

COMMUNITY PRESERVATION COMMITTEE

Public Meeting and Hearing Minutes

February 20, 2019

7:00 P.M.

Second Floor Conference Room

141 Keyes Road

Pursuant to notice duly filed with the Town Clerk's Office, Concord's Community Preservation Committee held a public meeting and hearing in the Second Floor Conference Room at 141 Keyes Road, starting at 7:00 P.M. Committee members Terri Ackerman, Dee Ortner, Peter Ward, John Cratsley, Melissa Saalfield, and Tom Kearns were present.

Ms. Ackerman called the meeting to order at 7:03 P.M.

Ms. Ackerman declared that an executive session is necessary to consider the purchase, exchange, lease or value of real property at 930 Main Street, and an open meeting may have a detrimental effect on the negotiating position of the Concord Housing Development Corporation.

Ms. Ortner moved to go into executive session to consider the purchase of 930 Main Street, for which the chair has declared that an open meeting may have a detrimental effect on the negotiating position of the Concord Housing Development Corporation; and to reconvene in open session after the executive session.

Roll Call Vote:

Terri Ackerman – Yes

Peter Ward – Yes

Melissa Saalfield – Yes

Dee Ortner – Yes

Tom Kearns – Yes

Open session resumed at 8:15 P.M.

Discussion of Warrant Article for 2019 Annual Town Meeting

Ms. Gill stated that the warrant for the 2019 Annual Town Meeting has been printed, and there are no changes needed for article 22.

Review and Discussion of Potential Draft Project Conditions

The Committee reviewed draft project conditions for the projects recommended for funding at the 2019 Annual Town Meeting. The committee made some edits to the draft conditions and asked that staff send the draft conditions to applicants for comments.

Discussion of Presentation for Finance Committee Public Hearing

Ms. Ackerman reminded the Committee that the Finance Committee Public Hearing is scheduled for Monday, February 25, 2019. The Committee asked staff to remind applicants.

Discussion of Setting Priorities for the Upcoming Year

The Committee asked that this be placed on the next meeting agenda.

Revised 2019 Meeting Schedule

The Committee reviewed the revised 2019 meeting schedule. The schedule was revised so as not to conflict with Planning Board meetings.

Project Update Report

Ms. Gill gave a brief project update report to the Committee, letting them know which projects had invoices paid since the last CPC meeting. The Committee asked staff to schedule project status reports from all open projects and to update the project status report form.

Approval of Minutes

Mr. Ward moved to approve the minutes of the December 17th meeting as amended. Ms. Ortner seconded and all other voted in favor. The motion passed (6-0).

Ms. Ortner moved to adjourn the meeting. Mr. Kearns seconded the motion and ALL VOTED IN FAVOR. The Meeting was adjourned at 9:00 P.M.

Respectfully submitted,

Heather Gill
Senior Planner

Minutes Approved on: _____ March 19, 2019 _____

Secretary

COMMUNITY PRESERVATION COMMITTEE

Executive Session Minutes

February 20, 2019

7:00 P.M.

Second Floor Conference Room

141 Keyes Road

Pursuant to notice duly filed with the Town Clerk's Office, Concord's Community Preservation Committee held an executive session in the Second Floor Conference Room at 141 Keyes Road, starting at 7:00 P.M. Committee members Terri Ackerman, Dee Ortner, Peter Ward, John Cratsley, Melissa Saalfield, and Tom Kearns were present.

Ms. Ackerman called the meeting to order at 7:03 P.M.

Ms. Ackerman declared that an executive session is necessary to consider the purchase, exchange, lease or value of real property at 930 Main Street, and an open meeting may have a detrimental effect on the negotiating position of the Concord Housing Development Corporation.

Ms. Ortner moved to go into executive session to consider the purchase of 930 Main Street, for which the chair has declared that an open meeting may have a detrimental effect on the negotiating position of the Concord Housing Development Corporation; and to reconvene in open session after the executive session. Ms. Saalfield seconded the motion.

Roll Call Vote:

Terri Ackerman – Yes

Peter Ward – Yes

Melissa Saalfield – Yes

Dee Ortner – Yes

Tom Kearns – Yes

Mr. Cratsley showed up after the roll call vote and also voted to go into executive session.

Lee Smith from the Concord Housing Development Corporation summarized the proposed project to the Committee. He explained that the CHDC is looking to use funding from three of their existing CPA accounts towards the purchase of 930 Main Street. Mr. Smith explained that the house would ultimately become a two-family Habitat for Humanity House.

Ms. Gill clarified the discrepancy in the Project #2-12 account, and stated that the total amount in these three project accounts is \$186,232.48. Ms. Saalfield asked if this project will add to the town's SHI numbers. Mr. Smith stated that it would. Ms. Saalfield asked about the state owned land next door. Mr. Smith stated that they do not intend on needing any of that land to make this project work, and does not know what the state's plans for that land is. Ms. Ortner asked if the property has been recently appraised. Mr. Smith stated that they had not had it appraised. Ms. Gill stated that the assessor's database has the property value at \$476,000. Ms. Ortner asked if a property inspection has been done.

Mr. Smith stated that it will be a contingency on the purchase, and that Habitat will be responsible for any lead and/or asbestos abatement, if necessary. Ms. Ortner asked about the viability of a duplex. Mr. Smith stated that Habitat is the expert on this, and they have stated that this is a good option for this property. Mr. Smith reviewed some of the items on the draft term sheet for the project.

The Committee discussed the development risks and the terms of the reversal if the project falls through. Mr. Smith explained the right of reversion that will be included in the legal documents. Ms. Ortner stated that she would like to see the updated term sheet, the appraisal and the inspection.

Ms. Gill read the conditions of the grant agreements for the three projects and stated that the Committee is being asked to okay this as an eligible expense under the existing allocations. Mr. Smith asked about two project conditions that affect this project: the 30 month timeline being expired and the sale of the property within 10 years. The Committee asked staff to draft a memo granting the extension of the project beyond the 30 month timeline. The Committee also asked staff to work with Liz Rust to possibly draft an amendment to the grant agreement protecting the CPC's financial interest in the project after the sale of the property to Habitat for Humanity and beyond.

Mr. Cratsley moved that the CPC finds that the allocation of \$186,232.48 from CPA projects 2-12, 2-13, and 13-15 for the purposes of purchasing the property at 930 Main Street for affordable housing, is an eligible expense under those appropriations. The CPC requests that the CHDC provide periodic updates about the proposed project before closing; including, the term sheet, the appraisal, the property inspection, assessment value and progress updates on the permitting process. Mr. Kearns seconded the motion.

Roll Call Vote:

Terri Ackerman – Yes
Peter Ward – Yes
Melissa Saalfield – Yes
Dee Ortner – No
Tom Kearns – Yes
John Cratsley - Yes

Ms. Ortner moved to end the executive session and return to open session. Ms. Saalfield seconded the motion.

Roll Call Vote:

Terri Ackerman – Yes
Peter Ward – Yes
Melissa Saalfield – Yes
Dee Ortner – Yes
Tom Kearns – Yes
John Cratsley - Yes

The Executive Session was adjourned at 8:15 P.M.

Respectfully submitted,

Heather Gill
Senior Planner

Minutes Approved on: July 16, 2019

Secretary