

**COMMUNITY PRESERVATION COMMITTEE
TOWN OF WEST NEWBURY
MINUTES OF MEETING
JANUARY 16, 2020**

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A meeting of the West Newbury Community Preservation Committee (CPC) was held on January 16, 2020, in the First Floor Hearing Room. Members Bill Bachrach (left early), Ray Cook, Bob Janes, Judy Mizner, Rick Parker, and Sherry Pruyn, Chair, were present. Gary Bill was absent. Angus Jennings, Ex-Officio member and Jean Nelson, Administrator, were present.

Applications for Eligibility and Funding, Artichoke River Woods, Middle Street, submitted by Essex County Greenbelt Association (ECGA) and the West Newbury Open Space Committee (OSC); and the Conservation Commission (CC); Vanessa Johnson-Hall representing the Applicant

Vanessa Johnson-Hall, ECGA, Wendy Reed, CC, and John Dodge, OSC were present. Johnson-Hall presented a plan of 38 acres of gorgeous woodlands. She said this is an opportunity where everything came together. She has been talking with the owner for 4 years. The conservation values are significant, and the project is attracting enough partners to achieve it.

Conservation partners are Department of Conservation and Recreation (DCR) for proximity to the river, Maudsley, and habitat value. The City of Newburyport has an interest in protecting the water supply. Greenbelt is interested in all the conservation values.

There is a permanent water easement to the Town of West Newbury on the property. She pointed to the different areas of ownership. She said one can get to Maudsley via Emery Lane. The OSC has talked to the Water Department about a potential trail through their property. The Myopia Hunt occasionally has gone through the property. The Town has a right of way to the Withers Conservation area. She said this piece gives the opportunity to connect public trails all the way to Maudsley from Withers. The woods have been well maintained by the current owners.

There are over 1000 feet of frontage on the Artichoke Reservoir. The land is 100% DEP designated Zone A & B. Newburyport and West Newbury get their drinking water here. A portion is in Zone II of West Newbury. There is a support letter from the West Newbury Water Commissioners in the packet.

It is widely documented that best thing to protect water supply is to protect the forests around it. They help filter and clean water flows into the river. The woods protect from floodwaters. These factors help to maintain your resilience to climate change.

Natural Habitat has designated a core area.

The land is very amendable to development. There was an appraisal done four years ago, which determined that a major subdivision could go here. The land is high and flat and drains down into the reservoir. There are stunning views, and these would be premium house lots.

An appraisal has been done recently. She does not have the appraisal yet, but it has been appraised at \$1.24 million. A previous appraisal done 4 years ago came to the same conclusion as to development, but it was valued higher.

Greenbelt is in process of obtaining a Purchase and Sales Agreement with the owners. The Agreement will give all the parties ten months to obtain funding. ECGA is requesting \$175,000 from West Newbury and will be leveraging the additional funds from the other partners. West Newbury, Newburyport, and DCR will jointly hold the Conservation Restriction, and ECGA will own the land. ECGA will install parking, trails, signage, etc.

John Dodge of the Open Space Committee said that the Open Space Committee voted unanimously to support the proposal for reasons as listed by Johnson-Hall. Wendy Reed of the Conservation Commission said the proposal conforms with conservation goals. Bachrach asked how much of the parcel is wetlands. Johnson-Hall indicated wetlands, a pond created by a beaver dam, and a stream on the map. He asked how much is developable, and Johnson-Hall indicated the areas on the map. Reed said the soils are very sandy. Johnson-Hall said the highest and best use would be a subdivision, according to the appraisal.

Bachrach asked if she has talked with Newburyport yet. Johnson-Hall said yes, and they are very excited about it. They are putting in a grant application to the state for a drinking water supply grant and seeking at least \$250,000 in CPA funds. She has talked to the Planner in Newburyport and the project meets the goals of their CPC. A trail would have to be consistent with a Conservation Restriction. Bachrach asked if both towns would have to vote to put a trail in. Johnson-Hall said no, because it would be written in as a requirement for funding, and in the Conservation Restriction.

Parker noted proximity to the Middle Street Bridge where there is a gate. He asked if that falls in the Newburyport land. He asked if that could potentially be a trail. Johnson-Hall said she could talk to them about it. He said it comes out nearly across from the Withers property, so it would be a nice location, rather than having to walk along the road.

Cook asked about a piece of land owned by Parsons Woods Homeowners Association and asked if that could be a trail also. She said it has a big wetlands area. She continued it could be possible, but one would end up on Route 113. Cook said that if the brothers would someday allow a trail, that would be a nice loop.

Nelson asked Johnson-Hall to send her the Appraisal when she has it.

Motion made by Mizner to find the project eligible for CPA funding. Seconded by Cook. The vote in favor was unanimous.

Motion made by Mizner, seconded by Parker, to approve the funding of \$175,000, with \$148,308.41 from the Open Space and Recreation Fund Balance, and \$26,691.59 from the

Undesignated Fund Balance, contingent upon Greenbelt obtaining the necessary funding to complete the project. The vote in favor was unanimous.

Motion made by Cook, seconded by Mizner, to thank Johnson-Hall for doing a fine job writing the Applications and presenting the project. Opportunities like this do not come along often. All present agreed. The vote in favor was unanimous.

Applications for Eligibility and Funding, Page School Playground Accessibility Improvements, submitted by the Board of Selectmen; Angus Jennings, Town Manager, representing the Applicant

Tricia Sabulis, resident, was present for this part of the meeting.

Angus Jennings, Town Manager, presented the Applications to the Committee. He said that a lot of the work done has been aided by Tricia Sabulis and interested residents. He reviewed the summary slides that were presented to the Board of Selectmen at their December 18th meeting.

Nobody knows when the existing playground was installed. They believe it was installed in the late 1990s. Based on information provided by Page School staff and parents, the town was made aware that there are issues relating to the stormwater and ponding that occur and that render the playground unusable roughly three to four months out of the year. Beyond that, ADA compliance is a problem. The standards were different when the playground was installed, but it has never been compliant, according to Jennings.

Mizner asked what the non-compliance is. Is it the base, or a gate or access impediment? Jennings said the raised berm is an impediment, and Mizner said it is not all the way around. Jennings asked if she had read the assessment that Glenn Clohecy wrote. Jennings said the surface, access, and structures are not compliant. Cook said it is not just the curb cut, but also the surfaces over which you roll have to be amenable to wheelchairs and other wheeled vehicles. He added that he is not an expert at this.

Mizner asked if this project is just for the rear playground, and Jennings replied yes. He said that is an issue that will need to be addressed, and there are a lot of ADA compliant issues around town.

Jennings continued that there is limited funding in the Pentucket operating budget and under the regional agreement anything over \$10,000 is the town's responsibility. It is the same for Groveland and Merrimac. A proposal is being brought forward in Groveland for the Bagnall School playground.

Mizner asked what the district maintains, and he said just routine maintenance, but it has not been a whole lot. Maintenance at Page has not been properly resourced, according to Jennings. The level of budget support has not been what the maintenance personnel would like to see. The Facilities Manager is aware that the budget is woefully less than needed. The Principal, Dustin Gray, has a goal of getting personnel trained and certified in playground maintenance. If a maintenance person is not certified, it voids the warranty.

There have been parents, staff, and administrators meeting since Summer. They have met with O'Brien and Sons, a design/build vendor. Jennings had also reached out to the landscape architect for the high school, who had done a sketch and estimate. The architect felt the minimum would be about \$365,000. He felt that a design/build approach would be better, and recommended O'Brien and Sons. The intent will be to solicit multiple vendors if the project is approved. Parker said that O'Brien is on the state approved vendor list.

Jennings said there is a conceptual design and corresponding budget in the packet. That is a fairly high estimate. The floor is still a high number. He said we are not locked into that design, and he would like to see some changes. Until we have a project, there is only so much pro bono work we can ask for.

Mizner asked if the conceptual design includes both areas existing now, including swing sets. Jennings said no, it does not include that area. Mizner said that the area is now 9000 square feet, and Jennings qualified that by saying that includes what is now the "beach volleyball" area. He said they are working out some accessible swings and making the base more accessible. The quote is based on the complete play area, other than the swing set.

Cook asked if the swing shown is the same? Jennings said it is not. There is a big swing set in the design. Cook noted the sketch looks exactly like the existing swings. Jennings said if needed, they can tighten up on the footprint.

Jennings said that Tricia Sabulis had met with Jean and Sherry a couple of weeks ago, and they had told her that there is flexibility in the design. Nelson asked if there will be a public process for selection of equipment, which she does not see in this proposal. She asked how the design will remain transparent. Jennings said there is a parent group and there have been a number of meetings and they would like to have input from parents and kids. Sabulis said there will be a public forum to discuss the design. It will be opened to everyone.

Jennings said there will be an active effort to raise private funds. He said this group has a lot of experience fundraising. At the upcoming Board of Selectman's next meeting, there will be a proposal to establish a Page School Playground Gift Account. He said that based on conversations Tricia has had with businesses in Town, there is interest. Bachrach asked how much they can raise? Jennings said he had a conversation with someone for \$40,000, which Bachrach translated would be 15%. Sabulis said she does not want to give a number and fall short.

Bachrach asked where we are at CPA funds? Jennings did not know a number. Nelson said that she had calculated the impact of the proposals on CPA fund balances prior to the meeting. She said if both of the Applications submitted tonight are approved, the bottom-line total balance available will be \$1,127,653.19. There are no funds right now in the Community Housing and Historical lines since the November Town Meeting. The Artichoke Woods proposal will be partially funded with funds available from the Open Space and Recreation line, as in the motion, with the balance from Undesignated Fund Balance. The Playground project would be completely funded from the Undesignated Fund Balance. Jennings asked if that total remaining

includes FY2021 revenues and Nelson said no it does not, because they do not become available until July, 2020.

Mizner asked about the bond for the Carr Post. Jennings said the estimates they have is that the bond will obligate about \$82,000 of CPC money in the next fiscal year and for twenty years.

Cook said he is split on this. He said it strikes him as a big dollar amount, especially when you see how much open space you can save with the same amount of money. He would like to see who else would have an interest be able to contribute. He is concerned about the large amount of money here if we do half a job. If you start cutting back the budget, you would lose the quality of the project. He has been disappointed in some of the Page School renovations. It has fallen short of what it could have been.

He continued that lets say the project come in at less than the amount, and extra money is raised. He asked how that works. Jennings said typically the CPC conditions a decision that grant funds will reduce the amount of CPA funds expended. Nelson said that is one of the notes she had, relative to a grant. Jennings said the same could be done with donations. Nelson said she would think that if there were extra funds available, new equipment would be added to the finished poured base. Cook said he has seen a donation bucket at sites, and Jennings said that may not be a good idea here. There was general discussion of places such as Maudsley Woods where there is a donation bucket.

Jennings said that if there are other resources identified, this quote is a high-end structure. He said there is an opportunity to scale back costs by reducing the footprint, and the base could be a combination of wood chips and poured-in-place. This combination has recently been done in Groveland at the Pines. This creates maintenance issues. The quote is based on the entire footprint. He estimated you would need a baseline above \$375,000 to \$400,000, to building something good.

Cook said his inclination right now is to not cut it back to that level and make your best argument at Town Meeting. Pruyn said she thinks it can be made smaller, and still be nice. Jennings said that once a formal fundraising is initiated, if there are significant commitments of private funds, the warrant article can be for an amount, and the motion at Town Meeting could be less to reflect those fundraising dollars.

Cook suggested that a donation could be made for a specific structure, and Jennings said that is a conversation he had with a potential donor. Parker asked what legal limitations there are on public property indicating who funded something. He gave an example of signs at Plum Island. Bachrach said there are signs at Action Cove, which Nelson said are probably paid for as advertising signs and would be different from donor signs. Cook said he does not see it as a problem.

A question of maintenance was asked. Jennings said the maintenance specs are provided by the vendor, and they are pretty much common sense. He repeated that if maintenance is not properly done and if not by certified personnel, it will void the warranty.

Mizner asked if the surface is in two parts? Jennings said no, it is written in as an option. There is a thinner, cheaper amount. The specs were discussed. She asked the square footage of the current play area. Jennings said he can rough it out. The volleyball court is currently dead space.

Parker questioned aromatic binders, which he noted had been brought up at the Selectmen's meeting. He addressed Sabulis and noted that he is concerned about future disposal. He said we should understand what that is.

Mizner asked how much of the footprint is the swing set which they are not going to install. Jennings estimated 15-20%. Mizner asked if there are other alternatives. Jennings said that they can now probably go back to the vendor for some different designs, since we are showing progress. He said that for Groveland, the vendor has put together some different designs at different levels of accessibility, so he thinks we can do that now.

Mizner asked what the general reaction was from parents who have seen it? Sabulis said she thinks most people have looked at it and think it is beautiful. At this point, anything is beautiful. She said this is a small school, and maybe we do not need something so elaborate. She thinks we can work with it.

Nelson asked some questions. She asked Jennings if he has talked to the Building Inspector to see if this will require Site Plan Review. Jennings said he has, and the project does not. It does not require a Building Permit either. She questioned the site work and asked if there will be drainage structures, etc. Jennings said the expectation is that the site will be graded, and water will sheet flow off the playground. Tech review was discussed. Jennings said the design will be performed by engineers.

Nelson said she had visited the site and saw Gary Bill there. They had seen Dustin Gray as he was leaving. She said he had been extremely informative, and he had a lot of institutional knowledge. He had told them that some of the equipment is so old that they can't get replacement anymore. Some anchors have rotted. She continued that some items that seemed to be benign neglect were not. She had noticed a lot more wood chips than written about by Glenn Clohecy and observed that a load of chips had been added. Jennings said Wayne put some more chips there about a month ago. Gray had said that they re constantly refreshing chips. Mizner said that sounds like maintenance that the school should be taking care of, and Jennings said it should be, but it was not going to get done. Parker said the school does not have a backhoe, and the Town does. Jennings said he is not concerned about being reimbursed by the district for this. They have a reciprocal relationship.

Nelson said she found the parking situation near the playground confusing. It is not well marked. She had talked to Mr. Gray who said parking is allowed in back even under the basketball nets, except where cones are placed. She said she thinks when this is a gleaming new playground many more people and non-residents will be coming there and suggested striped parking spaces and signage as to where parking is allowed.

She asked if the existing equipment can be sold, donated, or reused? Jennings said no, it does not have any value. Cook said he thinks there is value in the old play structures, even to private citizens. Nelson said she would love to have a slide, or perhaps it could be given to a church, etc. Cook said he thinks the equipment should have value for someone.

Cook said he feels the Site Plan Review language is clear, and he referred to the Zoning Bylaw. Jennings said he will have the Building Inspector talk to the Planner. Cook said he views Site Plan Review as adding value to make the project more successful.

Nelson suggested a condition that a sign be placed on the site acknowledging CPA funds. She suggested it be shown on the design plan, so the posts could be installed ahead of time. There is such a sign at Action Cove, with language that could be used, or CPC can write language. There are three temporary signs for CPA projects that are placed on site during construction, and she suggested that one be installed at the playground prior to work beginning.

Nelson said she did not want to hurt anyone's feelings, but some of the letters of support were not written to the CPC. They were addressed to a non-existent entity. She said that CPA funds should be acknowledged and gave examples where it has not been done in the past. She said this can be written into the summary of Procedures if approved. There was general discussion. Sabulis said that any social media campaign will address this.

Nelson continued, as discussed, that any grants received should reduce the amount of CPA funds expended, and perhaps any donations also, as had been discussed. Jennings said that on private funding, he would feel that a private donor would not have an incentive to contribute funds if the funds that were given did not add something to the project but instead simply offset the amount of CPA funds that would be invested. Mizner asked why, if the entire amount requested is approved, would anyone have an incentive to make a private donation? Pruyn said she is inclined to say, "this is what we give you, you come up with the rest." Parker said the only incentive would be going into Town Meeting they can declare to people that there is no assurance that Town Meeting will fund the entire amount. Nelson said that in her opinion, the CPC Conditions do not go before Town Meeting, and could be amended later by request.

Cook said that the review could be continued to the next meeting. He asked that Jennings come back with another proposal without the swing set. Then he suggested an A, B, and C proposal, which would help the Committee in February. Jennings said he would be comfortable with that. Bachrach asked if we have done that before, except for open space. He said that we pay taxes that go for this kind of stuff. Mizner replied that we need to decide how much we want to fund from CPA. Bachrach said we did not ask anyone to go raise funds for the Carr Post.

Cook gave an example of granting \$475,000. If more playground was wanted, residents can raise funds. Bachrach feels there is a lot of turnover in homes which will result in more kids at the Page School and attract more people. He believes in agreeing on an option and going then to find more money, if needed. There was general agreement that this is what is being suggested.

Mizner asked a question on Page 5, regarding installation--if that is installation of equipment. Jennings said it is for the equipment.

Motion made by Mizner to approve the Application for Eligibility, under the heading of rehabilitation and accessibility improvements. Seconded by Cook. The vote in favor was unanimous.

Motion made by Mizner to continue the review and discussion of the Application for Funding to the February meeting, for receipt of options. Seconded by Cook. The vote in favor was unanimous.

Bachrach left the meeting.

Annual Budget Article: Estimates for Fiscal Year 2021 for Town Meeting Warrant Article

Nelson had calculated and written the Budget Article Request Form, which was in the packets. The language is based on language given to her by the Coalition last year. She has researched what the estimate should be, based on the new fees at the Registry of Deeds and was told we cannot estimate too high. She had based the estimate on 31% state match, which is what we have done for the past five years. If estimates come in higher from the DoR on time, a revised article can be submitted, if in time for the Warrant. She said when the DoR makes their estimate, it has only been for Round 1, not for all three rounds for a 3% community, so we would still not know a total estimate.

Nelson explained the additional \$20 million voted for the CPA Trust Fund by the legislature has not been calculated or announced yet.

Motion made by Mizner to approve the Budget Estimate for FY2021 for a total of \$432,401.00. It was seconded by Pruyn. The vote was unanimous. Jennings said as we receive more information, the figures can be revised.

Review of Administrative Expense Funding for balance of Fiscal Year 2020

Nelson said that by her calculation, Payroll is \$168.00 over budget. She calculated that with estimated payroll to the end of the year and the CP Coalition dues of \$1750, the expense account will be short by approximately \$554.37. She does not buy supplies—she scrounges around for them. She said that regarding payroll, there may be training, and when one prepares for vacation, more time is spent the week before. She reminded the Committee that Jennings had said he would pay for supplies, etc. from another line if necessary. She said she does not believe that General Fund revenues can be voted in an article to add to the CPA fund, as had been suggested by Michael McCarron. She suggested that Jennings or the Accountant are welcome to look into it.

Proposed amendment to CP Committee Bylaw, XXXVI

Pruyn distributed a proposed amendment which she read as follows:

“Add a Section 2.f.

The Committee may hire an Administrator, Administrative Assistant, secretary, and other professional assistance as needed for the conduct of its duties. Personnel added to the payroll are

subject to the Job Description, Personnel Plan and regulations, and appropriations voted by the Town meeting or adopted by the Board of Selectmen.”

Jennings asked if the intent is to change the appointing body from the Town Manager to the Committee. Pruyn said that she feels the Committee should have a say in the hiring. Jennings said that when it had been discussed, he was clear the Committee would have a say in it.

Pruyn asked where he stands in replacing Jean. Parker said the proposal strikes him as being in conflict with the Town Manager responsibility. Upon a question from Cook, Jennings said the Planning Board appoints under their statutory authority. Mizner said the Conservation Commission appoints its agent under statutory authority. Jennings explained that the Town Manager appoints unless it is otherwise provided by law. He said this is a hybrid, that this is not really a Town Manager form of government, or anything close to it. Nelson asked if Cook meant the CPA statute, and he said yes. She said it does not say anything about it. Jennings said the CPC has control of the Administrative Funds, so it is in his interest to appoint someone amenable to this Committee. Jennings asked who had proposed this, and Pruyn said she has been thinking about this for a while.

Cook asked the motivation. Pruyn said other committees do it, so she does not know why we can't. She said she feels it is our responsibility to find the right person. Jennings said it would work a lot better to have a person performing another job to perform this job also, and Mizner asked why. He said from a management standpoint for a 5 to 8 hours week it is difficult to find someone to work those kinds of hours. If there was another part-time person with a skill set that was compatible, they would have more hours and it would make that job more attractive. Also, there is more efficiency in sharing information, and not just focused on CPC.

Cook asked if he does not feel that someone would like an 8-10 hour position. Mizner said in terms of the skill set, they would want someone with CPC experience. Jennings said the work would need to be totally segregated. Cook asked who he can picture would do this job for ten hours, then another for ten hours. Jennings did not want to get into the specifics, but he has ideas. Cook said it might be hard to find experience in the two specific areas.

Pruyn asked Jennings what he has done to find someone. He said he has had a number of conversations but has not posted the job.

Nelson offered her take. Jennings had told the Committee before he would be hiring and reviewing someone. She felt that she could not do her job as done tonight if she was reviewing his proposal. It seems a conflict to do parts of her job while he is presenting, or presenting for the DPW Director, for example. She said there is an open DPW Admin position. In her opinion that combination would be a conflict, since the DPW Director submits so many Applications.

Jennings said he differs with the Job Description. He does not feel the position should be getting into such substantive critiques, instead of administrative support for the Committee. Mizner said she disagrees. She feels that is a very important part of the job, to review the proposals, given the depth and breadth of knowledge that Nelson has. The Con Comm Agent reviews proposals as well as doing administrative activities. Cook said there is a lot of efficiency in the

proposal review. He said by the time the proposal gets to us, we know all the elements are there. So, with considerable respect, he has to disagree as well. He thinks it is helpful to have someone work with applicants.

Nelson said there was a discussion about review of proposals and working with project applicants in August, and in the Job Description, whatever assistance she gave, and Jennings asked that the language "in consultation with the Chairman" be added. That was the reason she had asked Sherry to come in and meet with Tricia Sabulis. As she recalled, the Job Description did call for application review. Jennings said making sure it is complete is one thing, but he believes there is a layer of review that in plenty of other towns the CPC itself does. The statute specifies administrative support.

Nelson said it appears at times that some members have not reviewed the applications, and people have spoken to her about this. She said she tells those people that that this is a group of seven people who all, except for Sherry as the At-Large member, have a primary responsibility, which keeps them very busy. Nelson said she feels it is valuable for these busy members, who might not have time to drive out to see a site in the daylight, or fully review an application, to have the person in this position do this. Nelson said Paul reviews plans, and that is not expected of the board members. She feels it makes perfect sense, in parallel with what other employees do.

Parker said as a Selectman, he feels there needs to be a central place for economies and having committees with sole authority is not the way to do it. Cook asked if it is more expensive, and Parker said not necessarily. But he sees economy in having one person.

Cook summarized. Having the Town Manager fill the position with a ton of input from the Committee with the things that the Committee wants could work. In this particular case, there is also a situation with a disagreement with how involved this person should be. It strikes him this should not be necessary, but may be because of what Jean's replacement is envisioned to be doing. That is the rub.

Nelson said that the discussion has segued to her replacement, and she will return to the statement that she would feel very on the spot to be reviewing the applications that have been submitted on behalf of the Town by the person hiring and reviewing her.

Jennings said that he had conveyed to her that he would prefer not to be the person submitting the Applications on behalf of the Board of Selectmen, but he knows the Board as owners of the property had to do that. He does not like to appear that he is pushing something. He said he does not want to be the "applicant". He is a facilitator, not an advocate.

Cook said he must think about other people, not Jean or Angus. Nelson said she has been working here for twelve years, and is very comfortable. But a new person will have a hard time reviewing apps filed by DPW or Angus, and the fact that he will be doing their review. Nelson said she feels she can tell the Town Manager if he has a conflict, and he can tell her the same thing also. They have butted heads in the past too. Cook suggested that if this bylaw

amendment goes forward, the CPC could consult with Angus and ask if he has any ideas of what might work. He felt that might work, and Jennings seemed to agree.

Jennings said one of the challenges in his position is to oversee personnel as a whole, and see that personnel administration conforms with labor laws, and uniformity in terms of personnel practices. He said that people have different supervisors and different rules, and that was known when he got here. It contributes to morale issues, and challenges with employee retention. He felt it is a step backward. It continues to be a morale issue, and he does not have the authority to fix that. The decentralized management structure of this town is inefficient.

He said it would be up to the Selectmen to put the article on the Warrant, and up to Town Meeting to approve it.

Jennings said Library, Water, Health, Conservation, Planning, and Selectmen appoint, and the Town Manager does also, so that is seven. Some are ambiguous, such as he is Jean's manager, but it has been very clear that she does not see it that way. He thinks with a new employee there would be alignment with how this office is run and his objectives.

Parker said his opinion that this is taking a step back. Mizner said she would like to give it some more thought and see if there is an alternative that ensures the Committees input. Nelson asked if there is a way that Angus can hire, but CPC can review? Jennings said that any appointment that he makes is subject to the approval of the Board of Selectmen, which is a further departure from a Town Manager form of government. The former Finance Director had more authority in hiring than he does. He said it was a big misnomer to call this a Town Manager form of government. He said that if he is making an offer, there would be two footnotes to it: subject to Board of Selectmen approval, and confirmation by the CPC. Mizner said she feels the CPC input would be before the offer is extended. He asked if Mizner means the CPC would be conducting interviews? She said she wants to think about it. She feels the Administrator should be someone that the Committee wants. She thought that the Job Description reviewed had the type of Application review that is done now.

Jennings said the current position basically in effect is someone who effectively is on the Committee but is in fact a person who does not have a vote. There was general disagreement to that statement. He said that is in fact how it is. There is an extra layer of review, there is an extra hurdle that has to be satisfied before it ever gets to this committee. Jennings continued that it is a subjective review, it is not a completeness review, it is not a compliance with CPC review, it is a subjective review. And this is not just his opinion, it is the opinion of many, many people who have come before this committee.

Cook said it is possible the Committee could end up having someone they are not thrilled with then you would have an adversarial situation with the Administrator. Jennings said he does not think he or any Manager would want to be in that situation. Prunyn said the way it stands now, she does not feel comfortable with it. There was general discussion about the lack of posting effort.

It was decided to continue the discussion to the next meeting.

Other Business

Nelson asked if the Board of Selectmen are allowing placeholders. Parker said they are not. Jennings said that is not quite the case. He said when the Warrant closes, there will be identification of pending Warrant articles. Nelson said she will send a letter to the Board of Selectmen to notify them of the Playground Application and the proposed Bylaw amendment.

Announcement of Round 26 of MPPF Grants

Nelson pointed to a memo from Jennings updating the status of the Carr Post, with a note that the grant information has been received. Jennings said he and Archie are reviewing the grant to decide if there is enough bandwidth to file an application. Jennings said has been told that the amount of \$50,000 is what the Town should apply for, and a discreet portion of the project should be applied for, such as the turret. He said there are a lot of talented people, if they can work on it.

He said that the design contract has been awarded to Sullivan, Spencer and Vogt, and distributed a letter sent by Michael McCarron to the company.

Review of status of CPA Accounting questions

Nelson said she had met with the Accountant and the Interim Accountant on December 23rd. They agreed that Earnings on Investment have been posted inaccurately to Interest and Penalties and will take steps to correct the problem. She said she still has some accounting questions.

Nelson said she can stay until after Town Meeting, if requested. She has clean-up and filing to do. Jennings said it can be discussed off-line.

Minutes November 21, 2019

The Minutes were reviewed. Revisions were made.

Motion made by Mizner, seconded by Cook, to approve the Minutes as amended. The vote in favor was unanimous.

Miscellaneous

Nelson noted there is an Affordable Housing Conference on March 14 from 8 to 3 in Marlborough. She gave out a flyer.

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

The Sign Center, Sign for Julian D. Steele Historic Marker, \$175.00

Stacy Spies, Historic Sites Survey Phase II/Phase II, \$4800.00

Motion to adjourn, 10:10 PM.

Submitted by,

Jean Nelson

CPC Administrator

These Minutes were approved by the CPC on May 21, 2020.

Documents reviewed at the meeting:

Applications for Eligibility and Funding, Artichoke River Woods, Middle Street, submitted by Essex County Greenbelt Association and the West Newbury Open Space Committee; Vanessa Johnson-Hall representing the Applicant

Applications for Eligibility and Funding, Page School Playground Accessibility Improvements, submitted by the Board of Selectmen; Angus Jennings, Town Manager, representing the Applicant

Proposed Bylaw Amendment

Memo from Town Manager regarding Carr Post update, and letter for Designer Selection from Michael McCarron

Minutes, November 21, 2019