

Community Preservation Committee

January 19, 2023

Via Zoom Webinar

Meeting Minutes

Call to Order

Katelyn Sullivan of the Planning Office announced the meeting would be recorded and broadcasted.

Chair Mike Dissette called a meeting of the Community Preservation Committee to order at 7:00 p.m.

Roll Call

In attendance were Chair Mike Dissette, Vice Chair Jane Healey, Chuck Griffin, Jamie Gagnon, Joe Teixeira, and Joe Morgan.

Mark Rosen joined late.

Director Andy Port and Katelyn Sullivan from the Planning Office were also present.

Tom O'Brien not in attendance.

1. General Business

Chair Mike Dissette explained the process for this cycle. They will review docket of applications submitted. Two dates have been set where applicants will present and answer questions from the Committee and the Public. After the presentations are completed, they will meet a third time to begin deliberations in a public forum where they determine which projects to recommend and the amounts. From there the proposals are sent to City Council for consideration.

- a. Welcome new CPC Members: Chair Mike Dissette welcomed newest member Jamie Gagnon.
- b. Election of Chair and Vice-Chair: Chair Mike Dissette advised the floor would be opened for anyone who would like to nominate for these positions and started with Vice Chair. He asked for a motion. Chuck Griffin advised he would like to nominate Jane Healey. All commented in favor for Jane Healey as Vice Chair. Nominations for position of Chair were opened. Don Walters motioned for Mike Dissette as Chair. All commented in favor for Mike Dissette as Chair.
- c. Overview of CPA and CPC application process: Chair Mike Dissette asked Jamie Gagnon if he had any questions regarding the process. Jamie advised he did but would follow along as they go to avoid taking up too much of their time. Chair explained questions are welcome any time.
- d. Overview of FY24 Applications Received: Chair Mike Dissette referred to materials provided by Katelyn Sullivan which included all applicants and requests. He mentioned there was a full docket and amended budget for this cycle which has resources that can meet all the asks if find them eligible and deserving.
- e. Confirm presentation schedule for FY24 applications for CPA funding: Chair Mike Dissette asked if anyone had issues with those dates? He noted it may appear imbalanced which is

- not often the case as some projects are presented very quickly and there may be two that could fall off the calendar. Any questions on schedule? None
- f. Draft FY24 CPA Budget: Don Walters advised he had several questions on the line items within the budget and Mike Dissette clarified them. Katelyn Sullivan advised she will get clarification from Ethan on the FY22 revenue turnback and update everyone.
 - g. Quarterly Reports from 1/15/23: Chair Mike Dissette referred to packet. Any questions on those or the Staff Report? None
 - h. Community Preservation Coalition dues: Chair Mike Dissette advised the packet also contains an email and annual invoice for membership dues. Any questions on Coalition and how we use it? Reminded everyone to get on the mailing list and reach out to them with questions they may have on eligibility. He mentioned Katelyn could help in that department as well. He explained they always get their monies worth with the membership of the Coalition. Many benefits to having this. Motion to approve and pay the invoice for dues for the coming year. Don Walters approved with Joe Teixeira second. Roll Call taken with all in agreement
 - i. Approval of minutes from 10/20/22: Chair Mike Dissette asked for motion to approve minutes from 10/20/22. Don Walters motioned to approve with Joe Morgan second. Roll Call taken with all in agreement (exception of Jamie Gagnon who abstained as he was not present).
 - j. Other updates from the Chair/Vice-Chair or Planning Director: Chair Mike Dissette asked if there were any updates – none from Vice Chair Jane Healey or Director Andy Port.
 - k. Public comment: Chair Mike Dissette opened the line for questions from the Public. Keith Eddings advised of a project in the works to move the plaques in Garrison Park to a more visible location and add some art to draw more attention as well. Suggest a piece of art work on the lawn that's empty to highlight Garrison's life or consider a mural on the back fence to invite people into the park. He questioned the process and how to submit an application to be considered this cycle. Mike Dissette explained the application's annual cycle deadline has passed and late applicants are usually reserved for emergency situations, such as repairs to historic sites or to prevent a loss. Mike Dissette explained the process and advised Mr. Eddings to start with a meeting from Parks Commission. He added it sounds like a good project and wished him luck.
 - l. Comments or Suggestions from the Committee: Mike Dissette asked if anyone had anything to discuss. Mark Rose questioned the Committee rules regarding attendance? He is concerned the Housing Authority organization was not properly represented for CPC. He asked what the procedure is and if they should find someone else interested in doing the work. He added he couldn't recall that person's attendance at any of the meetings. Director Andy Port advised he and Katelyn Sullivan would follow up on that.

2. Confirm next CPC meeting date

Chair Mike Dissette confirmed the next meeting is February 2, 2023 at 7p. First group of applicants will present.

3. Meeting adjournment

Chair Mike Dissette called for adjournment. Mark Rosen motioned to adjourn with Mike Dissette as second. All in favor. Adjourned 7:42p