

## Community Preservation Act Committee

Date: November 2, 2022

Time: 6:00pm – 8:15pm

Location: Conducted remotely due to Covid-19.

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### Minutes

Remote Participation: Clarissa Rowe  
Jo Anne Preston  
Susan Doctrow  
David Swanson  
JoAnn Robinson  
Leslie Mayer  
Kin Lau  
Alexander Franzosa  
Pamela Heidell

Also Attending Remotely: Julie Wayman  
Jim Feeney  
Carl Wagner  
Ann LeRoyer  
Beth Melofchik  
Alice Bennett  
Jeanne Wildman  
Brian McBride  
Susan Stamps  
Steve Moore  
Mary Gilbert

Chair Clarissa Rowe welcomed members and guests at 6:00pm. Rowe explained that due to Covid-19 the meeting was conducted remotely and read through the Town's disclaimers about remote meetings.

Ms. Rowe reviewed CPAC's preliminary application review process stating that while public input does not typically take place at a preliminary discussion meeting, there would be a brief time allotted at the end of the meeting for guests to speak. CPAC's function this evening is to determine which projects are eligible for funding according to CPA funding guidelines. CPAC does not determine which projects will be voted on by Town Meeting.

CPAC is required to designate 10%, at minimum, of CPAC funds to the following three categories; Community Housing, Open Space/Recreation and Historical Preservation. The remaining funds are allocated as needed and approved by the Committee.

The Committee was asked to share their nominations for Committee chair and vice-chair. Ms. Preston motioned to nominate Ms. Rowe to remain as Committee chair for a final

year,seconded by Ms. Doctrow. Ms. Rowe motioned to nominate Mr. Swanson and Ms. Doctrow for vice-chair.

Roll call vote to approve:

Mr. Lau – Yes  
Ms. Doctrow – Yes  
Ms. Heidell – Yes  
Ms. Mayer – Yes  
Mr. Franzosa – Yes  
Ms. Preston – Yes  
Mr. Swanson – Yes  
Ms. Robinson – Yes  
Ms. Rowe – Yes

The vote was unanimous, and the nominations were approved 9-0.

#### **Meeting Minutes**

- a. Minutes of 2/28/2022 – Ms. Mayer motioned to approve the minutes, as amended, seconded by Mr. Lau.

Roll call vote to approve:

Mr. Lau – Yes  
Ms. Doctrow – Yes  
Ms. Heidell – Yes  
Ms. Mayer – Yes  
Mr. Franzosa – Yes  
Ms. Preston – Yes  
Mr. Swanson – Yes  
Ms. Robinson – Yes  
Ms. Rowe – Yes

The vote was unanimous. The minutes were approved 9-0.

#### **FY24 Projected CPA Funding Requests**

Ms. Wayman shared a spreadsheet identifying the applicants' preliminary projects and funding requests. Currently there is approximately \$5M in requests with funding estimated at only \$2.5M. Potential revenue from the state has not been approved as a bill is currently pending in the Legislature. Ms. Rowe will reach out to the state senator. Mr. Swanson stated the bill is under review and could potentially be voted on by the end of the week. Mr. Feeney noted that the state match amount was a percentage from last year and that there was no guarantee that the amount would be the same this year. Ms. Mayer suggested that CPAC should come up with a criteria to filter to look at entities that have submitted multiple projects. The Committee needs to prioritize and determine eligibility or remove from the list.

**a. 10 Sunnyside**

The Housing Corporation of Arlington is requesting \$750,000 to purchase a home on Sunnyside Ave for use as affordable housing.

- Ms. Heidell – Suggested that HCA work with the Affordable Housing Trust Fund to purchase the location.
- Ms. Rowe – The AHTF was granted funding last year but have yet to sign the grant agreement.
- Ms. Preston – Described the location as large and unique to accommodate several tenants. She suggested that it would be an excellent acquisition for HCA.

Roll call vote to approve:

Mr. Lau – Yes

Ms. Doctrow – Yes

Ms. Heidell – Yes

Ms. Mayer – Yes

Mr. Franzosa – Yes

Ms. Preston – Yes

Mr. Swanson – Yes

Ms. Robinson – Yes

Ms. Rowe – Yes

The vote was unanimous, approved 9-0.

**b. Arlington Affordable Housing Trust Fund**

The Department of Planning and Community Development is requesting \$250,000 for support of the fund.

- Ms. Doctrow – The Select Board will be reviewing AAHTF's draft action plan next week.
- Ms. Preston – Asked if the conditions set for the FY23 funding had been met.
- Mr. Feeney – The group is still structuring and hasn't needed to use the funds.
- Ms. Heidell – Suggested that CPAC consider the funds already received when awarding additional funding.

Roll call vote to approve:

Mr. Lau – Yes

Ms. Doctrow – Yes

Ms. Heidell – Yes

Ms. Mayer – Yes

Mr. Franzosa – Yes

Ms. Preston – Yes

Mr. Swanson – Yes

Ms. Robinson – Yes

Ms. Rowe – Yes

The vote was unanimous, approved 9-0.

**c. Hauser Building Roof Replacement**

The Arlington Housing Authority is requesting \$250,000 for the roof replacement project.

- Ms. Doctrow – Noted that the application was also submitted last year and later withdrawn.
- Ms. Preston – Stated that the \$100K was used for sidewalk repair.
- Ms. Heidell – Suggested that this project may be an opportunity for solar panel installation. Recommended researching outside funding opportunities.

Roll call vote to approve:

Mr. Lau – Yes

Ms. Doctrow – Yes

Ms. Heidell – Yes

Ms. Mayer – Yes

Mr. Franzosa – Yes

Ms. Preston – Yes

Mr. Swanson – Yes

Ms. Robinson – Yes

Ms. Rowe – Yes

The vote was unanimous, approved 9-0.

**d. Leasing Differential**

The Somerville Homeless Coalition is requesting support funding of \$32,744.

- Ms. Rowe – Noted that the funding is used for Arlington properties only.

Roll call vote to approve:

Mr. Lau – Yes

Ms. Doctrow – Yes

Ms. Heidell – Yes

Ms. Mayer – Yes

Mr. Franzosa – Yes

Ms. Preston – Yes

Mr. Swanson – Yes

Ms. Robinson – Yes

Ms. Rowe – Yes

The vote was unanimous, approved 9-0.

**e. Menotomy Manor Window Replacement Project, Phase 2**

The Arlington Housing Authority is requesting \$500,000 for Phase 2 of the project.

- Mr. Lau – Asked for more information about how last year’s funding was used.
- Ms. Rowe – Requested that additional information about how FY23 funding would be added as a condition of approval.

Roll call vote to approve:

Mr. Lau – Yes

Ms. Doctrow – Yes

Ms. Heidell – Yes

Ms. Mayer – Yes

Mr. Franzosa – Yes

Ms. Preston – Yes

Mr. Swanson – Yes

Ms. Robinson – Yes

Ms. Rowe – Yes

The vote was unanimous, approved 9-0.

**f. Invasive Vegetation Removal**

Arlington Conservation Commission is requesting \$125,000 to purchase a harvester to assist in the removal of invasive species at the Reservoir.

- Ms. Doctrow – Asked if the purchase of equipment was eligible for funding.
- Ms. Rowe – Inquired about the operation of the machinery. Does it require a specific license? Who is authorized to run it?
- Ms. Heidell – Due to scheduling constraints with contractors and rental availability, it was determined that purchasing the equipment would be more cost effective. DPW has agreed to operate the harvester for two weeks. No special licensing is required to operate the machine.
- Ms. Preston – Noted that she had seen volunteers assisting in invasive species removal at the Reservoir this summer. There were still water chestnuts in the Reservoir following the 10-day harvest performed by the previous contractor. She also pointed out the chestnuts attach themselves to ducks who then fly to Spy Pond resulting in spreading. She inquired if volunteers were allowed to use the harvester.
- Ms. Mayer – Suggested that purchasing the harvester would make it easier for DPW to use at both locations rather than contracting out separately. Ms. Mayer also worked on the Reservoir renovation project and noted that the harvester cannot reach the “shallows” which is why the volunteers were removing the water chestnuts by hand. Suggested adding hand harvesting as part of a holistic plan.
- Mr. Franzosa – Offered to reach out to Doug Heim regarding use of volunteers.

Roll call vote to approve:

Mr. Lau – Yes

Ms. Doctrow – Yes

Ms. Heidell – Yes

Ms. Mayer – Yes

Mr. Franzosa – Yes

Ms. Preston – Yes

Mr. Swanson – Yes

Ms. Robinson – Yes

Ms. Rowe – Yes

The vote was unanimous. Approved 9-0.

**g. Mill Brook Preservation (Buffer and Beautify)**

Arlington Conservation Commission is requesting \$102,500 to be used for beautification and buffer work.

- Ms. Mayer – CPA funding is not permitted for Rehabilitation and Restoration. Purpose categories will need to be adjusted. Also noted that the application does not address the dam and safety needs and requested that the project be put on hold.
- Mr. Feeney – Agreed with Ms. Mayer that preservation is appropriate purpose category for Open Space/Recreation projects. Mr. Feeney will have a conversation with Mr. Morgan.
- Ms. Preston – A clearer explanation is needed regarding the work that will be performed on the banks. She requested that wildlife in the area be considered as well as a description of the invasive species.
- Ms. Rowe – Advised the Committee that a list of invasive species native to Massachusetts could be found on the state website.
- Ms. Heidell – Believed that this would have been addressed with the approval of the Hurd Project.
- Ms. Mayer – Stated that the dam is not on the Hurd side and was not part of the project.

The Committee decided to hold the project for further discussion.

**h. Hills Hill Mountain Bike Trails**

The Arlington Recreation Department is requesting \$400,000 to create mountain bike trails and construct a pump track in the wooded area at Hills Hill.

- Ms. Rowe – Noted that members of the public were in attendance to share their thoughts on the project. The Committee will speak to the project first and then open the floor for brief public comments.

- Ms. Preston – After reading community feedback, sees the concern about the creation of a heat island which will result from the absence of trees. The town has already received two grants to address heat islands.
- Mr. Franzosa – Noted that, while the project is eligible, it is causing divisiveness in the community.
- Mr. Swanson – Would like a clearer explanation of how the funding would be used considering the high ask.
- Ms. Mayer – Advised that tonight’s meeting is to determine eligibility only. Parks and Rec has been acknowledging feedback from supporters and opposition. She also noted that it is a Recreation project on Recreation land. It is intended to address the illegal trails that were built and could be dangerous to users. The design has not been created but will be available during the public meeting process.
- Ms. Doctrow – Reached out to Mr. Connelly and stated that \$40K of the \$400,000 is estimated for design. Construction is included in the ask.
- Ms. Rowe – Suggested breaking down the project into phases to allow for certain aspects of the project to be revisited.
- Ms. Robinson – Wants PRC to prioritize identifying environmental impacts of the project.

Roll call vote to approve:

Mr. Lau – Yes

Ms. Doctrow – Yes

Ms. Heidell – Yes

Ms. Mayer – Yes

Mr. Franzosa – Yes

Ms. Preston – Yes

Mr. Swanson – Yes

Ms. Robinson – Abstain

Ms. Rowe – Abstain

Approved - 7 Yes, 2 Abstaining

Ms. Rowe opened the floor to the public. Comments were limited to 2 minutes. Speakers were asked to reduce redundancy by not speaking to the same point as a previous speaker. The Committee would not be responding to inquiries or providing feedback, only allowing the public to voice their thoughts.

- Carl Wagner – Shared that he is a mountain biker but shared others’ concern about the destruction of the woodland floor. He would like to see the current trails improved to lessen the impact on the fiscal plan.
- Ann Le Royer – Chair of the Open Space Committee stated that she respects the needs of youth and would like to see a compromise, creating eco-sensitive ways to create and maintain biking trails. She has concerns about the pump track and would like to see it located at a different location.
- Beth Melofchik – Advised the CPAC not to approve the funding without a clearly presented plan and would like to see the project in phases. She sees the project as

“repurposing the recreational use” that does not respect green space, heat concerns or trees.

- Alice Bennett – Inquired if a feasibility study had been conducted at the site. She offered a suggestion for sharing the site by designating specific times for bike use.
- Jeanne Wildman – Asked if the project was in the spirit of community preservation laws by taking a location already being used for recreation purposes and changing it’s use for a particular demographic.
- Ms. Rowe – Stated that she helped draft the noted legislation. She also noted the land available for purchase in eastern Massachusetts is extremely limited.
- Brian McBride – Suggested moving the pump track to the perimeter of the property as a compromise to both sides.
- Susan Stamps – Offered another compromise. She suggested that the mountain bike trails be installed around the periphery of the property and then create trails that weave through the woods, preserving the existing trees. She also inquired about documentation she was aware of regarding the property being gifted to the youth of Arlington.
- Ms. Mayer – Provided the historical background of the ownership of the property. Around the 1940s/1950s Hills Hill was deeded specifically to three gentlemen of the Parks and Recreation Commission. The deed specifically states that the property be designated for the youth of Arlington. She also noted that playground equipment was installed on the property until the 1980s.
- Steve Moore – Concerned the PRC is not considering compromising ideas and requested that CPAC ensure a condition of funding that the Commission “must compromise”.

**i. Menotomy Rocks Park Picnic and Playground**

The Arlington Recreation Department is requesting \$315,000 to rebuild the aging picnic and playground area of the park.

- Ms. Robinson – Noted that the studies provided in the application were old and that she would like to see an updated plan before funding is considered. She also requested that the input of the Friends of Menotomy Rocks Park and the Historical Commission be considered.
- Ms. Rowe – Noted that she was one of the original builders of the playground. While she shares in the love of the playground, she acknowledges that after 30 years it is time for an update.
- Ms. Mayer – Agreed that the studies were old, but also noted that the park and its elements have continued to age since that time.

Roll call vote to approve:

Mr. Lau – Yes

Ms. Doctrow – Yes

Ms. Heidell – Yes

Ms. Mayer – Yes

Mr. Franzosa – Yes

Ms. Preston – Yes  
Mr. Swanson – Yes  
Ms. Robinson – Yes  
Ms. Rowe – Yes  
The vote was unanimous. Approved 9-0.

j. **Turkey Hill Access Project**

The Arlington Recreation Department is requesting \$28,000 for accessibility and signage at the entrance.

- No comments or questions.

Roll call vote to approve:  
Mr. Lau – Yes  
Ms. Doctrow – Yes  
Ms. Heidell – Yes  
Ms. Mayer – Yes  
Mr. Franzosa – Yes  
Ms. Preston – Yes  
Mr. Swanson – Yes  
Ms. Robinson – Yes  
Ms. Rowe – Yes  
The vote as unanimous. Approved 9-0.

k. **21 Pond Lane Feasibility Study**

The Department of Planning and Community Development is requesting \$15,000 for the study.

- No comments or questions.

Roll call vote to approve:  
Mr. Lau – Yes  
Ms. Doctrow – Yes  
Ms. Heidell – Yes  
Ms. Mayer – Yes  
Mr. Franzosa – Yes  
Ms. Preston – Yes  
Mr. Swanson – Yes  
Ms. Robinson – Yes  
Ms. Rowe – Yes  
The vote was unanimous. Approved 9-0.

**l. Minuteman Bikeway at Ryder Street Redesign**

The Department of Planning and Community Development is requesting \$81,300.

- Ms. Preston – Stated that she felt the ask was very high. Ms. Rowe responded that through her experiences in the field, the ask is right on target.
- Ms. Heidell – Would like to see a condition added, requesting that the MBTA be consulted as the property does touch the bikeway. She also noted that the application addressed the project's proximity to Hills Hill also requires coordination be addressed.
- Ms. Mayer – Noted that the project proposal includes Recreation land. The PRC has not been consulted on the proposed project. She also noted that the land behind the rink is not owned by the town or any town commission. It is owned by the state and is part of the town's lease for the rink.

The Committee decided to hold the project for further discussion.

**m. No Name Brook Preservation**

The Open Space Committee is requesting \$20,000 for preservation of the site.

- Ms. Heidell – The application addressed failing drainage structures. Suggested reducing the scope of the project because maintenance is being done by DPW. CPA funding does not include maintenance.
- Ms. Doctrow – Noted that the MBTA would need to be contacted due to the bikeway connections and that MBTA has already made connections in that area (Downing Square project) not feasible so the plan to improve bikeway access, e.g. at Nourse St., might run into problems.
- Ms. Rowe – Stated that she will reach out to David Morgan regarding the classifications of several projects discussed this evening.

Roll call vote to approve:

Mr. Lau – Yes  
Ms. Doctrow – Yes  
Ms. Heidell – Yes  
Ms. Mayer – No  
Mr. Franzosa – Yes  
Ms. Preston – No  
Mr. Swanson – Yes  
Ms. Robinson – Yes  
Ms. Rowe – Yes  
Approved 7-2.

**n. Orchard Signage**

The Open Space Committee is requesting \$2,500 to create and install signage.

- Ms. Doctrow – Stated that she had found the orchard “completely by accident” and feels that the signage would make the open space area more visible.

Roll call vote to approve:

Mr. Lau – Yes  
 Ms. Doctrow – Yes  
 Ms. Heidell – Yes  
 Ms. Mayer – Yes  
 Mr. Franzosa – Yes  
 Ms. Preston – Yes  
 Mr. Swanson – Yes  
 Ms. Robinson – Yes  
 Ms. Rowe – Yes

The vote was unanimous. Approved 9-0.

**o. AFOD Building and Energy Upgrades and Repairs**

The Arlington Friends of Drama is requesting \$251,000 for HVAC needs and audience seat repair.

- Ms. Heidell – Asked about the historical nature of the elements inside the building, asking if repairing or replacing seats was in fact historic preservation.
- Mr. Lau – Inquired about the use of the building aside from drama related activities.
- Ms. Preston – Noted that she attended lecture in the building.
- Ms. Doctrow – Noted that AFD contributions to the community were mentioned in the application. Also noted that increasing wheelchair accessibility was included in the plan for seating. Suggested that priorities be identified in the full application (i.e. if there isn't enough for all projects, which would they want to do first).
- Ms. Rowe – Suggested, going forward, assigning Committee members to follow up on project inquiries.

**Commented [SD1]:** This was not my concern (comfort vs accessibility). I was not among those concerned that the seats were not allowable. I just pointed out that increased accessibility (to wheelchairs) was one improvement the app mentioned.

Roll call vote to approve:

Mr. Lau – No  
 Ms. Doctrow – Yes  
 Ms. Heidell – Yes  
 Ms. Mayer – Yes  
 Mr. Franzosa – Yes  
 Ms. Preston – Yes  
 Mr. Swanson – Yes  
 Ms. Robinson – Yes  
 Ms. Rowe – Yes

Approved 8-1.

**p. Dallin Museum – Digitization and Rehousing of Papers**

The Cyrus E. Dallin Art Museum Inc is requesting \$69,736 to continue their work in archiving, digitizing and safe storage documents.

- No comments or questions.

Roll call vote to approve:

Mr. Lau – Yes

Ms. Doctrow – Yes

Ms. Heidell – Yes

Ms. Mayer – Yes

Mr. Franzosa – Yes

Ms. Preston – Yes

Mr. Swanson – Yes

Ms. Robinson – Yes

Ms. Rowe – Yes

The vote was unanimous. Approved 9-0.

q. **Foot of the Rocks Battlefield Memorial**

The Working Group of the Foot of the Rocks Project is requesting \$1M for the project.

- Ms. Rowe and Ms. Robinson recused themselves, as they are both part of the working group.
- Ms. Preston – Town Meeting had approved \$50K for planning, but no report has been provided.
- Ms. Doctrow – Feels that \$1M is a very high ask given other priorities, especially because the project details are unclear at this time and suggest a greatly scaled down project proposal. Asked if it could be protected, given that a car hit and damaged the site recently.
- Ms. Rowe – Stated that engineering projects are being conducted to address protection and safety.
- Ms. Heidell – Suggested placing the project on hold.
- Mr. Lau – Would like to hold the project until next year.

The Committee decided to hold the project for further discussion.

r. **Jason Russell House, Preservation Continued**

The Arlington Historical Society is requesting \$123,573 for continued preservation and installation of solar panels.

- Ms. Doctrow – Stated that while the house is historical, the museum is not and wondered if that is why solar panels will not be put on the house. Would not want the fact that a building is historic to prevent optimal solar panel installation.

- Ms. Robinson – Noted that there are very specific guidelines related to installation of solar panels on a historical site.
- Ms. Heidell – Shared that guidelines are set by the Department of the Interior and state that solar panels cannot be visible on a historical site.
- Ms. Mayer – Stated that funding cannot be granted for solar panels because it does not fall under historic preservation.
- Ms. Heidell – Noted that \$40K of the ask was specifically designated for solar panels.
- Mr. Feeney – If the solar panels are being installed on the museum, which is not a historical structure, then the installation would be categorized as “improvement”, not preservation.

The Committee decided to hold the project for further discussion.

s. **Town Hall Envelope Preservation, Phase 1 Town Hall Clock Tower**

The Town of Arlington is requesting \$525,000 to repair the aging and damaged clock tower.

- Mr. Feeney – The town is seeking funding for repairs to the Clock Tower in the short term. Repairs are an immediate need as the tower has been deemed structurally unsafe and is now leaking, causing water damage to the building interior. However, Mr. Feeney wanted to gauge the Committee’s interest in considering bonding for a much larger building envelope project in the future.
- Ms. Mayer – Inquired if the bond payments from CPA would include CPA. Mr. Feeney confirmed CPA funds, if used, would also cover the debt service.
- Mr. Feeney – Noted the bonding decision did not need to be decided at this busy meeting but would like further discussion during this funding cycle to guide a potential future application. A significant investment is needed in the historic building envelope, and a number of communities have used this avenue to support their civic centers. This would provide significant relief within the Town’s capital budget. Though it is not programmed for funding yet, it would need to be included soon given the deteriorating conditions. Although no community has ever repealed CPA locally, it should be noted this would lock the CPAC into a funding obligation that must be met, locking in some level of CPA collections until the debt is paid.

Roll call vote to approve:

- Mr. Lau – Yes
- Ms. Doctrow – Yes
- Ms. Heidell – Yes
- Ms. Mayer – Yes
- Mr. Franzosa – Yes
- Ms. Preston – Yes
- Mr. Swanson – Yes
- Ms. Robinson – Yes
- Ms. Rowe – Yes

The vote was unanimous. Approved 9-0.

t. **Winfield Robbins Memorial Garden**

The Friends of Robbins Town Gardens and the Arlington Historical Commission are requesting \$80,000 for historical preservation including landscaping with plants of "historical significance".

- Ms. Doctrow – Inquired why the project was designated as historic rather than Open Space. She also questioned the decision of planting items with "historical significance" versus plantings requiring minimal maintenance and are known for their sustainability.
- Ms. Robinson – Responded that the plantings fit both criteria. The project is considered historical rather than Open Space because the garden is on the historical register.
- Ms. Mayer – Noted that the project includes maintenance which is not permissible with CPA funding.
- Ms. Heidell – Asked about the funding that was previously awarded and not used.
- Ms. Robinson – Shared that the Friends group and the Commission are discussing the budget. The RFPs were double the previous amount requested.
- Ms. Rowe – Offered to discuss further with Ms. Robinson as she noted that the cost analysis is too low.
- Ms. Preston – Advised to look at drought resistant plants for the site. Some of the original plants are on the invasive species list.

Ms. Robinson recused herself.

Roll call vote to approve:

Mr. Lau – Yes

Ms. Doctrow – Yes

Ms. Heidell – Yes

Ms. Mayer – Abstained

Mr. Franzosa – Yes

Ms. Preston – Yes

Mr. Swanson – Yes

Ms. Rowe – Yes

Approved 7-1.

The meeting adjourned at 8:15pm without a motion.