

**COMMUNITY PRESERVATION COMMITTEE
TOWN OF WEST NEWBURY
MINUTES OF MEETING
April 18, 2019**

A meeting of the West Newbury Community Preservation Committee (CPC) was held on April 18, 2019, in the First Floor Hearing Room. Members Joseph Anderson, Bill Bachrach, Chair, Ray Cook, Mary Harada, Bob Janes, Judy Mizner, and Sherry Pruyn were present. Jean Nelson, Administrator, was also present.

The meeting was called to order at 7:30 PM. Bachrach said it is being recorded for the purpose of preparing minutes.

Recommendations to Town Meeting for Community Preservation Act Articles

A **motion** was made by Bachrach: I move that the Community Preservation Committee recommend the following articles to Town Meeting, in accordance with M.G.L. Chapter 44B, Section 5.(b)(2):

Special Town Meeting Warrant

Article 2. Historic Sites Survey, \$25,000

Article 3. GAR Library, ADA Access Ramp, \$17,000

Article 4. Brown Spring Farm Acquisition Project, \$200,000

Article 5. River Road Acquisition Project, \$75,000

Annual Town Meeting Warrant

Article 14. Community Preservation Act Funding Estimate, Fiscal Year 2020

Appropriations:

From FY 2020 estimated revenues for Committee Administrative Expenses	\$ 20,583.00
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Reserves:

From FY 2020 estimated revenues for Community Housing Reserve	\$ 41,166.00
From FY 2020 estimated revenues for Historic Resources Reserve	\$ 41,166.00
From FY 2020 estimated revenues for Open Space & Recreation Reserve	\$ 41,166.00
From FY 2020 estimated revenues for Budgeted Reserve	\$ 267,581.00

The motion was seconded by Anderson. Bachrach asked for any discussion.

Mizner asked if a recommendation had been sought and received from the Historical Commission for the Walkway project. At this point, Cook recused himself and sat in the

audience. Nelson said it had not been, to her knowledge. Janes said he voted against the Application. He said that every Application submitted has plans, estimates, etc. There was no definitive backup for the amount of money requested. He said he also understands that the Library Trustees are seriously considering enclosing the area as an addition to the library.

Nelson said that she did not think input was sought. The Guidelines state that an Applicant shall seek the support from the commission/board which deals with the category of funding. She had not been here to review and comment on the Applications filed. As part of her review, she will remind Applicants to seek approval, but she did not review the Applications. The Applications were filed late--the Monday before the meeting, and she did not think it was brought up at the meeting. She said she tells people that if they do not receive support, the CPC may approve an Application anyway, but the CPC requires that you have talked with the proper entity.

Bachrach observed that process was not followed. He said the question is, do we follow our process? He said that the Board of Selectmen meeting came on Monday, and our meeting was on Thursday, and the Applications were referred to the CPC. He asked if moving forward, do we have to follow that process or not? Nelson said that you do have a process, which has been followed in the past. She said that at the March meeting, listening to the audio recording, Cook has suggested this is too rushed, and there should be at least a sketch, drawings, plan and estimates. She said that she had felt listening that their arms had been twisted. She did not see what the rush was.

Bachrach said that in answer to Mizner's question, we should follow the process.

Cook, as an audience member, said the walks around the library are all brick, and what is proposed here is asphalt. It is inconsistent with the architectural style. Nelson said that she had gone to the library last week, and viewed the location of the project. Susan Babb had told her that the Trustees would like to see a brick walkway. Nelson said that the Trustees can pay the difference to use brick, if they wish.

Babb had also pointed out the close location of the septic system for the building. Nelson said there are some design issues which need to be addressed, in her opinion.

Mizner said that brings up the question as to whether the Committee should reconsider the vote from the last meeting. Anderson said he is OK with the vote taken. Mizner moved to reconsider the Applications for the Library Access Walkway, second by Janes. Mizner said there have been questions raised as to whether we have followed the appropriate procedure, and questioned if the Library wants this. She suggested we consider and wait for a more appropriate Application. Prunyn said it is a project that they want. Anderson suggested that if the Library Trustees want brick, they can pay the extra for it. Harada said there seems to be a lack of coordination. Bachrach said there was a message from Sandra Capo, a Trustee, in support of the Applications.

He said the comment had been made to trust the DPW Director with 30 years of experience. There was a lot of discussion in March on that. Wendy Reed, a Trustee, said that the project had gone before the Finance Committee, who had suggested this could be a CPA project. The Applications did not originate from the Library. She did not think that the DPW Director had talked with the Trustees, but rather the Director of the Library. Reed said if the Applications had come from the Trustees, the process would have been more organized.

Nelson noted that when a walkway project had been approved several years ago, there had been drawings and a quote submitted with the Applications by the Trustees of the Library, and the quote had been obtained based on that drawing.

She said in listening to the recording the comment had been made that this is a small town, and the DPW does not have a budget for design work. She said that the design could have been applied for from CPA funds, then the second step would have been to apply for funds with a design and an estimate.

Anderson said technically there should have been more fleshed out, but this is for handicapped access, managed by the DPW. Pruyn agreed. Bachrach asked for a vote—Mizner said the motion had been made for discussion purposes. She said in the future, the requirements should be followed, and Anderson agreed. Bachrach said that what was disappointing is that three articles were filed way past the deadline set for the Town Meeting calendar. Mizner said that deadline cannot always be complied with, especially with open space.

Bachrach called a vote on the original motion to recommend the Articles to Town Meeting. The vote in favor was 6-0. (Cook was recused.) Anderson asked for clarification, and Nelson said that it is a statutory requirement to recommend to Town Meeting.

Discussion/review of draft Report to Town Meeting

The draft was reviewed and edited.

The Town Meeting process was discussed. Nelson said usually, a CPC report is given before the first CPA article. She suggested that then before Article 30, the position of the CPC on that Article will be read. Bachrach said many people do not know there is a CPA tax on their tax bill. He suggested adding value of the CPA for the Town, i.e. number of dollars spent on various projects. Mizner said there is a flyer being prepared by the Open Space Committee which lists projects. It was decided that the CPC will not refer to that document. Nelson will work with Wendy Reed and Jean Lambert on corrections to that flyer.

It was decided to list some projects with dollar amounts to indicate value to the Town. Nelson was asked to choose a list of projects which represent each category and bring it back to the next meeting.

Nelson will make the necessary edits and the document will be discussed again at the next meeting.

Bachrach asked for the votes of support to maintain the 3% surcharge:

Cook: Planning Board vote was unanimous to keep the surcharge at 3%.

Mizner: Conservation Commission voted 4-1 to keep the surcharge at 3%.

She stated that the Open Space Committee vote was unanimous to keep the surcharge at 3%.

Bachrach: Parks and Recreation vote was unanimous to keep the surcharge at 3%. Bachrach said that we need to develop a plan long term on what we want to do moving forward. He suggested that the Town Manager hold a meeting with all of the stakeholders so we don't work in silos. Cook said the Planning Board basically agrees with long term planning, and Mizner said the Conservation Commission had discussed a long-term plan also.

Janes: Historical Commission and River Access Committee had voted to keep the surcharge at 3%. Elisa Grammer had notified Nelson of this.

Anderson: the motion was to approve article 30 at the Board of Selectmen meeting. The vote was 1 in favor and two opposed.

Housing Authority: has not met to vote on this article.

Cook summarized that every stakeholder group has voted not to support Article 30.

Nelson noted that Elisa Grammer's letter had recommended a new Comprehensive Plan, and Capital Needs Plan. Nelson said that in her opinion this is a monumental task. The Comprehensive Plan is 20 years old, and requires a huge effort. She suggested hiring a professional consultant to pull this all together. Anderson supported that idea. Bachrach suggested a two-year plan for prioritization. There was general disagreement to that statement.

Motion made by Mizner that the CPC support the current 3% surcharge and oppose the proposed surcharge reduction. Seconded by Anderson. The vote in favor was unanimous.

The draft was reviewed, and revisions made. Nelson will make the revisions and the document will be reviewed at the next meeting.

Bachrach will present the Report to Town Meeting, and Mizner will present the CPC position for Article 30.

Draft Handout

The Handout was reviewed, discussed, and edited. Nelson will revise the document, and it will be reviewed at the next meeting. The Handout will contain color photos. Anderson gave Nelson authorization to make 500 color copies on the copier in the Board of Selectmen's Office.

Request from Wayne Amaral, DPW Director, to close the Page School Generator Account balance

Nelson read the message from Wayne Amaral to close the Page School Generator Account. **Motion** made by Bachrach, seconded by Janes, to close the Page School Generator Account. The work has been completed.

Sign at Action Cove

A quote of \$207.67 has been received for the sign at Action Cove from The Sign Center in Haverhill.

Motion made by Mizner, seconded by Harada, to authorize purchase of sign for \$207.67 from the Sign Center for Action Cove.

Expiring Terms

The next meeting is scheduled for June 20, 2019. Anderson asked Nelson to request that the Board of Selectmen appoint a CPC rep prior to that date.

Minutes

February 25, 2019

Motion by Bachrach, seconded by Anderson, to approve the Minutes. The vote in favor was. 6-0-1 (Mizner abstained.)

March 14, 2019

The Minutes were reviewed and edited.

Motion made by Anderson, seconded by Bachrach, to approve the Minutes as edited. The vote in favor was 7-0.

Coverage for Office

Bachrach and Mizner will be contact people while the office is closed.

Mizner said that she will not be present at the April 25, 2019 meeting, and requested to partake under the provisions of Remote Participation. She will be out of town.

Motion to adjourn, 8:50 PM.

Submitted by,

Jean Nelson
CPC Administrator

These Minutes were approved by the CPC on June 19, 2019.

List of Documents Reviewed at Meeting:

Draft Report to Town Meeting #1

Draft CPC Position on Article 30 #1

Draft Informational Handout #1

Draft Minutes of February 25 and March 14, 2019