

**COMMUNITY PRESERVATION COMMITTEE
TOWN OF WEST NEWBURY
MINUTES OF MEETING
May 18, 2017**

A meeting of the West Newbury Community Preservation Committee (CPC) was held on May 18, 2017 in the First Floor Hearing Room. Members Joseph Anderson, Ann Bardeen, Mary Harada, Bob Janes, Judy Mizner, Chair, and Sherry Pruyn were present. Administrator Jean Nelson was also present.

The meeting was called to order at 7:30 PM.

Appointments for expiring terms

The following positions are expiring, and must be appointed by their respective affiliations: Board of Selectmen Rep, by Board of Selectmen; Parks and Recreation Rep, by Parks and Recreation Commissioners; and Historical Commission Rep, by Historical Commission members. Nelson distributed a form to be completed as each person is appointed, so that Mary Winglass and the Clerk's Office will have accurate records.

CP Coalition Update-Email List-Estimated Distribution for FY 2017 Match

A message from the CP Coalition was read by Nelson. The DoR is predicting a 15% match of the first round of funding for this fiscal year. The second and third matches are not known at this time.

Status of CP Committee Bylaw Amendment

Nelson said that she has not heard of approval by the Attorney General's Office for the amendment. She has asked Michael McCarron for an update several times. She asked that someone with more authority than she has contact him to find out the status.

Discuss update of CP Plan, and any revisions to sections

Nelson has updated the CP Plan with notations and information, and requested that each person review it and let her know of any questions or comments. It will be sent out to each member.

Vouchers and Purchase Orders

Payment for Housing Authority Roof: two invoices had been submitted by the Contractor. The project has been completed. Nelson explained the invoices, change orders, and verifications she

has asked for from Glenn Clohecy and Gary Bill. Bardeen gave further information on the three change orders.

Motion made by Mizner, seconded by Janes, to approve payment to WPI, Inc., in the amount of \$237,784.05. The vote in favor was unanimous.

Payment for wood chips delivered: Tom Flaherty has a voucher for Cook Company Inc., for the wood chips that have been delivered. He took it for signature.

Motion made by Mizner, seconded by Bardeen, to have Janes sign the voucher when it has been returned to the CPC. The vote in favor was unanimous.

Minutes of April 20, 2017

Motion made by Anderson, seconded by Bardeen, to approve the Minutes of April 20, 2017. The vote in favor was unanimous.

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

There were none.

Administrative Details

Anderson asked that the Committee follow a Summer Schedule and not meet if a specific month did not have any business. It was agreed to consider the meetings on a month by month basis.

Mizner suggested that Nelson send a memo to all departments in September, urging them to submit applications for the Spring Town Meeting sooner this year.

Motion to adjourn, 7:55 PM.

Submitted by,

Jean Nelson

CPC Administrator

These Minutes were approved by the CPC on July 20, 2017.