

**COMMUNITY PRESERVATION COMMITTEE  
TOWN OF WEST NEWBURY  
MINUTES OF MEETING  
February 18, 2021 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 remotely with some committee members in person, February 18, 2021. Judith Mizner, Chair called the meeting to order at 7:29 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.

Mizner, and members, Gary Bill, Bob Janes, Rick Parker, Tim Cronin, Angus Jennings, (Ex-Officio) and Barbara Gard, Administrator were present for this remote meeting. Sherry Pruyn and Jack Foley were absent. Residents and representatives of project eligibility applications were also present.

Mizner asked if everyone has had a chance to review the funding applications. Janes addressed the Historic Site Survey Phase III The Historic Commission would like to finish the project, building on the work of the previous two phases, and said that he thinks there are fewer than 100 sites left to survey. Tim Cronin asked whether funding had been received from the State. Jennings replied we did receive those funds (\$12,500) from the last grant award. Mizner moved to approve funding for this application, with second by Cronin; motion passed unanimously 5-0.

**Restoration and Painting Town Hall** – Wayne Amaral, DPW director was not immediately present, so Gard read her summary of the project stating she worked with Amaral to prepare the final form of the application. Written statement here:

**Exterior Restoration of Town Hall**

*West Newbury's Town Hall lies within its Local Historic District and is also on the State Register of Historic Places - see attached brochure, and is recorded in the MACRIS database, (Massachusetts Cultural Resource Information System) copy also attached.*

*Town Hall has some damaged and rotted wood siding, failing/damaged gutters and downspouts, peeling paint, an outdated ADA ramp, old wiring and is in need of repair and restoration in order to preserve this historic building. Wayne Amaral DPW Director presenting this project for approval on behalf of the Board of Selectmen has outlined in detail the scope of work, prices, and time line; and has detailed how specific issues will be addressed, i.e., lead paint will be very carefully scraped and sanded (as remediation requires) but only in places requiring that kind of detailed work. Before beginning the*

*painting project, the Town's DPW would perform all the necessary upfront work (sweat equity) to ready the property for final painting, after which DPW would then re-install downspouts, drains, a new ADA ramp and alarm/wiring boxes as stated in the proposal.*

*This project meets the criteria in the CPA for preservation, rehabilitation and/or restoration of an historic resource and is therefore appropriate for CPC funding. The total proposed fee is \$104,850*

Parker asked if the downspouts were copper or some other material, as copper is sometimes stolen from buildings, although that might not be an issue here. Bill replied they were either aluminum or other metal, not copper. Cronin asked if there had been an earlier lead abatement done on the building; Bill said "no." Further discussion continued on lead paint abatement. It was noted that there is no lead paint near the daycare center at the rear of the building. Janes reminded the Committee that it is not the "Old" Town Hall; it's the only Town Hall in West Newbury. Mizner moved to approve application for funding, Bill seconded, motion passed with unanimous approval (5-0).

**The Mill Pond All Persons Trail** Brad Buschur, Member Open Space Committee addressed this funding proposal, saying the written request submitted to the Committee was pretty straightforward; he had nothing further to present. Mizner asked what is meant by 50% construction plans. Buschur responded, it's about the level of effort that the engineer or landscape architect have put into the project. 100% construction plans would include final drawings and usually includes bid specifications. Generally when applicants come before the Conservation Commission, for example, those plans are usually 50-75% complete. Mizner then asked what about 25%. Buscher replied that 25% is just a bit sketchy, more conceptual. You start looking at drainage, engineering questions, moving from paper and pencil to CAD designing, after the public has weighed in. Mizner asked if the final location of the trail is set. Buschur said the trail will pretty much stay where it is now, where the road is, where the plows go, within the existing trail right-of-way. Jennings brought up permitting requirements beyond the Conservation Commission, asking if Planning Board Site Plan Review would be part of this project. Buschur replied he didn't think permitting would be addressed, but if Planning Board review was necessary, he thought it would not take more than 2 days of work. Mizner asked for definitions of PARC (Parkland Acquisition and Renovation for Communities) and LWCF (Land and Water Conservation Fund). If the separate grant application submitted is approved, a MassTrails grant would provide 50% of the total cost and CPC would provide the other 350%. Responding to a question about the request amount, Buschur stated the request to CPC is for \$30,000. He said they had recently applied to MassTrails for design grant which would match the CPC funds. Cronin asked how public outreach will happen. Buschur said they will have meetings at the lodge, do a site walk, determine where things will go. Then a second meeting will be scheduled for both the public and CPC. Cronin asked about the project timeline; Buschur said it will be done within Fiscal Year 2022. Construction will commence after July 2022, subject to funding.

Buschur stated that there are many unsafe things going on at the site. Because of the intensive use of the pond cars and large trucks are parking everywhere, and kids and dogs are running where the vehicles are. Mizner asked when the wetland delineation would be done; Buschur said that would depend on funding. Jennings said it seems important to determine whether the project can go forward, just with CPA funds or whether the award of CPC funds is contingent on the MassTrails grant funding. Mizner then asked how much of the project could get done with just CPC funding, if the MassTrails grant isn't approved. Buschur estimated that a budget of only \$30,000 (instead of the full \$60,000 sought) would exclude resource area delineation and surveys, but would include site plans using available materials, and would include outreach (a couple of meetings and a site walk). Jennings asked if MassTrails would be awarding funds by the Town Meeting date of May 22<sup>nd</sup>. Buschur said, no, it's not likely. Mizner likes the concept, but expressed concern over what could be done without all the funding needed. Jennings suggested that perhaps the application should be re-worked showing how much could be done with only CPC funding (\$30,000) and how much would be done if the entire request (including the Mass Trails grant) was approved. Buscher described the quote from GPI as including ballpark figures; there may be firms who could do the work for less. Parker asked if they didn't get the MassTrails grant could the project be done incrementally over a couple of years – noting that clearly this budget is not for project build-out. Buschur said it is a staged process - plan, design, then build. Gard asked if they could break out what work could be done with just CPC funding. Buschur did not have an alternative scope developed, but could come back with a revised scope of work assuming just the \$30,000 from CPC funds. Gard asked who would manage this project. Answer: Angus Jennings and Wayne Amaral, with lots of input from Open Space and Buschur personally. There were additional questions about grants. Parker asked what funds are available from the Commonwealth after the design is done. Buschur said that the PARC and LWCF programs are a really good fit for this project. He noted that the LWCF funds come from the Federal Government, with their funding coming from royalties from oil drilling, and that the program is now permanently funded at around \$15 million per year. Mizner asked Buscher to come back with the alternative proposal for the next meeting.

**Whetstone Greenway** was also addressed by Buschur. The question of length was brought up at the last meeting. He now estimates that it is around 450- 460 feet in length from where it comes off the cul-de-sac. There are two wetland crossings. Pending receipt of the CAD and the survey from the developer, he would be preparing design plans and working with Conservation Commission member Wendy Reed on the permitting. He would work with a contractor for bidding the work, getting 3 quotes to build a natural path with 3/8 inch packed stone and two wood structures to cross the wetland areas. Mizner asked how deep a base was needed,. They are going with 8 inches, which is what MassDOT asks for in building rails to trails. Gard asked about the need to accommodate Water Department vehicles j in case of a water main break within the area. The trail is not a road for the Water Department to use for regular maintenance. Buschur said that the trail is not going to be

the water pipe. Gard asked if trees will be cut; Buschur said no; the trail will meander around trees. Jennings and others discussed the landownership. The trail is not completely on Town-owned land, as shown on a plan Jennings shared. Reed said two different easements are pending before the Conservation Commission. Buschur agreed that not all of the trail is on Town-owned land. Jennings said he would ask the Assessor's office to update the plan layer showing the water main near the trail. Jennings then asked about the slope. Buschur described cutting the slope across the grade, but without the CAD final slope could not be determined. The location of the wetland crossings was discussed and they were shown on the map. The trail would have a sloped walkway up to the wooden structures over the wetland. Mizner moved that CPC approve this project for funding, Parker seconded and the application was approved unanimously 5-0.

**Coffin Street Conservation Area** proposal was addressed by Vanessa Johnson-Hall, Essex County Greenbelt. Although they have not yet submitted their Funding Application, Johnson-Hall said that they have reached a verbal agreement with Save Our Wetlands, LLC (the seller), and anticipate having the funding proposal to the CPC next week. The request is likely to be \$175,000 to go towards the acquisition of 51 acres of land in a combination of fee and conservation restrictions, which will include trail easements with connections to the Riverbend Conservation area. Purchase will also be contingent upon finding a small parking area with trail access. All the details will be in what they submit prior to the next meeting. Jennings asked if a restricted use appraisal was sufficient. Mizner asked if anyone had objections; no one did. Parker asked where the parking area might be. It may be at the end of Cortland Lane, if the Town accepts it as a town road. Everyone expressed appreciation for Johnson-Hall's work on this project.

### **Updates of ongoing projects**

*Playground Page School* – Jennings said there is a parents' group showing interest and working with his office and with the Principal at Page School. The Town now has a draft RFQ, (Request for Qualifications) which Amaral has drafted and McCarron is reviewing with Jennings. The goal is to issue the RFQ on March 1<sup>st</sup> and have March 22<sup>nd</sup> as the (not firm) deadline for the response from vendors. Public input will be sought as the project moves further toward design and construction.

*Soldiers & Sailors* – The design work continues. The engineer from GM2/Cammett met with the Planning Board for input on a pre-application phase, and is working to schedule a meeting with the Conservation Commission. The Conservation Agent feels that a Request for Determination of Applicability might be sufficient and that a full Order of Conditions may not be needed, but that is not certain. Future building use ideas continue to come in.

Gard made 2 suggestions: 1) an historic walking tour beginning or ending at Soldiers & Sailors, run by members of the Historical Commission to discuss and review the houses that are now on the Historical Site Surveys; 2) art openings and/displays for artists from the surrounding communities, with small receptions. Further discussion ensued about parking issues.

Meeting Minutes for December 17, 2020 and January 21, 2021 were revised and approved.

**Correspondence**

The submittals of 5 Funding Application Forms

**Administrative Details**

Note from an earlier meeting: Annual Town Meeting was set by the Selectmen for Saturday, May 22, 2021. Warrant articles are due February 12, 2021 and the Board of Selectmen expect to close the warrant on Monday, February 22, 2021.

Having completed the business before it, the Committee adjourned the meeting by unanimous consent. Next meeting is March 18, 2021 at 7:30 p.m.

Respectfully submitted,

Barbara Gard, CPC Administrator

**Documents reviewed at the meeting:**

5 CPC Funding Application Forms as outlined above.