

**COMMUNITY PRESERVATION COMMITTEE MEETING:  
MINUTES  
Veterans Memorial Community Center, 2 Mayflower Street  
September 22, 2014 4:00 pm**

Members present: Kristin Hatch, Barbara Prato, Judy Cicero, Eric Dray, Peter Petas, and Brandon Quesnell

Other attendees: Community Housing Specialist Michelle Jarusiewicz

New member Peter Petas indicated that he had attended to ensure a quorum; since a quorum is met without his attendance he would leave as he will be resigning due to business conflicts and the need to move back to NY.

**Reorganization:** general discussion about who might be interested in being chairman or vice-chairman. Also noted that Susan Cook had been approved by the Community Housing Council as their rep that day, but was unable to attend.

Barbara Prato nominates Kristin Hatch as Chair; Eric Dray second; approved 5-0.

Barbara Prato nominates Eric Dray as Vice-Chairman; Kristin Hatch second; approved 5-0.

**Public Statements:** none

**FY 2016 CPA Round:** Members reviewed and discussed the CPA fund projections spreadsheet drafted by the Grant Administrator. The spreadsheet includes known numbers for past receipts, expenditures, and approved projects. Conservative assumptions are made with regard to local receipts with 2.5% annual increase and the state matching funds with 35% anticipated for FY 2016 & FY 2017, and 0% anticipated thereafter. The Grant Administrator deducted \$500,000 in potential new projects in FY 2016 as one option to ensure a healthy total fund balance. General discussion about balances within each category [affordable housing, open space/recreation, and historic preservation] along with the unallocated fund balance. The historic preservation fund balance is negative through FY 2025 due to the debt service for the town hall renovation. Debt service must be paid first. The negative balance is offset from the unallocated balance. Remaining unallocated fund balance is available for any category. There was general concern about the need to take care with the amount that can be spent within each category combined with funds from the unallocated balance.

Barbara Prato: set the FY 2016 funding round cap at a total of approximately \$500,000 and to include reminder language about the new percentage split between categories; Judy Cicero second; approved 5-0.

General discussion of the proposed schedule options. The past few years' applications have been due in November, allowing extra time for review by the CPC. Previously, the applications had been due in December. The committee discusses each application in December. Proponents are invited in to discuss their application in January. A public hearing is conducted in February and the CPC then makes recommendations for the annual town meeting warrant. Members wanted to give applicants additional time to prepare their applications.

Barbara Prato MOVE to set the application due date for December 4, 2014; Brandon Quesnell second; approved 5-0.

Eric Dray MOVE to accept the application packet as amended; Barbara Prato second; approved 5-0.

**Minutes:** Barbara Prato MOVE to approve the minutes for 1/23/14; Eric Dray second; approved 4-0-1 [BQ].

Eric Dray MOVE to approve the minutes for 2/20/14; Barbara Prato second; approved 4-0-1 [BQ].

**Other:** The Grant Administrator briefly described the upcoming DART planning sessions for November 17, 18, & 19, 2014 – save the dates.

**Documents:**

CPA Projections & Schedule

CPA Plan & Application FY 2016 Draft packet

Minutes 1/23/14, 2/20/14

**Next Meeting:** Monday, December 15, 2014 at 4:00 pm

Adjourned 5:07 pm.

*Submitted by:*

*Michelle Jarusiewicz,*

*Community Housing Specialist & Grant Administrator*