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Administrative funds: Christine noted there are two items she would request approval to use administrative funds for – the CPA Calendar Year 2011 dues (\$2500) and an appraisal for property at Allen Street. John Dennehy **MOTION** the expenditure of \$2500 for payment of the CPA coalition dues for calendar year 2011, seconded by Dick Fletcher – Unanimously voted. On the second item, Christine explained her discussions with the property owner at Allen Street and a possible sale of the property to the Town. She would like approval to have an appraisal done on the property to support discussions with the property owner. Dick Fletcher **MOTION** to approve expenditure of administrative funds up to \$500 to seek an appraisal on the property, seconded by Darryl Mikami – unanimously voted.

Finance Report:

Members were provided with copies of a memo from Linda Raiss dated 2/8/11 providing the status of the CPC fund for FY2010. Dick Fletcher noted that he would be meeting with Mark Lin and that the memo was a close representation of the figures – he did note as did Linda in the memo that the State’s match is posted on fiscal year later than committed and explained the process. Darryl Mikami noted that this is different than what the Finance Director; Ed Spellman had told us a year back. Dick Fletcher concurred and noted that appropriations made are for the following year and are based on assumptions as to the available funds. Darryl Mikami also commented that he renews his call for a separate CPA fund – finding the municipal accounting is difficult to follow and why it shouldn’t just be straight forward revenue/expenditure. Members also agreed to have staff obtain a print out before each CPA meeting of the status of the accounts and provide copies to the members. John Dennehy said that he requested of Stuart Saginor this issue of a separate CPA account be a discussion item for the upcoming annual CPA conference.

Upcoming March 1st application deadline:

Christine noted that press releases on the web and local papers were circulated regarding the upcoming deadline – she has heard of only three potential applications – Old Thayer Library, All Souls Church and Town Clerk vital records – to date no applications have been filed. In addition the committee needs to hold its annual public meeting – and staff is suggesting the March 14th meeting – members agreed and staff will post it. Christine also informed members it is budget time and we will be working on FY2012 so for an upcoming meeting members should be thinking of what amounts should be recommended from the CPA fund.

Darryl Mikami **MOTION** to accept the minutes of 1/10/11, seconded by John Dennehy – unanimously voted.

Darryl Mikami **MOTION** to adjourn the meeting, seconded by John Dennehy – unanimously voted. Meeting adjourned at 8:50PM

Respectfully submitted,
Christine Stickney, Director of Planning and Community Development