

**COMMUNITY PRESERVATION COMMITTEE
TOWN OF WEST NEWBURY
MINUTES OF MEETING
January 19, 2017**

A Meeting of the West Newbury Community Preservation Committee (CPC) was held on January 19, 2017, in the First Floor Hearing Room. Members Joe Anderson, Ann Bardeen, Tom Flaherty, Mary Harada, Bob Janes, Judy Mizner, Chair, and Sherry Pruyn were present. Administrator Jean Nelson was also present.

The meeting was called to order at 7:35 PM.

Applications for Eligibility and Funding, 31 Dole Place, filed by the Water Commissioners

Bob Janes and Dick Cushing represented the Water Commissioners. Janes said that a price for the parcel is not known yet. Janes said that he had met with Joe Anderson before this meeting and they had discussed some ideas. He said they have not talked to the Boards as yet. In response to Nelson's questions, a reply has been prepared, and that was distributed. Mizner asked if the intent is for the applications to be further discussed next month, and Janes asked that the Applications be kept open for the next meeting.

Mizner asked that members review the Water Department responses to Nelson's question, and those who have questions send them to Jean after reviewing the response, for discussion at the next meeting.

Nelson said that in the past, a Placeholder has been requested of the Board of Selectmen for inclusion on the Warrant, and that could be requested for this Application. **Motion** made by Mizner, seconded by Bardeen, to request that the Board of Selectmen set a placeholder for the article. The vote in favor was unanimous.

Applications for Eligibility and Funding for Purchase of the Daley Property, 365 Main Street, filed by Park and Recreation Commission

Flaherty said that this is not a completed, finalized application for a lot of reasons, and it is not to request a placeholder for this Town Meeting because the decisions for the Daley property are not finalized at all. He said we want the CPC to see where we are with this. He said that if the developer currently before town boards withdraws his proposal, he would immediately finalize the Application and submit it. Mizner summarized that he is not looking for a placeholder at this time.

Anderson asked where the project is in the Planning Board process. Bardeen said that the process is far advanced, and has been in the Public Hearing phase since last May. Mizner said that they still have to go through the Conservation Commission if approved by the Planning Board.

It was decided that the Applications will be tabled.

Applications for Eligibility and Funding for Action Cove Rehabilitation and Restoration, Second Year Application, filed by Park and Recreation Commission

Flaherty said that this is Phase II of the three phase approach. Brian Conn had just delivered a list of step by step repairs and costs, based on the report written by Play by Design. to him. Upon questioning Nelson said that there is approximately \$17,000 remaining in the first article for rehab and restoration. Flaherty said that the majority of the second phase will be staining. Conn's estimate was \$17,000 for finishing of Phase I, which was acceptable to Park & Rec. Mizner asked if Flaherty had seen Nelson's comments, and had submitted cost estimates, and had submitted proof of authorization. Flaherty said he thought that this had been done last year. Nelson said the proposal from last year did not have a cost breakdown. Flaherty said that in all probability almost all of that will be used for prep and staining. He said that Conn's original \$75,000 estimate may be high. 60% of it might be for non-carpentry staining and prep work. It is labor intensive to prepare all of those nooks and crannies. Flaherty said that the initial \$25,000 will be spent by the end of this fiscal year. He said that the next piece is finalizing the staining.

Nelson asked why firm estimates cannot be obtained from painting companies. Flaherty said that Conn did get cost estimates, but it looks like now he will be doing the work himself. Nelson said that, based on the statute and Guidelines, there should be estimates for the preparation and staining to be done, and a timeline. Mizner agreed, and asked for estimates. Flaherty said he has this from Brian Conn, and will send it to Nelson.

The balance in the account is \$17,801. Mizner asked what work will be done with that money. Flaherty said he hopes work will be done by the end of April, by the opening of the playground for April vacation. He said he will ask Conn pointedly if he can get the work done in a timely way and if he cannot, he will seek out someone else.

Based on notes written by Nelson, Mizner asked Flaherty to provide written authorization of the vote by Park and Recreation Commissioners, which Flaherty said he will provide. Flaherty said he thought a vote of the P&R had been provided last year. Nelson said that last year, proof of vote was not in the Guidelines. Bridges had requested that this requirement be added last year when the CP Plan was updated, after an application had been filed by an individual without the entity knowing about it. She said that Bridges had been a real stickler about this, and had required that the Historical Commission provide a written copy of their vote.

Bardeen suggested that a placeholder be requested for this article also.

Motion made by Mizner, seconded by Anderson, to request that the Board of Selectmen set a placeholder for the article and that developed time and cost estimates be submitted to the CPC. The vote in favor was unanimous.

Flaherty summarized that the CPC wants Minutes showing vote of approval, cost estimates, and a timeline for the project. The timeline was explained. It should detail the proposed time in which the work is to be done.

Applications for Eligibility and Funding for Carr Post Restoration, filed by Carr Post Committee and Board of Selectmen

An Application filed by Gary Bill of the Carr Post Committee had just been received. It had not been reviewed. Nelson explained that it has been submitted as a placeholder. Janes related that the critical stabilization has been completed, which has kept water from pouring in, and the account for the critical stabilization will be closed out. Unused funds will be returned to the CP Fund. The next step is to hire an architect to work on design, drawings and estimates for restoration to the outside of the building, telling us step by step what needs to be done, including the turret and the roof. You can look out the walls and wave to the outside. This would be the exterior of the building. Mizner asked for a written description of what will be requested, written authorization, and a scope of work for an estimate. Janes said they hope it is for \$50,000 or less.

Motion made by Mizner, seconded by Bardeen, to request that the Board of Selectmen set a placeholder for the article. The vote in favor was unanimous. Mizner requested that cost estimates be provided. Nelson suggested that Spencer and Vogt are familiar with the building, and could probably give a rough estimate of costs. It would not mean that we have to use them, but they may be able to work up an estimate. Nelson has also obtained a list of preservation consultants which she will share with the Carr Post Committee, and will be happy to work with the Post Committee to seek estimates.

Anderson said that there are a lot of placeholders here and asked if we can come to a vote in February. Mizner said that information has been requested, and reminders can be sent to the Applicants. Bardeen said that projects can be submitted at any time.

Article Request Form for standard funding article

A copy of the Article had been provided by Nelson. The state match has always been conservative and this year it is approximately half of that received for last year. Nelson noted that this year's estimate seems to include some new growth. She said that the Town Accountant works up the estimate based on a formula.

Motion by Anderson, seconded by Mizner, to approve submitting the article for estimated CPA funds to the Board of Selectmen. The vote in favor was unanimous.

Review of \$225 charge on Park & Rec invoice

Flaherty said that Brian Conn will invoice Park and Rec for the charge.

Update on Grant Application for Inventory of Historic Properties

Janes reported that we have been invited to submit for the final round of funding, due on February 6th. Amy Friend is working on the application.

..Request for use of Admin. Funds for consultant for Mass. Preservation Projects Fund grant application; attendance at workshop on January 25, 2017

Nelson said this is now moot because the Carr Post is looking for funds for architecturals with CPA funds. Next year the Town will be in a better position to request grant funds for the bricks and mortar work on the building. This is not the same as the grant mentioned above. One can apply either for

work on the architectural, or for the bricks and mortar project. She had talked with Janes, Friend and Bill, who had felt that it would be better to wait for next year. This grant has various exclusions, requires a 50% state match, and that a Historic Preservation Restriction be placed on the property. She suggested that a consultant be hired to assist in preparing such an application in the future.

Vouchers and Purchase Orders

Vouchers were signed.

Quarterly Update of Active Projects

Nelson gave a verbal update of projects, which is attached to these Minutes.

Minutes, November 17, 2016

Motion made by Mizner, seconded by Anderson, to approve the Minutes of November 17, 2016. The vote in favor was unanimous.

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

The Report is printed on the back page of the Agenda for member review, and is listed below:

Approval of Bills/Warrants (57-58)

Report of Vouchers Signed by Bob Janes:

North of Boston Media-- Legal Ad, Public Hearing	\$241.25
Brian Conn,-- Action Cove	\$2700.00
CS Lincoln LLC, work on walkway – Action Cove	\$1860.00
GS Painting – Library Windows	\$4500.00

Vouchers

Vouchers were circulated and signed.

Correspondence

Conflict of Interest Law Summary sent to all by M. Winglass-does anyone need a copy? Reminder to acknowledge receipt.

Budget Documents and Timeline

Administrative Details

Bardeen asked what type of Town funding will be sought for the wellfields. She asked how the taxes can be justified. Janes said he pays school costs, although he does not have kids in the school. Janes said that water benefits the whole Town, whether or not you are on the water supply, or your kids are in the school system, or the fire truck pulls up to put out a fire. The Water Department does not receive any taxpayer funding. Approximately 1000 households are paying the bills for the water enterprise. The enterprise fund pays salaries, wages, and expenses and for water purchased. There is

not enough money to cover purchase of land and wellfield development. He said that Newburyport raises the price of water by 4% every year. . They will sell us water at the same rate their customers pay. Bardeen said it is hard to justify this expense to non-users.

Janes asked if we want to be independent of Newburyport. Groveland is in the same boat. Bardeen asked if the new system, if approved, will reduce rates in the long run. Janes replied not at once. He said it is about \$2M to build the wellfield, and there will be other costs. We will need to float a bond for these costs. The wellfield should be able to handle supply from the Groveland line to Page School. Bardeen suggested that the land could be used for other things may be proposed to Town Meeting. Mizner said there will be restrictions, and Janes said one could walk around on the parcel; to the river. There could be trails. Janes said that site is the best site they have ever found. Nelson verified that Mike Gootee is very positive about this site. Janes said Groveland's wellsite is close to this area, and they do not need to add chlorine to this water. Pruyn said that she would be willing to pay for good water.

Changing the subject, Nelson suggested that conditions can be placed on CPA funds approved for a project. She said that she had drafted Procedures for Paying Invoices which was first used for the Housing Authority, since this was the first non-Town entity to receive funds. It has evolved over time, been customized, and furnished to each subsequent funding recipient. Some of the procedural items are actually Conditions. She read a list as an example. These conditions will be sent to CPC members for discussion at the next meeting.

Motion to adjourn, 8:40 PM.

Submitted by,

Jean Nelson, Administrator

These Minutes were approved by the CPC on February 16, 2017.

Community Preservation Committee

Update on Projects, January 19, 2017

J. Nelson

Page School HVAC, Historic Preservation: Gary to give an update prior to the CPC meeting.

Unspent Balance: \$63,000

Housing Authority Roof Preservation:

From: Tracy M. Watson [mailto:tmwatson@nhahousing.com]

Sent: Tuesday, January 17, 2017 4:13 PM

To: Community Preservation Committee <cpc@wnewbury.org>

Subject: Update

Hi Jean: Just wanted to update you that I had a follow up meeting today with DHCD, contractor, architect, etc...Actually Gary Bill joined us as well!

There are a few punch list items to be completed, etc. Once that happens then we will have a close out meeting. And then finally I will be able to put together the needed paperwork for CPC.

Looking like February/March by the time it hits my board for initial approval....

I will update as we go.

Please let me know if there is anything else you may need at this time. Have a great night!

Unspent Balance: \$250,000

G.A.R. Memorial Library Windows Restoration: Gary Bill and Susan Babb have told me that the project is completed. Susan Babb told me that the job was well done, and she is happy with the installation.

Unspent balance: \$36605.90

G.A.R. Memorial Library Walkway Restoration and Rehabilitation: The project has been completed.

Unspent balance: \$25.00.

Action Cove Rehab: Tom will update you at the meeting.

Unspent Balance: 17801.06

Digital Imaging, Historic Preservation: Michael McCarron has received a contract from Ricoh. Ricoh has started work but has not submitted invoices.

Unspent Balance: \$11,000

