

**COMMUNITY PRESERVATION COMMITTEE
TOWN OF WEST NEWBURY
MINUTES OF MEETING
October 18, 2018**

A meeting of the West Newbury Community Preservation Committee (CPC) was held on October 18, 2018, in the First Floor Hearing Room. Members Joseph Anderson, Ray Cook, Mary Harada, Bob Janes, Judy Mizner and Sherry Pruyn were present. Bill Bachrach, Chair, participated remotely via telephone. Angus Jennings, Town Manager and Ex Officio Member, and Administrator Jean Nelson were also present.

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

Mizner opened the meeting by stating that Chairman Bill Bachrach is not able to attend and will be participating remotely. She has determined that geographic distance would make his attendance unreasonably difficult. Bachrach was dialed in via cell phone.

Motion made by Cook, seconded by Anderson, to have Judy Mizner, as Vice Chairman, chair the meeting tonight. Mizner noted that all votes must be taken by roll call tonight due to the remote participation. Vote was taken: Joseph Anderson, Aye; Ray Cook, Aye; Mary Harada, Aye; Bob Janes, Aye; Judy Mizner, Aye; Sherry Pruyn, Aye; Bill Bachrach, Aye.

..Annual Public Informational Hearing, 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.

Mizner declared the Annual Public Informational Hearing of the Community Preservation Committee open. She announced that the meeting is being recorded for the purpose of preparing Minutes. Cook read the Legal Notice.

Those present identified themselves: Sarah Robinson, 796 Main Street, Ann Craig, 800 Main Street, Marlene Switzer, 13 Follinsbee Lane, and Patricia Reeser, 84 Crane Neck Street. The CPC members each identified themselves by name and affiliation.

Mizner related that the Legal Notice was published in the October 3 and 10, 2018, editions of the Daily News of Newburyport, filed with the Town Clerk and posted at the Town Office Building on September 27, 2018. In addition, notice of the meeting notice was posted on the News and Notes of the Town website, on the Town website calendar, the CPC webpage, a Public Service Announcement was sent to the Daily News, and notice was sent internally to all department heads.

She welcomed attendees and thanked them for coming.

Mizner related the background of the Community Preservation Act (M.G.L. Chapter 44B, CPA) and provisions of the Act.

She read that As of October 1, 2018 (per Town Accountant), the balance in the CPA Fund account is \$2,334,977.

Community Housing Reserve	\$239,813
Historic Reserve	178,390
Open Space/Recreation Reserve	382,142
Undesignated Retained	1,274,645
Budget Reserve (Temp)	259,987
TOTAL	2,334,977

She stated that since adoption by the Town in 2006, CPA Funds have been expended for 25 projects in the areas of Community Housing, Historic Preservation, and Open Space and Recreation totalling \$2,289,445. The breakdown of categories is as follows:

Community Housing **\$247,384**

Historic Preservation **\$1,937,051**

Open Space and Recreation **\$105,010**

Of the total spent for Historic Preservation, \$1,683,000 has been spent on Page School preservation and restoration.

The match from the Commonwealth for Fiscal Year 2017 was \$102,706, which was 34.4% of our surcharge revenue.

In summary of the projects for the past year, the CPC recommended to Town Meeting and voters approved one project at the Special Town Meeting in April, 2018:

Emergency Generator at the Page School, in the amount of \$200,000, under the Historic Preservation category. That project is currently underway. At this time, that is the only open CPA project.

Applications which were filed but did not go forward, for various reasons, were Purchase of a Conservation Restriction at Brown Spring Farm, Admin Funds for Completion of the Open Space and Recreation Plan, and Pipestave Hill Parking and Circulation.

The Historic Sites Survey has been completed by consultant Stacy Spies. The project was approved by Special Town Meeting vote of October, 2016, Article 9. A sample of the final product is available here tonight for your review. We commend the Historical Commission for obtaining the grant and the successful project completion.

Bob Janes reported that a sample of the survey is provided here tonight. The results will be posted on the Historical Commission (HC) website, and eventually on the Commonwealth's MACRIS database. We are waiting for final approval from MHC. He said that the Historical Commission would like to go ahead with the second phase of site surveys. The HC wanted to survey 300 homes. 116 were done with this project.

Mizner continued that there is an article for CPA funds for the upcoming Special Town Meeting for \$51,500 for a Conceptual Study for the Pipestave Hill Active Recreational Area Expansion to the Adjacent Town-Owned Property known as the Dunn Property.

She Opened the Hearing for discussion for anyone who wished to speak.

Patricia Reeser asked if any of the sites survey study will be available digitally. Janes replied that the results of the survey will be posted on the Historical Commission's webpage, and on the Commonwealth's MACRIS database. The forms will kept in the Town Clerk's Office.

Janes said he has received some comments or concerns with the info in the survey for their homes and will ask what the process is to revise the forms, if necessary. He is compiling any comments. Jennings added that he has proposed a mailing to all residents with homes in the survey, letting them know of the survey done on their home, and that it is available online. He has also asked MVPC for a scope to link the Forms B to the GIS database, and may propose expending admin funds for that purpose.

Reeser said that she thinks there is a flaw in the CPC Bylaw. She asked if the CPC could amend it to include a seat for a member of the Open Space Committee. Anderson briefly reviewed the requirements for amending the bylaw, and the minimum statutory membership requirements. Nelson said that in many other towns, the Open Space Committee was an offshoot of the Conservation Commission, and often appointed by the Conservation Commission. She felt for that reason, the legislation did not require Open Space because the Con Comm was the primary entity, with their knowledge of the land in the town. Mizner said the bylaw followed the state requirements. It can be discussed for a bylaw amendment for Town Meeting.

Cook asked the administrative procedure to tweak the bylaw. Various methods were discussed. Nelson noted that if the membership is amended, there would be an even number of voting members, which may present a problem. Bachrach asked that the research be done. Anderson read the requirements from a summary of the legislation. He read a paragraph regarding At-Large member requirements. Anderson said that a nine member committee would be a lot.

Mizner said the topic can be discussed at a future meeting.

Mizner thanked those present for attending the Hearing tonight. She said the Committee welcomes individuals or groups interested in applying for funding to contact Jean Nelson to be scheduled on the Agenda to come in and discuss a potential project.

Motion made by Cook, seconded by Janes, to close the Public Hearing. The vote was taken: Joseph Anderson, Aye; Ray Cook, Aye; Mary Harada, Aye; Bob Janes, Aye; Judy Mizner, Aye; Sherry Pruyn, Aye; Bill Bachrach, Aye.

Historic Sites Survey, Article 9 of Special Town Meeting, October, 2016, Completion and Next Steps

This Agenda item had been discussed during the Public Hearing.

Review of draft Annual Report for Fiscal Year 2018

The draft report was reviewed and discussed. Nelson had received input from Mizner, which had been incorporated. It was decided that the Report should be posted on the CPC website.

Motion made by Mizner, seconded by Cook, to approve Draft #2 of the Annual Report for submittal to the Board of Selectmen. The vote was taken: Joseph Anderson, Aye; Ray Cook, Aye; Mary Harada, Aye; Bob Janes, Aye; Judy Mizner, Aye; Sherry Pruyn, Aye; Bill Bachrach, Aye.

Preparation for Town Meeting

Nelson asked the Committee to make a recommendation to Town Meeting for Article 5, in compliance with the statute.

Motion made by Anderson, seconded by Mizner, to recommend that Town Meeting approve Article 5 for Engineering Services and related expenses to prepare a conceptual study for Pipestave Hill Recreational Area Expansion. The vote was taken: Joseph Anderson, Aye; Ray Cook, Aye; Mary Harada, Aye; Bob Janes, Aye; Judy Mizner, Aye; Sherry Pruyn, Aye; Bill Bachrach, Aye.

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

Bob Janes had signed a voucher for A-Best Abatement for \$3200. for the Page School Generator project.

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

Jennings asked if Admin Funds could be used if additional mapping is needed to complete the Open Space and Recreation Plan. Nelson explained the background of the previous application to expend Admin Fund for the Plan, which had not been discussed or approved due to timing of the application. Marlene Switzer, as Open Space Committee member, said that the OSC will not need the funds for mapping.

Motion made by Cook, seconded by Janes, to adjourn, 8:40 PM. The vote was taken: Joseph Anderson, Aye; Ray Cook, Aye; Mary Harada, Aye; Bob Janes, Aye; Judy Mizner, Aye; Sherry Pruyn, Aye.

Submitted by, Jean Nelson, CPC Administrator