

## **TOWN OF ACTON COMMUNITY PRESERVATION COMMITTEE (CPC) VIRTUAL MEETING MINUTES**

**January 12, 2021**

**7:30 PM**

### **MEETING HELD BY ZOOM TELECONFERENCE AND AVAILABLE TO THE PUBLIC**

**Note:** The Town of Acton in response to the COVID-19 (Corona Virus) is currently following the guidance from the Acton Board of Health, Massachusetts Department of Public Health and the CDC regarding the virus and steps communities can take to prevent the spread. The Town Hall is closed to the public.

**Present:** Ray Yacoub (Chair), Nancy Kolb, William Alesbury, Dean Charter, Alissa Nicol (Associate), Carolyn Kilpatrick, Steve Trimble (Clerk), Victoria Beyer, Walter Foster

**Absent:** none

**Others Present:** Ms. Kristen Guichard, Mr. Jim Colman, Mr. Joe Will, Ms. Kelley Cronin, Ms. John Winslow, Mr. Phil Reville, Ms. Camosse-Tsongas, Janet Adachi

Ms. Kilpatrick (acting Chair) opened the meeting at 7:30 PM. The Chair read the notice regarding virtual meetings and how the public could access and participate in the meeting. All votes will be by roll call.

### **MEETING HELD BY ZOOM TELECONFERENCE AND AVAILABLE TO THE PUBLIC**

#### **I. Regular Business**

##### **1. Citizens' Concerns (7:34 PM - 7:35 PM)**

- a. Ms. Kilpatrick requested from Ms. Guichard if there were any attendees with citizens' concerns outside of the planned project overviews. Ms. Guichard responded no.

##### **2. Review Meeting Minutes (7:35 PM – 7:36 PM)**

- a. Mr. Yacoub requested a motion to approve the January 05, 2021 CPC Minutes.
- b. Ms. Kolb moved to approve the minutes for January 05, 2021 seconded by Mr. Foster.
- c. Committee Disposition: "Ayes" Ms. Kilpatrick, Mr. Alesbury, Ms. Kolb, Mr. Charter, Ms. Nicol, Mr. Foster, Mr. Trimble.
- d. Motion approved unanimously to accept the January 05, 2021 Minutes as written as final.

##### **3. Administrative Updates & Scheduling (agenda item handled out of stated sequence; (9:03 PM – 9:36 PM)**

- a. Mr. Yacoub attended the Finance Committee Meeting. Questions that came up. \$2.7M asked and we have \$1.7M. Wanted more color on fund balances (e.g. Open Spaces). They did react to Gardner Field request. Mr. Yacoub noted the Elm Street resurfacing can come off and they will replace when done. They committed to replace basketball (Selby) noted by Mr. Foster. Mr. Trimble asked if that implied there might be damage to the tennis courts? There was no information provided.
- b. Mr. Yacoub noted a discussion with Ms. Nicol concerning an abutter to the proposed dog park wanted to attend the Dog Park presentation. Mr. Foster noted that we have historically asked for comment. Mr. Yacoub is concerned about second guessing the BoS decision. Mr. Charter shared Mr. Foster's disappointment that the BoS did not prioritize projects. The BoS voted in favor of the proposed Dog Park location 4-1. The Committee will hear from all attendees. The Committee is not positioned to alter the dog park progress to date and will focus on the merit of CPA funding as it applies to the project.

- c. Ms. Guichard noted that Mr. Alesbury reviewed the 2020 Town CPC Annual Report and it was subsequently uploaded to the town drive for inclusion in the Town's Annual Report.
- d. Mr. Yacoub noted that the tennis court resurfacing may not proceed dependent on conversations with the new school construction team and the Town. Mr. Charter responded that when they were last maintained the ground and fencing were totally reconstructed with high quality materials and the depth of fencing went down 4 feet. He recommends a cash bond from the construction firm. Ms. Guichard will relay to Selby. Ms. Nicol noted it was a surprise to the community to lose the basketball courts and tennis court impact should be announced if it is used for parking.
- e. Mr. Alesbury plans to discuss Recreation Committee work as a private citizen on several topics, incusing prioritization. Mr. Yacoub asked Mr. Charter to voice the CPC disappointment to the BoS for not prioritizing town projects. Ms. Nichol would like the BoS to still rank the projects. Mr. Yacoub noted that was requested and to date not addressed.
- f. Mr. Yacoub requested a motion to adjourn and noted the Committee's next meeting on January 26<sup>th</sup>.
- g. Mr. Foster moved to adjourn, seconded by Ms. Kilpatrick.
- h. Committee Disposition: "Ayes" Mr. Yacoub, Ms. Kilpatrick, Ms. Beyer, Mr. Alesbury, Ms. Kolb, Mr. Charter, Ms. Nicol, Mr. Foster, Mr. Trimble.
- i. Motion to adjourn the January 12, 2021 meeting approved unanimously.

## II. New/Special Business

### Project Hearings

1. **7:40PM – Main Street Development (7:37 PM – 8:31; Mr. John Winslow and Mr. Phil Reville (Winslow Architects), Maura Camosse-Tsangas (development consultant) and Kelley Cronin)**
  - a. Ms. Cronin thanked the CPC for its award last year and provided recent activities related to the affordable housing project. Ms. Cronin noted the wait list was 6 years and estimates at current turnover rates it would take 158 years to serve all applicants.
  - b. Mr. Winslow of Winslow Architecture presented the site plan. It would be comprised of forty units of housing distributed in 4 buildings; all but two are one-bedroom units. The design uses New England village style treatments with common linkages between the structures for accessibility (e.g., elevators). The buildings account for the slope in the property using modular construction for cost economy. All units have natural sunlight during the day
  - c. Ms. Camosse-Tsangas went through the financials (refer to presentations). Total cost is estimated at ~\$15.5M or ~\$388k per unit. Acton Funds noted at \$1,150,000 with \$1m requested over 2 years from CPC.
  - d. Zoning underway with permitting this summer.
  - e. Ms. Kolb asked about green aspect of project. The team noted the modular nature of the construction is higher than existing codes (passive house). They are oriented for solar benefit per Mr. Winslow. Mr. Charter Asked about heating source. Mr. Reville noted primarily electric with gas for water. It will be fitted so the electrical service is able to accommodate water if it becomes viable in the future. Not all system designs are final currently (e.g., planned solar might be leveraged in the heating of water). Mr. Charter noted the goal of Board of Selectman is to monitor these costs.
  - f. Mr. Alesbury noted it was 31 and now 40 units. He noted discussions last year that if we were only able to allocate \$400k was that a concern (the CPC funded at \$500k). Mr. Alesbury was surprised to see it as a 2-year request at ~\$1M. Mr. Alesbury stated It would have been helpful to compare last year's request and how we got to this point and the team's comfort of the future estimates. Ms. Cronin noted that the state looks at local contribution. The more the better with local funding. One factor for this project is it's \$1M purchase cost from the town (considered a high purchase price for an affordable housing project per Ms. Camosse-Tsangas). They are prepared to come back again if they do not get the full \$500k request this year. Other financial changes included the pandemic influence on tax credit pricing. Mr. Alesbury asked if they will come back next year for additional funding. This question was reinforced by Mr. Yacoub noting that some requests, (e.g., Open Space) have become institutional yearly requests. Mr. Yacoub asked if there were any metrics the state provides as guardrails. There are none.

- g. Mr. Alesbury asked for ongoing operational standpoint will we ever be asked for operational cost? Ms. Cronin said no.
- h. Ms. Cronin emphasized that Acton's housing provides stable housing considering pandemic impacts this past year. It is a long-term investment for its clientele.
- i. Ms. Nicol commended the team and attended the community forum this past Fall. She noted the local noted \$1.15 M not \$1M. The ACHC \$150k funding was not reflected initially. Ms. Camosse-Tsongas noted that the federal and state get the tax credits in combination. She could not comment on the overall cost increase of ~\$500k.
- j. Mr. Foster noted his support. The leveraging is fantastic. He asked whether there are plans to address the wait list? How does this fit with overall goes to address affordable housing in the town? Ms. Cronin responded that the board wanted to do this project since the waiting list grew from a 6-month to 5-year duration. People are staying in units longer due to healthcare changes among other things. The focus is on this project and will look going forward at other opportunities. Mr. Foster inquired about administrative space. Per Ms. Cronin there is space on the first floor for services built into the complex.

**2. 8:05PM – Community Housing Program Fund (8:31 PM – 8:52 PM; presented by Ms. Janet Adachi)**

- a. Ms. Adachi presented the funding request for \$50k. Refer to the presentation for more details and current and past use of funds.
- b. ACHC is audited as part of the town's overall audit. Current unused CPC balance is \$135k.
- c. Mr. Alesbury commented he would like to see financial experience in recent years. He noted that there does not appear to be anticipation for major demands. It would be nice to see a financial profile year-over-year for the most recent years. Ms. Adachi is exploring how to track the in- and outflows and setting priorities and noted that with the town being in safe-harbor they have time to look at the overall strategy.
- d. Ms. Nicol asked about ACHC gift funds and the feasibility study on special needs housing. Is there a restriction preventing the gift funds from being spent on the feasibility instead of CPA funds? Ms. Adachi said presumably not if the focus were on affordable special needs housing.

**3. 8:25PM – Regional Housing Services (2 years) (8:52 PM – 9:03 PM; Ms. Guichard)**

- a. Ms. Guichard presented the RHO Housing Services project application. Request is for 2 years for \$68k. There are 9 communities in the membership. There is an advisory committee. Please refer to the project documentation for more details.
- b. Request includes 30 extra hours of funding that was covered by Ms. Tavernier in past years. They would accept the one-year funding amount of \$34k; unused hours will be returned as is normal.
- c. Mr. Yacoubi asked if there were any questions.

Next Scheduled Meeting(s):

1/26/2021	7:40	Gardner Playground and Parking Construction: Phase 2	\$704,500 - R
1/26/2021	8:00	Jones Playground Surfacing Expansion	\$120,000 - R
2/9/2021	7:40	NARA Sports Pavilion	\$250,000 - R
2/9/2021	8:00	Elm Street Courts Resurfacing	\$240,000 - R
2/9/2021	8:20	Dog Park	\$91,000 - R
2/23/2021	7:40	53 River Street Historic Park	\$100,000 – HR, R
2/23/2021	8:00	Open Space Acquisition/Protection Set-Aside Funds	\$400,000 - OS
2/23/2021	8:20	5% Administrative Support	\$66,478.88

Items used at the meeting:

- CPC Agenda 2021-01-12
- Draft CPC minutes 01 05 21
- AHA Main Street Development Presentation & Application
- ACHC Community Housing Program Fund Presentation & Application
- RHSA Regional Housing Services Presentation & Application

Additional materials can be found here: <http://doc.acton-ma.gov/dsweb/View/Collection-13027>

For more information about Community Preservation Committee contact

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