



CPC
Kerri Rufo
2/9/23

Community Preservation Committee
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Travis Brown, *Chair*

Joe Fiumara-*Vice Chair*
James O'Donnell
Matthew Battcock

Diane DePaso
John Speidel

John Speidel-*Treasurer*
Marlies Henderson
Phil Newfell

CPC
Minutes
January 12, 2022 @ 6:00 P.M.
Held via remote zoom

RECEIVED
2023 FEB 13 A 10:49
TOWN CLERK
BILLERICA

Members Present	Present
Travis Brown	X
Jim O'Donnell	X
Tom Conway	X
Phil Newfell	X
Diane DePaso	Excused
Marlies Henderson	X
Matthew Battcock	X
John Speidel	X
Joe Fiumara	X
Kerri Rufo-CPC Coordinator	X

No Public Comments

Financials

Presented By: Paul Watson 4:57-12:00

Paul Watson-(See Attached Financials January 2023)Paul went over the financial reports. He went over the buckets, the balances for the prior year. The numbers are related to fiscal year 2024

Questions from the board-12:15

John Speidel-When will the first bond payment be?

Paul Watson-We have gone out with the BAN what we believe in September. The sale of the bond will be 6 months after that.

Marlies Henderson-I would work with the state match number that we get in April from DOR and include it in the Spring budget for Town Meeting.

Paul Watson-I have no problem bringing the match into these spreadsheets. My understanding is that it is not required. We do have to make an adjustment to that amounts that go into go into special fund balance, the 10% to adjust for any additional money that comes in. We did that last year, we adjusted for all the years.

Marlies Henderson-With the bonding we have spent way more than total revenues so far, The Howe and PHR combined is at least 10 million for the CPA portion.

Paul Watson-That is correct, that is why you do the bond anticipation. The bond anticipation note is actually a mechanism for a cash flow for the project, it is not a revenue. You don't let it end up in the fund balances. In the accounting world it is a liability, it sits on the balance sheet, you bring in the cash and you set up a liability.

Marlies Henderson-What does it mean in the law when it says it should be deposited in the CPF. Does it get deposited and then not calculated in the revenues and that is why I don't see it?

Paul Watson-If you were to see a balance sheet which would have your assets, liability in the fund balances. Basically, what I am showing you is an analysis of the fund balance.

Marlies Henderson-How much do we owe for the Howe and PHR

Paul Watson-We will do the analysis on that as it relates to the Ban and the overall projects

Marlies Henderson-And the first payment would be fiscal year 23?

Paul Watson-Yes fiscal year 24. We will do a bond sale. To try to make the claim that we know what the numbers are right now is a mistake.

APPLICATIONS-22:00

This is an opportunity for the board to ask questions. There is no voting tonight

PHR Basketball Courts-22:30

Applicant-David Grubb
Repairing, resurfacing, and replacing back boards

Questions from the board

No comments

Jim O'Donnell Arrived @ 6:15

KOHLRAUSH PARK

Applicant-David Grubb

Proposing to renovate the Kohlrausch park with basketball courts, tennis/pickleball courts, upgrading the playground, expanding the picnic area.

Questions from the board

Marlies Henderson-Did you get a letter of support from the neighborhood

David Grubb-We have had conversation with people in the neighborhood.

Phil Newfell-Asked if there was going to be a baseball field

David Grubb-There will not be a baseball field

No comments. Most on the board think it is a great project

MHC Survey 30:15

Erika Oliver Jerram was not able to attend. She did send out a memo to the board with information on the grant and if the board had any questions, they could let Kerri Rufo know, and she would relay the questions. The board had no questions

PRESERVATION STORAGE-31:10

Applicant-Kathy Meagher

Archival Storage for Towns collections of documents

Kathy Meagher-Clarified that the archival storage system is not furniture. They are not looking for desk or chairs. It is preservation materials for the Town's collection. This is not the library collection. I have been storing it at the library. Now that they Town does have an archival room at the Howe School, I would like the documents to be preserved properly and be put on display.

Questions from the board

The board saw in the CPC database has funded projects like this before in the past with other communities.

Marlies Henderson-It is how you interpret preservation and that it is not furniture. Some towns do what they think is right and we can follow that. There were some items that I saw that I don't think that needed to be preserved (i.e., 1990 pictures etc. etc.) Asked about the report that she never got. (Kerri Rufo looked at her emails and found it and sent it to Marlies)

Jim O'Donnell-I would personally like to ask Town Counsel to see what their opinions are. I think Town Counsel would be the final.

Clancy Main-I spoke to Town Counsel, and I sent him the eligibility form and he thinks that it is an eligible project, and he was going to do more research on it.

Travis Brown Excused himself for the night 47:06

Joe Fiumara will now run the meeting

MASONIC FIRST FLOOR RENOVATIONS 47:22

Applicant-TOB- John Curran

1st floor renovations to make structurally sound

Questions from the board

Jim O'Donnell-We have spent a lot of money to purchase it so obviously we have to continue it. Do we have enough income to finance this?

John Curran-This ask for Masonic is not a debt service, it would be capital. There could be a debt service with the Masonic in the future. You could handle a significant debt service project for the Masonic, but it wouldn't happen for 2-3 years because you get into the design and everything else. It actually works out because funding gets spread out.

Jim O'Donnell-So it is not a hit right off the bat, it is a slow trickle is what you are saying

John Curran-Yes. Generally, when you get into these bigger projects you try to spread them out over time and pay them with debt service.

Marlies Henderson-I think this might be a really good project to leverage the CPA funds with the Mass Historical grants. NMCOG sent out a list of different grants.

John Curran-My only concern with recording a building is that Mass Historics opinion of that building is that a lot of the historic value when the building was gutted by the Masons years ago. We could look into it. I agree leveraging CPA funds will give us a better shot with Mass Historic money.

FAÇADE REMOVATIONS 54:35

Applicant-TOB- John Curran

Façade renovation at Masonic Hall

Questions from the board

No questions

BHA-COMMUNITY HOUSING-55:50

Bob Correnti was not able to attend. Jim O'Donnell gave an update of what he knows. The money they are requesting is going towards another house on Mason Ave. I believe that there is a garage falling apart and put another house there. Shawsheen Tech will be helping to build the house. BHA doesn't receive money from the state. Marlies was asked Jim if BAHT (Trust) had voted on this, but he informed the board that he is not on that committee.

FCCB-1:00

The applicant did not attend the meeting. The board had no questions about the application

Questions from the board

No questions

VVP-DISC GOLF 1:00

Applicant-Michael Parker

Questions from the board

No questions

Marlies Henderson-I think this exactly what CPA is about: bang for the community buck, because volunteers do the work. CPA funds should be leveraged with other grants and volunteer hours.

MINUTES-1:02

December 8, 2022

Joe Fiumara -Can I get a motion to approval for the minutes for December 8th

Moved Matthew Battcock

Seconded by Jim O'Donnell

John Speidel-Aye

Tom Conway-Aye

Jim O'Donnell-Aye

Joe Fiumara-Aye

Marlies Henderson-Aye

Matt Battcock-Aye

Phil Newfell-Aye

Scrivener errors noted

CPC OPERATING PROCEDURES

Joe Fiumara -Can I get a motion to approve Operational Procedure edits

Marlies Henderson-offers a few more edits. The board prefers to hear those next time. She's ok with that.

Moved Jim O'Donnell

Seconded by John Speidel

John Speidel-Aye
Tom Conway-Aye
Jim O'Donnell-Aye
Joe Fiumara-Aye
Marlies Henderson-Aye
Matt Battcock-Aye
Phil Newfell-Aye

CALENDAR -1:06

Joe Fiumara -Can I get a motion to approve the 2023 Calendar
Moved Jim O'Donnell
Seconded by Marlies Henderson
John Speidel-Aye
Tom Conway-Aye
Jim O'Donnell-Aye
Joe Fiumara-Aye
Marlies Henderson-Aye
Matt Battcock-Aye
Phil Newfell-Aye

ADJOURNMENT

Joe Fiumara-I make a motion to adjourn
Seconded by John Speidel
John Speidel-Aye
Tom Conway-Aye
Jim O'Donnell-Aye
Joe Fiumara-Aye
Marlies Henderson-Aye
Matt Battcock-Aye
Phil Newfell-Aye

TOWN OF BILLERICA
COMMUNITY PRESERVATION FUND
JAN 2023

<u>Fiscal Years 2018 + 2019 + 2020 +</u>					
<u>2021+2022 Activity</u>					
	<u>Budget</u>	<u>Actual</u>			
Local Surcharge	4,400,000	4,894,352			
State Match	-	1,129,534			
Interest	-	40,676			
Closeouts		42,671			
Expenses - Administrative	(215,000)	(83,141)			
Expenses - Debt Service					
	<u>4,185,000</u>	<u>6,024,092</u>			
Fund Balances	HOUSING	OPEN SPACE / RECREATION	HISTORIC	UNDESIGNATED	TOTAL
June 30, 2022 Actual	162,613	227,613	162,613	1,749,752	2,302,591

<u>Fiscal Year 2023 Activity</u>					
	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>		
Local Surcharge	1,100,000	-	(1,100,000)		
State Match	-	-	-		
Interest	-	-	-		
Closeouts	-	-	-		
Expenses - Administrative	(55,000)	-	55,000		
Expenses - Debt Service	-	-	-		
	<u>1,045,000</u>	<u>-</u>	<u>(1,045,000)</u>		
Fund Balances	HOUSING	OPEN SPACE / RECREATION	HISTORIC	UNDESIGNATED	TOTAL
June 30, 2022 Carryover	162,613	227,613	162,613	1,749,752	2,302,591
Budgeted to Reserves	110,000	110,000	110,000	715,000	1,045,000
Project Appropriations - May 2022	-	(165,000)	(272,613)	(385,442)	(823,055)
Project Appropriations - Oct 2022	-	(172,613)	-	(352,387)	(525,000)
Results of Activity	-	-	-	-	-
June 30, 2023 Estimated	<u>272,613</u>	<u>-</u>	<u>-</u>	<u>1,726,923</u>	<u>1,999,536</u>

<u>Fiscal Year 2024 Budget</u>					
	<u>Budget</u>	<u>Estimated</u>	<u>Variance</u>		
Local Surcharge	1,100,000	-	(1,100,000)		
State Match	-	-	-		
Interest	-	-	-		
Expenses - Administrative	(55,000)	-	55,000		
Expenses - Debt Service ESTIMATED	(600,000)		600,000		
	<u>445,000</u>	<u>-</u>	<u>(445,000)</u>		
Fund Balances	HOUSING	OPEN SPACE / RECREATION	HISTORIC	UNDESIGNATED	TOTAL
June 30, 2023 Carryover	272,613	-	-	1,726,923	1,999,536
Budgeted to Reserves	110,000	-	-	335,000	445,000
Project Appropriations - May 2023	(272,613)	-	-	(1,972,000)	(2,244,613)
Project Appropriations - Oct 2023	-	-	-	-	-
June 30, 2024 Estimated	<u>110,000</u>	<u>-</u>	<u>-</u>	<u>89,923</u>	<u>199,923</u>