

Beverly Community Preservation Committee

Subcommittee on Emergency Housing Relief

Meeting Notes

Meeting Date: 6-16-2020

CPC members participating: Heather Richter; Derek Beckwith; Nancy Marino

CPC Committee staff: Denise Deschamps

Heather Richter calls the meeting to order at 2:01 PM. Richter reads the statement regarding amendments to the Commonwealth's Open meeting Law as a consequence of the pandemic and a description of how the public may access this meeting. Richter then calls the roll. CPC Subcommittee members present are Heather Richter, Derek Beckwith and Nancy Marino. Staff person Denise Deschamps also present.

As to acceptance of the CPC Subcommittee meeting minutes from May 27, 2020, Nancy Marino makes a motion to accept the draft minutes. Derek Beckwith seconds that motion. All vote in favor.

Richter leads a brief recap of the June 15 Beverly City Council meeting during which the three projects recommended by the full CPC for funding were approved by the Beverly City Council, including funding for the COVID-19 Emergency Housing Relief Fund.

Richter introduced the next topic, which was to determine how to best reach out to potential partnering agencies. Generally, subcommittee members would like a letter to be sent to potential partnering agencies, welcoming their proposal. If the partnering agencies expresses an interest in the project then they would need to fill out a CPC application. Their application would be evaluated based on the program parameters for the Emergency COVID-19 Housing Relief Fund.

Deschamps will draft a letter and have it to the Subcommittee by Wednesday or Thursday of this week. The report developed by the Subcommittee would be attached to the letter. Deschamps will also look into the type of mechanism that might be used to reach out to partnering agencies, i.e. invitation to submit letter of interest, request for proposals, etc.

Any agency that expresses interest would receive instructions about the CPC pre-application and application processes.

Nancy Marino makes a motion to adjourn the meeting. Derek Beckwith seconds the motion. All are in favor. The meeting adjourns at 2:22 PM.