

**COMMUNITY PRESERVATION COMMITTEE
MINUTES OF MEETING
September 21, 2017**

A meeting of the West Newbury Community Preservation Committee (CPC) was held on September 21, 2017 in the First Floor Hearing Room. Members Joseph Anderson, Chair, Bill Bachrach, Mary Harada, Bob Janes, Judy Mizner, and Sherry Pruyn were present.

The meeting was called to order at 7:30 by Anderson.

Update on Projects

Nelson related that the accounts for Action Cove Phase II and Digital Imaging of Historic Records have been totally expended. There is a request tonight from Gary Bill to close the Page School HVAC and G.A.R. Memorial Library Windows accounts, and for unexpended balances to be returned to the appropriate fund balance lines. (See below.) A contract has been awarded to a consultant for the Inventory of Historic Properties, and that work will begin shortly.

Request from Gary Bill, DPW Director, to close out the G.A.R. Memorial Library, Windows Account and the Page School HVAC Account

A memo from Gary Bill was read, notifying the CPC that both projects have been completed and requesting that the accounts be closed. Nelson provided the final dollar amounts: Total expended for Page School HVAC (additional) was \$172,745.50, and the unspent balance on the Page School project is \$27,254.50. Total expended for the Library Windows project was \$75,394.10, and the unspent balance on the project is \$36,605.90.

Motion was made by Mizner, seconded by Anderson, to close both the Library Windows and Page School HVAC accounts, and to have the funds returned to the appropriate fund balances. The vote in favor was 6-0.

Discuss concept of permanent signage at projects, and acknowledgement of CPA funding for other projects

Nelson said that she has asked various CPA funds recipients to acknowledge use of CPA funds for their projects, and said that feels in some cases a sign might be in order. She suggested a modest sign at Action Cove, and suggested that CPA Administrative Funds could be used to pay for it. Bachrach will discuss this with the Parks and Recreation Commission, and let Nelson know what they think.

Discuss FY18 Goals message from Board of Selectmen

Anderson said that discussion is not needed.

Discuss Community Compact Cabinet for FY 2018 and Best Practices recommendations

Nelson said she had reviewed the document and had not seen any CPA-related functions that are not being performed. The Open Space Committee is updating the Open Space Plan, and MVPC is drafting a Housing Production Plan.

Discuss draft Time and Cost Estimates document

Nelson had drafted a Time and Cost Estimates guidance document for review. The CPC Bylaw calls for time and cost estimates, but there is currently not any direction as to what is required. The document was reviewed and edits made.

Motion made by Mizner, seconded by Anderson, to approve the revised Time and Cost Estimates as an Appendix to the Guidelines. The vote in favor was 6-0.

Date for Annual CPA Public Hearing: November or December

The Annual Public Hearing will be held in November, and that meeting date will be changed to November 30th. There will not be a meeting in December unless there are applications to be reviewed.

Minutes, July 20, 2017

The Minutes were reviewed and edited.

Motion made by Anderson, seconded by Mizner, to approve the Minutes as edited. The vote in favor was 5-0-1 (Harada abstained.)

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

Ricoh, Inc., for Digital Imaging of Historic Records, \$1417.67

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

Nelson had placed this item on the Agenda in order to ask the status of the Carr Post. Mizner gave an update of the Drakes Landing project as it relates to the roadway access relative to the Carr Post. Anderson updated the CPC with discussions regarding additional parking offered by Cottage Advisors.

Anderson said there are still no decisions about what to do with the property. Pruyn asked why it is taking so long. Janes said there are various ideas for the use of the building. Anderson said that the Community Center Committee is not interested in the property.

Administrative Details

The amended CPC Bylaw has been approved by the Attorney General, and posted by the Town Clerk.

Motion to adjourn, 8:45 PM.

Submitted by,

Jean Nelson
Administrator

These Minutes were approved by the CPC on October 26, 2017.