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Community Preservation Committee

Wednesday, August 26th, 2026

Virtual Meeting

Microsoft Teams

6:00 p.m. – 7:00 p.m.

MEETING MINUTES

1. **Roll call**

Suzanne Egan called the meeting to order at 6:02 PM

Present: Peter Frey (PF), Wayne Griffith (WG), Joel Nice (JN), Andrew Lafleur (AL), Bob Manseau (BM), Joe Fahey (JF), Craige Hird (CH), Jay Williamson (JW), Staff Liaison – Howard Snyder (HS)

Absent: Wayne Griffith (WG)

2. **Administrative**

Minutes of July 22nd, 2026.

Motion by Bob Manseau to approve CPC meeting minutes of July 22, 2026, seconded by Craige Hird. Vote: 7-0-1, Jay Williamson abstained due to not being present at the meeting.

Council Order to Authorize FY27 CPA funds

Report: The CPC has received an invoice from the Community Preservation Coalition for fiscal year 2027 annual membership dues. The coalition provides valuable statewide information and local resources regarding the CPA and CPC.
The CPC cannot direct Amesbury's finance department to pay the invoice. Instead, the CPC needs to vote in the affirmative to direct the City Council to pay the invoice from the CPC's administrative account.

Motion to approve payment for the Community Preservation Coalition invoice for FY27 membership dues, and to direct City Council to allocate $1,750 from the CPC's administrative account to make payment.

Motion to approve by Bob Manseau, seconded by Andrew LaFleur. Vote: 8-0. Motion carried.

3. **Community Preservation Plan**

Howard Snyder provided an overview of the next steps in the process including a public engagement session.

Bob Manseau asked about publicizing this and contacting the media to get the word out. It was suggested the Newburyport Daily News could interview a member of the committee or Howard.

Bob Manseau asked about any conflicts about timing with the application process and approval of the plan.

Howard Snyder responded that the public engagement meeting could be a special meeting and will check if 7 day notice is required.

The public engagement meeting was proposed for September 9th. Howard will check on availability and inform the committee.

Howard Snyder left the meeting at 6:15 PM.

Jay Williamson commented that he studied the historical preservation portion and that it was very well written. He recommended checking the usage of non-profit vs 501c3 terminology for specificity in this section.

Andrew LaFleur stated he felt the plan was clear, concise, and made the timeline clear for the application process.

Joel Nice mentioned that the plan lists him as an at large representative, but Joel should be listed as the Planning Board representative.

Joel also commented that the magazine format resulted in image sizes not being optimally sized and suggested that these be adjusted.

Joel liked the quote offered on the side in the housing section and asked if a similar format could be adopted for the other sections.

Joel suggested page ten in the needs section be amended for item number four to include the town park as a whole for the disc golf course and other features.

Joel asked if the community housing section had up to date SHI numbers.

Suzanne Egan recommended reviewing images included in the plan should feature a diverse range of community members and activities, for example there are two pictures of the baseball program.

Suzanne asked about including references in places where other plans are cited such as the use of the term “smart growth” and the trail and water body assessments.

Suzanne requested on page eleven for item number four, that “city employees” be clarified to include “for qualified”.

Suzanne questioned whether item number six would be eligible for funding under the CPA statute.

Joe Fahey stated that most of his items were already addressed by Howard. The main interest is making sure that the process is easy to understand.

Suzanne Egan asked if a motion would be needed to approve the recommended edits from today. The committee determined these could be incorporated into the draft to be approved at a future meeting.

Feedback from this meeting would be sent to Howard to be incorporated into the draft presented at the public hearing.

The committee discussed the format for the public engagement session and determined it should be about an hour with a 10-minute introduction and overview provided by the committee to the public.

Craige Hird asked if the draft plan would be made available to the public with a link in the notification. The draft plan should be accessible ahead of the meeting.

The committee discussed allowing comments and questions outside of the meeting. Feedback

on the plan should be sent prior to or at the meeting so the committee can include in the draft version to be approved.

The committee discussed the main goals of the meeting. The main goal is for this meeting to be informational with an opportunity for public comment to provide feedback.

4. **Next Meeting Date**

   Next meeting of the CPC is to be determined and will be announced. The next regularly scheduled meeting is September 23rd, 2026

5. **Adjournment**

   MOTION to adjourn by Bob Manseau.
   Second: Andrew LaFleur
   No discussion
   Vote: 8-0

Meeting adjourned at 6:43 p.m.