**COMMUNITY PRESERVATION COMMITTEE**

**TOWN OF WEST NEWBURY**

**MINUTES OF PUBLIC HEARING AND MEETING**

**June 16, 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 June 16, 2022 - Wendy Reed, Chair called the meeting to order at 7:34 p.m.

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

The Committee reviewed the revised CPC Application Forms. The Eligibility Form was approved with minor changes. Reed suggested that the Application for Funding form needed formatting revisions which she would correct and send back to Gard.

The Scope of Work was changed to include the edits suggested at the last meeting. After further discussion of potential changes to that form, the committee decided to leave the “Support” section as “Seek input from relevant Town entities and members of the community. Provide documentation of their response.” Bardeen stated that each section should match the checklist; Reed then added items to the Checklist to reflect the changes made to this section.

Bardeen proposed changing the word “advance” in the “Public Benefit” section to avoid the appearance of the CPC having an agenda. The committee substituted the word “meet.” Mizner moved to rescind all earlier CPC Guidelines and Application Forms and replace them with the three Application Forms approved during this meeting; CPC Eligibility Application, CPC Application for Funding and CPC Application for Administrative Funds. Bardeen seconded the motion. Motion approved unanimously.

Minutes were reviewed; minor corrections were made. Mizner moved to approve the minutes as revised; Janes seconded. Bardeen abstained; other meeting attendees approved unanimously.

Correspondence: Gard asked where the CPC signs that had been placed at different CPA funded locations around Town were now. Gary Bill had previously told her there were 3 signs stored in the basement of the Town Office building. Wayne Amaral, DPW Director had said he would install them if told where the signs should be placed and when they should be installed and removed. Gard said she would try to locate and photograph the signs, determine who provided them and how many were ordered. According to Bill, we do have 3 presently. The committee members had suggested putting these signs at Open Space parcels of land purchased with CPC funds (along with Essex County Greenbelt). Reed suggested River Road as a good option; Bardeen suggested Brown Spring Farm. Mizner thought the signs should be left up for 2 months or so.

Administrative Items: Reed said that all meetings going forward will be in person, discontinuing the hybrid style. Bardeen announced that she will no longer be the member representing the Planning Board. She is now Planning Board Chair; the Planning Board representative to CPC is now Ray Cook. Reed stated that changes to the CPC By-law will be proposed at the Fall Town meeting and that changes in the length of terms of each member could be included. A one-year term was one suggestion.

Bardeen said she will return the CPC handbook to the CPC office. When Reed requested a handbook Gard said she will create new handbooks for each member who needs one, and will give updated pages to those members who have handbooks.

Having completed the business before it, the Committee adjourned the meeting by unanimous consent at approximately 8:20 p.m. Next meeting will be July 21, 2022 at 7:30 p.m.

Respectfully submitted,

Barbara Gard, CPC Administrator