**COMMUNITY PRESERVATION COMMITTEE**

**TOWN OF WEST NEWBURY**

**MINUTES OF MEETING**

**April 20, 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 April 20, 2023 at 7:30 p.m.

**Members in attendance**

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

Reed took items out of order.

1. **Review CPC Eligibility and Funding Applications for Transfer of Funds from CPC to the West Newbury Affordable Housing Trust**

Reed reminded Committee that we never voted on these two applications, although they were already scheduled for the upcoming Annual and Special Town Meetings. She asked if anyone had any comments, while reviewing the Eligibility Application; changed the amount to $172,178 which includes the FY 2023 amount. Cook moved to accept Eligibility Application, Janes seconded, approved unanimously. Then the Funding Application was reviewed. Reed again stated the amount as listed above, so a correction will be made to the Funding Application Form, Bill moved to approve the Funding Application, Cook seconded, unanimous vote.

1. **Warrant Article Request Form review and approve – discuss each category**

Gard stated that we reviewed this Form during the last meeting; she stated that the Town Manager and the Assessor both approved the numbers; there was an alert sent out from the Coalition that Cities and Towns should be careful not to plan on higher distributions from the State as the revenues coming in are lower than previous years. Further discussion about when our next distribution will come in. Annual distributions are usually made in November of each year, with any additional distributions could be added to the November distribution, or could be an additional one made in December of that year. Gard explained she took an average amount of all funds West Newbury has received over the past years, and compared that number to what we received last year and this warrant request is less than that amount. The Committee had already voted on this during the last meeting with the contingency that if different numbers came in from the MA DOR or from Town Manager or Assessor, we would change it.

1. **Review and approve updates to the CPC Plan**

Edits were discussed with Reeser commenting on the Open Space goals as stated. She felt that these goals did not reflect what the Open Space Committee’s goals are. She said the water issue was not even on the radar, but that the Mill Pond All-access Trail should be mentioned as a goal. An option would be to just reference the Open Space Plan, (see the 7-year Action Plan) and use those goals inserted into the CPC. Cook offered solutions as to the changes we could make to meet the Open Space Committee Goals, namely being removing the water issue, leaving the other goals, and striking the last 4 words of the last Goal. Buschur stated that Open Space and Parks and Recreation have joint interests on many projects. Cook moved to amend the CPC Plan, Bill seconded, unanimous vote. Cook moved to approve the CPC Plan as amended, Bill seconded, unanimous. Going forward, Reed suggested that we update the Plan around the same time that we do the required Annual Public Hearing.

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

The Draft Grant Agreement was reviewed again in detail by the Committee. Reeser had a number of edits, such as including the old paragraph 10 (but use this as an affirmative statement) “The Trust covenants and agrees that it shall only use the CPA funds for any purposes that are permitted under the provisions of Community Preservation Act, G.L.c44B.” She also wanted old paragraph 12 included. Reeser wanted to know what if the Trust goes “off the rails” what legal recourse does anyone have. If the Trust is not expending the funds according to law, it gives the Town the right to ask for the funds back from the Trust. Discussion about accounting – A separate accounting system will exist within the Affordable Housing Trust, but since the chief funding source going forward will be the CPC, reporting of The Housing Trust funds will be reported to MA DOR on the CP3. Reeser also thought there should be a deadline (30 days prior to Town Meeting) in Paragraph 3; Cook agreed. Reed will incorporate suggested changes and will send back to the Committee again. Cook moved to accept the Grant agreement as edited herein, Bill seconded, unanimous agreement.

1. **Minutes of February 16, 2023 Meeting**

Reed made one word change - budged to unbudgeted reserve. (Referring to funds for housing). Cook moved to accept minutes as edited, Buschur seconded, Reed, Cook and Buschur approved, Bill, Janes and Reeser abstained.

Gard stated there were no Administrative Items, nor Correspondence.

Cook moved to Adjourn, Buschur 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 June 15, 2023 at 7:30 p.m.

Respectfully submitted,

Barbara Gard, CPC Administrator