

**COMMUNITY PRESERVATION COMMITTEE
TOWN OF WEST NEWBURY
MINUTES OF MEETING
MAY 21, 2020 at 7:30 PM**

A meeting of the West Newbury Community Preservation Committee (CPC) was held on May 21, 2020. The meeting was held by remote participation in accordance with the Governor's Executive Order due to COVID-19. Members Bill Bachrach, Bob Janes, Judy Mizner, Rick Parker, and Sherry Pruyn, Chair (arrived late), were present. Ray Cook and Gary Bill were absent. Angus Jennings, Ex-Officio member, was present. Former CPC Administrator Jean Nelson virtually attended the meeting.

At 7:45, in the absence of Chairman Pruyn and in her capacity as Vice Chairman, Judy Mizner called the meeting to order, including reading the Open Meeting Law addendum, regarding remote participation, included on the posted meeting agenda.

Minutes of January 16, 2020; February 20, 2020; minutes of Executive Session on February 20, 2020

The first order of business was the review of prior CPC meeting minutes for January 16, 2020; February 20, 2020; and Executive Session on February 20, 2020. Acting Chair Mizner asked if there were any comments on the draft meeting minutes included in the meeting packet.

Parker said he was good with the minutes as written, and Janes agreed.

Bachrach said that after the last meeting it was his understanding that Chairman Pruyn had stated her intent to resign from the Committee. He asked did she not resign? Acting Chair Mizner said that Chairman Pruyn did not resign.

The Committee reviewed additional minor revisions to the meeting minutes. All changes were recorded and incorporated into the minutes.

Motion by Mizner seconded by Bachrach to accept the January 16, 2020 meeting minutes as revised during the meeting tonight. Motion passed 4-0 with members Mizner, Bachrach, Janes and Parker voting in favor.

Chairman Pruyn joined the meeting at 8:01pm and apologized for running late due to a work commitment.

The Committee reviewed minor revisions to the February 20, 2020 (open session) meeting minutes. All changes were recorded and incorporated into the minutes.

Motion by Mizner seconded by Parker to accept the February 20, 2020 meeting minutes as revised during the meeting tonight. Motion passed 5-0 with members Pruyn, Mizner, Bachrach, Janes and Parker voting in favor.

Acting Chair Mizner asked if the Committee needed to go into Executive Session in order to review and vote upon the Executive Session minutes from February 20, 2020. Manager Jennings said that, because of Town Counsel's advice (during that Executive Session) that the subject of discussion was not a matter for Executive Session, and because he himself (Manager Jennings) had requested the Executive Session, he

saw no reason for the Committee to review the minutes and he recommended that the Committee vote to make the meeting minutes public.

Motion by Parker seconded by Mizner to make the meeting minutes of the February 20, 2020 Executive Session public.

During discussion, Mizner had some questions about the draft minutes. The Committee reviewed minor revisions to the February 20, 2020 (exec session) meeting minutes. All changes were recorded and incorporated into the minutes.

Motion by Mizner seconded by Parker to accept the February 20, 2020 executive session meeting minutes as revised during the meeting tonight, and to make them public. Motion passed 5-0 with members Pruyn, Mizner, Bachrach, Janes and Parker voting in favor.

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

Manager Jennings reported that no vouchers were signed since the prior CPC meeting, and that prior expenses were as noted on tonight's posted agenda. He did note that he had recently received an invoice from Stacy Spies, the vendor doing work for the Historical Commission funded in part by the CPC, and said this would be submitted for payment.

Janes asked whether he could sign that invoice (as he does for other CPC invoices), or whether he was conflicted from doing so because he is also on the Historical Commission. Manager Jennings said that he did not see any conflict, and in fact felt that Janes would be in the best position to certify that the invoiced work had in fact been satisfactorily completed. It was agreed that Janes would review and sign the invoice.

Review of Fiscal Year 2020 Administrative Funding balance

The expenditures and estimated balance were included in the meeting packet circulated prior to tonight's meeting.

Review of updated draft CPC Annual Report for submittal for inclusion in FY19 Town Report

Manager Jennings noted that the Committee had requested minor revisions to the FY19 Town Report. He included in tonight's meeting packet the amended draft reflecting the Committee's input, and briefly described the changes (including specifying the proportion of Open Space and Recreation funds allocated to Recreation, as opposed to Open Space). The Committee agreed with the form of report as amended, and Manager Jennings said the report would be included in the FY19 Town Report.

Discussion of anticipated Committee and/or staff prep for June 27 Annual/Special Town Meetings

The Committee discussed which members would present the various CPC articles included on the Town Meeting warrants.

Mizner said she would like to present the Artichoke River Woods article.

Parker said he would like to present the playground article.

Mizner said she would like to present the housing article.

Pruyn said she would present the routine annual funding article.

Bachrach asked if the Town Meeting was planned to be held on a Saturday, and Manager Jennings said yes, on Saturday, June 27th. He said there is a lot of logistical planning underway to provide a safe environment in light of COVID-19.

Mizner asked the Committee if any materials/handouts would be needed. Parker said that he thinks the only article that could be controversial would be the playground proposal. He asked if the Committee should prepare an informational handout. Mizner said that a handout could be helpful to explain to voters how the funds would be used. Manager Jennings noted that it is his understanding that Greenbelt would be preparing a mailing regarding the Artichoke River Woods proposal. Mizner suggested that perhaps their mailing could be adapted for use as a handout. Parker noted that, while we don't know the exact layout of the playground, a base map could be helpful to be sure people know which playground we're talking about. Mizner said that a breakdown of projected playground costs would be helpful. Manager Jennings agreed that his office would prepare a draft handout for the Committee's review at its next meeting.

Update on hiring process for CPC Administrative Assistant position and discussion of timeline for anticipated hiring and employee start date

Manager Jennings noted that, while the CPC Administrative Assistant position had been posted and applications received, the interview process has not moved forward. Delays have resulted from COVID-19, both directly and indirectly, due to the time impact this has had on his office. He said he thought it would be a tough time to start a new employee in the organization, in light of other personnel working from home, social distancing etc. Mizner agreed it would be a tough time to get someone started. Bachrach suggested temporarily putting the hiring process on hold, and Parker agreed. Mizner said her preference would be to put the process off until after Town Meeting. Parker said he thinks that's reasonable, and both Pruyn and Janes agreed.

Discussion of MA DOR Informational Guideline Release No. 19-14, Community Preservation Fund, December, 2019

Manager Jennings said that the information was a useful reference. He noted that a significant share of questions MassDOR's local services division receives are regarding CPA funding, and that it is a complicated process. He said that this Informational Guideline Release (IGR) would serve as a useful reference for Committee members and for staff.

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

Manager Jennings noted that there is some work ongoing between his office, Town Counsel and the Town Planner to look in more detail at the inclusionary housing fee-in-lieu fund, and the need to get regulations or guidelines in place to clarify the allowable uses of that fund, and the mechanism by which funds can be authorized for expenditure. He said that at this time he doesn't anticipate a need for CPC funding for this work, but wanted to keep the Committee aware due to its interest in the topic of affordable housing and the potential interrelationship between the inclusionary housing fund and CPC funds.

At 8:47pm, motion to adjourn by Mizner, seconded by Parker. Motion passed 5-0.

Respectfully submitted,

Angus Jennings, Town Manager

Documents reviewed at the meeting:

Draft meeting minutes, January 16, 2020

Draft meeting minutes, February 20, 2020

Draft Executive Session meeting minutes, February 20, 2020

Draft CPC FY19 Annual Report

Correspondence from Vanessa Johnson-Hall dated April 17, 2020 RE: Artichoke River Woods

Correspondence from Angus Jennings dated April 15, 2020 RE: Message / offer from Fincom