



Community Preservation Committee

Wednesday, March 25, 2026

City Hall Auditorium

62 Friend Street
Amesbury, MA 01913

6:00 p.m. – 7:00 p.m.

MEETING MINUTES

1. Roll call

Suzanne Egan called the meeting to Order at 6:03 PM

Present: Suzanne Egan (SE), Joe Fahey (JF), Peter Frey (PF), Wayne Griffith (WG), Bob Manseau (BM), Joel Nice (JN), Andrew LeFleur (AL), Jay Williamson (JW), Craig Hurd (CH)

2. Administrative

Change in member

SE: Notes correspondence received from Michelle Faucher regarding her resignation.

SE: Introduces new member Craig Hurd from Open Space, Natural Resources, and Trails Committee. Notes need for a member to take minutes. PF volunteers.

Minutes of October 10, 2025

Motion by Joe Fahey to approve CPC meeting minutes of October 10, 2025 for discussion, seconded by Bob Manseau. Vote: 9-0, motion passed unanimously.

Discussion was made about spelling and grammar and to correct the minutes to show Peter Frey was present for the meeting.

Motion by Wayne Griffith to approve minutes of October 10, 2025 as amended, seconded by Peter Frey. Vote: 9-0, motion passed unanimously.

Minutes of November 19, 2025

Motion by Wayne Griffith to approve CPC meeting minutes of November 19, 2025 for discussion, seconded by Bob Manseau. Vote 9-0, motion passed unanimously.

Discussion was made about spelling and grammar corrections.

Motion by Wayne Griffith to approve CPC meeting minutes of November 19, 2025 with incorporation of spelling corrections, seconded by Bob Manseau. Vote: 9-0, motion passed unanimously.

Minutes of January 19, 2026

Motion by Bob Manseau to approve CPC meeting minutes of January 21, 2026 for discussion,

seconded by Wayne Griffith. Vote 9-0, motion passed unanimously.

No discussion on draft minutes.

Motion by Bob Manseau to approve CPC meeting minutes of January 21, 2026 as presented, seconded by Wayne Griffith. Vote: 9-0, motion passed unanimously.

3. Community Preservation Plan

Suzanne Egan started the discussion with a high level review of the staff report prepared by Howard Snyder for the committee. Suzanne suggested the committee review the outline and other community plans prior to the next meeting with a goal to complete the plan by July.

Bob Manseau suggested hosting a presentation to the public in the fall in advance of the application process.

Andrew LeFleur asked if it makes sense to have a public information session sooner to give more time for applicants to prepare.

Joe Fahey suggested a July meeting.

Jay Williamsson agreed about presenting to the public in advance of the funding process.

Suzanne Egan expressed concerns with the timeline for completion of the plan and process to be able to share with the public what the plan is and how to apply.

Bob Manseau highlighted that the committee should be overcommunicating to the public.

Suzanne Egan suggested a target to have the plan read by the end of June so a public presentation and meeting could be held then.

Bob Manseau shared that we could plan to hear presentations in February 2027 based on experience with application process for a project in Newburyport.

Andrew LeFleur suggested having a Gantt chart or milestone tracker to ensure the committee is accomplishing its established timeline.

Suzanne Egan discussed open meeting law considerations but a guiding document could be requested from staff liaison, Howard Snyder.

Motion by Andrew LeFleur to request a progress document with time, seconded by Peter Frey. Vote: 9-0, motion passed unanimously.

Motion by Wayne Griffith to adopt recommended schedule as recommended by Howard with the addition of a June presentation to the community, seconded by Joel Nice. Vote: 9-0, motion passed unanimously.

Bob Manseau asked if Howard would be writing the plan.

Peter Frey suggested a subcommittee could be formed with a couple of members to work with Howard on a draft to bring before the whole committee.

Suzanne Egan recommended reviewing this process at the next meeting.

Bob Manseau shared his application process with the Newburyport CPC as part of the Bellville Cemetery Association and recommended the committee review Newburyport's page.

Joe Fahey discussed his review of community plans including Gloucester and recommended the committee focus on the evaluation criteria for applications so this can be used as directions by applicants.

Peter Frey pointed out that Newburyport uses OpenGov for the application process and this should be considered whether it is practical for Amesbury.

Wayne Griffith inquired whether the application categories will have the same evaluation criteria.

Andrew LeFleur asked about the status of any pre application process and if anything needs to be submitted to council for approval.

Suzanne Egan answered the pre application would be part of the committee's plan.

Andrew LeFleur asked if the next meeting could be done virtually or hybrid due to a conflict.

Suzanne Egan proposed asking Howard if the next meeting could be set up to include virtual attendees.

4. Next Meeting Date

Next meeting of the CPC to be scheduled for April 29th at 6:00p.m. in the City Hall Auditorium.

5. Adjournment

MOTION to adjourn made by Wayne Griffith.

Second: Craig Hurd.

No discussion

Vote: 9-0. Motion passed unanimously.

Meeting adjourned at 6:39 p.m.