

AGENDA
COMMUNITY PRESERVATION COMMITTEE
TOWN OF WEST NEWBURY
REMOTE PARTICIPATION (INSTRUCTIONS BELOW)
November 19, 2020
7:30 PM

This meeting is being recorded for the purpose of preparing Minutes.

- Welcome to new CPC staff person Barbara Gard; introductions
- Minutes of August 20, 2020
- Annual Public Informational Hearing, pursuant to M.G.L. Chapter 44B, Community Preservation Act, Section 5.b.(1), regarding the needs, possibilities and resources of the Town relative to the Act in the areas of community housing, historic preservation, and open space and recreation.
- Updates regarding approved projects:
 - Artichoke River Woods: work ongoing with Greenbelt regarding draft Conservation Restriction
 - Soldiers & Sailors Memorial Building: contract executed with Sullivan, Spencer & Vogt
 - Kitchen and Bathroom Modernization for units at Hills Court and Boynton Court
 - Update on design process and anticipated vendor selection process for Page School Playground
- Discussion of potential Open Space, Recreation, Historic Preservation, and Community Housing projects for future discussions
- Discussion of anticipated process and timeline for preparation of updated 2020 Community Preservation Plan
- Report of Vouchers Signed under Municipal Modernization Bill, 57-58
- Review of Fiscal Year 2021 Administrative Funding balance
- Correspondence
- Administrative Details

The CPC Chair reserves the right to take Agenda items out of order.

Upcoming Meetings:

- Next CPC meeting scheduled for December 17, 2020 at 7:30 PM
- **REMINDER: Deadline for submittal of CPA Applications for Spring 2021 is January 2, 2021**

Addendum to Meeting Notice regarding Remote Participation

Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor's March 23, 2020 Order imposing strict limitations on the number of people that may gather in one place, this meeting of the West Newbury Community Preservation Committee will be conducted via remote participation to the greatest extent possible.

Specific information and the general guidelines for remote participation by members of the public and/or parties with a right and/or requirement to attend this meeting can be found on the Town of West Newbury website, at www.wnewbury.org. For this meeting, members of the public who wish to listen to the meeting may do so in the following manner:

Zoom

Phone: (646) 558 8656

Meeting ID: 925 1588 4526

Access Code: 778634

Or, from computer, tablet or smartphone:

<https://zoom.us/j/92515884526?pwd=b1JyQTNHQTVjZEpWR00wUGtFdIFMQT09>

No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings in real time, via technological means. In the event that we are unable to do so, despite best efforts, we will post on the Town of West Newbury website an audio or video recording, transcript, or other comprehensive record of proceedings as soon as practicable after the meeting.

Filter by: Segment 1: 21

Parameters: Fiscal Year: 2021 Start Date: 7/1/2020 end: 6/30/2021

Ledger History - Detail with Payables - Expenditure Ledger

Tran. Type	Block/Batch	Voucher	Posted	By	Tran. Name	JE Seq	Comment	Payment Type	Payment Number	Beginning	Debit	Credit	Ending
Account: 21-172-5400-201911					STM 110419 A9 Steele Plaque					0.00	0.00	425.00	425.00
Beginning			07/01/2020		sfrontiera Beg Balances 7 1						0.00	425.00	425.00
Account: 21-172-5580-000000					CPA Exp					0.00	27.50	0.00	-27.50
Journal Entry	PW 21-10/PW 21-		09/02/2020		sfrontiera 370	PW 21-	Pay period 8/14/2020-8/27/2020				27.50	0.00	-27.50
Account: 21-172-5800-201906					STM 42919 A2 Historic Site Survey					0.00	4,320.00	4,320.00	0.00
Beginning			07/01/2020		sfrontiera Beg Balances 7 1						0.00	4,320.00	4,320.00
Payable	21-04/21-04		07/30/2020	jwalsh	Phase 4		Historic Properties Survey				4,320.00	0.00	0.00
21-04	172				Spies Stacy E.		Check				351.09		
Account: 21-172-5800-201910					STM 11419 A8 Housing Authority					0.00	0.00	363,367.00	363,367.00
Beginning			07/01/2020		sfrontiera Beg Balances 7 1						0.00	363,367.00	363,367.00
Account: 21-172-5800-201912					STM 11419 A10 Soldiers & Sailors Bldg					0.00	2,921.25	242,575.00	239,653.75
Beginning			07/01/2020		sfrontiera Beg Balances 7 1						0.00	242,575.00	242,575.00
Payable	21-05/21-05		08/05/2020	jwalsh	2098861		Check				2,596.25	0.00	239,978.75
21-05	420				RPF Environmental Inc.		Check				351.58		
Payable	21-17/21-17		11/10/2020	jwalsh	128254		Check				325.00	0.00	239,653.75
21-17	CPC				KP Law PC		Check				357.39		
Account: 21-172-5800-201913					STM 62720 A2 Page Playground					0.00	705.50	462,857.00	462,151.50
Beginning			07/01/2020		sfrontiera Beg balances						0.00	462,857.00	462,857.00
Payable	21-08/21-08		08/26/2020	sfrontiera	3075945		Investigation & Design				705.50	0.00	462,151.50
21-08	420				GEI Consultants		Check				352.90		
Account: 21-172-5800-201914					ATM 62720 A13 Antioke River Woods Land					0.00	0.00	175,000.00	175,000.00
Beginning			07/01/2020		sfrontiera Beg Balances 7 1						0.00	175,000.00	175,000.00
Account: 21-172-5800-201917					ATM 62720 A14 CPC Band					0.00	0.00	85,000.00	85,000.00
Beginning			07/01/2020		sfrontiera Beg Balances 7 1						0.00	85,000.00	85,000.00
8 Account(s) totaling:										0.00	7,974.25	1,333,544.00	1,325,569.75

Filter by: Segment 1: 21

Parameters: Fiscal Year: 2021 Start Date: 7/1/2020 end: 6/30/2021

Ledger History - Allocated Summary - Expenditure Ledger

Account Number	Name	Allocated	Expended	Ending	% Var.
21-172-5400-201911	STM 110419 A9 Steele Plaque	425.00	0.00	425.00	0.00
21-172-5580-000000	CPA Exp	0.00	-27.50	-27.50	0.00
21-172-5800-201906	STM 42919 A2 Historic Site Survey	4,320.00	-4,320.00	0.00	100.00
21-172-5800-201910	STM 11419 A8 Housing Authority	363,367.00	0.00	363,367.00	0.00
21-172-5800-201912	STM 11419 A10 Soldiers & Sailors Bldg	242,575.00	-2,921.25	239,653.75	1.20
21-172-5800-201913	STM 62720 A2 Page Playground	462,857.00	-705.50	462,151.50	0.15
21-172-5800-201914	ATM 62720 A13 Artichoke River Woods Land Restriction	175,000.00	0.00	175,000.00	0.00
21-172-5800-201917	ATM 62720 A14 CPC Bond	85,000.00	0.00	85,000.00	0.00
8 Account(s) totaling:		1,333,544.00	-7,974.25	1,325,569.75	0.60

KP LAW, P.C.
101 ARCH STREET
FLOOR 12
BOSTON, MA 02110

21-172-5800-201912

FEDERAL TAX ID: 042746356
INVOICE NO: 128254

MR. ANGUS JENNINGS
TOWN MANAGER
WEST NEWBURY
WEST NEWBURY TOWN OFFICE BUILDING
381 MAIN STREET
WEST NEWBURY, MA 01985

October 27, 2020
IN REFERENCE TO: PROFESSIONAL SERVICES THROUGH September 30, 2020

GENERAL LEGAL SERVICES

09/22/2020	MRR	CARR POST - TELEPHONE CONFERENCE WITH AND EXCHANGE E-MAILS WITH TOWN MANAGER RE: ARCHITECTURAL SERVICES AND CONTRACT DEVELOPMENT; REVIEW DOCUMENTS; DRAFT DESIGNER SERVICES CONTRACT.	0.70	175.00
09/24/2020	MRR	CARR POST - TELEPHONE CONFERENCE WITH AND E-MAIL TOWN COUNSEL RE: DESIGN CONTRACT; DRAFT CONTRACT.	0.60	150.00
		SUBTOTAL:	1.30	\$325.00

TOTAL FEES: 1.30 325.00

TOTAL DUE: \$325.00

West Newbury Housing Authority
379 Main Street
West Newbury, MA 01985
978.363.2723
Email nha@nhahousing.com

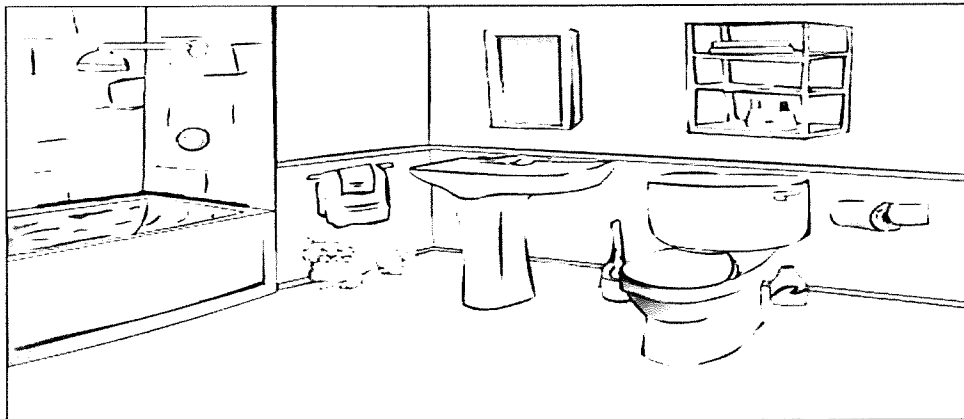
October 27, 2020

TO: All HILLS & BOYTON COURT RESIDENTS

FR: Tracy M. Watson, Executive Director

RE: ENTRANCE INTO ALL UNITS

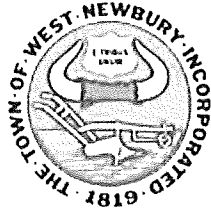
On ***WEDNESDAY, NOVEMBER 4, 2020 beginning at 9:00 a.m.***
Staff along with the architect/engineers will be entering ALL units for
measurements, etc. so that the design phase of the
KITCHEN & BATH REMODEL PROJECT can begin.



Due to the ongoing pandemic there are a number of **SAFETY PROTOCOLS** which **MUST** be followed for the safety of our residents, contractors and staff alike. Residents will either need to **VACATE** the unit for the inspection/work being performed (should not be more than ten minutes or so) or they must remain in another room fully distanced from staff and contractors. Staff and contractors will be wear masks at all times and we strongly encourage residents who cannot leave their units to wear masks for the duration of time that staff, etc. is in unit even though you will be distanced.

Staff will sanitize all areas affected, touched, etc. before leaving the unit.

Please contact us with any questions or concerns.



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Community Preservation Committee

Public Hearing pursuant to M.G.L. Ch. 44B, Sec. 5.b.(1)

Event Date: Thursday, November 19, 2020 - 7:30pm

THE TOWN OF WEST NEWBURY COMMUNITY PRESERVATION COMMITTEE NOTICE OF PUBLIC HEARING

The West Newbury Community Preservation Committee will hold a Public Informational Hearing on Thursday, November 19, 2020 at 7:30 PM via remote participation* The Public Hearing is held pursuant to M.G.L. Chapter 44B, Community Preservation Act, Section 5.b.(1), regarding the needs, possibilities and resources of the Town relative to the Act in the areas of Community Housing, Historic Preservation, and Open Space and Recreation. Application Forms and Guidelines will be available. The public is welcome to remotely attend the Public Hearing.

Time: Nov 19, 2020 07:30 PM Eastern Time

Join Zoom Meeting

<https://zoom.us/j/92515884526?pwd=b1JyQTNHQTVjZEpWR00wUGtFdIFMQT09>

Meeting ID: 925 1588 4526

Passcode: 778634

One tap mobile

+16465588656,,92515884526#,,,,,0#,,778634# US (New York)

Dial by your location

+1 646 558 8656 US (New York)

Approved Applications Filed as of January, 2019

Commonwealth of Massachusetts

Community Preservation Coalition

Community Preservation Committee Bylaw

Community Preservation Plan, January, 2020

Requirements, Guidelines and Applications, November, 2019

Text of CPA Legislation, M.G.L. Chapter 44B

Contact Info

Phone:

978-363-1100 x113

Address:

381 Main Street

West Newbury, MA 01985

United States

See map: [Google Maps](#)

Town of West Newbury, 381 Main Street, West Newbury, Massachusetts 01985

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**COMMUNITY PRESERVATION COMMITTEE
TOWN OF WEST NEWBURY
MINUTES OF MEETING –
AUGUST 20, 2020 at 7:30 PM**

A meeting of the West Newbury Community Preservation Committee (CPC) was held on August 20, 2020. The meeting was held by remote participation in accordance with the Governor's Executive Order due to COVID-19. Members Sherry Pruyn, Judy Mizner, Rick Parker and Tim Cronin were present. Bob Janes, Jack Foley and Gary Bill were absent. Angus Jennings, Ex-Officio member, was present.

At 7:38, Chairman Pruyn called the meeting to order, referencing the Open Meeting Law addendum regarding remote participation, included on the posted meeting agenda.

Committee Reorganization

Chairman Pruyn referred to the policy calling for Committees to reorganize at their first meeting of the fiscal year, and noted that this was the first CPC meeting of FY2021. Manager Jennings asked if there were any motions.

Mizner noted that the CPC Bylaw requires that the Chairmanship be rotated annually. Parker asked Cronin if he had any interest in the Chair position, and Cronin said he wasn't sure since he is new to the Committee. Mizner volunteered to serve as Chair. Motion by Parker seconded by Cronin to nominate Mizner as Chair. Chairman Pruyn called the vote, noting that Judy will make a great Chair. The vote was 4-0-0 in favor of the motion.

In accordance with this vote, Mizner took over Chairmanship of the meeting.

Cronin expressed interest in being considered as Vice Chair. Motion by Mizner, seconded by Parker to nominate Cronin as Vice Chair. The vote was 4-0-0 in favor of the motion.

Motion by Mizner, seconded by Parker to nominate Pruyn as Secretary. The vote was 4-0-0 in favor of the motion.

Minutes of June 24 and May 21, 2020

Chair Mizner noted that the Committee has the same problem it had at the June 24th meeting, which is that we don't have a quorum in attendance tonight who were in attendance at the May 21st (nor the June 24th) meeting. Parker and Mizner said that the minutes look good. Motion by Mizner seconded by Parker to adopt the May 21, 2020 minutes as written. The vote was 3-0-1 in favor of the motion, with Cronin abstaining.

Motion by Parker seconded by Mizner to adopt the June 24, 2020 minutes. Mizner asked that the word "be" be added in one location, and this was a friendly amendment. The vote was 3-0-1 in favor of the motion, with Pruyn abstaining.

Presentation of Historic Property Survey Two Completion Report, West Newbury Historical Commission, August 2020

Historical Commission designee Bob Janes was not present to present the report included in the meeting materials, so Manager Jennings noted that the completion report on the historic property survey, phase 2,

was included in the meeting materials. It was agreed that this could be discussed in more detail at a future meeting with Bob Janes present.

Update on design process and anticipated vendor selection process for Page School Playground

Manager Jennings updated the Committee on staff communications among his office, the DPW Director, the Page School Administration and interested parents, as well as with multiple prospective vendors. He summarized some of the key decisions that will need to be made in soliciting cost proposals, including regarding the target age range(s) for design, the surface material (all poured-in-place v. a mix of poured-in-place with engineered wood fiber), and the relationship between surface materials and the grading and drainage plan for the site.

Quarterly report regarding Soldiers & Sailors Memorial Building

Manager Jennings reported that a contract was not yet in place with the project architect, due to workload / bandwidth issues. He noted that the staff structure of the same office holding responsibilities as the Chief Procurement Officer, Town Clerk and Town Counsel means that, when issues arise in one area of responsibility, it affects time available toward other responsibilities. With COVID and the upcoming election, among other things, it has been difficult for the responsible office to find the dedicated time necessary to prepare a proposed contract. Manager Jennings said that, despite the delay, this project remains a high priority, and he hoped to be able to report substantial progress at the next meeting.

Update on work among Town Manager, Town Planner, Planning Board and Board of Selectmen regarding potential regulations to govern expenditure of affordable housing fee-in-lieu funds

Manager Jennings noted that work was ongoing to prepare a framework for use of funds that have accrued over the years, and that will be helpful to the Town in administering its responsibilities under the Local Initiative Program (the framework through which new affordable housing units are added to the Town's Subsidized Housing Inventory). He noted that the CPC doesn't have a formal role in this process, and this work is not funded by CPA funds, but he knows that affordable housing is an area of interest to the Committee so wanted to keep them apprised of this work.

Report of Vouchers Signed under Municipal Modernization Bill, 57-58

Manager Jennings referred to the Town Accountant summary report and the two invoices that have been processed FY21 year-to-date. There were no questions.

Review of Fiscal Year 2021 Administrative Funding balance

Manager Jennings noted that there have been no expenditures from this account.

Update on hiring process for CPC Administrative Assistant position

Manager Jennings reported that, after an extended delay due largely to COVID-19, its impact on management time, and the challenge of on-boarding a new employee while many Town employees had been working remotely or hybrid schedules, the time was right to resume the effort to fill the vacant CPC Administrative Assistant position. Many good applications came in after the job was posted earlier in 2020, and his office would be in correspondence with applicants to determine which candidates were still interested and which may withdraw from consideration. It was reiterated that Members Mizner, Pruyn and Janes would have a role in the screening and interview process, while Manager Jennings would manage the overall process. Manager Jennings said that he would circulate to the three members the applications received (with personal information redacted) and work with them to short-list applicants for interview.

Discussion of potential Open Space, Recreation, Historic Preservation, and Community Housing projects for future discussions

There was no discussion.

Correspondence

The correspondence included in the meeting packet had already been discussed, so there was no further discussion.

Administrative Details

None.

Having completed the business before it, the Committee adjourned the meeting by unanimous consent.

Respectfully submitted,

Angus Jennings, Town Manager

Documents reviewed at the meeting:

Email from Residents Admin to CPC Chair (and other Chairs) dated July 20, 2020, Subject: West Newbury Annual Election of Officers Policy

Draft meeting minutes, May 21, 2020 and June 24, 2020

Town of West Newbury Historic Property Survey Two, Completion Report. Prepared by West Newbury Historical Commission, August 2020.

Community Preservation Committee, Procedure for Expenditures from Community Preservation Act Funds, including General Information. Project Name: Preservation and Restoration of the Soldiers and Sailors Memorial Building (Carr Post).

RPF Environmental report Re: Soldiers and Sailors Memorial Building, Asbestos Abatement Testing; First Floor. August 11, 2020.

Town Accountant report: Ledger History - Detail with Payables - Expenditure Ledger. August 17, 2020.

Invoice. Stacy E. Spies, Historic Preservation Consultant. July 10, 2020.

Invoice. RPF Environmental. July 30, 2020.