



City of New Bedford
Community Preservation Committee
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JONATHAN F. MITCHELL
MAYOR

MINUTES

December 20, 2017

Department of Planning, Housing & Community Development
2nd Floor Conference Room
608 Pleasant Street, New Bedford, MA

COMMITTEE MEMBERS

PRESENT:

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

Dennis Audette
Ross Nunes
Elaine Safioleas
Tim Walsh

STAFF:

Gloria McPherson, *City Planner*
Edward Bates, *Neighborhood Planner*
Anne Louro, *Preservation Planner*
Ari Sky, *Chief Financial Officer*

Call to Order

Co-Chair C. Dawicki called the meeting to order at 6:08 p.m.

Call the Roll. A formal roll call was conducted confirming members present and absent as stated above.

Approval of Minutes

A motion was made by S. Gomes and seconded by J. Bailey to approve the November 28, 2017 meeting minutes with a change in wording related to the CPC Administrative Position to reflect a city residency requirement in place of a city residency preference. Motion passed unopposed.

New Business

Ari Sky Presentation of City Bonding Projects

Staff advised members that the ten city projects were submitted as a single application for the purposes of funding due to the potential use of a bond and that Ari Sky, the City's CFO, was present to explain the bonding process. Mr. Sky noted that he was not present to address the specifics of the application request, but to explain the financing of the projects and how CPA borrowing can be used to fund capital improvement projects.

Mr. Sky provided members with a document which provided a brief overview of the Department of Revenue's CPA borrowing requirements, the city's proposal, and a sample amortization schedule based on the proposed city funding request which would result in approximately \$230,000 in debt financing over a ten year period. Mr. Sky explained that municipal borrowing is considered general obligation debt and that bonding can fund capital improvements but not maintenance. He noted that the 4.5% interest rate that he used in his calculations was a

fixed rate and that it was a conservative estimate, as he expected that rate to be lower. He stated that the bond can be structured as a level debt, as demonstrated in the example amortization provided, or with higher interest payments at the end of the financing period. He noted that the proposed debt service of \$230,000 is approximately 25% of the local CPA revenue and therefore the CPC would probably be unable to bond another project for at least the next five years.

C. Dawicki asked if Mr. Sky could speak to the reasoning as to why the city would consider a bond as the appropriate financing for the proposed projects. Mr. Sky stated that philosophically, the proposed city projects would be a positive way to kick-start the CPA program in the city. He explained that the CPA fund could not support the \$1.8M of city funding requests; therefore debt financing is the viable method in which to fund the projects while providing a positive and visible outcome to the city taxpayers.

J. da Silva noted that funding city projects provided a broad public benefit to the entire populace. Mr. Sky stated that all of the city projects were “shovel-ready” and that the city had the resources to complete the projects in a timely manner. A. Louro informed members that within the city application there was a timeline schedule for each project completion, with all to be completed within a five year timeframe.

There was discussion regarding the appropriate percentage amount that a CPA program should carry as a debt service with consensus that it would be a judgment call based on the sustainability of the fund and its income. Members discussed whether CPA bonding was a common practice, with staff affirming that it was, and Mr. Sky noting that by utilizing debt service for city projects, it provides more funding availability for community sponsored projects.

S. Gomes and A. Motta expressed their concern that the city would need to demonstrate why projects required bonding rather than being funded through the general fund. Members discussed the need to justify carrying a debt service and potential public outreach to address the city’s project funding policies. Staff noted that Stuart Saginor from the Community Preservation Coalition would be able to provide information related to CPA debt service, percentage caps, and examples of other CPA community policies.

There was brief discussion regarding the format of project presentations at City Council and whether the CPC and/or project proponents would be presenting the funding requests. It was noted that Patrick Sullivan would need to reach out to the City Council President to determine the Council’s preferred method.

Colleen Dawicki Membership Vacancy

C. Dawicki made members aware of her impending departure from the CPC due to her resignation from the Planning Board in order to serve on the School Committee. There was brief discussion regarding the wording of the CPC ordinance and Staff explained that the ordinance was structured in such a way that in the event a Committee member ceases to be a member of the board by which he or she was designated, that person shall also cease to be a CPC member. Staff noted that a Planning Board representative will be designated at the Planning Board’s January meeting and subsequently confirmed by the City Council. Members asked that since C. Dawicki would be a member until 12.31.17, that she would be able to provide comments on the submitted project applications.

January / February Meeting Schedule

Members discussed the process in which they would review the applications. It was determined that a proposed thirty minute bonding training webinar presented by Stuart Saginor may be too expansive to include as part of the initial meeting in which the CPC would discuss the project applications. It was decided that staff would provide CPC members with possible training dates and times and schedule the training at which time the most members could participate.

Staff and members reviewed a calendar and possible meeting dates. It was determined that the CPC would meet on Tuesday, January 23rd in order to review and generally discuss the applications. At that time the questions that individual members had related to specific projects could be discussed and Staff would aggregate the questions for use at the public presentation hearings. Tuesday, January 30th was set as the date at which to hold a public hearing to review the city sponsored projects. The remaining eighteen non-city projects would be split up between two additional public hearings to be scheduled on Wednesday, February 7th and Tuesday, February 13th. Tuesday, February 27th was scheduled for the purpose of the CPC to meet and score the projects.

Old Business

Project Presentation Format

Members briefly discussed the format of the presentations confirming that PowerPoint would be the preferred; however that it would not be a requirement, and that project proponents could use project boards or print materials as part of their presentation. Staff stated that they would provide a Title Slide for each project, whether or not they would be utilizing PowerPoint as a format. Staff also confirmed that the public hearings would be filmed by Cable Access and that Staff would secure meeting venues and coordinate the scheduling of applicants.

At C. Dawicki's suggestion, there was member discussion related to the process in which each CPC member would be responsible for a certain number of projects which they would "own" in order to either answer member questions or summarize the proposal. Staff stated that they could divide and assign projects to members via email.

Comparative Evaluation Materials

Staff briefly reviewed the project materials provided to the members, both in print and in electronic format. They explained that in addition to the applications, scoring evaluation sheets, a question form, the CPC budget, and instructions were provided as well. Staff referred to the scoring rubric intended to be used to evaluate the funding applications and noted that it was "user friendly" and it would self populate the scores. The question form was intended to be used by each member as a means to place their project questions and to send to Staff in order to aggregate all of the member questions.

Members discussed the budget and funding request charts developed by staff as a means to visualize the funding requests against the available CPS funds, noting a \$1.6M deficit between the two items. Members recognized the need to review the application question related to an applicants' plan adjustment if they received a reduced funding amount.

CPA Administrator Job Description

Members reviewed a draft of the job description and offered comments and suggestions related to the position's description and responsibilities. J. da Silva stated that a candidate should be familiar with the Secretary of the Interior's Standards for Rehabilitation, particularly since two thirds of the current funding requests are for historic resources. However, she also voiced her concern that it should not be a requirement as it would limit the candidate pool. J. Bailey and J. da Silva noted that if a candidate does not have a historic preservation background, City Staff would still be required to manage historic resource compliance.

There was consensus that that the job description required editing in an effort to change its appearance from a secretarial position to a professional management position. C. Dawicki suggested the use of key search words such as grants management in order to attract the appropriate candidates. S. Gomes stated the need for a city residency requirement. J. Bailey and J. Da Silva agreed to be part of a sub-committee which would review the revised job description prior to posting.

Next Meeting Date: Tuesday, January 23, 2018.

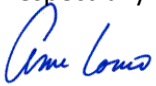
Adjourn

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 7:57 p.m.

Documents and Exhibits

- Agenda
- November 28, 2017 Meeting Minutes
- CPA Borrowing Information
- FY18 Applications
- Comparative Evaluation Materials
- CPA Administrative Assistant Job Description

Respectfully submitted,



Anne Louro
DPHCD Staff

Approved: 01.23.18