

## MINUTES

### Community Preservation Act Committee Meeting

Thursday, May 31, 2023

5:30-6:30 p.m.

#### **Opening the meeting:**

Committee Members Present: David Kale, Kaki Martin, Taha Jennings, Kathy Watkins, Chandra Harrington, Mary Flynn, Elaine DeRosa

Committee Members absent: Kevin Foster, Victoria Bergland

Staff: Daniel Liss, Jennifer Letourneau, Charlie Sullivan, Chris Cotter

Public : Cathleen Higgins

#### **I. David Kale (DK) opens meeting:**

- DK called the meeting to order.
- DK announces that with his impending retirement, he will be resigning from the Committee, which will need to elect a new chair.
- Kathy Watkins nominated Taha Jennings (TJ) as chair, seconded by Ellen Schacter. Taha Jennings is elected chair by a vote 7 in favor, 2 absent.

#### **II. September 6, 2022 Minutes**

- Kaki Martin makes motion to approve minutes. Motion fails by a vote of 3 in favor, 4 abstentions, 2 absent. The matter will be held for the next meeting as staff research the relevant procedures for approving meeting minutes.

#### **III. Background / Introductions**

- TJ provided an overview of the history of the Community Preservation Act in Cambridge and an overview of the process:
  - CPAC meetings are held annually from the spring into the fall.
  - After public meetings, the City Manager forwards CPAC recommendations to the City Council to review and approve Housing, Historic Preservation and Open Space allocations and projects.
  - City is required to provide a minimum allocation of 10% to each CPA category.
- TJ provided an update to the Committee's membership and asked new members to introduce themselves.
  - Owen O'Riordan became Deputy City Manager and resigned from the committee. New DPW Commissioner Kathy Watkins replaced his role representing the Board of Park Commissioners
  - Elaine DeRosa replaced Susan Schlesinger
  - TJ also introduced Daniel Liss, who will now be staffing the committee

#### **IV. FY23 Funding Estimate**

- Fiscal staff are currently working to get a sense of what the FY24 CPA allocation will look like. We are waiting for additional information from the state.

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### V. 2022 Meeting Schedule & Process

- Tonight's organizing meeting
- Next meetings will be scheduled through email – staff will reach out.
- Next meeting will be a public hearing on project recommendations, looking at the last 2 weeks in June
- After that, Committee will have a public hearing on the allocation percentages which also needs to be scheduled
- Finally, usually in September and prior to the setting of the tax rate, there is a Committee meeting to take the necessary votes on projects and allocation percentages
- We anticipate using an online project application form and process similar to past years
  - Applicants will be able to access on website in the next couple of weeks and submit via email
- Staff will work with PIO office to promote application form and upcoming meetings

### VI. Committee Discussion

- The committee expressed interest in training materials on the Community Preservation Act (project eligibility guidelines, etc.) or a training by the Community Preservation Coalition

### VII. Public Comment (if any public attendees)

- Cathleen Higgins: Looking forward to discussion about housing and looking forward to the new members working.

Motion to close meeting 7-0-2