



**Community Preservation Committee  
Meeting Minutes  
November 21, 2023**

**1. Call to Order**

Meeting called to order at 7:00 p.m. by Chair M. Justin Barrett, Jr. This meeting was held via Zoom.

**2. Roll Call**

**Present:** Chair M. Justin Barrett, Jr., Vice Chair Erika Oliver Jerram, Clerk Dan Melnechuk, Tom Creonte, Bill Doyle, Bob LeBlanc, Amanda Thibodeau, Sean Wilson, (joined at 7:02 p.m.)

**Absent:** Loretta McClary

**3. Meeting Minutes**

Motion made by Mr. Creonte to approve the meeting minutes of October 17, 2023, seconded by Ms. Oliver Jerram. All in favor. Motion passed.

**4. New Business**

**A. Vote on CPA Allocations**

**1. Estimated City Surcharge for FY2024 (\$3.9M):**

\$ 390,000 to Open Space Recreation (10%)

\$ 390,000 to Historical (10%)

\$ 390,000 to Housing (10%)

\$ 195,000 to Administrative (5%)

\$ 2,535,000 to Undesignated (65%)

Motion made by Ms. Oliver Jerram to approve the estimated city tax estimate of \$3.9M for FY2024. Motion seconded by Mr. Doyle. All in favor. Motion passed.

**2. CPA Unappropriated Balance from FY2023 (\$550,907.09)**

Motion made by Mr. Doyle to approve the unappropriated balance of \$550,907.09 for FY2023 and move it to CPC's Undesignated account. Motion seconded by Mr. Doyle. All in favor. Motion passed.

**3. State Match for FY2024 (\$780,352.00)**

- \$ 78,035.20 to Open Space Recreation (10%)
- \$ 78,035.20 to Historical (10%)
- \$ 78,035.20 to Housing (10%)
- \$ 39,017.60 to Administrative (5%)
- \$ 507,228.80 to Undesignated (65%)

Motion made by Mr. Creonte to approve the State Match of \$780,352.00 for FY2024. Motion seconded by Ms. Oliver Jerram. All in favor. Motion passed.

**B. CPA Balances**

Mr. Barrett gave an update on each of the CPC's account balances, as of November 15, 2023: Open Space (\$1,799,154.46), Historical (\$0), Housing (\$0), and Undesignated (\$5,545,569.45), for a total of \$7,344,723.91.

**5. Announcements/Correspondence**

A. **Next meeting:** February 13, 2024

**6. Adjourn**

Motion made by Mr. Creonte to adjourn, seconded by Ms. Oliver Jerram. All in favor. Motion passed. Meeting adjourned at 7:07 p.m.