

**COMMUNITY PRESERVATION COMMITTEE
TOWN OF WEST NEWBURY
MINUTES OF MEETING
December 20, 2018**

A meeting of the West Newbury Community Preservation Committee (CPC) was held on December 20, 2018, in the First Floor Hearing Room. Members Joseph Anderson, Bill Bachrach, Chair, Mary Harada, Bob Janes, and Sherry Pruyn were present. CPC members Ray Cook, Judy Mizner, and Angus Jennings, Town Manager and Ex Officio Member, were absent. Administrator Jean Nelson was also present.

The Meeting was called to order at 7:30 PM

Discussion of draft Open Space and Recreation Plan

Bachrach asked for comments. Anderson said the version that he had seen did not have a Recreation section. Bachrach said it is in the Appendix. He said that document is not a strategic plan, but is used mainly for grants. Nelson disagreed. He had given Marlene Switzer a write up for the \$5M bond, and would be meeting with her again. He had found the population graph questionable.

Nelson related that she had read the plan and sent two memos with comments to Marlene Switzer. Many were of a technical and grammatical nature, and many were comments on text, maps, etc. She had been particularly concerned with the Groundwater Protection Overlay District Map (GPOD), which was not the official GPOD Map, but one created by someone. She had asked that the \$5M bond be included.

Bachrach said again that the plan only to be used for grants. Nelson and Pruyn disagreed. Nelson said that the Plan will be fallen back upon, for example, for any parcel of interest. Discussion followed that the Parcels of Interest list is extremely long, which makes it meaningless. Anderson said that the Board of Selectmen had asked them to prioritize the parcels, but they were told that would drive up the value of the top five things on the list. Pruyn said it should be as transparent as possible.

Bachrach said that the document has now gone to other committees, which are tearing it apart, and that is not the purpose of this document.

Discuss request by Tom Atwood to the Board of Selectmen to decrease the CPA surcharge amount

Bachrach said this had been discussed at the last meeting. Pruyn said she had read the article, and does not feel the surcharge amount should be decreased. Nelson had asked the CP Coalition to calculate the reduced surcharge amount, which she had received from Chase Mack. She had taken it a step further and calculated the split between the three CPA areas and Admin expenses. She felt that the Admin amount would be so minimal that it would impact staffing and expenses.

Discussion of draft sections of the Community Preservation Plan to date:

- First Section-Introduction: no comments.
- Community Housing: Bachrach asked how one defines Short Term and Long Term Goals. He asked if an Affordable Housing Committee had been established yet, and the response was no. He said he did not understand the table on page 56 of the 2018-2022 Housing Production Plan. Nelson tried to explain it, without having it in front of her, and said she will review it. She reviewed DHCD Approval vs. Certification, which Jennings had explained at the last meeting. Nelson said she believes Affordable Housing is on Jennings long term list, and Anderson added that he has a long list.
- Historic Preservation: Janes said that Mass Historical Commission had just given the Historical Commission (HC) approval to apply for a second round of funding for the Historic Sites Inventory. Nelson said that she has met with Jennifer Conway and reviewed the CP Plan Historical section. They had made revisions and Conway was going to take it back to the HC for review and approval.
- Recreation: no discussion

Discuss getting the word out regarding the Community Preservation Act

Bachrach said that Parks and Recreation Commissioners will have a meeting with the Open Space Committee in January. Nelson said she had requested and received some ideas from the CP Coalition for writing an explanation of CPA. Bachrach suggested a flyer, but consensus was that people do not read flyers. She suggested electronic distribution, and Anderson added that electronically it is there for a while, where a flyer just sits on the counter until it is thrown away. Nelson said she will work on drafting an article or series of articles.

The potential Middle and High School project and tax implications were discussed.

Minutes November 15, 2018

The Minutes of November 15, 2018 were reviewed. Revisions were made. Regarding the request by Open Space Committee to amend the Bylaw, Bachrach said that he had talked with Marlene Switzer, who had suggested that the position could be revised to be entitled Conservation/Open Space member, then Wendy Reed could be appointed. Anderson said that the position is identified by the statute as a member of the Conservation Commission. If the Con Comm chose to do so, they could appoint Wendy Reed instead of Judy Mizner as CPC member.

Motion made by Anderson, seconded by Bachrach, to approve the Minutes as revised. The vote favor was 5-0.

Minutes September 20, 2018

The Minutes were approved as written.

Motion made by Anderson, seconded by Bachrach, to approve the Minutes as written. The vote in favor was unanimous.

..Vouchers

Review of invoice from Systems Electrical for Page School Generator

Nelson related that Wayne Amaral, DPW Director, now has the voucher. As part of the verification of the invoice procedure, she had requested Inspection Reports by the Electrical Inspector. A Permit had not been pulled. Invoices from Fitzmeyer and Tocci, Engineers, paid by the DPW had indicated Construction Administration, but there were not any reports found for them. Amaral had been scheduled for a meeting with the contractor, and that meeting had been cancelled. Nelson had talked with Gary Bill, who said he had been to the site and had told the contractor that they must pull an Electrical Permit. Amaral is holding the voucher until he is satisfied that the work has been performed.

Discussion of potential Open Space, Recreation, Historic Preservation, and Community Housing projects for future discussions

Nelson asked Janes if he will be submitting Applications for Phase II of the Historic Sites Survey. She urged him to submit for the January CPC meeting. According to the Budget Calendar, articles are due to the Board of Selectmen by February 13, 2019.

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

There were none.

Correspondence

FY20 Budget Calendar from Angus Jennings, dated December 5, 2018

Administrative Details

Jean's absences:

March 4 to March 20, 2019

April 28 to May 19, 2019

Motion to adjourn, 8:13 PM.

Submitted by,

Jean Nelson
CPC Administrator

These Minutes were approved by the CPC on January 17, 2019

Documents reviewed at the meeting:

CP Coalition calculation of a reduction of CPA Surcharge to ½%, and Nelson's further breakdown into CPA categories

Minutes of September 20 and November 15, 2018

Community Preservation Committee, Town of West Newbury, Minutes of Meeting, December 20, 2018
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