

## Community Preservation Committee

October 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 7:01 p.m.

### **Roll Call**

In attendance were Chair Mike Dissette, Chuck Griffin, Joe Teixeira, Tom O'Brien, Jamie Gagnon, and Joe Morgan.

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

Unable to attend: Vice Chair Jane Healey and Mark Rosen

#### **1. Welcome by the Chair**

Chair Mike Dissette welcomed the Committee members.

#### **2. Annual Public Informational Meeting**

Annual Public Informational Meeting Discussion 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.

Chair Mike Dissette opened the call to answer any questions from the Public in attendance.

Katelyn Sullivan advised no attendees from the Public.

#### **3. General Business**

a.) Committee Elections for Chair and Vice-Chair –

Chair Mike Dissette requested the vote be postponed until the first meeting in February, as he will not be present in January.

Chair confirmed all in agreement.

b.) 2021 Perkins Park Shade Structure Project Amendment -

Chair Mike Dissette referred to the Staff Report. The Parks Department has requested a scope change to the application. They advised, at this time no money spent on project & it has been decided they don't like the options available for the fixed shade structure. They have indicated they will be implementing a changing of planting 8 trees and purchasing 2 basketball backboards that have sound detonating for the neighbors.

Chair advised due to the Insignificant changes that the Committee discussion should be to recommend the change and to have City Council look and approve the change. Opened the call for input.

Jamie Gagnon questioned the amount of cost for these changes.

Chair advised no changes at this time so it would come in under the original \$12,000 request. The budget is incomplete as they don't have the cost of 3 of the trees but they believe it will be under what was expected. He advised Kim Turner was present for questions.

Chair motioned to recommend approval of change to City Council.

Joe Teixeira as 1<sup>st</sup> and Tom O'Brien as 2<sup>nd</sup> to motion.

Chair opened the call for further questions or comments?

Jamie Gagnon added he believes this plan to be much better than the original. He questioned if they should wait for the new figure or make a motion to not exceed the requested amount?

Chair clarified they can't exceed the \$12,000 at this time and the motion is only to change how it's spent.

Chair conducted roll call with Joe Morgan abstaining as he was not present for the original discussion and remaining Committee all in agreement.

#### c.) FY25 CPA Application and Submission Process

Chair Mike Dissette advised the application & submission process is summarized in the Staff Report with the highlight being this year has a December 15<sup>th</sup> due date for applications. He also explained there will now be a free application screening as a suggestion with the form (included in their packet) which asks for simple scope of questions from applicants in advance of them submitting the application. It will allow the Planning Office staff to check for eligibility issues to applications and request assistance from the City when necessary.

No change to the process or application itself.

#### d.) Draft FY25 CPA Project Application Review Schedule

Chair Mike Dissette reviewed the following:

Next scheduled meeting is January 18, 2024. At this time the Committee will know the number of applications and amounts being requested. The packets will be issued prior to Committee members to then schedule when the applicants will present.

Subsequent meetings scheduled & purpose:

February 29, 2024: 1<sup>st</sup> round of applicant presentations

March 7, 2024: 2<sup>nd</sup> round of applicant presentations

March 21, 2024: deliberations

Chair requested members relay any issues with the dates to Katelyn Sullivan.

#### e.) Draft FY25 Budget

Chair Mike Dissette reviewed the budget. He explained the State fund is not getting larger due to the Real-estate market & the prediction is that there will be no increases from State this year.

Recommended 20% match to plan on for the upcoming budget.

f.) CPA Project Quarterly Reports

Chair Mike Dissette explained this is summarized well in the Staff Report. Review the Open projects and their current status. There are 3 sets from April and most recently from the October 15th due date.

g.) FY24 Community Preservation Coalition membership dues

Chair Mike Dissette advised the invoice for dues is \$4350 (same as prior year). He indicated it was good value for the service given and the program. He added that this is included in the administrative funds that were appropriated for CPC funds.

Director Andy Port added that it is a great resource for questions regarding application requests.

Chair referenced the Coalition website as a good source of information.

Chair motioned to pay the invoice.

Tom O'Brien as 1<sup>st</sup> and Jamie Gagnon as 2<sup>nd</sup> Gagnon

Chair conducted Roll Call to approve with all in agreement.

h.) Approval of 4/6/23 Minutes

Chair called for any questions/corrections needed.

Joe Teixeira with 1<sup>st</sup> and 2<sup>nd</sup> from Tom O'Brien.

Roll Call taken with all in agreement.

i.) Updates from Chair/Vice-Chair or Planning Director (if needed)

Chair advised no updates to add at this time.

Director Andy Port advised he had no questions. Offered to answer any questions from members to him related to Market Landing Park construction or the recent discussion to expand Open Space website for general Public to see map of trails and network. He added he would like to see that website brought to fruition.

j.) Next Meeting Date

Chair reiterated the next meeting scheduled for January 18, 2024.

He asked if there were any other items to discuss from the Committee?

k.) Meeting Adjournment

Chair confirmed meeting adjourned 7:22pm.

Motion by Chuck Griffin 1<sup>st</sup> and Tom O'Brien 2<sup>nd</sup>

Roll call taken with all in agreement.