**COMMUNITY PRESERVATION COMMITTEE**

**TOWN OF WEST NEWBURY**

**MINUTES OF MEETING**

**February 16, 2023 at 7:30 PM**

**Meeting Called to Order**

Wendy Reed, Chair called the public meeting of the West Newbury Community Preservation Committee (CPC) to order on February 16, 2023 at 7:32 p.m.

**Members in attendance**

Wendy Reed, Brad Buschur, Ray Cook, Judith Mizner, Angus Jennings and CPC Administrator, Barbara Gard. Bob Janes, and Gary Bill were absent.

1. **Warrant Article Request Form Review and Approve**

Gard stated that she met with Angus Jennings and Christian Kuhn, Assessor to determine an estimate for the CPC Funds Request for Fiscal Year 2024. She stated they took an average of all funds distributed to Town since the beginning of the CPA funds were given, and came up with $609,037, splitting out 10% for each of the three Categories, Community Housing, Historic Resources and Open Space and Recreation ($60,904) There is a 5% allotment for administrative expenses ($30,452), and the remainder will go into the unbudgeted reserve. It is important for the Town not to over-estimate the incoming distribution. If additional funds come in over time, those are distributed in the same way. If MA Department of Revenue changes the distribution upwards, we still have time before spring Town Meeting to adjust these numbers. Mizner then asked If the funds come in over this request, what happens to those additional funds. Gard and Jennings both agreed that those funds go into the undesignated Reserve and are then allocated later, at the next Town meeting. Cook made a motion that the Committee proceed with this Request using these numbers and if additional funds are allocated before the spring Town meeting, then this Request can be updated. Mizner seconded, no further discussion, unanimous vote.

1. **CPC Grant Agreement transferring funds from Community Housing to the West Newbury Housing Trust**

The Draft Grant Agreement was reviewed in detail by the Committee, Reed stating that further edits will be made by the Trust and will be reviewed by Town Counsel. The funds described in the Agreement will be referred to as the Community Housing Funds throughout the document. The Trust will define “Eligible Purchaser” and further address the “Deed Restriction” requiring that properties be restricted permanently, but allowing the purchaser or owner to accumulate some equity in the property during ownership. The Committee will revisit the Agreement again before it is finalized.

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1. **Signs**

Gard brought the new signs for review; mentioned that Wayne Amaral, DPW said he would take a sign for the Old Town Hall restoration, which he will put up inside the building once the project is finished; the temporary sign is there now, outside the building. He agreed one could go to Page School playground. Brown Spring Farm should get a sign and Riverbend trails, the Atherton Land, the Indian River Bridge area, The Artichoke River Reservation and River Road Conservation Area are all good choices. Coffin Street Conservation Area would be a good place for a sign but Reed suggested waiting until after the trails are established. Cook noticed that a design change the Committee had asked for (on the smaller signs) was not corrected. Gard will contact the Sign Center for future signs, with the change.

1. **Whetstone Greenway**

Christine Wallace is the new DPW Program and Project manager and she will be taking over responsibility for this project; she will come up with a new estimate and that will be shared with the Committee as soon as she receives estimates from an engineering firm. Reed said that the original design of two separate boardwalks is being re-considered.

1. **Minutes**

Reed made a change in the Grant Agreement wording, stating that the draft from Community Preservation Coalition was only a suggested document; the Trust is working on a new Agreement. Janes moved to approve minutes of the prior meeting; Buschur seconded. All approved with Cook abstaining as he was absent from last meeting.

No Correspondence and Administrative Details.

Buschur moved to adjourn, Jane seconded.

Having completed the business before it, the Committee adjourned the meeting by unanimous consent at approximately 9:00 p.m. The next meeting will be held in the first-floor meeting room at Town Offices on March 23, 2023 at 7:30 p.m.

Respectfully submitted,

Barbara Gard, CPC Administrator