

**COMMUNITY PRESERVATION COMMITTEE  
TOWN OF WEST NEWBURY  
MINUTES OF MEETING  
June 28, 2018**

A meeting of the West Newbury Community Preservation Committee (CPC) was held on June 28, 2018 in the First Floor Hearing Room. Members Joseph Anderson, Chair, Bill Bachrach, Ray Cook, Mary Harada, Bob Janes, Judy Mizner, and Sherry Pruyn were present. Administrator Jean Nelson was also present.

Anderson called the meeting to order at 7:30 PM.

**Welcome Ray Cook, new member representing Planning Board**

Anderson welcomed Ray Cook, who has been appointed by the Planning Board for a three year term.

**Patricia Reeser, Chair of Open Space Committee, to discuss Applications for Eligibility and Administrative Funds to complete the Open Space and Recreation Plan**

Nelson explained that Reeser will not be attending the meeting tonight. She gave the background to the Applications. In May, Reeser had told her that work on the Open Space and Recreation Plan ("the Plan") had more/less stalled. Nelson had suggested that she could apply for CPA funds to complete the Plan, and Reeser had told Nelson that they wanted the Plan completed this Summer or Fall so that it could be submitted and approved by the state so that Parks and Rec could apply for grants for the Dunn property. Nelson had suggested that perhaps Admin Funds could be used, since it was the end of the year, and some funds were remaining. Nelson felt that a consultant might be hesitant to jump in when work had already been done on the plan, and suggested that MVPC may have staff that could be engaged to help finish the Plan. Reeser had gone to a meeting at MVPC and had discussed the work with their Open Space employee, who had given her a fee of \$10,000 to complete the plan. He had sent her a draft contract. This would include updating the demographics, finishing all of the sections according to the state-mandated sections, and pulling it all together.

Michael McCarron and Laurie Zywiak had determined that since no work had begun in Fiscal Year 2018, the Admin Funds could not be encumbered with a contract. Nelson said she felt that such a large amount of the CPA Admin Funds in 2019 could not be expended for such a purpose so early in the new Fiscal Year. There was discussion of whether or not these funds could be used for such a purpose.

Bachrach related that the Parks and Recreation Commission had reviewed the Plan, and had updated their information. He said that Parks and Rec would need an approved Plan by July 1, 2019, so that they could apply for grants.

Pruyn said that she had discussed the Plan with Steve Greason (who is no longer a member of the Open Space Committee) and he had told her that the Plan was 95% complete a while ago.

Consensus was that the Open Space Committee should be able to finish the plan on their own. They may be able to apply for some LTA time for some overview and updating of maps to be done.

### **Review of “Procedure for Paying Invoices”, dated November 17, 2016**

Anderson reminded everyone that if they have comments, questions, or an issue, to reply to Nelson only, and not to the entire Committee. Nelson said that the procedure has worked well in the past, and only recently had there been a problem.

### **Update on Page School Generator**

Nelson related that she and Janes had been at the bid opening. The lowest bid has been accepted. A contract has been signed and the vendor has ordered the materials. Work will begin when the materials have been received.

### **Minutes, April 19, 2018**

Motion made by Janes, seconded by Harada, to approve the Minutes of April 19, 2018. The vote in favor was 5-0-2 (Mizner and Cook abstained.)

### **Follow-up discussion of CPA Interest Earned**

Nelson had checked with Andrew Gould, Interim Finance Director, who had said that CPA funds can only be held in an interest-bearing bank account. They cannot be invested by other methods.

### **Update on Expiring Terms requiring Appointment**

Appointments/reappointments have been made. Anderson and Mizner may not be the next Chair due to the restriction in the CPC Bylaw.

### **..Report of Vouchers by Signed by Bob Janes under Municipal Modernization Bill, 57-58**

North of Boston Media Group, Legal Notice for Page Generator RPF, \$467.12

Stacy Spies, Consultant, Inventory of Historical Properties, \$11,000

### **Review availability of next scheduled meeting date of July 19, 2018**

It was decided that the next meeting will be held on July 26, 2018. If there is no business other than Committee Reorganization, the meeting may be deferred to the August 16<sup>th</sup> date.

**Correspondence** A new policy entitled Annual Election of Officers had been sent to all members by Mary Winglass.

Motion to adjourn, 8 PM.

Submitted by,

Jean Nelson

CPC Administrator

List of Documents Reviewed at Meeting:

Procedure for Paying Invoices, dated November 17, 2016

Draft Minutes, April 19, 2018

These Minutes were approved by the CPC on August 23, 2018.