

**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 Pruyne, 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 Pruyne called the meeting to order, referencing the Open Meeting Law addendum regarding remote participation, included on the posted meeting agenda.

Committee Reorganization

Chairman Pruyne 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 Pruyne 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 Pruyne 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 Pruyne 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 for 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.