**COMMUNITY PRESERVATION COMMITTEE**

**TOWN OF WEST NEWBURY**

**DRAFT MINUTES OF MEETING**

**November 10, 2022 at 6:30 PM**

A meeting of the West Newbury Community Preservation Committee (CPC) was held in person on November 10, 2022 - Wendy Reed, Chair called the meeting to order at 6:30 p.m.

Members in attendance: Wendy Reed, Bob Janes, Patricia Reeser, Ray Cook, Gary Bill, Judith Mizner, Angus Jennings and CPC Administrator, Barbara Gard. Wendy Willis was absent.

Given the change in bylaw term limitations approved at the October 24, 2022 town meeting, the positions of Chair, Vice-chair and Secretary were considered. A motion was made for Reed, Mizner and Cook to serve in these positions respectively. The motion was seconded and passed unanimously.

Reed provided an update on the discussion at the town meeting about the bylaw changes. There was opposition to the provision that an Open Space Committee member replace the At Large member but it was more of a concern that the At Large member was being removed rather than an opposition to Open Space Committee having a seat. The bylaw change was approved.

Reed then brought up what needed to be done to prepare for the **Annual Public Hearing**. Gard said she would prepare the Notice, send it to the Daily News to be published, and would ask the Town Clerk’s Office to do an eblast with the Notice.

Jennings then reviewed the **CPA expense report**, giving details about how funds were scheduled to be paid, what items were still pending, and what to expect going forward. The Land Purchase with Essex County Greenbelt was just about to close and he would let us know when it did. That line item would then change on the report. Reed asked Gard to present this CPA expense report for all meetings going forward, so the Committee would have a sense of the funds and disbursements to date.

A mock-up of the **CPC sign** which came in from the Sign Center in Haverhill was reviewed; changes were suggested. Gard will contact the Sign Center with the minor changes and will prepare a list of potential projects that would have permanent signs placed for discussion at the next meeting.

An update on the Whetstone Greenway project was provided by Reed. A new design was submitted to the Conservation Commission with a boardwalk running most of the length of the corridor through the wetlands. A wetland replication area is being proposed as part of this design to mitigate for impacts. There was discussion about whether these changes required that the project be resubmitted to the CPC for consideration, with a new vote at town meeting. Members agreed that the changes to the project were significant enough and likely to have cost impacts and therefore should be reviewed by the CPC. Management of the project will likely be turned over to the new DPW Programs and Projects Manager rather than relying on town volunteers.

Reed then addressed the idea of setting a minimum dollar amount for projects going forward and asked Gard if she was in touch with Stewart Saginor at Community Preservation.org. Gard said that Saginor found no other towns had set minimums for applications. The Committee members agreed that it could be decided on a case-by-case basis as to whether the dollar amount requested would be worth the administrative effort needed to process the request through CPA funding.

Minutes were reviewed, with very minor changes. Cook moved to approve the minutes as revised; Janes seconded. Mizner abstained; all others approved.

Having completed the business before it, the Committee adjourned the meeting by unanimous consent at approximately 7:30 p.m. The required Annual Public Hearing will be held December 15, 2022 at 7:30 p.m. in the first-floor meeting room at Town Offices.

Respectfully submitted,

Barbara Gard, CPC Administrator