



CITY OF PITTSFIELD

COMMUNITY PRESERVATION COMMITTEE, CITY HALL, 70 ALLEN STREET, RM 205, PITTSFIELD, MA 01201

**AGENDA
COMMUNITY PRESERVATION COMMITTEE
MONDAY, AUGUST 28, 2017
6:00 P.M. CITY HALL, COUNCIL CHAMBERS**

- 1) ROLL CALL**
- 2) APPROVAL OF MINUTES – July 24, 2017**
- 3) APPROVAL OF DRAFT CPC BUDGET**
- 4) APPROVAL OF APPLICATION FORMAT**
- 5) DISCUSSION OF PUBLIC MEETING FORMAT – SEPTEMBER 25, 2017**
- 6) OTHER BUSINESS**
 - PROJECT EVALUATION CRITERIA**
- 7) ADJOURNMENT**



CITY OF PITTSFIELD

COMMUNITY PRESERVATION COMMITTEE, CITY HALL, 70 ALLEN STREET, RM 205, PITTSFIELD, MA 01201

MEETING MINUTES TUESDAY, MAY 30, 2017 6:00 P.M. CITY HALL, ROOM 203

Attendance:

- Committee:** James Conant (JC), John Dickson (JD); Shirley Edgerton (SE); Alexandra Groff (AG); Sheila Irvin (SI); George Moran (GM); Simon Muil (SM); Danielle Steinmann (DS)
- Other attendees:** CJ Hoss, City Planner (CH); Stuart Saginor, Executive Director of the Community Preservation Coalition (SS)
- Absent:** Thomas Cracolici (TC)

JC called the meeting to order at 6:05 pm. JD motioned to appoint JC as acting chair, seconded by SM. All in favor.

1) INTRODUCTION

Members of the committee each provided a brief statement of their background and interests in relation to the committee.

2) ELECTION OF CHAIR

SI nominated JC as Chair, seconded by SM. No other nominations were put forward. All in favor of electing JC Chair.

3) ELECTION OF VICE CHAIR

DS nominated JD as Vice Chair, seconded by GM. No other nominations were put forward. All in favor of electing JD Vice Chair.

4) NEXT STEPS/NEXT MEETING DATE

JC suggested identifying the availability of meeting space before attempting to set a date. JC instructed CH to determine potential meeting dates and circulating via email. Discussion ensued regarding how often the CPC needs to meet and potential locations outside City Hall.

5) TRAINING

- **Provided by Stuart Saginor, Executive Director, Community Preservation Coalition**

JC introduced Stuart Saginor to the CPC. SS proceeded to provide an overview of the Community Preservation Act, the duties of the Community Preservation Committee and the City, how CPA funding can be utilized, and other procedural issues related to the Community Preservation Act. *A copy of the PowerPoint presentation provided by SS is enclosed.

6) ADJOURNMENT

SM made a motion to adjourn at 8:35, seconded by SI.

Submitted by CJ Hoss, City Planner.

Pittsfield FY2018 Annual Budget

Category	Minimum	
	Required	Proposed
Administrative Expenses	0	21,000
Historic Resources Reserve	42,000	42,000
Community Housing Reserve	42,000	42,000
Open Space and Recreation Reserve	42,000	42,000
Budgeted Reserve	0	273,000
Total		420,000



CITY OF PITTSFIELD

COMMUNITY PRESERVATION FUNDING GUIDELINES FOR PROJECT SUBMISSION

1. The application process for Community Preservation Funding is twofold. The Application for Community Preservation Eligibility will introduce your proposal to the Committee so that it can determine the project's eligibility and offer guidance. If the Committee agrees that your proposal is eligible, an Application for Community Preservation Funding must be completed. The Committee will review both the application for eligibility and that for funding according to the General Criteria outlined below.
2. In order to be considered for recommendation for Fiscal Year xxxx(July 1, 20xx – June 30, 20yy) , you must submit an Application for Community Preservation Eligibility no later than December 1, 20xx. Final Applications for Community Preservation Funding must be received no later than January 31, 20yy to be considered for recommendation for Fiscal Year 20xx.
3. Each application must be submitted to the Community Preservation Committee (CPC) using the Application for Community Preservation Funding/Eligibility as a cover sheet.
4. Applications should be submitted in PDF form and ten (10) hard copies of all project materials to the attention of Cornelius Hoss, City Planner, Department of Community Development, City Hall, 70 Allen Street Room 205, Pittsfield, MA 01201.
5. Please include any maps, diagrams, and/or photos that pertain to your project.
6. All applicants will be expected to present their project at a CPC meeting and be available to answer questions about their proposals. The CPC will set a public meeting schedule to review project proposals in February and March 20xx. Applicants will be notified regarding the date of the meeting they should attend.
7. The CPC will provide its recommendations to the City Council for final approval.
8. If approved, project funding would be available as soon as July 1, 20xx, assuming appropriate contracts and/or deed restrictions have been finalized with the applicant.
9. All projects receiving funding shall expend funds by an agreed upon date. Appropriated funds not expended by that specific date shall be subject to revocation.

10. The CPC is not obligated to allocate 100 percent of available funds in a Fiscal Year, and is not obligated to fund a project at the full requested amount.

General Criteria

The Community Preservation Committee will give preference to proposals which address as many of the following general criteria as possible:

- Are eligible for Community Preservation Act (CPA) funding according to the requirements described in the CPA legislation; specifically
 - The acquisition, creation, and preservation of open space
 - The acquisition, preservation, rehabilitation, and restoration of historic resources.
 - The acquisition, creation, and preservation of land for recreational use.
 - The creation, preservation, and support of community housing.
- Are consistent with the priorities of the Community Preservation Plan and documents referenced within;
- Save resources that would otherwise be threatened and/or serve a currently under-served population;
- Demonstrate practicality and feasibility; demonstrate that the project can be implemented expeditiously and within budget;
- Leverage additional public and/or private funds, including the voluntary contributions of goods and services;
- Preserve or utilize current City-owned assets; and
- Receive endorsement by other municipal boards or departments.

For further information about the application process or to discuss a project's eligibility, please contact Cornelius Hoss at choss@pittsfieldch.com or (413) 499-9366, or visit Pittsfield's Community Preservation Committee website at:

http://www.cityofpittsfield.org/city_hall/community_preservation_committee/index.php.

**APPLICATION FOR
COMMUNITY PRESERVATION ELIGIBILITY**

Date: _____

Project Title: _____

Name of Applicant: _____

Name of Organization: _____

Address: _____

Telephone: _____

Email: _____

CPA Category (circle all that apply):

Open Space

Historic Preservation

Recreation

Community Housing

CPA Funding Requested: \$ _____ **Total Project Cost:** \$ _____

Project Description: Please provide a brief project description below. Include a brief description of how your project accomplishes the goals of the CPA and include an estimated budget. Please include supporting materials as necessary.

NOTE: This application enables the CPC to review the request to ensure eligibility and offer guidance. If eligible, an Application for Funding must be completed.

PITTSFIELD CPA CRITERIA SCORESHEET

Criteria	#	Value	Notes
Impact (# citizens affected)		1 – neighborhood 2 – city-wide 3 – beyond city	
Reaches Underserved Communities (geographic)		1 – meets 2 – exceeds	
Aligns with City priorities (planning documents)		1 – a little 2 – somewhat 3 – a lot	
Leverages other Funding (dollar amounts)		1 – less than 20% 2 – 50% or less 3 – more than 50%	
Receives in-kind Support		1 – a little 2 – somewhat 3 – a lot	
Partners with Other organizations		0 – none 2 - yes	
Employs locally		1 – 5 or less 2 – 5-10 3 – more than 10	
Involves youth (hires, benefits)		1 – a little 2 – somewhat 3 – a lot	
Practicality feasibility (timing, budget)		0 – needs work 2 – meets 3 – exceeds	
Community support		1 – a little 2 – somewhat 3 – a lot	

PITTSFIELD CPA CRITERIA SCORESHEET

Preserves, utilizes City assets		0 – no 1 – a little 2 – a lot	
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