



TOWN OF WEST NEWBURY

APPLICATION FOR PROJECT FUNDING

COMMUNITY PRESERVATION COMMITTEE

Applicants should file eight (8) copies of the completed Application and all accompanying documents with the Community Preservation Committee, Town Office Building, West Newbury MA 01985, and an electronic copy to cpc@wnewbury.org.

PROJECT NAME: Rehabilitation to Improve Parking and Circulation

PROJECT ADDRESS: Pipestave Hill Active Recreational Area/Dunn Property

MAP/LOT: R22-3 (Mill Pond/Pipestave) and R26-19 (Dunn property)

APPLICANT NAME: Board of Selectmen, upon recommendation of Pipestave Parking, Circulation and Land Use Advisory Committee ("Pipestave Committee")

CONTACT PERSON: Angus Jennings, Town Manager and Pipestave Committee Chair

TELEPHONE/FAX NO.: (978) 363-1100 x111 / FAX (978) 363-1826

ADDRESS: Town Office Building, 381 Main Street, West Newbury, MA

EMAIL: townmanager@wnewbury.org

COMMUNITY PRESERVATION CATEGORY:

(Please check all that apply)

- ☐ **Open Space**
- ☐ **Historic Preservation**
 - ☐ **Eligible/On State Registry**
 - ☐ **Designated by Historic Commission**
- ☐ **Community Housing**
- ☐ **Recreation**

The Committee may require, as a condition for funding, that the applicant grant to the Town or other authorized grantee certain restrictions, including: preservation restrictions on rehabilitated or acquired historic resources, conservation restrictions on preserved or acquired lands, and deed restrictions on affordable housing projects. If applicable, the restriction shall be recorded at the Southern Essex District Registry of Deeds.

REQUIRED NARRATIVE: PLEASE PROVIDE A NARRATIVE ON A SEPARATE SHEET WHICH ADDRESSES THE FOLLOWING REQUIREMENTS

PROJECT SUMMARY: Provide a description of the Project, including the property involved and its proposed use.

PUBLIC BENEFIT: Describe in detail the benefits West Newbury will receive from the Project and how the Project fulfills the Community Preservation Committee's Project Evaluation Criteria.

CONTROL OF SITE: Indicate whether the applicant owns or has a purchase agreement for the Project site. If the property is under agreement, include a description of the agreement and the timing and conditions. If the applicant does not have site control, explain.

FEASIBILITY: List all steps that may be required for completion of the Project, such as environmental assessment, zoning or other approvals, agreement on terms of any required conservation, affordability or historic preservation restrictions, and any other known issues. For projects that may impact abutters or the neighborhood, describe methods used to notify abutters of the proposal, and support or objections from those affected.

SUPPORT: Have the appropriate Town Boards and Commissions expressed support and/or approved the project? What is the nature and level of community support for this project?

PROJECT TIMELINE: Describe the anticipated steps or phases for completion of the Project. Demonstrate whether the Project will be ready to proceed in the coming fiscal year. Will this be a multi-year project?

FUNDING:

A. **Amount of Community Preservation Funding Requested:**

\$106,000.

B. Include a full budget, including itemization of major components and breakdown of construction and maintenance costs. Describe the basis for your budget and the sources of information you used.

A preliminary estimate of project costs is enclosed. The project scope and cost estimates are based on the expectation that the Town, through its DPW department, will serve as general contractor, and will sub-contract out different aspects of site work and construction.

C. **Other Sources of Funding Available:** If funding from other sources may be available for the Project, please complete the following table: *Not Applicable*

SOURCE OF FUNDING	AMOUNT REQUESTED	STATUS (COMMITTED Y/N IF NOT-WHEN)	CONTINGENT ON CP FUNDS (Y/N)
N/A	\$		

ATTACHMENTS: SEE GUIDELINES FOR PROJECT SUBMISSION AND ATTACHMENTS. YOU MAY BE REQUESTED TO PROVIDE ADDITIONAL INFORMATION.

SUBMISSION OF AN APPLICATION DOES NOT CONSTITUTE ACCEPTANCE OF A PROJECT

 8/21/18

Applicant Signature and Date

Angus Jennings, Town Manager, duly authorized on behalf of the Board of Selectmen

For questions contact: cpc@wnewbury.org, 978-363-1100 X131.

Date Received: _____ **Meeting Date(s):** _____ **Amount Approved:** _____

Town Meeting Date/Article #: _____ **Vote of Town Meeting:** _____ **Revised August 2015**

PROJECT SUMMARY: Provide a description of the Project, including the property involved and its proposed use.

The Board of Selectmen proposes to add parking capacity on the western portion of the Dunn parcel in order to address capacity and safety concerns on the Pipestave property that can result during concurrent use of the recreational fields, equestrian facilities, and general recreation.

In July the Board established a new advisory Committee in order to look closely at the current challenges, potential future challenges resulting from increased usage of the property, and to make recommendations to the Board regarding how best to proceed.

The Pipestave Parking, Circulation and Land Use Advisory Committee (“Pipestave Committee”) met twice in August in order to review known options, brainstorm potential other options, and bring forward its recommendations. On August 20, the Committee voted 3-0-1 to recommend Concept 2 as detailed herein, and later that evening the Board of Selectmen voted 2-0 to sponsor a proposal to CPC to implement the favored concept.

Concept 2 includes, in summary:

- Addition of a new unpaved parking area in the northwesterly portion of the Dunn property, immediately adjacent to the Pipestave property. The vegetated area between the two properties would be thinned out adjacent to the new parking area, while preserving the existing stone wall and mature vegetation. The new parking area would be landscaped with a post and rail fence.
- The existing sloped drive from Pipestave to Dunn would remain unpaved, but would be widened to accommodate two-way traffic and reinforced with gravel to minimize erosion.
- New fencing would be added outside the baseball outfield in order to provide a clear delineation between the ballfield and the traveled way, and to enhance safety.

Although this proposal is submitted independently from the Parks & Recreation proposal for the Dunn property currently pending before CPC, it is submitted with the intent that the design of both projects would proceed in close coordination. Specifically, the design of the proposed parking area would accommodate potential fitness station and benches, if these end up resulting from the Parks & Rec design process. The parking area would also be designed to allow for potential future connection to the eastern portion of the Dunn property, if such connection results from the Parks & Rec design process or otherwise.

PUBLIC BENEFIT: Describe in detail the benefits West Newbury will receive from the Project and how the Project fulfills the Community Preservation Committee’s Project Evaluation Criteria.

The concerns about parking capacity, circulation and safety at the Pipestave property have been known for about three or four years, and additional use of the property suggests that these concerns will only worsen in the absence of improvements. Additional parking capacity is needed. This proposal seeks to address these concerns in a manner that not only mitigates current concerns, but adds enough parking capacity to account for additional use in the future.

Further, the proposed rehabilitation and improvements will ensure compliance with the Americans with Disabilities Act (“ADA”) and the Massachusetts Architectural Access Board (“AAB”).

The proposal is also sensitive to the requirements and standards of the Mill Pond / Pipestave Conservation Restriction (“CR”), and to the greatest extent feasible will keep the improvements within the dedicated Municipal Use Area that is not subject to the CR. During this planning process, the Pipestave Committee maintained regular correspondence with the Director of Land Stewardship at Essex County Greenbelt (“Greenbelt”) – the Grantee of the CR – and is confident that, to the extent Greenbelt approvals may be required for some portion of the work on Pipestave, these can be secured.

CONTROL OF SITE: Indicate whether the applicant owns or has a purchase agreement for the Project site. If the property is under agreement, include a description of the agreement and the timing and conditions. If the applicant does not have site control, explain.

The Board of Selectmen owns both properties. Greenbelt holds a CR on the majority of the Mill Pond / Pipestave property, and its approval may be required for some portion of the work (which may include the improvements to the access drive from Pipestave to Dunn, the addition of outfield fencing, and limited vegetation removal along the Pipestave / Dunn boundary). Greenbelt approval will not be required for work on the Dunn property.

FEASIBILITY: List all steps that may be required for completion of the Project, such as environmental assessment, zoning or other approvals, agreement on terms of any required conservation, affordability or historic preservation restrictions, and any other known issues. For projects that may impact abutters or the neighborhood, describe methods used to notify abutters of the proposal, and support or objections from those affected.

Site Plan Approval from the Planning Board will be required. The Town Planner has scheduled a pre-application conference with the Board for September 4th in order to receive their guidance regarding what level of engineered plans will be required for this process. The Planner has advised that the Board has the authorization to waive certain submission requirements upon request of the applicant, and that the Board has done so for municipal projects on occasion in the past. This proposal carries an engineering and permitting cost estimate of 15% of estimated construction costs, which is expected to be adequate to prepare the necessary plan sets to illustrate grading, parking space dimensions, ADA and AAB compliance, width of traveled ways, parking lot materials, extent of clearing, stormwater management and erosion control, and traffic circulation and parking.

In addition to Site Plan Approval, some work on the Pipestave property may require additional approval from Greenbelt. The Town is working with Greenbelt to prepare a definitive GIS shapefile delineation of the Municipal Use Area (which is not subject to the CR) in order to assist in the ongoing planning process. A site visit will be held in September, to include Greenbelt, Merrimack Valley Planning Commission (the Town’s GIS resource), and local representatives.

SUPPORT: Have the appropriate Town Boards and Commissions expressed support and/or approved the project? What is the nature and level of community support for this project?

The Board of Selectmen created the Pipestave Committee in order to designate a lead entity to advance consideration of the known challenges. The Committee is comprised of representation from the Parks & Rec Committee, the West Newbury Riding & Driving Club, the DPW, the Town Manager, and the Board of Selectmen. Upon recommendation of the Pipestave Committee, the Committee composition was later broadened to include a representative of the Mill Pond Committee, although throughout its work the Pipestave Committee corresponded and shared information with the Mill Pond Committee Chair so as to keep them apprised of the work.

Through their respective representatives on the Pipestave Committee, the following entities have expressed their interest in seeing a resolution to the existing parking challenges:

- Board of Selectmen
- Parks & Rec Committee
- West Newbury Riding & Driving Club

If this proposal is brought forward to Fall Town Meeting, a mailing would be sent to property abutters, and made broadly available to the public, to explain the proposal and its purposes. Because the proposal is internal to the site, and is intended to address known and projected parking and safety concerns associated with current uses on the site, it is not anticipated to generate abutter opposition. However, the goal will be to inform the public of this initiative, with a focus on property abutters, well ahead of the formal abutter notification process that would take place as part of Site Plan Review.

PROJECT TIMELINE: Describe the anticipated steps or phases for completion of the Project. Demonstrate whether the Project will be ready to proceed in the coming fiscal year. Will this be a multi-year project?

If the project is recommended for inclusion on the Fall Town Meeting warrant, a mailing would be sent to project abutters, and made broadly available to the public, to explain the proposal and its purposes. A sample mailer the Town Manager prepared in a prior job is attached.

If the project secures funding at the Fall Town Meeting, an engineering firm would be engaged in order to advance the conceptual plan to a level of design suitable for refining preliminary cost estimates and taking the project through project permitting. Greenbelt would be engaged in this process so as to minimize if not avoid altogether any impact within the non-Municipal Use Area of the Mill Pond / Pipestave CR.

The goal would be to complete project engineering in time to begin the Site Plan Review process toward the end of 2018 or early 2019. Upon Site Plan Approval, the project materials and equipment would be procured, so as to allow for the project to break ground in the spring of 2019. The project scope and cost estimates are based on the expectation that the Town, through its DPW department, will serve as general contractor, and will sub-contract out different aspects of site work and construction.

It is anticipated that the project would be complete by early to mid-summer 2019.

Existing conditions – Pipestave (upper/equestrian area)



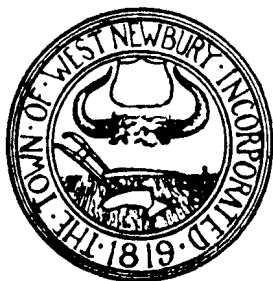
Concept 2: Upper Dunn Field



Addition of
outfield fence
along drive
(or path)

Retain, but thin out, tree
line; preserve/enhance
stone wall. New hard pack
parking lot with
landscaped east edge (split
rail fence), and possible
sitting area(s).

Reinforce sloped drive with
gravel to minimize erosion
and address vehicular and
pedestrian access



TOWN OF WEST NEWBURY
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NEW PIPESTAVE HILL PARKING ON DUNN PROPERTY
PRELIMINARY ESTIMATE¹

Tree & Brush Clearing	\$ 4,200.00
Machine Time Constructing Access Road and Parking Lot	\$20,200.00
Fencing for Parking Lot and Along Road	\$12,000.00
Dense Grade Gravel, Fill for Road and Parking Area	\$43,500.00
Signage	\$ 800.00
Modifications to Existing Parking Area	\$ 3,000.00
Contingency	<u>\$ 8,400.00</u>
TOTAL	<u>\$92,100.00</u>

Preliminary engineering, permitting costs (@15%) **\$13,900**

TOTAL, ESTIMATE: **\$106,000**

¹ Project cost estimates by DPW Director. Engineering, permitting estimates by Town Manager. Pre-application process with Planning Board to take place in September to refine engineering needs and costs.

Proposed CPC Rehabilitation to Improve Parking and Circulation

Photo exhibit



Panoramic view of Pipestave looking easterly toward Dunn. Area of proposed improvements to drive, and addition of outfield fence.



View looking west from Pipestave toward Dunn. Area of proposed improvements to drive, and addition of outfield fence.



View looking southwest from Pipestave, near location of proposed pedestrian egress from new parking area, toward lower athletic fields.



View on Dunn property, looking north, with vegetated border to Pipestave on left.



View on Dunn property, looking east toward vegetated border with Pipestave. Proposed vegetation thinning, with preservation of stone wall and mature vegetation.



The 2015 Hampden Recreation Plan prioritizes the need for land for additional playing fields, development of additional fields, and increased parking at the Lura Hoit Pool site.

This spring, the Town Council hired design and engineering consultants to evaluate the Lura Hoit Pool and Municipal Building site to assist in securing required Maine DEP permitting for additional parking, and to determine potential expanded uses of the site.

Public workshops for this phase of the project will happen on August 22 and September 28, 2017. More details inside!

Town of Hampden

106 Western Avenue
Hampden, ME 04444

PRESORT STD
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ECRWSS

POSTAL CUSTOMER
HAMPDEN, ME 04444

Sample Mailer

Town of Hampden

Public notice of two upcoming workshops regarding Lura Hoit Pool and Municipal Building site – parking and recreational fields





Pool site "overflow" parking, Fall 2015

What's been happening?

The Town Council recognizes the need for additional parking to serve the current uses on site. Permitting by Maine DEP will be needed to add any new parking.

Following the recommendations in the Hampden Recreation Plan, the Council is also evaluating whether the site could accommodate additional recreational uses in the future.

A design and engineering firm has been hired to assist the Town in understanding what is possible on the site, and arriving at key decisions regarding whether and to what extent additional uses may be needed (or desired) to accommodate the Town's mid- and long-range goals. And, they will assist in understanding the cost implications of different use scenarios – including both up-front costs and longer-term operations and maintenance.

What questions does the Town face?

The Council unanimously recognizes the need for additional parking – but how much parking, and how it's configured, needs to be determined.

The Council is actively debating whether additional recreational uses of the site are needed, wanted, and/or worth the cost. Some Councilors support additional recreational uses, others do not.

Decisions ahead include:

- » Whether current uses will be expanded, and/or new uses added?
- » If so, what uses (i.e. ballfields, access roads/paths, concession stand, public restrooms, etc.)?
- » How would any work be phased, and over what time period?
- » How would any costs be financed, and over what time period?

Public discussion will also consider how planning for this site may affect (*cont'd*)



...longer-term plans for current public facilities such as the Skehan Center (currently under lease), the Ballfield Road site, and/or the Edythe Dyer Library.

How do I weigh in?

Public workshops will take place on:

- » **Tuesday, August 22**
- » **Thursday, September 28**

Both workshops will begin at 6 PM in the Public Safety Training Room at the Hampden Municipal Building.

Three site concepts will be presented in August, with public discussion of the pros and cons of each. Building on this public input, the consultants will present a revised site concept in September.

DEP permitting for parking is expected to begin this fall. The Town Council will determine whether other improvements will be proposed, taking into account policy objectives, site development feasibility, costs, and public participation.

Contact Us

Town of Hampden
106 Western Avenue
Hampden, ME 04444

207-862-3034
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Visit us on the Web:
hampdenmaine.gov/recreation