

**COMMUNITY PRESERVATION COMMITTEE
TOWN OF WEST NEWBURY
MINUTES OF MEETING
November 30, 2017**

A Meeting of the West Newbury Community Preservation Committee (CPC) was held on November 30, 2017 in the First Floor Hearing Room. Members Joe Anderson, Chairman, Bill Bachrach, Ann Bardeen, Mary Harada, Bob Janes, Judy Mizner, and Sherry Pruyn were present. Administrator Jean Nelson was also present.

The meeting was called to order at 7:34 PM.

Annual Public Informational Hearing, held pursuant to M.G.L. Chapter 44B, Community Preservation Act, Section 5.b.(1), regarding the needs, possibilities and resources of the Town relative to the Act in the areas of community housing, historic preservation, and open space and recreation.

Anderson opened the Public Hearing. Harada read the Legal Notice.

Anderson welcomed those present. He asked that CPC members introduce themselves. He gave a summary of CPC activities over the past year. He related advertising, posting and notification of the Public Hearing being held tonight.

He summarized the two projects approved by voters in Fiscal Year 2017: Inventory of Historic Properties, in the amount of \$25,000. That project is now underway. The Historical Commission has received a grant from Mass Historical Commission for \$12,500, which requires a match from Town funds.

In April, 2017, voters approved an article for the Rehabilitation and Restoration of Action Cove, Phase II, in the amount of \$25,000. That project has been completed.

The Revenue Statement for the CPA Fund for Fiscal Year 2017, as reported by the Town Accountant, is as follows:

Receipts from Surcharge:	\$298,098.44
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Tax Liens Redeemed:	104.56
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Earnings on Investments:	12,825.68
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SUBTOTAL	\$322,028.68
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State Match: \$118,749.00 (Based on FY 2016 CPA Revenues, but
Received in November of FY 2017. The State Match was
40.8% of Surcharge Funds received in FY 2016.)

TOTAL \$429,777.68

The State Match for Fiscal Year 2017, announced in November, 2017, (which is Fiscal Year 2018) is \$102,706. That is a 34.4% match of the funds collected for the CPA surcharge. The breakdown is as follows:

Round 1:	\$ 52,451
Round 2:	32,104
Round 3:	19,435
Adjustment	(284)
TOTAL	\$102,706

According to the Town Accountant, the net balances (does not include appropriated funds for projects) in the CPA funds as of July 1, 2017, are as follows:

Available Fund Balances Per Town Accountant, as of 7/1/2017

Community Housing	\$199,816.95
Historic Reserve	74,531.15
Open Space/Recreation	342,144.41
Undesignated CPA Retained	1,214,569.21
Budget Reserve (Temp Account)	228,806.41
Admin Funds	18,109.00
TOTAL	\$2,077,977.13

Pending:

State Match (to Undesignated)	102,706.00
Closeout of Page School Project:	27,254.50

Anticipated Total

\$2,207,937.63

Twenty-three projects totaling \$2,455,768 have been approved by voters to date. The category breakdown is 2,068,668 for Historic Preservation, \$265,000 for Community Housing, and \$122,100 for Open Space and Recreation. As of this date, all of the projects have been completed and closed out with the exception of Inventory of Historic Properties. Some projects have been completed under budget.

Anderson opened the hearing for comments and questions from the public.

Danny Carlat, 9 Old Wharf Road, asked why not more money has been spent on Open Space. He cited the survey where 55% of respondents said their first priority is open space. Mizner responded that the CPC acts on projects that are submitted to us. She said we do not create the projects. The CPC cannot recommend projects if they have not been proposed to the committee. The CPC does not propose projects-- It reviews and approves them.

Bardeen added that prior to CPA the Town had an Open Space Bond for \$5,000,000 which was expended on Open Space purchases. That was a different source for open space expenditures until the bond funds were exhausted.

John Dodge, 1 Old Parrish Way, said he has been on the Open Space Committee for three years. He stated that parcels they looked at are big, and cost lots of money. He said the Open Space Committee will bring in some projects.

Marlene Switzer, 13 Follansbee Lane, said she has been on the Open Space Committee for one year. She asked for a listing of all projects that have been submitted. She asked also if there is a list of applications that have been submitted but were not approved, and the reasons why.

Nelson said that in response to the first question, there is a list of all approved projects in a table in the Community Preservation Plan, which is on the CP Committee's page on the Town website. In response to the second question, the answer is no. She said she is compiling a list of what was submitted and not approved for various reasons. The reasons could include being withdrawn by the Applicant, being denied by the CPC, and by various forms of not approving at Town Meeting.

Kurt Umholtz, 150 Middle Street, said he is curious about the Historic Inventory—what it is used for, and what the results are. Janes said that an inventory was done in the early 1970s. It was done by people on the Historical Commission without background in this. They put together what they remembered about properties reviewed. Nobody had done a complete inventory to find the history of the property. In the new Inventory, an in-depth survey will be done of all the houses in town, starting with houses on Main Street that are over 100 years old.

He said there is a lot of history in town, and they want to make it available to residents.

Umholtz asked what form does the survey take ultimately? Janes said it will be online, and there will be a copy at the library. Mass Historic Commission will have it on their database also. Nelson said that the state has a database called MACRIS, where prior forms of work performed in the 1970s that were submitted to the state can be viewed. Janes said that result of work is in volumes at the library.

Nancy Keller, 20 River Road, asked the progress of that list. Janes said the consultant is just getting started. He said that the consultant will be viewing and taking pictures from the public way, and will not be going onto private property. Eventually they hope to go on to other properties that are further out, but for this first effort are focusing on Main Street, to maintain consistency.

Anderson asked for further input or questions. Hearing none, he thanked those in attendance for coming to the Public Hearing, and urged interested people to come in to discuss a potential project. Bachrach added that if you wish to submit a project, there is a template that has to be filled out. Anderson made a motion to close the Public Hearing, which was seconded by Mizner. The vote in favor was unanimous.

Presentation of Digital Imaging of Historic Documents by Michael McCarron, Town Clerk

Michael McCarron, Town Clerk, recapped that the Town had approved a project for the preservation of town records using CPA funds. The basement has been redesigned as a Records Room for paper records of the Town. His concern was that a lot of records exist only in paper form in a fireproof safe. If the building were to burn down, these records would be lost forever. Using CPA funds, he worked with Ricoh whereby they scanned these records and they are now preserved in the cloud. Twenty boxes of records were scanned. Some books had to be professionally de-bound at extra expense, because they were too fragile to place on the scanner. The Finance Committee had approved funds for that expense.

In response to a question, he said that the information is not available online, but there is a possibility to put it online. It is expandable, so we now have the ability to add to these records. This is also a beginning of the Town to become a paperless office. Our network has a continuous backup system.

This work will be made available to Stacy Spies, the consultant working on the Historic Inventory. She will be able to access these records from the cloud, instead of searching records in the Clerk's Office. The records scanned go back to the late 1800s, and up to the 1950s. Minutes from the Board of Selectmen and Town Reports go back many years. In response to a question from Pruyn, he said they are working on OCR capability.

There are not records prior to the late 1800s, because the Town was not a separate Town then. He reviewed the program on a screen, showing cabinets for different types of records. He

demonstrated a search of a death record which gave other information. The records are searchable by name. He gave an example of a past Town Report, and pointed out interesting facts.

Someone asked when it will be available for all to access on the website. McCarron said that is the plan. There are now five licenses. He said he wants to work with Ricoh to make it more accessible.

Bachrach asked if there are Board of Selectmen Minutes discussing grant of the water rights to Newburyport. McCarron said those were granted by the state legislature, and not by the Board of Selectmen. Rights were granted for the lower Artichoke in 1908, and for the upper portion in 1918.

Nelson asked if the digital records created today can be added to the database, and the response was yes.

Discussion of Department Heads' Meeting held on November 22, 2017, and upcoming meeting scheduled for December 7, 2017

Anderson said it will be a discussion of ways to improve communication, and new Open Meeting requirements. All chairpeople and committee people and their staff are welcome.

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Nelson said she will add anyone not present, which she has not done in the past. Bachrach asked about the error found in the Revenue Statement, discussed at that meeting, which Nelson said has now been corrected.

Motion made by Anderson, seconded by Bardeen, to approve the Minutes with the correction. The vote in favor was 5-0-2 (Pruyn and Mizner abstained.)

The CPC decided that there will not be a meeting in December.

Motion to adjourn, 8:28 PM.

Submitted by,

Jean Nelson

Administrator

These Minutes were approved by the CPC on February 15, 2018.