

COMMUNITY PRESERVATION COMMITTEE  
MINUTES  
November 9, 2021

A regular meeting of the Community Preservation Committee (CPC) was held on Tuesday, November 9, 2021 at 6:00 pm via remote participation through Zoom. Present were Chair Bart Hoskins, Vice Chair Carole Hamilton, John Boris, Ed Moriarty, Mickey Northcutt, Joy Livramento-Bryant, Bob Callahan and Deborah Greel. Also present were Jane Guy and Patricia Kelleher of the City of Salem Department of Planning & Community Development.

Public Comment

There were no public comments.

Announcement

Ms. Guy stated that the City of Salem is creating the *Salem Housing Road Map: A Housing Plan for All*. The purpose of the Road Map is to help Salem find the best ways to meet its housing needs and shape the location, type, and design of development. The Road Map will consider best practices to help promote diverse housing options that are sensitive to the community context and capacity. When communities encourage homes of many types and sizes, it helps give all kinds of people affordable options and keep prices from shooting out of reach. As part of this process there will be multiple opportunities for Salem community members to be involved and help shape the recommendations in the plan. The project team held focus groups this fall, has launched a survey, and will hold four public forums over the coming months.

The first forum is coming up on Tuesday, 11/30 at 6:30pm. This will be a virtual Community Forum. This online event is free and open to the public. During the webinar, the City's project consultants will provide an overview of the project and lead participants through interactive online activities so you can share your insights about housing needs, challenges, and opportunities in Salem. Registration for the forum, the survey, and the project website can be found by navigating to the linktree url or by using the camera app on your phone to scan the QR code on the screen. Please share this information with people in your network. If you have additional questions, reach out to Cassie Moskos via email or phone.

Review and Vote on Determinations of Eligibility Applications Received:

*Salem Deed Conservation – City Clerk of the City of Salem (Withdrawn)*

Ms. Kelleher stated that the City is interested in doing conservation work on the Salem Deed, the Indian deed from 1686, but wants to work with the Massachusetts tribe a little bit further. It is the hope to re-submit early in the new year.

Written Comments Received

Ms. Guy stated that she received comment letters from the from Cathy Hoog, Executive Director of the Salem Housing Authority dated 10/7/21 and from the Conservation Commission dated 11/2/21, which she had forwarded to the Commission.

Review of Draft Community Preservation Plan for release for public comment

Ms. Guy reviewed the Draft Community Preservation Plan noting that changes from the prior year plan included updates to dates, dollar amounts, pictures and project status. She stated that narratives revised were done in tracked changes (with substantive changes on pages 17, 18, 19, 22 (approved by the City Solicitor), 29, and 33. New City of Salem plans were added on pages 34 -36. She noted that in the last couple of years, the CPC has been talking about diversity, equity and inclusion. She worked with the City Solicitor to come up with wording for the plan. She noted that in response to comments from the Conservation Commission that she made some changes on page 24 of the plan.

Ms. Guy stated that if the draft is acceptable, she will release it for public comment. She asked for a vote to accept the draft plan and to release it for a public comment period. As was done last year, she asked for an additional vote that if minor or no comments are received, that she be permitted to finalize the plan without requiring a final vote of the CPC (thereby not needing a December meeting) and to proceed with announcing application deadlines. If there are comments that would require substantive amendments to the plan, there would be a December meeting to approve those changes. Ms. Guy stated that she could send any comments received to the Mr. Hoskins for his agreement that changes are not necessary or changes are minor. If it is determined that the comments would result in a substantive changes, there will need to be a December meeting.

Mr. Moriarty stated that he wanted to give to shoutouts with regard to the additional language on restrictions as a result of the Salem Historical Commission comments and the second is on the addition of appropriate language infusing diversity, equity and inclusion in our plan.

**MOTION/VOTE: Mr. Moriarty made a motion to accept the draft FY22 Community Preservation Plan and FY21 Annual Report as presented and to release it for a public comment period and that, after the close of the public comment period, to approve the final plan if minor or no public comments are received, and proceed with announcing application deadlines. Mr. Northcutt seconded the motion; all were in favor and the motion so carried. Combine 2 votes.**

#### Draft Signage Policy for Funded Projects

Ms. Guy presented a draft policy for the installation of construction and permanent signage that recognizes CPA funds for a project. She stated that her proposal is that all construction projects will require a CPA sign to be installed once the building permit has been approved and must remain until 3 months following the project completion. The size and cost responsibility would be based on the total project cost. So for instance, the Oil House on Baker's Island would only need a lawn sign in the grass, the Nathaniel Bowditch House roof would get a larger sign if available, and the Brookhouse Home would need a 4'x4' sign during construction.

Acknowledgement signage after construction would be required for projects whose total exceeds \$500,000 and which received \$100,000 or more in CPA funds. An example would be the Salem Willows project, as well as all of the housing development projects. The policy would be effective for projects awarded funds beginning in 2022. There may be instances that the policy will need to be waived or adjusted, and stated that she will add a sentence that any waivers to this policy will require approval of the CPC.

**MOTION/VOTE: Mr. Boris made a motion to accept the signage policy as presented. Ms. Hamilton seconded the motion, all were in favor and the motion so carried.**

Other Business

*Funding Availability Update*

Ms. Guy stated that there is \$266,721.46 that will be available once the MA Department of Revenue certifies the numbers. These funds will be added to the FY23 budget, which is developed in March, once we get the new State match percentage. The CPC submits the FY23 budget to the City Council in April or May. This \$266,721.46 and the FY23 budget will make up the total CPA funds available for project funding awards in Spring.

Next Meeting(s):

Ms. Guy stated that the next meeting is scheduled for Tuesday, December 14, 2021, which will tentatively be to finalize the Community Preservation Plan, if substantive public comment is received on the draft. If there is no December meeting, the next meeting will be January 11, 2022 to review Step 1 eligibility applications.

Mr. Hoskins stated that if there is a December meeting, he will not be able to attend.

There being no further business, Ms. Hamilton made a motion to adjourn. Ms. Greel seconded the motion; all were in favor, and the motion so carried.

Respectfully submitted,

Jane A. Guy  
Administrator