



KATJANA BALLANTYNE  
MAYOR

## CITY OF SOMERVILLE, MASSACHUSETTS COMMUNITY PRESERVATION COMMITTEE



### MINUTES

FEBRUARY 28, 2024

#### MEMBERS

Jahan Habib, Chair  
Ryan Kiracofe, Vice Chair  
Laura Beretsky  
Jon Bronenkant  
Joe Capuano  
Heather Heimarck  
Eric Parkes  
David Turin  
Rose White

The Community Preservation Committee (CPC) virtually held its monthly meeting at 6:30 pm on the Zoom Webinar platform in compliance with Chapter 22 of the Acts of 2022 regarding the Open Meeting Law during the COVID-19 crisis.

- Members Present** Jahan Habib, Ryan Kiracofe, Heather Heimarck, Laura Beretsky, Eric Parkes, Joe Capuano, Jon Bronenkant, David Turin
- Members Absent** Rose White
- Staff Present** Roberta Cameron, Alan Inacio
- Others Present** Melissa Woods and Elizabeth Gallaway, Capital Projects Division

**STAFF**  
Roberta Cameron

#### Roll Call

Chair Habib opened the meeting at 6:35. He reminded everyone that the meeting was being held virtually and being recorded in accordance with Chapter 2 of the Acts of 2023. CPA Manager Cameron called the roll.

#### Agenda Item 1: Approval of Meeting Minutes

Chair Habib offered a minor typographical correction. Member Heimarck moved to approve the meeting minutes as amended from January 24, 2024, seconded by Beretsky. The motion passed unanimously, 8-0.

#### Agenda Item 2: Final Deliberation on Somerville Museum FY24 Grant Application

The Somerville Museum provided the committee with a response in writing to the committee's request to explain how the Museum would prioritize the proposed elements of their initial application, to offer a scope for a \$10,000 grant if awarded this round. Cameron projected a budget document shared by Barbara Mangum of the Somerville Museum showing that the preferred use of the grant would be the restoration of paintings described in the original grant application. Cameron also projected the CPC's budget spreadsheet showing the funds that have been spent this funding round and the available funds remaining.

Members discussed and concurred that they support the allocation of funding as described in the SM's revised budget.

Kiracofe moved to recommend the award of \$10,000 from the from the Historic Preservation Reserve to restore three historic paintings and frames in the museum's collection. The motion was seconded by Parkes and passed 8-0-0. The recommendation was approved with the following conditions: 1) The CPA-funded portion of the project must be initiated within 3 years unless an extension is granted by the CPC. 2) CPA funds will only be used for CPA-eligible expenses. 3) The Somerville Museum will install a

permanent sign noting CPA funding at the completion of the project and a temporary sign during construction, and 4) Unspent funds will be returned to the CPA fund.

### **Agenda Item 3: Annual Review Process for FY25 Funding Round**

Cameron shared draft updates to the FY25 application materials. She walked the Committee through changes to the application process and instructions.

- Major changes included the addition of a new form for historic preservation applicants to request an advisory review with the Historic Preservation Commission, and a self-screening form to help applicants understand the eligibility requirements.
- Cameron also updated the Intent Form to eliminate the option to use the intent form to request a feasibility study. The intent form is recommended, but only required for projects that would entail partnership between a private entity and the City for a project on City-owned land. Cameron suggested that a feasibility study could still be recommended by the CPC or requested by an applicant and then funded out of administrative funds, but applying directly to the CPC through the Intent Form may not be the best way to advance an idea from the public, where the subject may not align with priorities identified by PSUF in their OSRP process.
- Cameron questioned whether combining multiple program areas is a reason to prioritize projects under the comparative evaluation criteria. Cameron suggested that this question can be revisited when the committee discusses the annual CPP update in a subsequent meeting.

Cameron shared some rudimentary ideas about the format of the public hearing. She suggested changing the format to an informal discussion with prompt questions, rather than inviting a list of stakeholders to give presentations. Our objectives are to invite proponents who haven't applied for CPA funds before to come talk about their needs, and to increase public awareness about the program. There was discussion about how to bring new prospective applicants to attend the hearing. Cameron noted that she has not seen a lot of engagement in annual public hearings in other CPA communities. Beretsky asked whether the Somerville Transportation Equity group (STEP) is aware of CPA. Bronenkant offered to share a contact list for stakeholders related to open space and recreation. Committee members who at the previous meeting agreed to be part of an outreach subcommittee can help to craft and share a message to invite more broad participation in the hearing.

There was discussion about the approach for the public forum. It could begin with a presentation about CPA and then run like a focus group rather than series of prepared testimony. Suggestions for prompts could include:

- What are the problems related to all three CPA program areas?
- What community needs can be met with an investment in the CPA program areas?
- How can CPA advance equity?
- How do we reach new applicants and diversify our work?

Cameron suggested that an in-person event might be enticing to invite public participation. Director Inacio confirmed that the CPC would be permitted to hold a hybrid meeting if the technical logistics could be worked out. Committee members expressed willingness to attend in person but expected that more people would want to attend electronically and were concerned about Cameron's suggestion to use the Somerville Museum as a location for a hybrid meeting because it would suggest a lack of neutrality. Cameron will look into City-owned buildings where a hybrid meeting could be hosted.

Cameron made a request of member Bronenkant if he might be prepared to give the committee a high level review of the findings from the OSRP that PSUF is in the process of completing. Depending on the length of time needed for the public hearing, this summary might be given to the committee at the March meeting after the public hearing, or saved for the April meeting.

**Agenda Item 4: Calendar Public engagement events**

Cameron shared a calendar of public engagement opportunities to gather input for the CPP and Committee members offered dates when they would be willing to serve at tabling events.

Cameron shared the agenda calendar and reviewed what will be covered in the upcoming meetings.

Beretsky requested that the outreach subcommittee convene.

**Adjournment**

Beretsky moved to adjourn the meeting, seconded by Capuano. The motion passed unanimously, 8-0-0.

**Documents and Exhibits**

1. Agenda
2. Draft Minutes 1-24-2024
3. Somerville Museum FY24 \$10,000 Budget Priorities
4. Draft Recommendation Somerville Museum FY24 Artifact Preservation
5. FY24 CPA Application Evaluation Spreadsheet
6. FY25 Application Packet Draft
7. Tabling Events Schedule
8. CPC 2024 Agenda Calendar