



CITY OF NEW BEDFORD

Community Preservation Committee

133 William Street, New Bedford, Massachusetts 02740
Telephone: (508) 979.1488

JON MITCHELL
MAYOR

MINUTES

July 26, 2022

New Bedford Free Public Library
613 Pleasant Street 3rd Floor

COMMITTEE MEMBERS

PRESENT:

Janine da Silva
Peter Blanchard
Arthur Glassman

Leona Fisher
Ross Nunes

COMMITTEE MEMBERS

ABSENT:

Christopher Amaral
Peter Boswell

Jody Seivert
Melissa Chester-Letendre

STAFF: Jessica Bailey, *CPA Manager*

Call to Order

Chair J. daSilva called the meeting to order at 6:03 p.m.

Call the Roll

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

Approval of June 28, 2022 minutes

MOTION to approved June 28, 2022 minutes

Moved by A. Glassman and seconded by P. Blanchard

Motion passed 5-0

Election of Officers

Chair J. daSilva stated she had spoken with the FY22 officers, R. Nunes and M. Chester-Letendre, about their ability to continue to serve as Vice Chair and Clerk, respectively. Each agreed to continue to serve in their current roles for FY23.

MOTION to nominate J. daSilva as Chair, R. Nunes as Vice Chair, and M. Chester-Letendre as Clerk for FY23

Moved by A. Glassman and seconded by P. Blanchard

Motion passed 5-0

FY23 Community Preservation Coalition Dues Discussion and vote

J. Bailey stated the dues are the same as FY22 - \$4,350. The Coalition provides technical assistance to the CPC as well as advocacy at the State level. One example of advocacy is the anticipated \$20million in state monies to the Trust Fund, increasing New Bedford's anticipated match from 35% to 40%. J. daSilva stated she believed the membership has value and wished to continue to support the Coalition's work. A. Glassman asked if the value of services provided was proportional to the dues. J. Bailey stated it was proportional due to the technical assistance provided to the CPC for complex applications. R. Nunes stated he believed the continued access to technical assistance was important since the CPC does not know the complexity of FY23 applications. J. Bailey stated the technical assistance provides City Solicitors with information as well. J. daSilva asked how many communities are members; J. Bailey stated she believed more than half. She also stated the dues are calculated by the community CPA funds total.

MOTION to approve payment of Community Preservation Coalition Dues for FY23 in the amount of \$4,350.

Moved by R. Nunes and seconded by P. Blanchard

Motion passed 5-0

2023 Meeting Schedule Discussion

J. Bailey stated the schedule follows the 2022 schedule, however, January presentations will begin a week later due to conflicts with the board and commission meetings of the CPC members. There are 12 meetings for CPC members and 1 meeting for the Application Technical Workshop. J. daSilva stated the meeting schedule does not need to be voted upon by the CPC. The committee reviewed the dates with no changes recommended.

FY23 CPA Plan Discussion and Vote

J. Bailey reviewed the draft plan draft and process. J. daSilva asked if any public comments were received. J. Bailey stated three members of the public attended the June 28, 2022 meeting. There were no public comments submitted by the July 15, 2022 deadline. A. Glassman asked if this response was the same as previous years. J. Bailey stated participation was stronger when remote meetings took place. J. Bailey reviewed the application cycle deadline dates. The committee did not have any changes.

MOTION to approve the FY23 CPA Plan and FY22 Annual Report as presented

Moved by R. Nunes and seconded by A. Glassman

Motion passed 5-0

FY23 Application Technical Workshop

J. Bailey stated the materials for the workshop are being edited. Outreach will begin in August to inform interested parties of the date and format. She asked for the flexibility to host the Technical Workshop as remote if need be even if the committee votes to not meet remotely from October to March. J. Bailey stated she will be focusing on outreach to encourage organizations to apply. The committee discussed ways to encourage applications from across the city.

Remote Meeting Discussion and Vote

J. Bailey stated the State Legislature voted to extend the current COVID related rules for remote meetings until March 31, 2023. The committee discussed the pros and cons of being remote with the consensus being remote allows for greater participation by many as evidenced by the higher numbers attending via Zoom versus lower numbers for in person meetings.

MOTION to approve meeting remotely from October 1, 2022 to March 31, 2023 and allow for the remote option for the September 8, 2022 Technical Workshop if necessary.

Moved by R. Nunes and seconded by A. Glassman

Motion passed 5-0

Computer Request Discussion and Vote

J. Bailey informed the committee of the need to purchase a new laptop for CPA use. J. daSilva asked if the current laptop was not sufficient for processing and current needs. J. Bailey stated the current laptop is over 3.5 years old and will be used as a backup with the new laptop being used as the primary laptop. The laptop is the only computer the CPA Manager has for CPA work.

MOTION to approve the purchase of a new laptop with 17" display, not to exceed \$2,000.

Moved by R. Nunes and seconded by A. Glassman

Motion passed 5-0

Old Business

FY22 Budget Update

J. Bailey stated the budget was approved by City Council. The State announced additional funds will be distributed via the CPA Trust Fund bringing the FY23 match from 35% to 40%. J. Bailey stated the current fund balance is \$205,842 of which \$53,936 is set aside to be available for FY23 awards. It is anticipated the Fund Balance will increase once the FY22 CP-1 and CP-2 are submitted to the Department of Revenue in October. The Committee discussed what balance they would prefer to have in the Fund Balance, allowing for the excess to be used for awards, if needed. The Committee also discussed programs other CPA communities have in place which may be beneficial in New Bedford. The consensus was this item should be taken up in November upon receipt of the FY23 applications and the final Fund Balance amount.

Any other business that may properly come before the Committee

Next Meeting Date: September 8, 2022 6pm FY23 Application Technical Workshop
New Bedford Free Public Library Main Branch 3rd floor meeting room

Adjourn

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

The motion carried 5-0. The meeting was adjourned at 6:57 p.m.

Documents and Exhibits

- Agenda
- June 28, 2022 minutes
- FY23 Community Preservation Coalition Dues Invoice
- 2023 Meeting Schedule
- FY23 CPA Plan Draft
- FY23 CPA Budget

Respectfully submitted,



Jessica Bailey
CPA Manager

Approved October 25, 2022