

Community Preservation Committee

February 27, 2018

Police Station Conference Room

Minutes

1. Call to Order

Chair Mike Dissette called a regular meeting of the Community Preservation Committee to order at 7:03 p.m.

2. Roll Call

In attendance were Mike Dissette, Don Little, Jane Healey, Joe Lamb, Paul Healy and Mark Rosen. Dan Koen, Steve Sawyer and Sarah White were absent. Kate Newhall-Smith was also in attendance.

The new members of the committee introduced themselves. Mark Rosen is a member at large who has lived in the city since 2003. Joe Lamb became a member of the Planning Board in 2016.

3. General Business

A. Elections for Chair and Vice Chair

Paul Healy moved to elect Mike Dissette as chair and Jane Healey as vice chair. Don Little seconded the motion. The motion was unanimously approved.

B. Community Preservation Coalition Dues

Paul Healy moved to approve a payment of \$3,500 for Community Preservation Coalition dues. Jane Healey seconded the motion. The motion was unanimously approved.

C. Draft FY2019 Budget

Finance Director Ethan Manning will be asked to attend the March 27 meeting to discuss the FY2019 budget. It appears the Community Preservation Fund balance is greater than expected. An amount equal to approximately one-year's debt service had been withheld each year as a cushion and was not reported in the amount of available funds.

The fund balance is \$607,825.43. The estimated FY2019 revenue is \$960,351. After the recommended cushion of \$138,470 for the FY2020 debt service has been withheld and the FY2019 debt obligation of \$397,220 has been satisfied, the estimated amount available for distribution would be \$1,032,486.43.

D. FY2019 Applications for CPA Funding

Twelve applications for FY2019 CPA funds totaling approximately \$575,600 have been received. The applicants will be asked to present their projects at the regularly scheduled meetings in March and April. Deliberations are tentatively planned for the May meeting.

While the funds requested are less than the amount available to be awarded, each project must still be evaluated with regards to its eligibility for funding under the CPA. Ten percent of the available funds, or approximately \$100,000, must be distributed into each of the three categories of Open Space and Recreation, Affordable Housing and Historic Preservation. Any

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funds not awarded might be added to the reserves. Bond payments are considered as contributing toward the 10% requirement.

E. Quarterly Reports

Quarterly reports were due on January 15. Reports have been received from the majority of grant recipients.

4. Upcoming Schedule

The next meeting of the CPC is scheduled for Tuesday, March 27 at 7:00 p.m.

5. Adjournment

The meeting was adjourned at 8:02 p.m.