**COMMUNITY PRESERVATION COMMITTEE**

**TOWN OF WEST NEWBURY**

**MINUTES OF PUBLIC HEARING AND MEETING**

**July 21, 2022 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 in person on July 21, 2022 - Wendy Reed, Chair called the meeting to order at 7:30 p.m.

Members in attendance: Wendy Reed, Bob Janes, Judith Mizner, Patricia Reeser, Ray Cook, Angus Jennings and CPC Administrator, Barbara Gard. Wendy Willis and Gary Bill were absent. Barry LaCroix and Elisa Grammar were present to discuss the River Road Access project.

* The Committee reviewed the recently submitted Eligibility Application from the River Access Committee to create access to the Merrimack River for cartop recreational boats, i.e., kayaks, paddleboards and/or canoes.

The Committee discussed the proposed parking area and responsibility for its creation. Reeser referred to sections B. 7 and Section III of the Conservation Restriction, both of which allow for parking. Section III states that the Grantee, at Grantee’s sole expense would be responsible for the cost, annual review and maintenance of the dock or launch, if any is needed. It was suggested that Greenbelt’s approval of the parking/location may be necessary. Jennings said that any parking areas within Town are the Town’s responsibility, but that Greenbelt’s approval is still an open issue. Reeser asked applicants if they thought permits would actually be possible for this project. LaCroix said that would be addressed in this feasibility study. Reed asked if this study would address all aspects– parking, what kind of launch, what permits would be required, etc. Gard asked how many parking spots are being suggested and if there would be a time-limit on parking. LaCroix said they are thinking of creating only two spaces at most and he doesn’t expect there will be a lot of use of this area. He also suggested a small sign. Mizner asked where the applicants got the price range for the study. LaCroix had reviewed this application with the Town Manager and compared it to other applications from other towns.

Mizner moved to approve the Eligibility Application for this River Road Access feasibility study; Cook seconded, motion passed unanimously. Reed reminded the applicants to submit their Funding Application one week before the next CPC Meeting, August 18, 2022. She also stated that the Application Forms have all been updated with a focus on the applicants, rather than a consultant, preparing the Scope of Work. In further discussion Jennings suggested the applicants fully engage Essex County Greenbelt in this project. Gard asked if this was only a feasibility study or will it be the design as well. The applicants said the study will determine if the project can go forward, if permitting would be allowed, and would include a draft design if feasible.

* Next Agenda item was discussion/feedback on the Application Forms. Reed asked Gard to create a schematic for the website so people will understand how the process works. The Application for Administrative Funds is confusing.

In addressing the Funding Application Reed reminded the committee that the applicant will be preparing the Scope and would then request an estimate from a consultant or consultants.

Changes were made to the Application Forms, moving the Criteria section to the Funding Application, and other minor changes. Cook moved to accept edits, Mizner seconded, vote to accept edits was unanimous.

* Reed raised the issue of project management, noting that Jennings has ended up managing the Mill Pond project. In the future, Jennings and Wayne Amaral (DPW Director) want only to be involved in the financial end of projects. Going forward the application needs to specify which entity will manage the project from beginning to end. Reed said the revisions to the applications require that, but CPC now has to monitor for compliance.
* Signs for CPC projects had recently been discussed by the Select Board. Reed informed the Committee that the Select Board voted to allow the use of temporary signs for CPC projects. There was some thought that temporary signs are good for projects under construction, but once the project is complete, or for purchases of Open Space, perhaps more permanent signs could be placed. Reed presented samples of both types she found on the Community Preservation Coalition website, and presented one Town’s policy toward signage. Reed said that when applications come in, they could include the cost of permanent signage. Size, color, etc. will be reconsidered at the next CPC meeting, before getting an estimate.
* Reorganizing the Committee was addressed, noting that the By-law prohibits anyone from serving as Chair for more than one year, in three consecutive years. No one eligible agreed to serve as Chair. Reed suggested that the By-law could be changed, and until that is addressed, she doesn’t mind continuing to serve as Chair. The Committee deferred reorganization until the Fall Special Town meeting, when the By-law may be changed. Reed asked members to review the By-law and to suggest any other changes they think appropriate. Changing the terms of members from three years was raised Mizner said the state does not require set terms, but allows towns through their by-laws to set terms of their members.

Minutes were reviewed; minor corrections were made. Cook moved to approve the minutes as revised; Janes seconded.

Having completed the business before it, the Committee adjourned the meeting by unanimous consent at approximately 8:50 p.m. Next meeting will be August 18, 2022 at 7:30 p.m.

Respectfully submitted,

Barbara Gard, CPC Administrator