



Community Preservation Committee

Wednesday, April 29th, 2026

City Hall Auditorium

62 Friend Street
Amesbury, MA 01913

6:00 p.m. – 7:00 p.m.

MEETING MINUTES

1. Roll call

Joel Nice called the meeting to Order at 6:04 PM

Present: Joe Fahey (JF), Peter Frey (PF), Craige Hird (CH), Bob Manseau (BM), Joel Nice (JN), Jay Williamson (JW), Howard Snyder (HS)

2. Administrative

Minutes of March 23, 2026

Motion by Joe Fahey to approve CPC meeting minutes of March 23, 2026, seconded by Peter Frey. Vote: 6-0, motion passed unanimously.

Council Order to Authorize FY27 CPA Funds.

Howard Snyder provided correct numbers from CFO Marisa. The FY27 local revenue is expected to be \$518,102 (FY26 was \$495,852). This \$518,102 reflects an estimated 98% collection rate. FY27 state match, per the DOR website projection of 15.5%, based on FY 2026 is estimated to be \$76,167. The CPC should use \$594,270 as the available balance for FY27.

Suggested motion for the CPC to make their recommendations to City Council for allocation of FY27 CPA funds is as follows:

“Motion that pursuant to G.L. c. 44B, the Community Preservation Act, the following amounts be reserved from the FY27 estimated annual revenues of the Community Preservation Fund, as recommended by the Community Preservation Committee:

- \$59,427 (or amount equal to 10% estimated revenue) to the Open Space and Recreation Reserve, and
- \$59,427 (or amount equal to 10% estimated revenue) to the Historic Resources Reserve, and
- \$59,427 (or amount equal to 10% estimated revenue) to the Community Housing Reserve

These funds are reserved for future appropriation in accordance with the requirements of the Community Preservation Act and shall remain in their respective reserve accounts until expended for eligible purposes by further vote of the City Council.

Further ordered, that the sum of \$29,713 (or amount equal to 5% estimated revenue) be appropriated from the FY27 CPA estimated revenues to the Community Preservation Committee Administrative account, to be expended under the direction of the CPC for administrative and operational expenses related to implementation of the Act. The remainder of FY27 CPA estimated revenues are to be placed into the Budgeted Reserve.”

Jay Williamson inquired about the final budgeted reserve number. Howard Snyder shared that the current budgeted reserve account balance is \$386,275.

Bob Manseau made a motion to approve the authorization of funds, Joe Fahey seconded. Motion passed 6-0.

3. Community Preservation Plan

a. Subcommittee assignments

The committee discussed creating a subcommittee to assist in the drafting of a Community Preservation Plan.

Bob Manseau asked about time commitment and expectations for members of the subcommittee. Howard provided more information about the structure and expectations to coordinate with the staff liaison on development of the plan.

Peter Frey, Joe Fahey, and Bob Manseau volunteered to be members of the subcommittee.

Craig Hird moved to nominate Peter Frey, Joe Fahey, and Bob Manseau to be members of the Community Preservation Plan subcommittee. Bob Manseau seconded. Motion passed 6-0.

b. Structure and timeline

Howard Snyder prepared a Gantt chart and draft timeline for review by the committee.

Bob Manseau shared documents from an application example to the Newburyport committee including a cover page, eligibility form, evaluation criteria, and grant application. Bob detailed that vetting through applicable city committee prior to applying to the CPC was recommended.

Bob Manseau suggested a marketing effort to have Newburyport Daily News publish an article about the inaugural effort of the committee.

Howard Snyder responded that the communication office would provide a press release and could create further marketing material and outreach for the community.

Peter Frey and Bob Manseau discussed the timeline of expected presentations from applicants before various committees during the application process. The committee discussed not having applicants present another time when the recommended funding plans go before the City Council for final approval.

c. CPC Webpage and OpenGov

Howard Snyder discussed the topic of the use of OpenGov for applicants. More information would be available about this possibility at the next scheduled meeting of the Community Preservation Committee.

Howard Snyder also discussed sharing a cloud storage link with read/write access to members for more information sharing. Committee members should review the City of Amesbury's website section on the CPC and provide comments/feedback at the next meeting.

4. Next Meeting Date

Next meeting of the CPC to be scheduled for May 27th at 5:30 p.m. in the City Hall Auditorium.

5. Adjournment

MOTION to adjourn made by Peter Frey.

Second: Bob Manseau

No discussion

Vote: 6-0. Motion passed unanimously.

Meeting adjourned at 6:52 p.m.