project is completed to the satisfaction of both Mr. Lavalette and Mr. Wayne Oliveira of the Historical Commission. This was an older project so it does not conform to more current projects where any outstanding payments must come before the CPC chair. As such, Mr. Foley will be looking into it.

Ms. Richard suggested adding specific agenda items for reports from representatives from the different committees who have chairs on the CPC. This would not only be a chance to have updates from the various boards but would also allow for those representatives to bring questions, concerns, and updates on CPC projects back to their respective boards. Mr. Lavalette noted that he had already been updating the Historical Commission in a similar manner.

Action: Add a "Report from Reps" agenda item going forward for each of the four representatives (Board of Public Works, Housing Authority, Historical Commission, and Conservation Commission.)

Ms. Richard also suggested that representatives should try to review projects that fall into their board's purview and bring them back to their respective boards. Mr. Lavalette explained that the Historical Commission conducts regular reviews of projects to ensure compliance, citing weekly site visits to the Academy building and site visits to the Whitfield-Manjiro carriage house. Ms. Isherwood concurred that such a system would also work for Conservation Commission.

On that note, the committee members agreed to organize more site visits and invite all members to attend if they are available.

When discussing the state funding, Mr. Foley and Mr. Lucas stated that the figures should be released in October. As CPC did not spend the full amount raised last year, Mr. Lucas would like to try and separate the unearned income from what is currently being used to fund projects to keep it as a reserve account. A few different figures were discussed between 2% and 5% of incoming funds to be reserved. Mr. Foley brought up his concerns with shifts real estate values reflected in the town's tax revenue and the variations in the State match percentages that might result in smaller amounts of funding in the future.

When it came to crafting a motion for the creation of a reserve account, the committee members agreed that the motion would need to be carefully crafted to ensure that the money could be spent at the discretion of the board in accordance with specific criteria. Ms. Richard assured that she would ask Mr. Saginor for suggestions during her conversation with him.

During this discussion, Ms. Richard requested that letters be sent to the Housing Authority and the Board of Public Works to request new representatives from those boards.

Voting on the CPC plan will be done at the September 14th Public Hearing, with the draft posted on the town website once Mr. Foley has completed it.

Tentative CPC 2022 Schedule:

Mr. Foley covered the tentative CPC 2022 schedule, noting that meeting dates may be changed in the coming month's dependent upon how many project applications CPC receives.

- **Friday, August 26, 2022:** Letter of Interest Due
- **Wednesday, September 14, 2022:** FY24 CPC Plan Public Hearing
- **Thursday, September 15, 2022:** CP-3 Projects Report Due (Completed)
- **Friday, September 30, 2022:** FY24 CPC Application Due
- **Wednesday, October 5, 2022:** Preliminary Overview of FY24 CPC Applications
- **Wednesday, November 9, 2022:** Public Hearing for FY24 CPC Applications
- **Tuesday, November 15, 2022:** Special Town Meeting
- **Wednesday, December 7, 2022:** Continued Public Hearing for FY24 CPC Applications

3. Future Meeting Schedule

The board agreed with the tentative schedule shown and the next meeting is scheduled for September 14, 2022.

The motion to adjourn was made by Ms. Richard and was seconded by Ms. Luey. Meeting adjourned at 7:37 PM.

Respectfully submitted,
Stephanie A. Fidalgo
Recording Secretary,
Community Preservation Committee