



**JON MITCHELL**  
**MAYOR**

**CITY OF NEW BEDFORD**  
**Community Preservation Committee**  
133 William Street, New Bedford, Massachusetts 02740  
Telephone: (508) 979.1488

**MINUTES**

**December 17, 2019**

**New Bedford Free Public Library, 3<sup>rd</sup> Floor Meeting Room**  
**613 Pleasant Street, New Bedford, MA**

**COMMITTEE MEMBERS**

**PRESENT:**

Janine da Silva, Chair	Arthur Glassman
Sylvia Gomes, Clerk	Christopher Amaral (6:09)
Ross Nunes Vice-Chair	Melissa Chester-Letendre
Paula Robinson Deare (6:13)	

**COMMITTEE MEMBERS**

**ABSENT:**

Tim Walsh

Peter Blanchard

**STAFF:**

Jessica Bailey, *CPA Coordinator*

**Call to Order**

Chair J. da Silva called the meeting to order at 6:08 p.m.

**Approval of Minutes**

A motion was made by A. Glassman and seconded by R. Nunes to approve the minutes for October 22, 2019.

**Motion passed unopposed 5-0.**

**New Business**

*FY20 Application Submissions: Overview of Projects*

J. Bailey suggested all members review the applications prior to the public presentations. This review would allow members to familiarize themselves with the projects and prepare questions for the post-presentation Q & A period. Post presentations, member evaluations of the applications will be submitted to J. Bailey to create an aggregate score for each project. The aggregate score is one tool the CPC utilizes for deciding how to allocate funds as detailed in the CPA application. The CPC requested J. Bailey provide a brief review of the projects with questions to the members prior to the presentations.

For FY20, there is \$1.14 million available for allocation with \$3.3 million in requests – a deficit of \$2.1 million.

The January public presentations press release will be sent in the next two weeks. Promotion on Facebook will also take place prior to each meeting date. Members were asked to share with their social media contacts. An article focused on the successes of CPA to date will be a goal for January/February to increase transparency and promote CPA in the city.

*FY18 and FY19 Project Status Updates*

As requested by the CPC during the November 26, 2019 meeting, J. Bailey obtained project status updates from all but one open project. The FY18 and FY19 project status spreadsheets were reviewed by the members. S. Gomes questioned when the extension request was received from WHALE for the FY19 First Baptist Church.

J. Bailey reported on the progress for both fiscal years. Seven FY18 projects have been completed. Three FY19 projects have been completed to date.

Only 16 of the 17 FY19 projects have fully executed agreements. The memorandum of understanding (MOA) for the FY19 Zeiterion Theater's \$50,000 grant has not been signed by the grantee. P. Robinson-Deare asked for the reason for the delay and if the grantee is in compliance with the FY18 grant agreement. The reason for the FY19 delay is unknown at this time. J. Bailey stated there was an initial question from the grantee regarding if the City or the Zeiterion should be the lead grantee and which should be the co-grantee. Per the Solicitor's Office, the City must be the lead grantee with the Zeiterion as the co-grantee due to the fact it is a city owned building. Since this clarification, a monthly request has been made as to the status of the MOA but none has been received from the grantee. In addition, the required quarterly project status report for the Zeiterion's FY18 grant has not been received since July 2019. S. Gomes suggested the CPC can assist in obtaining this information. J. DaSilva suggested it has been over 6 months of waiting and perhaps a letter from the Solicitor's Office would be appropriate. S. Gomes advocated for the first letter be from the committee to request MOA be signed and the need for communicating to J. Bailey as she is the representative for the CPC. R. Nunes suggested a need for a consequence if non-compliant. A. Glassman and C. Amaral felt the first letter should come from committee as the first step. After discussion, the committee requested J. Bailey draft a letter on behalf of the CPC with J. DaSilva as signer with a deadline of January 15<sup>th</sup> for the FY19 MOA signing and FY18 project status report.

Anne Louro, Historic Planner, and Tabitha Harkins, City Planner, will be reviewing the FY20 applications and will provide a memo with comments for each application. J. Bailey will forward to the CPC prior to the January presentations.

J. daSilva suggested all members visit 29 Seventh Street in Abolition Row to see the progress. Abolition Row may become a Local Historic District (LHD). LHDs require property owners to follow U.S. Secretary of the Interior Standards and use certain material. This project followed the standards due to the CPA award providing the cost differential. J. daSilva provided an overview of the boundaries of Abolition Row and the Downtown LHD. She also explained the process by which an LHD is created. J. Bailey stated other CPA communities with LHDs have loan or grant programs to assist LHD homeowners with cost differential expenses for exterior restorations.

#### *Grant Agreement Extension Requests*

Most of the FY18 and FY19 projects are on track to be completed within this fiscal year. Grantees were advised if their project would not be completed by June 20, 2020, a term extension request would need to be sent to the CPC for their vote. Three requests were received prior to this meeting: FY18 Strand Theater (\$50,000), FY19 Strand Theater (\$150,000) and FY19 First Baptist Church (\$65,000). A. Glassman asked if a project is not completed prior to the next funding round, should they be considered for future funding. J. daSilva stated one of the criteria for determining funding awards is capacity and past performance. R. Nunes stated his concern regarding the capacity of one organization to be co-grantee for many CPA projects and applications. He stated it could set a precedent by funding a project which has not utilized a previous year's grant prior to the next award determination. P. Robison-Deare asked if WHALE was the administrator for the three projects. J. Bailey explained WHALE was the project manager and co-grantee, however all grant reimbursements are made to the primary grantee.

#### *FY18 Strand Theater (\$50,000)*

A motion was made by S. Gomes and seconded by A. Glassman to extend the grant agreement term end date from June 30, 2020 to September 30, 2020 for the FY18 Strand Theater project based upon the request in the letter dated December 9, 2019 from WHALE and Cape Verdean Association of New Bedford.

**Motion passed unopposed 7-0**

*FY19 Strand Theater (\$150,000)*

A motion was made by S. Gomes and seconded by A. Glassman to extend the grant agreement term end date from June 30, 2020 to October 30, 2020 for the FY19 Strand Theater project based upon the request in the letter dated December 9, 2019 from WHALE and Cape Verdean Association of New Bedford.

**Motion passed unopposed 7-0**

*FY19 First Baptist Theatre Restoration (\$65,000)*

A motion was made by S. Gomes and seconded by A. Glassman to extend the grant agreement term end date from June 30, 2020 to October 30, 2020 for FY19 First Baptist Theatre Restoration based upon the request in the letter dated December 9, 2019 from WHALE.

**Motion passed unopposed 7-0**

*CPA Grant Award Ceremony*

A suggestion was made to host an annual CPA grant award ceremony to announce the grant recipients similar to the Wicked Cool grants ceremony. The ceremony would be open to the public with the Mayor, City Council and recipients invited to attend alongside the CPC. It would increase the visibility of CPA projects and continue the transparency the CPC strives to provide to the process.

S. Gomes stated she was in favor as long as expenses were kept to a minimum as these funds are taxpayer monies. P. Robinson-Deare suggested a dry erase check to issue at the ceremony. The committee felt a ceremony should be planned for Spring 2020 post City Council approval.

**Old Business**

*January Public Hearings*

J. Bailey confirmed the attendance for the January Public Hearings. A link to the Cable Access video will be provided to those who are unable to attend.

*Butler Flats FY19 Term Extension*

The FY19 Grant Agreement was received and is currently being distributed internally for signatures. It should be fully executed by the end of the year.

*Term Expirations: April 2020*

R. Nunes stated he will be submitting his name to the Mayor for re-appointment to the Community Preservation Committee for a three-year term.

**Other Business**

*Community Housing applications*

With the complexity of the community housing applications, there potentially is a need for a review by a qualified affordable housing expert to compare the project to the city housing plan and the CPA plan. In addition, the project would be reviewed for its quality and completeness. Any report would be additional information for the CPC to consider when awarding funding.

**Next Meeting Date:** Thursday January 9, 2020 6:00 p.m. New Bedford Free Public Library 3<sup>rd</sup> floor meeting room

**Adjourn**

There being no further business, a motion to adjourn was moved by S. Gomes and seconded by A. Glassman.

**Motion passed unopposed.**

The meeting was adjourned at 7:16 p.m.

**Documents and Exhibits**

- Agenda
- November 26, 2019 minutes
- FY19 Project Status spreadsheet
- FY18 Project Status spreadsheet
- FY18 Strand Theater grant term extension request
- FY19 Strand Theater grant term extension request
- FY19 First Baptist Church grant term extension request

Respectfully submitted,



Jessica Bailey  
CPC Coordinator  
*Approved January 9, 2020*