

**PUBLIC MEETING MINUTES  
CITY OF BEVERLY**

BOARD OR COMMISSION: Community Preservation Committee  
SUBCOMMITTEE: N/A  
DATE: September 15, 2022  
LOCATION: Beverly City Hall, 3rd floor Chambers

MEMBERS PRESENT: Vice Chair Derek Beckwith, Danielle Spang, Suzanne LaMont, Robert Buchsbaum, Marilyn McCrory, Nancy Marino, Thomas Bussone (via Remote, partially from 7:00pm to 8:45pm)

MEMBERS ABSENT: Chairperson Heather Richter, Christy Edwards  
OTHERS PRESENT: Victoria Healey (City of Beverly Planning Department),  
RECORDER: Brandon Kubik

**1. Call to Order**

Vice Chair Beckwith calls the meeting to order at 7:00 p.m. and welcomes all committee members and attendees to the meeting. A roll call for the committee members was done. Members Beckwith, Buchsbaum, Bussone (via remote means), LaMont, Marino, McCrory and Spang were present.

**2. Welcome and Remarks**

Vice Chair Beckwith stated that he had been contacted via email by Laura (Meisenhelter) from North Shore Community Action Programs (NASCAP) concerning an upcoming forum event, scheduled for Monday September 19<sup>th</sup>, concerning Poverty in Essex County. He provided copies of the event flyer to the committee in the event that anyone was interested in attending. Healey stated that she would also scan the information and send it out to the committee digitally. No other remarks were given at this time.

**3. Consultation and Q & A with the CPC**

**The CPC encourages the public, current or potential applicants, and other interested parties to bring their questions/comments to the meeting during this 15-minute session.**

Vice Chair Beckwith opened the meeting for public comments, but there were no members of the public in attendance. Vice Chair Beckwith closed the open session and proceeded forward with the meeting.

**4. Review and approval of Fiscal Year 2023 and Questions**

Vice Chair Beckwith moved the committee onto the next topic of discussion, the review and approval of the Fiscal Year 2023 budget. Bryant Ayles of the City of Beverly Finance Department was scheduled to attend the meeting and present the budget information to the

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committee, but was not in attendance and could not be contacted for discussion. Healey was able to provide a copy of the budget digitally for the committee to review internally. Vice Chair Beckwith stated that this upcoming year's budget would be bare-bones from the previous years due to the money that would typically roll-over being utilized for the recent Briscoe project additional funding, and would consist of the CPA collections and the state match funds. Lamont had inquired if the members of the committee were aware of or had received the funding collection support notice from Stuart Saginor encouraging all to voice their support to pass the upcoming funding proposals. Vice Chair Beckwith stated that LaMont should forward the information to Healey in order to distribute it amongst the committee members for further review. The Committee reviewed the budgetary proposal and worksheets for the 2023 fiscal year, with McCrory leading the discussion which compared them to the documents from the previous fiscal year to determine the viabilities and conditions for the upcoming year. Vice Chair Beckwith inquired with the committee if they had any questions concerning the presented budget, to which Spang inquired what would happen if more funds still rolled in after the committee's approval. Vice Chair Beckwith stated that the City of Beverly would still need to have a final review prior to memorializing the budget for the upcoming year, and that the committee could confirm any additional sources prior to final approvals. McCrory stated that now would be a good time to add additional allocated funds to the committee's yearly administrative budget number to take care of Committee and CPC needs for the upcoming year. Healey inquired as to what the Committee had allocated the administrative funds to in previous years, to which McCrory and Vice Chair Beckwith stated they were used for printed materials, publication of public notices, consultant fees, and to fund specialized studies for the city pertaining to CPC goals. A group discussion was had, and a determination of 3% of the upcoming funds would be allocated to the administrative budget, with any leftovers from the year rolling over into general fund for the following fiscal year.

Vice Chair Beckwith entertained a motion to approve the FY 2023 budget, McCrory motions and Marino Seconds the motion. The committee votes 7-0 in favor to approve.

**5. Review and Approval of Community Preservation Committee Draft Meeting Minutes: August 18<sup>th</sup>, 2022**

Vice Chair Beckwith presented the next topic for discussion, the review and approval of the draft meeting minutes from the previous meeting, dated August 18<sup>th</sup>, 2022. The committee discussed the draft minutes, and offered recommended edits to the document. After a short period of discussion, it was determined that all appropriate items had been addressed prior to the committee being able to accept the draft as final. Healey stated that she would address the modification, and provide the updated document.

Spang made a motion to approve the minutes with suggested amendments, to which Buchsbaum seconds the motion. The committee votes 7-0 in favor to approve.

Vice Chair Beckwith also stated that the meeting minutes from the previous meeting on June 16<sup>th</sup> still need to be reviewed for final approval, but could occur as an administrative item in a forthcoming meeting.

**6. Community Preservation Plan Spring 2022 Status**

Vice Chair Beckwith brought the committee to the next topic, the review of the updated 2022 Spring Community Preservation Plan, and suggested that the committee walk through the document together and discuss and additional open items or revisions. McCrory brought up several small edits for graphics and grammar, to which Healey stated she would update them accordingly. Bussone brought to the attention of the committee that after reviewing the section addressing the City of Beverly's housing plan, he felt that the language presented in this area made it seem that the CPC was directly in favor of other committee's presented goals and that the CPC should be an independent party so not to show adoption or ownership of items that are not directly related to the CPA, or to create issues in the future with direct conflict to providing funds to specific projects. Marino agreed, and stated that while the CPC can show support for other city initiatives, it should be from the place of an independent party. The Committee discussed edits to the document related to how the document included references the other boards, committees and/or entities that did not necessarily reflect the CPC's position. The committee discussed some additional minor edits to the remainder of the document, and agreed that the suggested changes would be sufficient to approve the document for release.

Bussone made a motion to approve the Spring 2022 Community Preservation Plan as amended, Marino Seconds the motion. The committee votes 7-0 in favor to approve.

Vice Chair Beckwith requested that several physical copies of the rectified document be available for the upcoming Annual Meeting, to which Healey stated that she would put in the order, and produce additional copies that can be provided to the Committee, the City Councilors, and the Planning Department and for public display and record purposes.

**7. CPA Beverly 10<sup>th</sup> Anniversary Funding Round Updates**

Vice Chair Beckwith moves the committee onto the next agenda item, the discussion of the upcoming CPA Funding round, and specifically the scheduled annual meeting. The discussion leads off with a review of the updated presentation, which is based off of the document that was created for last year's meeting, and a discussion of which committee member would like to present each part. Vice Chair Beckwith stated that it would be nice to have each member of the committee have a level of involvement with the presentation, and the tasks are distributed amongst the members. During the review, LaMont states that some of the information presented on the slides, while good to have, and is hard to read due to the number of items present on the slides and their small text size. Spang suggests that since most of the items represented are present on the CPA website, that a selection of "Top Projects" could be narrowed down for presentation, with ones that are directly relevant to key projects and most recent funding efforts for relevance. Buchsbaum and Vice Chair Beckwith agree with Spang's suggestion. Healey stated that now that the committee had voted on an approved budget, she would update that

portion of the presentation to reflect current conditions. The committee moved the discussion further along by selecting key projects and potential special guest speakers to provide insight and elaboration on what the CPA did to assist. The discussion led to the selection of the Pocket Park at Simon Street, the Housing at the YMCA Facility, and the fencing around the Cemetery at Beverly Farms as potential projects. Healey stated that she would reach out to the appropriate parties and inquire if they would be available to attend and assist in the presentation

At this time, it came to the attention of the committee that the publishing of the notification in the local newspaper had not been done in time to hold the meeting on the scheduled date in September. Spang researched and read aloud to the committee the state CPA law, and presented that the publication of the notice needed to be posted two weeks prior to the public meeting. She also provided the contact information for Beth Oldmixon, the Assistant City Solicitor, who Vice Chair Beckwith called to confirm the conditions. After a discussion on the phone, Oldmixon told Vice Chair Beckwith that the conditions of the publishing as described in the ordinance had to account for two full weeks prior to the scheduled meeting. The committee discussed potential upcoming dates, and Vice Chair Beckwith expressed his concern for not having the meeting be pushed back too far as to not interfere with the application timeline for the upcoming round. After a brief discussion, the date of October 6<sup>th</sup> was decided upon, with the publication dates being modified for September 22<sup>nd</sup> and 29<sup>th</sup>. Healey stated that she will do the necessary tasks to make sure the meeting is rescheduled properly.

LaMont made a motion to move the Annual Meeting Date to accommodate the mandated requirements, Buchsbaum Seconds the motion. The committee votes 7-0 in favor to approve.

## **8. Administrative Issues and Project Status Updates**

Vice Chair Beckwith inquires if there is any Administrative items the committee needed to address before wrapping up the meeting. Healey stated that she would be away from September 30<sup>th</sup> to October 5<sup>th</sup>, but would address all open items in preparation for the upcoming annual meeting prior to her absence, and that she would be back to attend the meeting.

## **9. Agenda Topics Shifted to Future Meetings**

In an effort to efficiently end the meeting relatively on time, the group discussed the outstanding agenda items that would be moved forward to the next full group meeting, which consisted of the MHP Housing toolkit (Agenda Item 9), and all other outstanding points from previous meetings.

## **10. Adjournment**

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Spang moves to adjourn at 9:20 p.m. Seconded by Marino. The motion carries 7-0.

The next regular meeting of the Community Preservation Committee will be held on Thursday (October 20<sup>th</sup>), 2022, at City Hall. The yearly meeting is scheduled to be held on Thursday October 6<sup>th</sup>, 2022 at the Beverly Public Library.