

**COMMUNITY PRESERVATION COMMITTEE
TOWN OF WEST NEWBURY
MINUTES OF MEETING
DECEMBER 17, 2020 at 7:30 PM**

This meeting was recorded for the purpose of preparing Minutes.

- A meeting of the West Newbury Community Preservation Committee (CPC) was held on December 17, 2020 remotely via Zoom and telephone access. Snow storm closed Town offices. Judith Mizner, Chair called the meeting to order at 7:35 p.m. referencing the Open Meeting Law addendum regarding remote participation in accordance with the Governor's Executive Order due to COVID-19 and as included on the posted meeting agenda.
- , Chair and members Bob Janes, Richard Parker, Tim Cronin, Angus Jennings, (Ex-Officio) and Barbara Gard, Administrator were present. Sherry Pruyn, Jack Foley and Gary Bill were absent.

- Minutes of November 19, 2020

Mizner made several changes to November minutes; all changes were noted. Motion made and seconded to accept minutes as amended - passed 4-0.

- Updates to the 2019 Community Preservation Plan

Mizner asked if everyone has had a chance to review the previous Plan and no one had. She asked Gard, and she agreed to update the figures in the Overview Section. On page 2 another attempt, by citizen petition to reduce the CPA surcharge, should be added. On April 29, 2019 that attempt also failed at the Annual Town Meeting.

Jennings asked Gard to go over what she has done so far with the Plan. She pulled out the section for Open Space and sent it to John Dodge, asking him to update that; she asked Jack Foley to look at the Parks and Recreation section first asking him to update all the data and charts. After discussion with Jennings, he advised to keep it simpler, to just do another overview without the previous level of detail done in 2019. He mentioned that the part of the report was from an earlier member's effort to gain support for developing the Dunn Fields for recreation was the motivation for all the detail and that is not a necessary part of the CPC plan, Parker, Cronin and Janes all agreed for that section to be removed. It was agreed for Parks and Rec to just summarize and update the use of the recreational fields, the summer programs, etc. and to tightening up the descriptive parts.

Gard stated she went over the Historic section and thought it was in good shape and could just use a bit of refining. Janes agreed to do that.

Jennings started the discussion on the Housing section. Since there is no Master Plan for the Town he feels that the CPC Plan might be a good place to state the housing goals of the Town, and that it could become a relevant document going forward stating the Town's housing policy. asked if Jennings was willing to work on that section, he

agreed, with Barbara and anyone else who wants to give input. Cronin asked if there is a group forming around the issue of housing. Mizner and Jennings said not yet, but that Jennings is working on regulations in order to use the fund to get some housing technical assistance. Jennings would like to see a Housing Trust in the future, but not just another committee, but one with fiduciary responsibility stating that he and Leah Zambenardi, Town Planner would like to see something formed by the Annual Town Meeting, 2021 or perhaps in the fall of 2021. Cronin offered to help, as he is on the Planning Board and mentioned they recently discussed the regulations. He also said there are a number of qualified, interested citizens who could be helpful in working on housing policy.

Mizner asked if Gary Bill, the housing rep on this committee could be involved in this section. Gard said she would reach out to him by email.

Gard asked about the repetition in the listing of projects, first chronologically and then by category, wondered if it was duplicitous. Parker said it is useful set out the way it is. Jennings suggested creating an Excel spreadsheet. Mizner said to make sure to add the ones not listed so far, i.e., Historic Survey Phase II, Brown Spring Farm, River Road, Artichoke Woods, Library Ramp, Hills & Boynton Court housing renovations, Soldiers' & Sailors' restoration. Jennings suggested to Gard to look at the CP3 document (a comprehensive list of what projects were completed in 2019) to get the best information.

Mizner asked if we could have updated drafts for January's meeting. All agreed. She also offered to help with the housing section. Jennings suggested a housing working group, Tim, Gary, Jennings and Mizner.

- FY2020 Town Report CPC portion

Gard sent out sample/template from 2019 in order for the committee to create the revised section to go into the Town Report. Jennings suggested accepting all redlines and to have the 2020 revision sent to him by end of January. Mizner asked Gard to update this 3-page document (CPC's portion of the Annual Report) for review at the next Committee meeting January 21, 2021 and then for submission to Town Manager.

- Soldiers' & Sailors' Rehabilitation

We have a signed contract with Spencer, Sullivan & Vogt with a project timeline; Jennings reported they will be looking for construction contractors late winter, early spring, to catch contractors before the busy season, so the construction can happen in the summer to fall. The Town needs to be able to respond to the Architectural firm quickly, so there are few delays. We have to update the charge of the Carr Post Building Committee; having been active before the project was funded now have an important role to play as the sounding board. Jennings has set up a call with Lynn Spencer, Mike McCarron and Wayne Amaral on December 29th, 2020 11:00 a.m., a zoom meeting, to act as an initial project-management kickoff. He asked if Janes wanted to participate and Parker said he would like to join as well. One important factor, which might catch up with us if we don't address it right away is the end use or uses of the building, the approved design is based generally on first floor assembly, second floor office, which gives the architect things like load-bearing, etc. it doesn't give them things

like finishes. He feels like we need answers as to what are planned uses and Janes agreed it is going to be multi-use. Jennings said it is important to engage an Outside Project Manager (OPM). The State requires an OPM for anything over \$1.5 million; although the project is just under that amount, Jennings feels it is important to have that OPM hands-on fully engaged, so they can act as the Town's representative in the field. Parker asked how much is budgeted for the OPM. According to Jennings, 3% so \$33,500.00 for work through the completion of construction. Town can carry the cost of it in the project budget, procurement to get someone under contract will be time-consuming. Parker asked more about the \$1.5 million; it includes all the soft costs, per Jennings. Parker: So you back out the soft costs before the 3%? Yes, it's based on the construction costs.

- Page School Playground

Jennings' update reiterates that surfacing decision needs to be made. GEI can only go so far with their planning especially for drainage. Purchasing is difficult, can't do an RFP, because you are not asking for labor and materials, it has always been a design/build project, so engaging a design/build firm ASAP will help the project move along. The two interested vendors are already pre-qualified on the state list which means we could call them hire them right now, without any procurement violation. Jennings, McCarron and Amaral have been meeting on this and it's basically a question of how do we pick the vendor? It's ultimately up to McCarron though there are a lot of stakeholders within the town, the school administration, and the parents. What he'd like to do is to invite the two vendors and perhaps invite a third to explain their concepts to an advisory group. They could then advise McCarron. McCarron could then draw up a contract and get the project going. Perhaps the CPC could be the venue for this kind of presentation to take place. He wants the Committee's thoughts - It wouldn't be the CPC's decision to make, but ultimately be the Selectmen, Parks & Recreation and McCarron. Mizner felt it logical to continue with the idea of a presentation. Cronin thinks the information be circulated beforehand, so all parties will be up to speed when the presentation takes place. Jennings said that he will give Gard the conceptual designs to circulate. It might only be the two vendors, who appear ready to go. Although we don't need a third, but if one steps up he will entertain it. Two conceptual designs were sent to McCarron, but he needs to develop a contract, a time-intensive process. The first design is the one that was submitted with the application last spring, but the other newer one is equally good; both are thoughtful proposals but different from one another. Cronin asked if there are figures associated with both vendors. Jennings said yes, but the second vendor may have only agreed to meet the budget as proposed. Mizner asked to put them both up on the website in advance of a February presentation; Jennings, said agreed but will send them around first via email, because there might be refinements from what they had already submitted. Mizner asked when we can expect those proposals. Jennings said it all comes down to McCarron's time availability to create the RFQ. If another vendor comes forward, we have to allow time for them to be considered as well. Jennings likes the February date, so we can move toward a deadline. Mizner would like all proposals be posted on the website.

Parker asked about a timeline to decide on the surface, because that will affect every other decision. Jennings replied that is more important to select the vendor. We could

either specify in the purchasing document what we want or could ask the designer to tell us what they think would work best with their design. We could select the vendor based on their qualifications, and then work with them to finalize the design after they are selected.

Gard asked if it was necessary to invite a third-party vendor. Having a presentation will add more time to the process as there will be discrepancies between those interested in what the final design will be. She said adding a meeting/presentation creates so many extra steps that the project might not even happen this year. Jennings wants the process to be open - that the presentation is necessary to allow for full transparency, acknowledged that it is less efficient. So who actually makes the decision? Parents, staff, Selectmen, Procurement officer, and others all should have a say.

Gard asked as to whether any of these types of meetings have happened before. Jennings said yes, but not in a formal way. He had also asked the vendors to give him a ballpark figure for what this would cost and they refused. They wanted to base their estimates on the details of the design.

Cronin stated it's important to get the input of the parents and the school administration. Discussion about a daytime or evening meeting. It could be in the Principal's office or by zoom, if we have 3 vendors, with their pitches, that will take at least 2 hours or more.

Mizner and Cronin said a daytime meeting would exclude too many people, so an evening meeting would be better; and Cronin said that people should have time to submit comments as well; however another idea is to have the meeting whenever time is available, record it, let people review it and submit comments, this would also work. Jennings has been in touch with the school principal; since Town staff is all stretched too thin the Principal could take the lead in setting up the meeting/presentations. Effort is being made to schedule something within the next two months.

- Purchase of Adobe Acrobat Standard for Administrator (taken together with)
- Process for Administrator to purchase Office Supplies

Everyone agreed to the purchase of License-based Adobe Standard software for \$300; motion was seconded and all agree. Then a spending threshold was set for Administrator not-to-exceed \$250 with approval by the Chair, and then anything over that, goes to the Committee. Motion seconded, all agreed.

Correspondence

Barbara mentioned that a phone call came in from a prospective home buyer at Kimball Road, hoping a group of citizens could get together to purchase the 5 house lots that would impede the enjoyment of views over the fields at the back of the property. Gard sent him to the Open Space Committee to discuss.

Administrative Details

Jennings mentioned Painting of Town Hall was approved by the Selectmen and that it will be coming in as an application. Bob Janes also said that the Historical Commission agreed to the painting, with suggested color, not gunstock grey but white. Parker also asked if there is some

state money available for this project. Historical Commission mentioned they are looking into state funding for part of the project.

Having completed the business before it, the Committee adjourned the meeting by unanimous consent. Next meeting is January 21, 2021 at 7:30 p.m.

Respectfully submitted,

Barbara Gard, CPC Administrator

Documents reviewed at the meeting:

Community Preservation Committee's Submission 2019 Annual Report

Contract between Town of West Newbury and Spencer, Sullivan and Vogt, signed December 3, 2020 for Design Services, Soldiers & Sailors Memorial (Carr Post)