

Community Preservation Committee
January 22, 2013
Police Station Conference Station
Meeting Minutes

1. Call to Order

A regular meeting of the Community Preservation Committee was called to order by Chairman Mike Dissette at 7:00 p.m.

2. Roll Call

In attendance were members Mike Dissette, Paul Healy, Judith Grohe, Margaret Welch, Mary Lou Gagnon, Bob Uhlig and Don Little.

3. Minutes

Mike Dissette moved to approve the minutes of the November 27, 2012 meeting as submitted. Paul Healy seconded the motion. The motion was unanimously approved.

4. Community Preservation Coalition Dues

Mike Dissette said the Community Preservation Coalition dues are a part of the administrative expenses that the committee approved at the April 24, 2012 meeting. The dues vary by community and are based on the amount of local revenue. New towns and cities continue to adopt the CPA each year and join the Coalition. Mike Dissette moved to pay an invoice in the amount of \$2,500 from the Community Preservation Coalition for the calendar year 2013 membership dues. Margaret Welch seconded the motion. The motion was unanimously approved.

5. Conflict of Interest Law

Committee members discussed the summary of the conflict of interest law for municipal employees distributed by Kate Newhall-Smith and the conditions under which members must recuse themselves. It was asked if a conflict would exist if a committee member were to be on the board of a church that has applied for funding. Mike Dissette said a conflict would perhaps exist only in cases where the member might have a personal financial interest.

6. Project Updates

Committee members reviewed the status of projects that was circulated by Kate Newhall-Smith. Mike Dissette requested that questions on the report be emailed to him in order that he might forward them to her.

7. Projected Revenues for FY2014

The available funds for the 2013 applications is estimated at \$646,000, providing the state match remains at last year's level of 26%. It is not yet known how the amount would be impacted by the anticipated one-time \$25 million distribution by the state. Mary Lou Gagnon said the members should be aware of project balances, as some funds have not been used. The committee might request that these be returned in order that they might be used for other

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applications. Mike Dissette will look into the amount the Local Historic District Study Committee spent on legal fees.

8. Electronic Submittals

The members discussed the desirability of receiving electronic submittals to reduce the amount of paper copies submitted by the applicants. They agreed that they prefer to have paper copies of the applications in order that they might review them in meetings or at other occasions when not at their computers.

9. Preservation Plan and Community Priorities

Judith Grohe said she attended a CPA conference, where a topic of discussion was the creation of master plans for preservation by which committees would form their priorities for projects. Mike Dissette said the committee had previously decided not to initiate projects or to spend unnecessary funds on administrative expenses. If the committee had created an open space plan of its own, it would have been similar to that which was recently completed for the Parks Commission. The plan of the committee involves responding to those projects that have the greatest need at the time. Mary Lou Gagnon said she thinks most of the requests have been good ones and because it is the community's money, it is proper to allow the community to make its own requests. Mike Dissette said that some of the applications have surprised him and the projects would have gone unnoticed if the committee initiated the applications. Paul Healy said the committee members trust the residents to propose their own projects. He said the only criticism that he has heard over the years has been that funds were spent on City Hall. He said a similar reaction might be expected if CPA funds were to be used for City parks.

10. Other Business

Bob Uhlig said he has notified Andy Port that some of the light fixtures on Inn Street have been damaged.

The applications for the next round of funding are due on February 14 and the packets will be distributed before the February 26 meeting. The presentations will be scheduled at that time.

11. Adjournment

Paul Healy moved to adjourn the meeting at 7:55 p.m. Judith Grohe seconded the motion. The motion was unanimously approved.