**COMMUNITY PRESERVATION COMMITTEE**

**TOWN OF WEST NEWBURY**

**MINUTES OF PUBLIC HEARING AND MEETING**

**May 26, 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 and remotely on May 26, 2022 - Wendy Reed, Chair called the meeting to order at 7:34 p.m.

Members in attendance: Wendy Reed, Patricia Reeser (remote) Bob Janes, Gary Bill, Judith Mizner, Angus Jennings, CPC Administrator Barbara Gard. Wendy Willis and Ann Bardeen were absent.

Reed asked if the Committee should make a more formal statement about the issues raised that prompted the Withdrawal of the Action Cove project. Others responded that the prior minutes sufficiently reflected the reasons

The Committee discussed when the project should be resubmitted to meet the guidelines for inclusion on the fall Town Meeting Warrant; Jennings and Reed suggested sometime around July would be best. Buschur asked when the new application forms would be ready and was advised that the forms were being reviewed at this meeting and should be available thereafter.

Jennings discussed fillable vs. not fillable documents. These forms are not fillable. It should be made clear that applicants will need to download these forms, complete them, and then return them to the CPC administrator.

The Committee began the review of the Forms: The Eligibility Form was approved with minor changes.

 Changes were made to the Support section of the Funding Application Form, requiring the addition of two new items to the checklist at the end of the form.

In discussing the Scope of Work section Reeser asked whether a Scope of Work should go to the Procurement officer for review before the CPC approved the project. After discussion the Committee decided to remove that requirement from this section as premature. The Committee discussed issues that may arise when a consultant expends time and effort in creating a scope of work and assumes that because it has done so it will get the contract for the work. The Committee discussed revisions to clarify that the Applicant was to design the scope of work, submit it to the Committee, and, if the project is approved by the CPC, put it out for bid to possible consultants to do the work.

The Committee discussed the Checklist. Jennings stated it is the Administrator’s responsibility to use this checklist to do the initial staff screen, preparing the project application in the best form to present it to the CPC.

Gard mentioned that the CPC had previously discussed whether a project should require a minimum dollar amount for eligibility for CPC consideration. The Committee had not previously voted to require a minimum dollar amount and did not do so now. However, whether a small proposed project could obtain funding from another source would be a consideration on a case-by-case basis. Jennings stated that he thinks this question should be reviewed at the Eligibility stage.

The Committee continued the discussion of the need to complete revisions of these forms, so that Parks & Recreation can re-submit their application before Fall Special Town Meeting and others can submit applications. Jennings suggested the updated Forms should be finalized by the Committee’s June 16, 2022 meeting.

Reeser raised the proposed change in the composition of the Committee to replace the at-large member with a member of the Open Space Committee. Mizner stated that it would require a by-law change; Reed agreed and said the by-law change is ready for the Fall Special Town meeting.

Minutes from the past two meetings (February 17, 2022 and March 24, 2022) were reviewed, corrections made and both sets were approved unanimously.

Having completed the business before it, the Committee adjourned the meeting by unanimous consent at approximately 9:20 p.m. Next meeting will be June 16, 2022 at 7:30 p.m.

Respectfully submitted,

Barbara Gard, CPC Administrator