

Town of Canton, Massachusetts
COMMUNITY PRESERVATION COMMITTEE
Minutes of May 5, 2020

The May 5, 2020 meeting of the Canton Community Preservation Committee was held remotely (on Zoom platform) consistent with Governor Baker's Executive Order of March 12, 2020 suspending certain provisions of the Open Meeting Law. The meeting was posted on the Town's website along with directions detailing how the public could participate and was called to order at 7:01 p.m.

Committee members in attendance: Stacey Gorman, Thomas Theodore, Bob Panico, George Comeau, David McCarthy, Lisa Lopez, Nichola Gallager, John McSweeney, Josh Cohen

MINUTES

Upon a motion made by B. Panico, seconded by L. Lopez, the Committee was polled and voted unanimously to approve the minutes of the following meetings:

December 2, 2019
December 16, 2019
January 6, 2020
March 16, 2020
April 21, 2020

VOTE TO ACCEPT A LATE APPLICATION FOR AN EMERGENCY RENTAL ASSISTANCE/RENTAL ARREARS PROGRAM

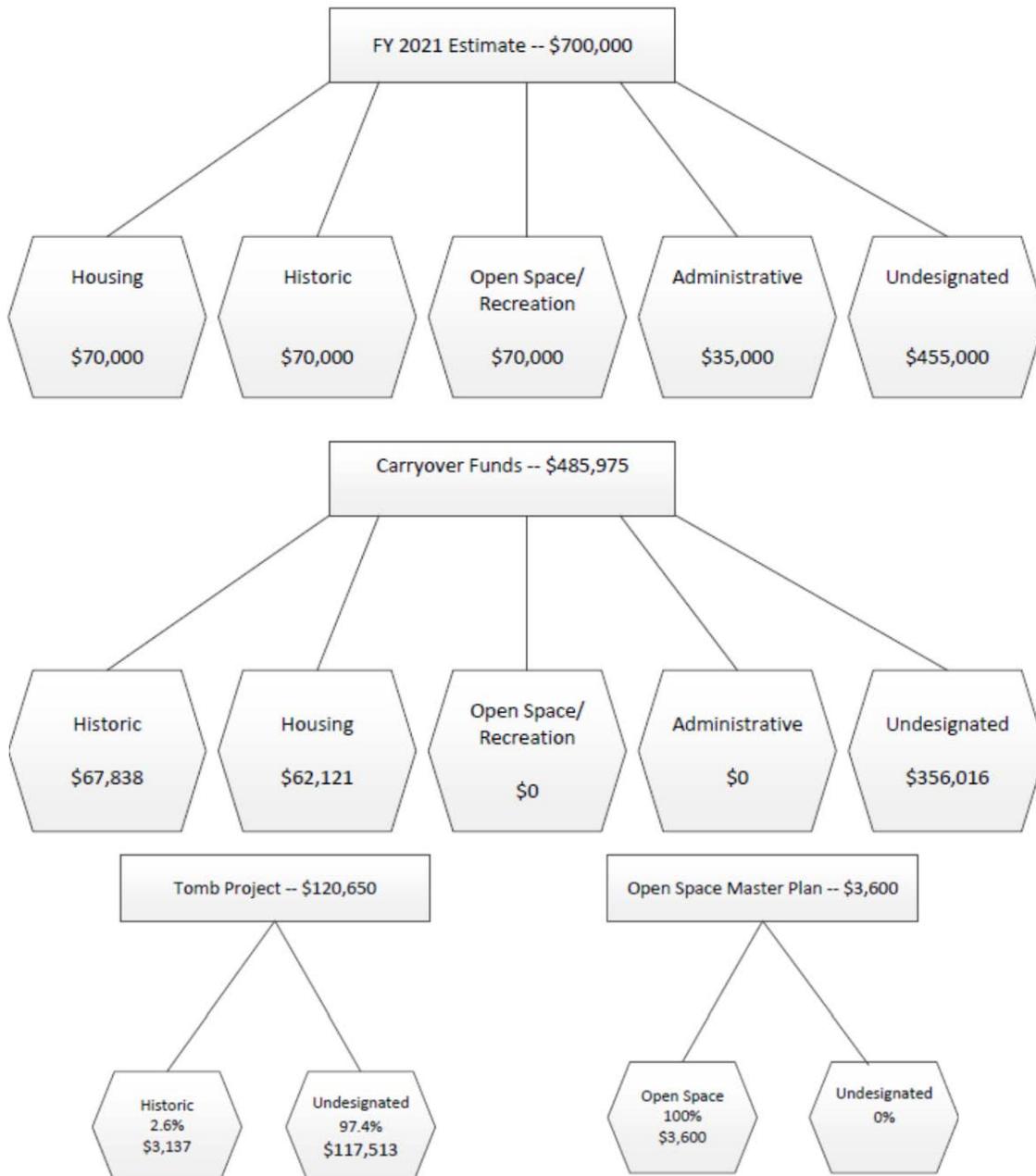
S. Gorman stated that there was an interest on the part of some boards/individuals in pursuing an emergency rental assistance program as allowed under the CPA statute. She explained that the first question to be addressed is whether the CCPC is willing to consider a late-filed application for such a program. She added that she had updated financial information to present relating to the proposed request.

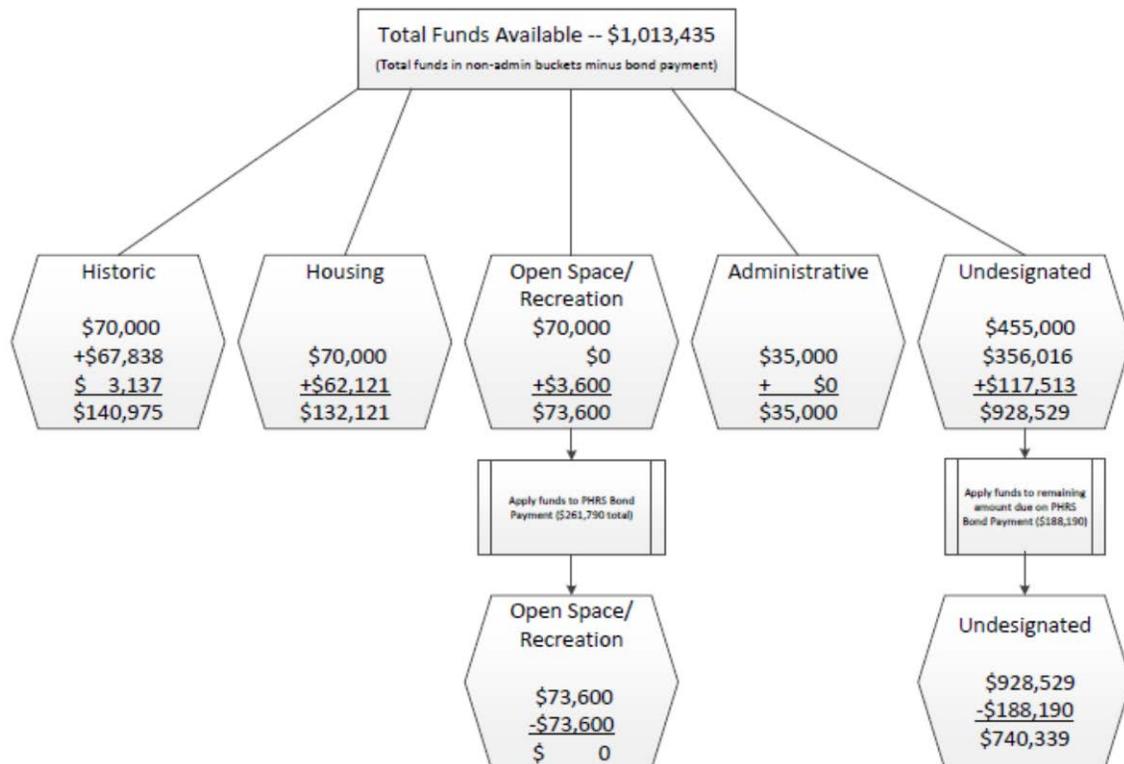
L. Lopez noted that there was precedent for considering CPA applications filed after the annual deadline and recalled that it had been done on two occasions (Recreation Master Plan and Galvin Courts). She stated that a decision to vary from established application procedures typically requires compelling circumstances. She feels the current circumstances meet that high bar and is in favor of hearing a late application. G. Comeau stated that he would like to review the current financial reports before considering the question. D. McCarthy expressed reservations about varying from the normal application protocols. G. Comeau replied that the rules governing the timeframe for CPA applications are not spelled out in the statute or bylaw, but were created by the CCPC. He added that the proposed program presents an opportunity to provide meaningful help to those impacted by the pandemic and that recommending this use of funds reserved for affordable housing could also generate further support for CPA in Canton. B. Panico expressed his support, but added that he would like to review financials and the outline of the program as proposed in the draft application before making a decision.

S. Gorman summarized updated financial information as outlined in the following slides:

Fiscal Year	Projected Revenue	Surcharge Revenue	State Grant	Other	Total Actual Revenue
2014		480,994	-	878	481,871
2015		491,960	153,822	5,813	651,594
2016		520,789	145,336	7,341	673,466
2017		545,947	108,001	11,689	665,637
2018	\$600,000	581,952	94,671	25,996	702,619
2019	\$600,000	613,700	110,487	32,524	756,710
2020	\$650,000	469,000 (2.29.20)	147,419	20,000 (2.29.20)	TBD
		590,000 (5.5.20)			

- State Match for FY21 is a percentage of surcharge revenue in FY20.
- State Coalition estimates state match to be approximately 11%
- Based on analysis of historical data, Director of Finance does not anticipate significant drop in surcharge revenue in FY21.





HISTORIC

FUNDS IN "HISTORIC" BUCKET - \$140,975
AMOUNT RECOMMENDED: \$465,000

1) TILDEN HOUSE - \$450,000
2) STUDY OF MEMORIAL HALL EXTERIOR RENOVATIONS - \$15,000

HISTORIC BUCKET - \$140,975
UNDESIGNATED - \$324,025

REMAINING = \$0

OPEN SPACE/RECREATION

FUNDS IN "OS/R" BUCKET - \$0
AMOUNT SOUGHT - \$390,827

1) SCHOOL COMMITTEE - GMS BASKETBALL COURTS - \$35,097
2) PARKS & RECREATION - PEQUITSIDE TENNIS/PICKLEBALL COURT - \$116,600
3) CONSERVATION COMMISSION - NEWHOUSE WATERFRONT - \$239,130

REMAINING = \$0

HOUSING

AVAILABLE FUNDS - \$132,121
AMOUNT SOUGHT - \$80,000

1) HEMINGWAY FIRE ALARMS- \$80,000

HOUSING BUCKET - \$80,000

REMAINING = \$52,121

UNDESIGNATED

AVAILABLE FUNDS - \$740,339

FOR HISTORIC PROJECTS: \$324,025
FOR OS/R PROJECT: \$390,827

TOTAL: \$714,852

REMAINING = \$25,487

S. Gorman stated that based on discussion with the Finance Director and DOR guidance regarding the FY 21 match (11%), the estimated revenue of \$700,000 is still a valid projection. She noted that after deducting the amounts already recommended for CPA funding in FY 21, there is still over \$51K in the housing reserve and \$25K left in the undesignated reserve fund. These numbers do not include revenues in excess of FY 20 estimates that will roll-over into the FY 21 fund balance (likely to exceed \$100K).

N. Gallagher spoke in favor of the housing assistance program and in support of accepting the late application. G. Comeau offered a motion to allow the submission of a late application for an Emergency Rental Assistance Program as submitted by Town Planner, Laura Smead, and the motion was seconded by N. Gallagher. B. Panico asked whether there was a sponsor. Discussion about whether BOS would be likely to take the lead followed. J. Cohen asked for clarification about exactly what CCPC was voting on and debate about the motion and limits of discussion followed. L. Lopez stated that she does not agree that BOS needs to be the sponsor of an eventual application and moved the question on the motion (ending further discussion).

Upon a motion by G. Comeau, seconded by N. Gallagher, the Committee was polled and voted 8-1-0 to accept a late-filed application for an Emergency Rental Assistance Program.

**J. McSweeney – Aye
D. McCarthy – No
T. Theodore – Aye**

**B. Panico – Aye
G. Comeau – Aye
J. Cohen – No**

**L. Lopez – Aye
N. Gallagher – Aye
S. Gorman - Aye**

Following this vote, the CCPC discussed items that should be included/clarified in an eventual application. L. Lopez highlighted the importance of additional project sponsors (BOS, Canton Housing Authority, etc.) and requested that further information about outside funding sources (CARES Act, BOS, etc.), preference categories, and the terms and conditions of the program be provided. B. Panico requested additional information about the various fee structures and amounts for administering the program. T. Theodore asked for clarification about whether the assistance would be limited to Canton residents and whether the program could be administered in-house. S. Gorman replied that only town residents will be eligible to apply for the proposed assistance. G. Comeau explained the role that an outside housing agency would play in reviewing documents, determining eligibility, running the lottery, and generating required reports. L. Lopez noted that other communities without a housing trust are administering emergency programs through their Housing Agency. J. McSweeney stated that the small and relatively new staff at the Housing Authority would not have the time or resources to administer an emergency program.

G. Comeau pointed out the necessity for a municipal affordable housing trust and noted that ongoing efforts to establish a housing trust had failed to garner support from the Board of Selectmen. D. McCarthy expressed his likely support for the creation of a housing trust, and – noting fees associated with the proposed assistance program – he questioned whether reserving CPA housing funds for future disbursement to a trust might be a better approach.

Motion to adjourn at 7:46 p.m. by L. Lopez, seconded by J. Cohen. Unanimously approved 9-0-0 by roll call vote.

Respectfully Submitted by:

Kristen Phelps

**Kristen Phelps
CCPC Administrator**