

**Community Preservation Committee**  
October 25, 2016  
Police Station Conference Room  
Minutes

**1. Call to Order**

Vice Chair Jane Healey called a regular meeting of the Community Preservation Committee to order at 7:05 p.m.

**2. Roll Call**

In attendance were members Jane Healey, Paul O'Brien, Don Little, Paul Healy and Dan Koen. Mike Dissette, Leah McGavern, Sarah White and Steve Sawyer were absent. Also in attendance was Kate Newhall-Smith.

**3. Annual Public Informational Meeting**

A public informational meeting is held each year to discuss of the Community Preservation Act, the Community Preservation Fund, and the needs, possibilities and resources of the City for the acquisition and preservation of open space, historic resources, affordable housing, and recreational resources. One member of the public said she attended the meeting because she intends to apply for funding in the next grant cycle.

**4. General Business**

**Minutes**

The approval of the minutes of the July 26 meeting was tabled due to the lack of a quorum.

**Status of CP-3 Reporting**

Kate Newhall-Smith said the annual CP-3 report to the State has been completed.

**Committee Elections for Chair and Vice Chair**

The election of chair and vice chair was tabled to a meeting when more members would be in attendance.

**Draft FY2018 Application**

No changes were requested to the application for the FY18 grant cycle. Applications will be due on Thursday, February 9, 2017 at 4:00 p.m.

**FY2018 Draft Budget**

Kate Newhall-Smith reported the balance in the Community Preservation Fund is \$240,600.95, considerably higher than expected. She asked City Auditor Ethan Manning about this, who responded the revenue estimate is always a conservative one.

**Quarterly Reports**

Quarterly reports were due on October 25. Reports were received on 21 projects and four are outstanding. Kate Newhall-Smith distributed supplemental information on the gravestone restoration project and the Kelleher Park community room study.

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**Staff Report**

The Museum of Old Newbury is requesting compensation in the amount of \$5,000 for holding a preservation restriction. Kate Newhall-Smith will request the funds from the Mayor.

**Upcoming Meetings**

The next regular meetings of the Community Preservation Committee are scheduled for November 22, December 27 and January 24.

**5. Adjournment**

Paul Healy moved to adjourn the meeting at 7:20 p.m. Dan Koen seconded the motion. The motion was unanimously approved.