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Community Preservation Committee
MINUTES OF THE January 19th, 2023 MEETING
RFQ Consultant Working Group
Held Virtually using Zoom Online Software

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Members Present:

Jenny Raitt
Nancy Heller, Chair
David Lescohier, Vice-chair
Clara Batchelor

Members Absent:

Staff: Tina McCarthy, Dave Geanakakis
Consultant: Jennifer Goldson, Laura Smead
Public: John VanScoyoc

Ms. Heller opened the meeting at 3:32 PM.

Consultant Interview

Lead by Ms. Heller, the Committee asked the consultant the following questions:

- Could you explain your process and how you see this project unfolding?
 - What is the division of labor within the project team?
 - How are members selected for the focus groups?
- In reviewing your proposed project scope, we noticed that there are a lot of meetings. Could you walk us through the proposed meetings and why they are necessary?
 - If you had to eliminate some meetings, which would you pick and why?
- Could you review the timeline for the deliverables outlined in Phase 2?
- Please explain the translation and sign printing services that you offer. How does this work fit in to your project plan?
- We currently have one half-time staff person for CPA and are aware that the staff needs may change after we start accepting applications and administering projects. In your experience, what would “full staff” look like for a program of our size?
 - Will the plan include staffing recommendations?
- Brookline has a strong commitment to Climate Action but there is no funding category for environmental sustainability in CPA. In your experience, how have other communities carried sustainability goals through the project application and funding process?
- Can you talk about how short and long term goals may be useful in a plan, and how these have been prioritized in other communities you have worked with?
- We reviewed your CPA plan for Boston and were impressed with the contents and scope. This was not the first CPA plan created for Boston, can you talk about the existing planning context when you began your work and what the goals were?

44 ○ The Boston CPA plan notes that there was no existing Historic Preservation Plan
45 in place when it was completed. What challenges did this present and how did
46 you address them?
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48 Ms. Goldson addressed the questions, explaining the planned scope of the project and offering
49 insights gained from her work with other communities. The interview portion of the meeting
50 concluded by 5 PM. Members reviewed next steps and planned to discuss the matter with the
51 full Committee at the meeting on January 30th.
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54 The meeting adjourned at 5:15 PM.