

**COMMUNITY PRESERVATION COMMITTEE
TOWN OF WEST NEWBURY
MINUTES OF MEETING
November 21, 2019**

A meeting of the West Newbury Community Preservation Committee (CPC) was held on November 21, 2019, in the First Floor Hearing Room. Members Ray Cook, Mary Harada, Bob Janes, Judy Mizner, Rick Parker, and Sherry Pruyn, Chair, were present. Bill Bachrach was absent. Angus Jennings, Ex Officio member and Jean Nelson, Administrator, were also present.

The meeting was called to order at 7:34 PM.

Annual Public Informational Hearing, pursuant to M.G.L. Chapter 44B, Community Preservation Act, Section 5.b.(1), regarding the needs, possibilities and resources of the Town relative to the Act in the areas of community housing, historic preservation, and open space and recreation.

Pruyn opened the Public Hearing. Cook read the Legal Notice. There were no members of the public present. Nelson suggested that Pruyn ask for a motion to waive reading of the introduction for the hearing. Motion made by Mizner and seconded by Harada to waive the introduction. The vote in favor was unanimous.

Updates on current projects were made. Janes said that the Historic Sites Survey Phase II is underway.

Nelson related that the article for the access ramp at the Library has been withdrawn, and she has notified the Accountant.

Jennings gave the update on the two conservation projects. For Brown Spring Farm, the Agricultural Preservation Restriction is progressing, and a Memo of Understanding for stewardship and responsibility of the owners is being drafted.

The River Road Conservation Restriction has been signed by the Board of Selectmen and the Conservation Commission. The state will sign it, and the payment will be made when the recorded document has been returned. Both projects are close to closing.

Regarding the Carr Post, Jennings related that an RFQ has been issued for the Carr Post. The Designer Selection Procedures have been revised. A selection committee will result in a more public process. He said a date of December 17th has been set for proposals to be submitted.

Jennings and Rick Parker had been asked by the CPC to bring the topic of Affordable Housing to the Board of Selectmen for discussion. Jennings reviewed the “safe harbor” concept and the Housing Production Plan (HPP). There would have to be 8 affordable units created per year to meet the safe harbor requirements. He summarized the three strategies in the HPP: Planning and Policies, Production, and Preservation.

He listed Funding Resources, including CPA funds, and Challenges to creating affordable housing. Local preference is difficult to achieve, and flipping a house is time and labor intensive. Cook said this has been discussed by the Planning Board, which opines that it is unlikely that West Newbury will be able to achieve it.

Under Recommendations, Jennings suggested adding staff capacity by contracting with an entity to assist in affordable housing aspects on an as-needed basis, such as to handle complaints, monitor and run a lottery, review deed riders, etc. Training on 40B for Zoning Board of Appeals members and defining how Inclusionary Funds can be spent were also recommended.

Jennings also recommended adoption of the Housing Trust under M.G.L. c.44 s.55C, and amending Zoning Bylaws to reflect changes in state policy.

Motion made by Mizner, seconded by Cook, to close the Public Hearing

Amendments to Guidelines

Nelson had distributed a draft amendment to the CPC Guidelines to require submittals of application by a certain date, and to revise the title of the document to “Requirements, Guidelines and Applications”, and to add a Section 4.e. with submittal date requirements.

Motion to approve the amendments as discussed by Cook, seconded by Mizner. The vote in favor was unanimous.

Administrative Details and Review of Town Meeting

Mizner questioned the rationale by the Finance Committee used in the Special Town Meeting Warrant, November 4, 2019, for Article 10, Carr Post Preservation. She read from the rationale. She said that CPA funds cannot be used for water infrastructure, and she is not aware of current slating of funds for Page School in the future. She had not been at Town Meeting, and it was pointed out to her that several people present at Town Meeting had corrected those statements. She suggested putting a summary together for the Finance Committee. Jennings said he does not think that is necessary. He felt it was a misunderstanding by the Finance Committee, and an unfortunate choice of words.

Pruyn disagreed. She said she had been taken aback by the comment. She said not everyone knows what CPA funds can be used for. Nelson agreed and said that people read the rationales and they carry a great deal of weight. Mizner suggested that something readable, not just listing the statute, should be made to everyone in town. Parker suggested a readable narrative.

Nelson said she had talked to Stuart Saginor at the CP Coalition and asked if he would give a refresher course to North Shore communities. He was open to discussion. Harada said she does not feel that the Finance Committee knows what their tasks are, and there should be a training course for Finance Committee members. She does not feel that the explanations are accurate. She had served on the Committee for several years. She said there has been a lot of turnover on the Finance Committee.

Mizner supported the idea of an open meeting to other communities would be beneficial. Nelson said she will talk with Saginor after January 1.

Amendment to Certificate of Vote, Municipal Modernization Act Procedure

Nelson said that she felt Bob Janes should not be signing invoices for projects under the jurisdiction of the Historical Commission, and which he was signing as a Commission member for the Historic Site Inventory. Due to the monetary size of the project, three members should sign any invoices for the Carr Post preservation.

Motion made by Harada, seconded by Cook, to designate Mizner to sign Historical Commission invoices, and to require three members to sign invoices for Carr Post Preservation. The vote in favor was 6-0.

Discussion of Exterior Restoration of Town Hall Applications filed by DPW Director

Nelson recapped that Applications had been filed last March, and Wayne Amaral had said they were not for the Spring Town Meeting. She said the Applications are still on hold, and additional information has not been submitted. She had written a review of information required last April, and none of the required work had been submitted. She has talked with Amaral several times about the filing, and he has not done any work on them. The Applications have not been refiled.

She said she feels the Committee has two choices: continue holding the Applications, or request that Amaral file new Applications with the necessary backup when he is ready.

Parker asked the status of the Applications, since Amaral had done some work with the submittal. Nelson related there were no cost estimates, opinions from the Historical Commission, Historic District Commission, etc. Discussion followed that the Applications should be refiled with the proper information provided.

Motion made by Pruyn, seconded by Mizner, to consider the Apps should be resubmitted with up to date information. The vote in favor was unanimous.

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

Stacy Spies, Phase I of the Historic Sites Survey, Phase II, \$3600.00

Minutes of August 15, September 19, and October 23, 2019

The Minutes were reviewed and edited.

Motion made by Pruyn, seconded by Mizner, to approve the Minutes of August 15, 2019, as edited. The vote in favor was unanimous.

Motion made by Harada, seconded by Mizner, to approve the Minutes of September 19, 2019, as edited. The vote in favor was unanimous.

Motion made by Mizner, seconded by Cook, to approve the Minutes of October 23, 2019, as edited. The vote in favor was unanimous.

Motion to adjourn, 9:50 PM.

Submitted by,

Jean Nelson

CPC Administrator

These Minutes were approved by the CPC on January 16, 2020.

Documents Reviewed:

Affordable Housing Document prepared by Angus Jennings

Minutes of August 15, September 19, and October 23, 2019

Draft amendments to Guidelines document