COMMUNITY PRESERVATION PLAN
TOWN OF WEST NEWBURY, MASSACHUSETTS

Prepared by the

COMMUNITY PRESERVATION COMMITTEE
December, 2013
May, 2016 Revised
February, 2019 Revised
January, 2020 Revised (Tables and Graphs)
# COMMUNITY PRESERVATION PLAN
## TOWN OF WEST NEWBURY

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OVERVIEW OF THE COMMUNITY PRESERVATION ACT

The Community Preservation Act (CPA), M.G.L. Chapter 44B, was signed into law by Governor Paul Cellucci on September 14, 2000. The Act provides for communities to create a local Community Preservation Fund for Open Space Protection and Outdoor Recreation, Historic Preservation, and Community Housing with a surcharge on real estate taxes. In the case of a town, a community must vote to adopt CPA by a Town Meeting vote and approval of a ballot question. The maximum surcharge of CPA is 3% of the tax levy of real estate taxes. Communities may vote to assess less than that amount as a tax surcharge.

In addition, CPA created a Community Preservation Trust Fund, administered by the Department of Revenue (DOR), which provides distributions each year to communities that have adopted CPA. The funds are raised by increased charges at the Registries of Deeds for recording of documents and plans. The extra charges established by the legislation are deposited into a dedicated fund at the state level. There is a formula for disbursement of the funds to participating cities and towns each year, with those committed to the maximum of 3% receiving bonus rounds of funding, if available. Funds are distributed in November of each year as a match for the prior fiscal year.

Each year, on the local level, voters are required to set aside at least 10% of funds for each of the three CPA categories—Community Housing, Historic Preservation, and Open Space and Recreation. Five percent of the annual receipts may be expended on Administrative Costs, including staff wages, supplies, and general expenses. The balance of funds become unreserved and may be appropriated for any of the three categories.

The legislation also calls for the establishment of a Community Preservation Committee, charged with making recommendations on CPA projects to Town Meeting voters.

According to the Community Preservation Coalition website, the following are CPA accomplishments to date:

- 175 communities have adopted CPA (50% of the Commonwealth’s cities and towns)
- Of the total number of adopted communities, 30 are cities and 145 are towns
- 60% of the Commonwealth’s population lives in a CPA community
- Just over $2.1 billion has been raised to date for community preservation funding statewide
- Over 10,900 projects have been approved by local legislative bodies
- More than 5,700 affordable housing units have been created with an additional 9,450 units supported
- 28,289 acres of open space have been preserved
- Over 5,100 appropriations have been made for historic preservation projects
- Over 2,200 outdoor recreation projects have been initiated

THE COMMUNITY PRESERVATION ACT IN WEST NEWBURY

Background:
At a Special Town Meeting held on October 17, 2005, voters approved Article 17 to accept Sections 3 to 7, inclusive, of M.G.L. Chapter 44B, the Community Preservation Act, with a 3% surcharge on real property (less the first $100,000 of assessed value) to be expended for uses as authorized by the Act. The ballot question was approved at the Annual Town Election on May 1, 2006 by a vote of 720 to 546.

Measures to reduce the CPA surcharge have been proposed, but have failed either at Town Meeting or on the ballot. In 2011, a petition was filed to reduce the amount of the CPA surcharge to 0.5%. Article 26 of the Special Town Meeting held on April 25, 2011, proposed to reduce the CPA surcharge from 3% to 0.5%. The Article was defeated by a vote of 53 in favor and 54 opposed. A non-binding question, however, had already been placed on the ballot for the May 2, 2011, Town Election. The results of that vote were Blank: 141, YES: 780, NO: 440.

In order to pass a reduction, both an affirmative Town Meeting vote and an affirmative vote at the Town Election must be obtained.

A second proposal to reduce the surcharge was made at the October 24, 2011, Special Town Meeting, Article 18. The vote was 113 in the affirmative and 89 in the negative to approve the article. The ballot question, at the annual Town Election on May 7, 2012, was defeated by a vote of 314 in favor and 326 opposed.

In Winter, 2019, A Citizens’ Petition was filed with the Board of Selectmen, proposing that the surcharge be reduced to ½ percent of tax bill. The petition was placed on the Annual Town Meeting of April 29, 2019, as Article 30. The article was not approved by Town Meeting voters.

The formula for the surcharge in West Newbury provides for an exemption of the first $100,000 of residential property value, and an exemption for low-income residents. The exemption must be applied for from the Board of Assessors each year. The Board of Assessors has prepared a summary of the CPA and how it impacts real estate taxes in West Newbury. The summary and the Application for Abatement may be found in the Office of the Assessors and on its website page.

General Bylaw XXXVI, Community Preservation Committee, was approved at the Annual Town Meeting (Article 14) on April 30, 2007, and amended on April 28, 2008 (Article 21) to renumber the sections. The Bylaw established the Community Preservation Committee (CPC), which consists of seven members. A member of each of the following entities is appointed to the CPC by their fellow members: Conservation Commission, Historical Commission, Housing
Authority, Parks and Recreation Commission, Planning Board, and Board of Selectmen. An At-Large member is appointed by the Board of Selectmen. The Town Manager or designee is to serve as an ex-officio member. Members serve staggered terms in order to keep continuity on the Committee.

The CPC Bylaw was amended at the Special Town Meeting of October 24, 2016 (Article 11), to correct references, update provisions, and revise the Bylaw relative to appointment procedures. The Bylaw was amended at the Annual Town Meeting of April 30, 2018 (Article 19), to update references from the Finance Director to the Town Manager to reflect the change in government structure resulting from the Town Manager legislation signed by Governor Charlie Baker on October 19, 2017 (Chapter 97 of the Acts of 2017) and approved by West Newbury voters at the October 23, 2017 Special Town Meeting.

The CPC studies the needs of the Town in the areas of Open Space and Recreation, Community Housing, and Historic Preservation, and evaluates projects proposed and resources available to meet the Town’s concerns in those areas. After reviewing and evaluating proposals for funding, the Committee makes recommendations to Town Meeting for the appropriation of funds.

Section 5.B.1. of the Act requires that the CPC hold a Public Hearing each year regarding the needs, possibilities and resources of the Town relative to the Act. West Newbury residents are urged to attend the Public Hearing.

**TABLE OF CPA FUND REVENUES**

Since approval of the CPA in 2006, funds have been collected as follows:

<table>
<thead>
<tr>
<th>FISCAL YEAR</th>
<th>SURCHARGE PAID</th>
<th>TAX LIENS REDEEMED</th>
<th>INTEREST (EARNINGS ON INVESTMENTS)</th>
<th>STATE MATCH*</th>
<th>TOTAL PER YEAR</th>
<th>PERCENTAGE OF MATCH to SURCHARGE*</th>
</tr>
</thead>
<tbody>
<tr>
<td>2007</td>
<td>$208,890.00</td>
<td></td>
<td>$326.00</td>
<td></td>
<td>$209,216.00</td>
<td></td>
</tr>
<tr>
<td>2008</td>
<td>$216,744.00</td>
<td>$660.00</td>
<td>$8,747.00</td>
<td>$211,064.00</td>
<td>$437,215.00</td>
<td>100%</td>
</tr>
<tr>
<td>2009</td>
<td>$222,448.00</td>
<td>$1,342.00</td>
<td>$7,762.00</td>
<td>$218,618.00</td>
<td>$450,170.00</td>
<td>100%</td>
</tr>
<tr>
<td>2010</td>
<td>$227,552.00</td>
<td>$1,409.00</td>
<td>$9,419.00</td>
<td>$157,651.00</td>
<td>$396,031.00</td>
<td>71%</td>
</tr>
<tr>
<td>2011</td>
<td>$232,445.00</td>
<td>$1,859.00</td>
<td>$16,277.00</td>
<td>$124,342.00</td>
<td>$374,923.00</td>
<td>55%</td>
</tr>
<tr>
<td>2012</td>
<td>$240,225.00</td>
<td>$1,106.00</td>
<td>$10,745.00</td>
<td>$124,485.00</td>
<td>$376,561.00</td>
<td>54%</td>
</tr>
<tr>
<td>2013</td>
<td>$256,643.00</td>
<td>$738.00</td>
<td>$5,852.00</td>
<td>$128,859.00</td>
<td>$392,092.00</td>
<td>54%</td>
</tr>
<tr>
<td>2014</td>
<td>$264,863.00</td>
<td>$1,719.00</td>
<td>$5,271.00</td>
<td>$257,183.00</td>
<td>$529,036.00</td>
<td>100%</td>
</tr>
<tr>
<td>2015</td>
<td>$275,982.00</td>
<td>$51.00</td>
<td>$13,515.00</td>
<td>$166,120.00</td>
<td>$455,668.00</td>
<td>66%</td>
</tr>
<tr>
<td>2016</td>
<td>$290,448.00</td>
<td>$456.00</td>
<td>$16,890.00</td>
<td>$161,754.00</td>
<td>$469,548.00</td>
<td>58%</td>
</tr>
<tr>
<td>2017</td>
<td>$298,098.00</td>
<td>$105.00</td>
<td>$12,826.00</td>
<td>$118,749.00</td>
<td>$429,778.00</td>
<td>41%</td>
</tr>
<tr>
<td>2018</td>
<td>$307,465.00</td>
<td>$301.00</td>
<td>$12,512.00</td>
<td>$102,706.00</td>
<td>$422,984.00</td>
<td>34%</td>
</tr>
<tr>
<td>2019</td>
<td>$327,337.00</td>
<td>$568.00</td>
<td>$24,832.00</td>
<td>$131,918.00</td>
<td>$484,655.00</td>
<td>43%</td>
</tr>
</tbody>
</table>
Source: Town of West Newbury Accountant.

*Iissued in November of each year for the prior Fiscal Year. The percentage is therefore calculated on the prior year’s Surcharge Paid and the following year’s State Match.

NOTE: The table has been completely revised from prior Community Preservation Plan versions, so does not lend itself to comparison with past CP Plans.

The decline in Percentage of Match in some years is explained by several factors:

1. As more communities adopt the provisions of CPA, the funds available are distributed to a greater number of recipients. Recently, several large cities, including Boston, Chelsea, Holyoke, Pittsfield, Springfield, and Watertown voted to approve CPA. Legislation was approved to increase the fees at the Registry of Deeds to fund the state CPA Account, which will take effect on December 31, 2019. It has been estimated that will greatly increase the State Match in future years.
2. For a period of time, beginning with the economic downturn in 2008, fewer real estate transfers occurred, thus fewer transactions were recorded at the Registry of Deeds, and less funds were received.
3. “Bundling” of mortgages in that time period also resulted in fewer transactions being recorded in the past.

In recent years, the General Court (the legislature) has appropriated additional funds which have been added to the Community Preservation Trust Fund, which has resulted in increased funding to CPA cities and towns. Additional funds may by appropriated by the State Legislature for Fiscal Year 2019.

**EXEMPTIONS TO CPA SURCHARGE**

As noted above, an exemption for low-income residents is provided in the statute. The following Table summarizes Exemptions and Abatements issued annually by the Board of Assessors.

<table>
<thead>
<tr>
<th>LEVY YEAR (Fiscal Year)</th>
<th>$AMOUNT</th>
<th>NUMBER OF INDIVIDUALS</th>
</tr>
</thead>
<tbody>
<tr>
<td>2007</td>
<td>$2639</td>
<td>23</td>
</tr>
<tr>
<td>2008</td>
<td>2641</td>
<td>37</td>
</tr>
<tr>
<td>2009</td>
<td>1919</td>
<td>35</td>
</tr>
<tr>
<td>Year</td>
<td>Number of Individuals</td>
<td>Exemptions and Abatements</td>
</tr>
<tr>
<td>------</td>
<td>-----------------------</td>
<td>---------------------------</td>
</tr>
<tr>
<td>2010</td>
<td>2931</td>
<td>36</td>
</tr>
<tr>
<td>2011</td>
<td>3025</td>
<td>40</td>
</tr>
<tr>
<td>2012</td>
<td>3230</td>
<td>42</td>
</tr>
<tr>
<td>2013</td>
<td>4275</td>
<td>40</td>
</tr>
<tr>
<td>2014</td>
<td>3903</td>
<td>68</td>
</tr>
<tr>
<td>2015</td>
<td>4780</td>
<td>65</td>
</tr>
<tr>
<td>2016</td>
<td>4140</td>
<td>59</td>
</tr>
<tr>
<td>2017</td>
<td>3392</td>
<td>59</td>
</tr>
<tr>
<td>2018</td>
<td>4066</td>
<td>58</td>
</tr>
<tr>
<td>2019</td>
<td>4962</td>
<td>58</td>
</tr>
<tr>
<td>2020</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2021</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2022</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Source: Town of West Newbury Assessors’ Office*

The increase in the Number of Individuals beginning in Fiscal Year 2014 can be attributed to outreach and informational workshops held by the Board of Assessors and the Council on Aging, which have increased awareness of the Exemptions and Abatements.

**APPROVED CPA PROJECTS**

To date, 31 projects have been approved by Town Meeting voters:

**Table of CPA Projects (Chronological Order) Approved by Town Meeting Voters and Status as of December, 2019**

<table>
<thead>
<tr>
<th>TITLE of PROJECT</th>
<th>CATEGORY</th>
<th>DATE AND ARTICLE NUMBER</th>
<th>AMOUNT FUNDED</th>
<th>TOTAL CPA AMOUNT EXPENDED</th>
<th>STATUS AS OF TABLE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Records Storage Facility</td>
<td>Historic Preservation</td>
<td>ATM 4/2009 #12</td>
<td>$43,243</td>
<td>$41,032</td>
<td>Completed</td>
</tr>
<tr>
<td>Rehab Shoe Shop</td>
<td>Historic Preservation</td>
<td>ATM 4/2009 #13</td>
<td>$7,500</td>
<td>$7,500</td>
<td>Completed</td>
</tr>
<tr>
<td>Preserve/Bind Town Reports</td>
<td>Historic Preservation</td>
<td>STM 10/2009 #10</td>
<td>$25,000</td>
<td>$15,342</td>
<td>Completed</td>
</tr>
<tr>
<td>Housing Production Plan</td>
<td>Community Housing</td>
<td>ATM 4/2009 Article #14</td>
<td>$15,000</td>
<td>$9,600</td>
<td>Completed</td>
</tr>
<tr>
<td>Project Description</td>
<td>Preservation Type</td>
<td>Completion Date</td>
<td>Budget Amount</td>
<td>Contract Amount</td>
<td>Status</td>
</tr>
<tr>
<td>------------------------------------------------------------------------------------</td>
<td>-------------------</td>
<td>----------------</td>
<td>---------------</td>
<td>----------------</td>
<td>---------</td>
</tr>
<tr>
<td>Town Hall Roof</td>
<td>Historic Preservation</td>
<td>ATM 4/2010 #14</td>
<td>$35,000</td>
<td>$34,962</td>
<td>Completed</td>
</tr>
<tr>
<td>1910 Building Boiler</td>
<td>Historic Preservation</td>
<td>STM 10/2011 #12</td>
<td>$18,500</td>
<td>$18,500</td>
<td>Completed</td>
</tr>
<tr>
<td>Pipestave Hill Building Roof</td>
<td>Historic Preservation</td>
<td>STM 10/2011 #13</td>
<td>$16,320</td>
<td>$11,302</td>
<td>Completed</td>
</tr>
<tr>
<td>GAR Memorial Library Improvements (Roof, HVAC, other related work)</td>
<td>Historic Preservation</td>
<td>STM 10/2011 #14</td>
<td>$163,000</td>
<td>$161,947</td>
<td>Completed</td>
</tr>
<tr>
<td>Page School Improvements</td>
<td>Historic Preservation</td>
<td>ATM 4/2012 #8</td>
<td>$745,000</td>
<td>$745,000</td>
<td>Completed</td>
</tr>
<tr>
<td>Indian River Bridge &amp; Coffin Street Trail Boardwalk</td>
<td>Open Space/Recreation</td>
<td>STM 4/2013 #10</td>
<td>$40,100</td>
<td>23,010</td>
<td>Completed</td>
</tr>
<tr>
<td>Mill Pond Building Roof</td>
<td>Historic Preservation</td>
<td>STM 4/2013 #11</td>
<td>$14,200</td>
<td>$13,807</td>
<td>Completed</td>
</tr>
<tr>
<td>GAR Memorial Library New Windows</td>
<td>Historic Preservation</td>
<td>STM 4/2014 #8</td>
<td>$112,000</td>
<td>$75,394</td>
<td>Completed</td>
</tr>
<tr>
<td>Page School Floors, Stairwells, HVAC</td>
<td>Historic Preservation</td>
<td>STM 4/2014 #10</td>
<td>$538,000</td>
<td>$538,000</td>
<td>Completed</td>
</tr>
<tr>
<td>Riverbend Trails SCA Services</td>
<td>Open Space</td>
<td>STM 4/2014 #12</td>
<td>$7,000</td>
<td>$7,000</td>
<td>Completed</td>
</tr>
<tr>
<td>Purchase of a Conservation Restriction Map R-17, Parcel 10</td>
<td>Open Space</td>
<td>STM 4/2014 #13</td>
<td>$25,000</td>
<td>$25,000</td>
<td>Completed</td>
</tr>
<tr>
<td>Stabilization of the Charles L. Carr Post</td>
<td>Historic Preservation</td>
<td>STM 4/2015 #17</td>
<td>$99,905</td>
<td>$75,544</td>
<td>Completed</td>
</tr>
<tr>
<td>Page School HVAC (additional)</td>
<td>Historic Preservation</td>
<td>STM 10/2015 #2</td>
<td>$200,000</td>
<td>$172,746</td>
<td>Completed</td>
</tr>
<tr>
<td>Housing Authority Roof, 379 Main Street</td>
<td>Community Housing</td>
<td>STM 10/2015 #3</td>
<td>$250,000</td>
<td>$237,784</td>
<td>Completed</td>
</tr>
<tr>
<td>Digital Imaging of Historical Reports and Records</td>
<td>Historic Preservation</td>
<td>STM 4/2016 #12</td>
<td>$11,000</td>
<td>$11,000</td>
<td>Completed</td>
</tr>
<tr>
<td>Action Cove Rehabilitation/Restoration, Phase I</td>
<td>Open Space/Recreation</td>
<td>STM 4/2016 #14</td>
<td>$25,000</td>
<td>25,000</td>
<td>Completed</td>
</tr>
<tr>
<td>Historic Sites Survey, Phase I</td>
<td>Historic Preservation</td>
<td>STM 10/2016 #9</td>
<td>$25,000</td>
<td>$25,000</td>
<td>Completed</td>
</tr>
<tr>
<td>Action Cove Rehabilitation/ Restoration, Phase II</td>
<td>Open Space/ Recreation</td>
<td>STM 4/2017 #8</td>
<td>$25,000</td>
<td>$25,000</td>
<td>Completed</td>
</tr>
<tr>
<td>Page School Emergency Generator</td>
<td>Historic Preservation</td>
<td>ATM 4/2018 #13</td>
<td>$200,000</td>
<td>$120,365</td>
<td>Completed</td>
</tr>
<tr>
<td>Historic Sites Survey, Phase II</td>
<td>Historic Preservation</td>
<td>STM 4/2019 #2</td>
<td>$25,000</td>
<td></td>
<td>In Process</td>
</tr>
<tr>
<td>G.A.R. Memorial Library, ADA Compliant Access Walkway</td>
<td>Historic Preservation</td>
<td>STM 4/2019 #3</td>
<td>$17,000</td>
<td>0.00</td>
<td>Withdrawn</td>
</tr>
<tr>
<td>Brown Spring Farm, Agricultural Preservation Restriction</td>
<td>Open Space/ Recreation</td>
<td>STM 4/2019 #4</td>
<td>$200,000</td>
<td>$200,000</td>
<td>Completed</td>
</tr>
<tr>
<td>River Road Conservation Restriction</td>
<td>Open Space/ Recreation</td>
<td>STM 4/2019 #5</td>
<td>$75,000</td>
<td>$75,000</td>
<td>Completed</td>
</tr>
<tr>
<td>Housing Authority Kitchen and Bath Modernization, Hills &amp; Boynton Courts</td>
<td>Community Housing</td>
<td>STM 11/2019 #8</td>
<td>$363,367.00</td>
<td></td>
<td>In Process</td>
</tr>
<tr>
<td>Historic Marker, Julian D. Steele</td>
<td>Historic Preservation</td>
<td>STM 11/2019 #9</td>
<td>$600.00</td>
<td></td>
<td>In Process</td>
</tr>
<tr>
<td>Carr Post/Soldiers and Sailors Memorial Building*</td>
<td>Historic Preservation</td>
<td>STM 11/2019 #10</td>
<td>$1,500,000*</td>
<td></td>
<td>In Process</td>
</tr>
<tr>
<td><strong>TOTAL –ALL PROJECTS</strong></td>
<td></td>
<td></td>
<td><strong>4,836,735.00</strong></td>
<td><strong>$2,711,706</strong></td>
<td></td>
</tr>
</tbody>
</table>

*NOTE regarding Carr Post Funding: $250,000 from available CPA Funds: $141,100.33 from Historic Resources Reserve, $108,899.67 from Undesignated Fund Balance; and balance of $1,250,000.00 to be bonded for a 20-year term.

Table of CPA Projects (by Category) Approved by Town Meeting Voters and Status as of December, 2019

<table>
<thead>
<tr>
<th>COMMUNITY HOUSING</th>
<th>DATE AND ARTICLE #</th>
<th>AMOUNT FUNDED</th>
<th>TOTAL CPA AMOUNT EXPENDED</th>
<th>STATUS AS OF PLAN DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Housing Production Plan</td>
<td>ATM 4/2009 #14</td>
<td>$15,000</td>
<td>$9,600</td>
<td>Completed</td>
</tr>
<tr>
<td>Housing Authority Roof, 379 Main Street</td>
<td>STM 10/2015 #3</td>
<td>$250,000</td>
<td>$237,784.05</td>
<td>Completed</td>
</tr>
<tr>
<td>Housing Authority Kitchen and Bath Modernization, Hills and Boynton Courts</td>
<td>STM 11/2019 #8</td>
<td>$363,367.00</td>
<td></td>
<td>In Process</td>
</tr>
<tr>
<td>HISTORIC PRESERVATION</td>
<td>DATE AND ARTICLE #</td>
<td>AMOUNT FUNDED</td>
<td>TOTAL CPA AMOUNT EXPENDED</td>
<td>STATUS AS OF PLAN DATE</td>
</tr>
<tr>
<td>-----------------------</td>
<td>--------------------</td>
<td>---------------</td>
<td>---------------------------</td>
<td>------------------------</td>
</tr>
<tr>
<td>Records Storage Facility</td>
<td>ATM 4/2009 #12</td>
<td>$43,243</td>
<td>$41,032</td>
<td>Completed</td>
</tr>
<tr>
<td>Rehab Shoe Shop</td>
<td>ATM 4/2009 #13</td>
<td>$7,500</td>
<td>$7,500</td>
<td>Completed</td>
</tr>
<tr>
<td>Preserve/Bind Town Reports</td>
<td>STM 10/2009 #10</td>
<td>$25,000</td>
<td>$15,342</td>
<td>Completed</td>
</tr>
<tr>
<td>Town Hall Roof</td>
<td>ATM 4/2010 #14</td>
<td>$35,000</td>
<td>$34,962</td>
<td>Completed</td>
</tr>
<tr>
<td>1910 Building Boiler</td>
<td>STM 10/2011 #12</td>
<td>$18,500</td>
<td>$18,500</td>
<td>Completed</td>
</tr>
<tr>
<td>Pipestave Hill Building Roof</td>
<td>STM 10/2011 #13</td>
<td>$16,320</td>
<td>$11,302</td>
<td>Completed</td>
</tr>
<tr>
<td>GAR Memorial Library Improvements</td>
<td>STM 10/2011 #14</td>
<td>$163,000</td>
<td>$161,947</td>
<td>Completed</td>
</tr>
<tr>
<td>Page School Improvements</td>
<td>ATM 4/2012 #8</td>
<td>$745,000</td>
<td>$745,000</td>
<td>Completed</td>
</tr>
<tr>
<td>Mill Pond Building Roof</td>
<td>STM 4/2013 #11</td>
<td>$14,200</td>
<td>$13,807</td>
<td>Completed</td>
</tr>
<tr>
<td>GAR Memorial Library New Windows</td>
<td>STM 4/2014 #8</td>
<td>$112,000</td>
<td>$75,394</td>
<td>Completed</td>
</tr>
<tr>
<td>Page School Floors, Stairwells, HVAC</td>
<td>STM 4/2014 #10</td>
<td>$538,000</td>
<td>$538,000</td>
<td>Completed</td>
</tr>
<tr>
<td>Stabilization of the Charles L. Carr Post</td>
<td>STM 4/2015 #17</td>
<td>$99,905</td>
<td>$75,544</td>
<td>Completed</td>
</tr>
<tr>
<td>Page School HVAC (additional)</td>
<td>STM 10/2015 #2</td>
<td>$200,000</td>
<td>$172,746</td>
<td>Completed</td>
</tr>
<tr>
<td>Digital Imaging of Historical Reports and Records</td>
<td>STM 4/2016 #12</td>
<td>$11,000</td>
<td>$11,000</td>
<td>Completed</td>
</tr>
<tr>
<td>G.A.R. Memorial Library Sidewalk Renovation/Restoration</td>
<td>STM 4/2016 #13</td>
<td>$15,000</td>
<td>$14,975</td>
<td>Completed</td>
</tr>
<tr>
<td>Historic Sites Survey, Phase I</td>
<td>STM 10/2016 #9</td>
<td>$25,000</td>
<td>$25,000</td>
<td>Completed</td>
</tr>
<tr>
<td>Page School Emergency Generator</td>
<td>STM 4/2018 #2</td>
<td>$200,000</td>
<td>$122,261</td>
<td>Completed</td>
</tr>
<tr>
<td>Project Description</td>
<td>Date &amp; Article #</td>
<td>Amount Funded</td>
<td>Total CPA Amount Expended</td>
<td>Status As Of Plan Date</td>
</tr>
<tr>
<td>------------------------------------------------------------------------------------</td>
<td>-------------------</td>
<td>---------------</td>
<td>--------------------------</td>
<td>------------------------</td>
</tr>
<tr>
<td>Historic Sites Survey, Phase II</td>
<td>STM 4/2019 #2</td>
<td>$25,000</td>
<td>In Process</td>
<td></td>
</tr>
<tr>
<td>G.A.R. Memorial Library, ADA Compliant Access Walkway</td>
<td>STM 4/2019 #3</td>
<td>$17,000</td>
<td>0.00</td>
<td>Withdrawn</td>
</tr>
<tr>
<td>Historic Marker, Julian D. Steele</td>
<td>STM 11/2019 #9</td>
<td>$600.00</td>
<td>In Process</td>
<td></td>
</tr>
<tr>
<td>Carr Post/Soldiers and Sailors Memorial Building</td>
<td>STM 11/2019 #10</td>
<td>250,000</td>
<td>In Process</td>
<td></td>
</tr>
<tr>
<td>Carr Post/Soldiers and Sailors Memorial Building*</td>
<td>STM 11/2019 #10</td>
<td>1,250,000*</td>
<td>In Process</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>*to be bonded over a 20-year period</td>
</tr>
<tr>
<td><strong>SUBTOTAL - HISTORIC</strong></td>
<td></td>
<td><strong>$3,811,268</strong></td>
<td><strong>$2,084,312</strong></td>
<td></td>
</tr>
<tr>
<td><strong>OPEN SPACE &amp; RECREATION</strong></td>
<td>DATE AND ARTICLE #</td>
<td>AMOUNT FUNDED</td>
<td>TOTAL CPA AMOUNT EXPENDED</td>
<td>STATUS AS OF PLAN DATE</td>
</tr>
<tr>
<td>Indian River Bridge &amp; Coffin Street Trail Boardwalk</td>
<td>STM 4/2013 #10</td>
<td>$40,100 (Article amount offset by SCA Article)</td>
<td>$23,010</td>
<td>Completed</td>
</tr>
<tr>
<td>Riverbend Trails SCA Services</td>
<td>STM 4/2014 #12</td>
<td>$7,000</td>
<td>$7,000</td>
<td>Completed</td>
</tr>
<tr>
<td>Purchase of a Conservation Restriction Map R-17, Parcel 10</td>
<td>STM 4/2014 #13</td>
<td>$25,000</td>
<td>$25,000</td>
<td>Completed</td>
</tr>
<tr>
<td>Action Cove, Preservation/Rehabilitation Phase I</td>
<td>STM 4/2016 #14</td>
<td>$25,000</td>
<td>$25,000</td>
<td>Completed</td>
</tr>
<tr>
<td>Action Cove, Preservation/Rehabilitation Phase II</td>
<td>STM 4/2017 #8</td>
<td>$25,000</td>
<td>$25,000</td>
<td>Completed</td>
</tr>
<tr>
<td>Brown Spring Farm, Agricultural Preservation Restriction</td>
<td>STM 4/2019 #4</td>
<td>$200,000</td>
<td>$200,000</td>
<td>Completed</td>
</tr>
<tr>
<td>River Road Conservation Restriction</td>
<td>STM 4/2019 #5</td>
<td>$75,000</td>
<td>$75,000</td>
<td>Completed</td>
</tr>
<tr>
<td><strong>SUBTOTAL-OPEN SPACE AND RECREATION</strong></td>
<td></td>
<td><strong>$397,100</strong></td>
<td><strong>$380,010</strong></td>
<td></td>
</tr>
<tr>
<td>GRAND TOTAL</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>-------------</td>
<td>---</td>
<td>---</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>$4,836,735</td>
<td>$2,711,706</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
The chart below is based on funds appropriated:

![Category Percentage Chart](image)

Table of CPA Funds Appropriated and Expended for Multiple Projects at One Location (shaded amount indicates final amount of CPA funds expended.)

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>PROJECT</th>
<th>CPA FUNDS APPROPRIATED/FINAL EXPENDED</th>
<th>TOTAL CPA FUNDS EXPENDED per LOCATION FINAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>G.A.R. Memorial Library</td>
<td>Improvements</td>
<td>$163,000/ $161,947</td>
<td></td>
</tr>
<tr>
<td></td>
<td>New Windows</td>
<td>$112,000/ $75,394</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sidewalk Renovation/Restoration</td>
<td>$15,000/ $14,975</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ADA Compliant Walkway (withdrawn)</td>
<td>$17,000/ $0.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>TOTAL</td>
<td></td>
<td>$252,316</td>
</tr>
<tr>
<td>Page School</td>
<td>Improvements</td>
<td>$745,000/ $745,000</td>
<td></td>
</tr>
<tr>
<td>Project Description</td>
<td>Cost 1</td>
<td>Cost 2</td>
<td>Gross Total</td>
</tr>
<tr>
<td>------------------------------------------------------------------------------------</td>
<td>--------</td>
<td>--------</td>
<td>-------------</td>
</tr>
<tr>
<td>Floors, Stairwells, HVAC</td>
<td>$538,000/</td>
<td>$538,000/</td>
<td>$538,000/</td>
</tr>
<tr>
<td>HVAC (additional)</td>
<td>$200,000/</td>
<td>$172,746/</td>
<td>$172,746/</td>
</tr>
<tr>
<td>Emergency Generator</td>
<td>$200,000/</td>
<td>$120,365/</td>
<td>$120,365/</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>$1,576,111</td>
<td>$1,576,111</td>
<td>$1,576,111</td>
</tr>
<tr>
<td>Indian River Bridge &amp; Coffin Street Trail, Boardwalk</td>
<td>$40,100/</td>
<td>$23,010/</td>
<td>$23,010/</td>
</tr>
<tr>
<td>*Offset by SCA Services below</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SCA Services for same</td>
<td>$7,000/</td>
<td>$7,000/</td>
<td>$7,000/</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>$30,010</td>
<td>$30,010</td>
<td>$30,010</td>
</tr>
<tr>
<td>Town Office Building</td>
<td>$43,243/</td>
<td>$41,032/</td>
<td>$41,032/</td>
</tr>
<tr>
<td>New Boiler</td>
<td>$18,500/</td>
<td>$18,500/</td>
<td>$18,500/</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>$59,532</td>
<td>$59,532</td>
<td>$59,532</td>
</tr>
<tr>
<td>Carr Post</td>
<td>$99,905/</td>
<td>$75,544/</td>
<td>$75,544/</td>
</tr>
<tr>
<td>Preservation and Restoration</td>
<td>1,500,000/</td>
<td>0.00/</td>
<td>0.00/</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>75,544</td>
<td>75,544</td>
<td>75,544</td>
</tr>
<tr>
<td>Action Cove Phase I</td>
<td>$25,000/</td>
<td>$25,000/</td>
<td>$25,000/</td>
</tr>
<tr>
<td>Action Cove Phase II</td>
<td>$25,000/</td>
<td>$25,000/</td>
<td>$25,000/</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>$50,000</td>
<td>$50,000</td>
<td>$50,000</td>
</tr>
</tbody>
</table>
ALLOWABLE USES OF CPA FUNDS – “It’s all about the verbs.”

The following narrative and chart have been furnished by the Community Preservation Coalition:
(Nota that the official Department of Revenue Allowable Uses Chart is also posted here.)

The chart below demonstrates the allowable uses of CPA funds in each of the CPA project categories: open space, recreation, housing, and historic preservation. This chart is critical for determining whether a proposed project is eligible for CPA funding. The official version follows.

<table>
<thead>
<tr>
<th>Acquire</th>
<th>Open Space</th>
<th>Historic</th>
<th>Recreation</th>
<th>Housing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Create</th>
<th>Open Space</th>
<th>Historic</th>
<th>Recreation</th>
<th>Housing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td></td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Preserve</th>
<th>Open Space</th>
<th>Historic</th>
<th>Recreation</th>
<th>Housing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Support</th>
<th>Open Space</th>
<th>Historic</th>
<th>Recreation</th>
<th>Housing</th>
</tr>
</thead>
<tbody>
<tr>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Rehabilitate and/or Restore</th>
<th>Open Space</th>
<th>Historic</th>
<th>Recreation</th>
<th>Housing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes, if acquired or created with CPA funds</td>
<td>Yes</td>
<td>Yes (new 7/8/2012)</td>
<td>Yes, if acquired or created with CPA funds</td>
<td></td>
</tr>
</tbody>
</table>

Chart adapted from “Recent Developments in Municipal Law”, Massachusetts Department of Revenue, October 2012.

The following table is the Department of Revenue version of Allowable Spending Purposes:

<table>
<thead>
<tr>
<th>OPEN SPACE</th>
<th>HISTORIC RESOURCES</th>
<th>RECREATIONAL LAND</th>
<th>COMMUNITY HOUSING</th>
</tr>
</thead>
<tbody>
<tr>
<td>LAND TO PROTECT EXISTING AND FUTURE WILDLIFE, ANIMAL AND RECREATION AREAS, WATERSHED, WILDLIFE, AND HABITAT LANDS; AND OTHER LANDS RECOGNIZED AS IMPORTANT FOR RECREATIONAL OR RECREATIONAL USE</td>
<td>BUILDING, STRUCTURE, REAL ESTATE, OR ARTIFACTS LOCATED ON THE STATE REGISTRY OF HISTORIC PLACES OR DETERMINED BY THE LOCAL HISTORIC PRESERVATION COMMISSION TO BE SIGNIFICANT TO THE HISTORY, ARCHITECTURE, OR CULTURE OF THE CITY OR TOWN</td>
<td>LAND FOR ACTIVE OR PASSIVE NON-RECREATIONAL USE INCLUDING, BUT NOT LIMITED TO, THE USE OF LAND FOR COMMUNITY GARDENS, TRAILS, AND NON-COMMERCIAL TEACHING AND STUDY AREAS</td>
<td>HOUSING FOR LOW AND MODERATE INCOME INDIVIDUALS AND FAMILIES, INCLUDING歸X SO-AND-MIDDLE INCOME HOMES. MODERATE INCOME IS LESS THAN 100%, AND LOW INCOME IS LESS THAN 80%, OF THE AREA MIDDLE INCOME</td>
</tr>
<tr>
<td>ACQUISITION</td>
<td>CREATE</td>
<td>PRESERVATION</td>
<td>SUPPORT</td>
</tr>
<tr>
<td>OWNED PROPERTY ACQUIRED BY LEASE, PURCHASE, DONATION, LEGAL ACTION, OR OTHER MEANS</td>
<td>TO VACATE, PURCHASE OR CREATE OR MAINTAIN LAND, WATER, OR BUILDING</td>
<td>PROTECT PERSONAL OR REAL PROPERTY FROM LEASE, SALE, OR DESTRUCTION</td>
<td>PROVIDE GRANTS, LOANS, AND SUBSIDIES TO NON-PROFIT ORGANIZATIONS, OR DIRECTLY TO INDIVIDUALS AND FAMILIES WHO ARE ELIGIBLE FOR COMMUNITY HOUSING, OR TO COMMUNITIES THAT OFFER OR MANAGE SUCH HOUSING, FOR THE PURPOSE OF MAKING HOUSING AFFORDABLE</td>
</tr>
</tbody>
</table>

Source: Department of Revenue (DOR) 10-5-2012 conference, “Recent Developments in Municipal Law,” Workshop B - Local Finances
COMMUNITY HOUSING

BACKGROUND
Several documents have been commissioned which have addressed the situation of Community Housing in West Newbury.

Comprehensive Plan, September, 1999
The *Town of West Newbury Comprehensive Plan*, dated September, 1999, includes a 15 page section on Housing. The Executive Summary lists the following Housing Goals and Housing Policies:

**Housing Goal**
Encourage housing diversity as a way to maintain the perception of semi-rural character through development process in order to avoid suburbanization.

**Housing Policies**
- Consider ways to stimulate the creation of smaller dwellings that increase the diversity of housing choices for young families, and for seniors who want to remain in West Newbury, but not necessarily in the home where they raised their family.
- Address affordable housing as defined by the Commonwealth.
- Achieve consistency between housing development and the Town’s desire to preserve its semi-rural character, thereby avoiding suburbanization.

The Executive Summary listed as main housing points:
- Emphasize public benefits and greater land use diversity over “less growth”;
- Alter the mix of residential uses to reduce growth in service and capital costs, keeping tax rate increases manageable;
- Change the zoning bylaw to encourage low-impact, high revenue-yield non-residential land uses”, and “adopt protective regulations to ensure their compatibility with West Newbury’s semi-rural character.

The Executive Summary also addressed “Key proposals advanced by the comprehensive plan committee”, which included zoning amendments to meet the aims of the Comprehensive Plan, and to address a variety of different housing options to address the needs of the community. Some of these proposals have been addressed, and some are still being reviewed currently.

The Housing section contains a “Summary of Existing Conditions, Analysis of Significant Issues, and Key Findings and Recommendations”. The Recommendations include:

1. Achieving Housing Diversity by Preserving Rural Character
2. Preservation and Reuse of Old Properties to Produce Affordable Housing without Creating New Units
3. “Limited Development” as a Strategy for Developing Small Affordable Homes
4. Incentives for Accessory Apartments.

Detailed explanations of the Recommendations may be read in the Comprehensive Plan.

**Link to the Comprehensive Plan:**

**Community Development Plan, June, 2004**

In June, 2004, the *Community Development Plan* was drafted. The Plan was funded with a grant designated by Executive Order 418 and funds appropriated at Town Meeting. EO418 required that a plan address Economic Development, Community Housing, and Transportation.

The Plan summarized current conditions, reflecting much of the same situation as that described in the Comprehensive Plan. Constraints to creating affordable housing include:

- Zoning which requires larger lot area and does not allow multi-family dwellings by right
- The high cost of land, and the desire to build high end homes
- Building of larger homes
- Building of single family homes

These factors, among others, contribute to a lack of diversity in housing stock, and a lack of affordability.

The constraints of subsurface sanitary waste disposal also contribute to the lack of housing options.

Housing Goal and Policies (Section 2.6) were as follows:

“The housing goal and policies identified below and integrated into the recommendations in section 2.6 emerged from the following sources: the Comprehensive Plan prepared in 1999, including a resident survey that was prepared as part of the planning process; several meetings with the West Newbury Planning Board; and an analysis of the data on housing and population in West Newbury included in this Community Development Plan document.”

**Goal:** Encourage housing diversity as a way to maintain the perception of semi-rural character through development process in order to avoid suburbanization.

**Policies:**

1. Consider ways to stimulate the creation of smaller dwellings that increase the diversity of housing choices for young families, and for seniors who want to remain in West Newbury, but not necessarily in the home where they raised their family
2. Address affordable housing as defined by the Commonwealth
3. Achieve consistency between housing development and the Town’s desire to preserve its semi-rural character, thereby avoiding suburbanization.”

Recommendations for Enhancing West Newbury’s Housing Supply (Section 2.8) and Potential Sites for Development of Additional Housing (Section 2.8.1) are identified in the Plan.

Changes to Sections of Zoning Bylaw (Section 2.8.2) were also recommended (Those recommendations from the 1999 Comprehensive Plan are identified with a CP following the description of the recommendation :)

- Open Space Preservation
- Accessory Apartments (CP)
- Assisted Living Facilities (CP)
- Senior Residential Developments
- Inclusionary Zoning
- Mixed Business/Residential Uses

Section 2.7.3. addressed Direct Assistance to Development of Affordable Housing:

- Units in Existing Large Homes (CP)
- Explore Acceptance of the Community Preservation Act
- Limited Development on Public Land

2.7.4 Encourage Development of Needed Housing

Negotiate with Developers – The Town of West Newbury can work with developers to encourage them to build types of housing identified as needed by the community. The comprehensive permits process can be used for this, a so-called “friendly 40B.”

Once again, some of these proposals have been addressed, and some are still being reviewed currently.

Link to the Community Development Plan:

Housing Production Plan, 2009

In 2009, the Planning Board applied for funds from the Community Preservation Committee for a Housing Production Plan (2009 HPP). Previously, the Town had an approved Housing Production Plan which had expired. Such a Plan, if implemented, is considered an affirmative defense from M.G.L. Chapter 40B under Department of Housing & Community Development (DHCD) regulations, and provides demographic data and analysis, goals, and suggested methods to achieve the goals. DHCD must approve a HPP, and it is valid for five years from the date of approval.
The Planning Board hired a consultant to work with the Town to prepare the 2009 HPP. Public meetings were held, and the consultant worked with the Planning Board to draft the Plan. The Plan was approved by DHCD, and was valid until October, 2015. It has now expired.

At the time of initial writing of the 2009 HPP, the Town’s Subsidized Housing Inventory (SHI) was 1.8% of total units. The Subsidized Housing Inventory is used to measure a community's stock of low-or moderate-income housing (affordable housing) for the purposes of M.G.L. Chapter 40B, the Comprehensive Permit Law. M.G.L. Chapter 40B requires that every city and town in the Commonwealth have at least 10% Affordable Housing. DHCD utilizes the federal Decennial Census figures as the basis for the number of Year-Round Housing Units, and updates that figure every ten years. The following Table indicates the change in the SHI from 2000 to 2017:

<table>
<thead>
<tr>
<th>YEAR REPORTED BY DHCD</th>
<th>YEAR-ROUND HOUSING UNITS (based on 2010 Decennial Census)</th>
<th>SUBSIDIZED HOUSING INVENTORY UNITS</th>
<th>PERCENTAGE AFFORDABLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>2000</td>
<td>1414</td>
<td>26</td>
<td>1.8</td>
</tr>
<tr>
<td>2010</td>
<td>1558</td>
<td>32</td>
<td>2.1</td>
</tr>
<tr>
<td>2017</td>
<td>1558</td>
<td>39</td>
<td>2.5</td>
</tr>
</tbody>
</table>

(Source: Department of Housing and Community Development, Subsidized Housing Inventory, as of September 14, 2017. There are likely more units at this time, but DHCD has not updated the posted SHI.) We should note that when the 2020 Decennial Census is completed, DHCD will update the amount of Year Round Housing Units, and the percentage will decrease.

A goal of the 2009 HPP was to add new affordable units each year to meet production goals. In the 2008-2010 time range, the Planning Board applied for and received approval from DHCD of two units of affordable housing which were the result of a Special Permit, and four units of town-owned housing, which increased the quantity of SHI units from 26 to 32. Since then, units have been added due to implementation of Special Permits and compliance with the Inclusionary Housing Bylaw.

**SUMMARY:** The HPP contained a Housing Needs Assessment. Using demographic and federal census data, a Housing Needs Gap Analysis was conducted, which determined that West Newbury has a shortage of affordable rental units for extremely and very low income households, and a shortage of owner-occupied housing that is affordable to households under 80% of median family income. The Analysis also
indicates that there is a lack of housing for young families and senior citizens who wish to remain living in Town.

The following is an excerpt from the 2009 Housing Production Plan (Section II.A):

“The Housing Production Vision is as follows:
As part of the Housing Production Plan, a vision for the future has been created. Included in the vision are the following goals:

- The Town will continue to make efforts to expand housing choice and opportunities.
- The Town will strive to meet the Commonwealth’s guidelines to provide at least ten percent of its housing stock at affordable levels.
- The Town will strive to provide a range of housing choices in a manner that is consistent with smart growth principles.
- The Town will promote housing opportunities within and adjacent to the existing Town Center and in other suitable areas where existing infrastructure and services can support the development, in order to preserve open space and natural resources as well as protect West Newbury’s historic homes and rural character.”

Housing Goals are to increase affordable rental and homeownership units for residents and families of a range of income levels; to support “smart growth” locations; encourage a mix of smaller single-family units, condominiums, rental, assisted living, and congregate care facilities.

The Plan suggests that zoning options which are considered Regulatory Strategies could be implemented to increase a variety of housing stock, especially in the Town Center, and in the form of multi-family housing. Non-Regulatory Strategies are recommended, including the formation of an Affordable Housing Trust Fund, re-developing Town owned land, acquisition of properties for affordable housing with deed restrictions, and an outreach campaign for affordable housing.

**Housing Production Plan, 2018-2022**

In 2017, the Merrimack Valley Planning Commission (MVPC) initiated preparation of a Housing Production Plan for the fifteen member communities in the MVPC region. The Plan for West Newbury, approved by the Board of Selectmen in June 2018, is posted on the Planning Board page of the Town’s website. The Plan contains demographic data for all of the member municipalities, and analysis, graphs, charts, etc. It is a wealth of information and a helpful resource for existing and comparative data.

The following excerpt summarizes the data analysis by the authors of the Plan:
(Source: Town of West Newbury, Housing Production Plan, 2018-2022, prepared by Merrimack Valley Planning Commission and JM Goldson community preservation and planning)

Chapter 3, Local Housing Conditions:
Key Findings (Page 28 of the Plan)

- West Newbury has about 1,607 housing units, with about 94 percent occupied year-round and a small amount (22 units) of seasonal units. West Newbury’s vacancy rates are estimated to be low and indicate a housing demand that exceeds supply. However, if projections indicating a declining population manifest in coming years, this may rectify the apparent supply/demand imbalance.
- The desire for large homes on large lots appears to be declining and is projected to continue. A lack of housing alternatives in West Newbury may impact population in the coming years.
- Roughly 93 percent of West Newbury’s occupied housing units were owner occupied and only 7 percent renter occupied, which is a significantly lower proportion of renter housing than in the region.
- Housing units tend to be newer in West Newbury. Only about 58 percent of West Newbury’s housing units were built prior to 1979. However, homes of this age may contain lead paint, which can pose health hazards, and may need abatement and other health and safety improvements.
- West Newbury has a high average single-family tax bill of $7,710 compared with other communities in the region, with only Andover and Boxford having higher average single-family tax bills.
- West Newbury’s residential building permit activity indicates construction of primarily single-family units between 2000 and 2015.
- West Newbury has a lower percentage of younger homeowners than in the region, which is likely tied to housing cost and availability of starter homes.
- For-sale housing prices are more expensive than most communities in the region with a 2016 median sales price for all residential sales of $545,000. West Newbury has an affordability gap of $57,000—a household making the median household income could not afford the median sales price for a single-family home of $565,000.
- West Newbury renters tend to have higher incomes than renters in the region and tend to pay more for rent than in the region.
- About one in four of West Newbury’s households have incomes at or below 80 percent of the Area Median Income (AMI). And, about 75 percent or 285 of low-income households in West Newbury are estimated to spend more than 30 percent of their gross income for housing costs.
- Housing cost burdened households in West Newbury are most likely to be composed of small families. Second most likely household type to cost burdened are large families.
- Only 2.5 percent or 39 units of West Newbury’s total year-round housing units are included on the state’s Subsidized Housing Inventory. This analysis indicates that West Newbury needs more rental housing at all price points including affordable at a variety of income ranges and market-rate rental housing, more affordable starter homes for first-time homebuyers for low/moderate income and middle-income households including rental and ownership units; as well as more accessible housing and housing with supportive services.
- Despite the low vacancy rates, the potential decline of population and households in the coming years indicates that West Newbury’s housing needs may be best addressed through allowing for redevelopment and/or conversion of single-family homes to
alternative housing types such as congregate living with supportive services, small-scale multi-family units, and cottage-style or other models for smaller, affordable starter homes.”

Chapter Five of the HPP contains “Housing Goals and Strategies.” The Chapter is further divided into categories of “Five Year Goals, Strategies (Planning and Policies, Production, and Preservation), and Action Plan.” The headings of the recommendations are listed below, and the full text can be viewed in the HPP, 2018-2022. Some of the Goals and Strategies are similar to those found in the 2009 HPP.

**PLANNING AND POLICIES**
- Assess staff capacity
- Amend the Business District zone
- Amend the zoning requirements for multi-family housing
- Consider lot size, frontage, or shape waivers by Special Permit
- Encourage Assisted Living/Senior Housing Development
- Reactivate and provide an expanded role for the Community Housing Committee (CHC)
- Plan for and leverage Community Preservation Act funding and Inclusionary Zoning funds for local affordable housing
- Establish a local Affordable Housing Trust Fund
- Partner with for-and non-profit developers to create affordable housing on privately owned sites
- Seek designation as a Housing Choice Community which will provide preferential access to Commonwealth grant programs as well as a new grant program open only to Housing Choice Communities
- Investigate securing the services of a shared housing coordinator with neighboring communities
- Seek the assistance of non-profits or qualified trainers to conduct ongoing community education
- Provide support for elderly to age in place
- Participate in the MA Healthy Aging Collaborative’s Age-Friendly Communities Program
- Provide direct support for low income homeowners and renters struggling with housing costs
- Participate in trainings for board and committee members to learn more about affordable housing processes and needs
- Investigate opportunities and models for shared living situations for seniors.

**PRODUCTION**
- Explore District Improvement and Tax Incremental Financing to support housing development.
- Acquire properties for Affordable Housing and Purchase Affordability Restrictions on Existing Homes.
• Encourage development of housing that is affordable to both low- and moderate-income households (i.e., those who earn between 60 to 120% area median income).

• Consider requiring that a percentage of new/remodeled units and infrastructure follow ADA Standards at a minimum but ideally incorporate Universal Design Standards.

• Inventory publicly-owned land and tax/title properties to determine suitability and availability for developing affordable housing.

• Investigate models that address creation of starter homes that are “right sized”.

• Explore and utilize innovative septic systems to create affordable housing.

• Follow Sustainable Design Standards to create/remodel housing units.

PRESEVATION
• Develop a system to monitor the Subsidized Housing Inventory to ensure that units do not expire.

• Convert single-family homes to multi-unit for supportive services, small-scale, or multi-family housing.

• Consider retrofitting municipally-owned buildings to mixed-income housing.

Link to the Housing Production Plan, 2018-2022:

Housing Authority
The West Newbury Housing Authority and its Executive Director operate and manage twenty-six public housing units. Twelve of these units are two and three bedroom units, and are designated for low-income families. Fourteen units consisting of one and two bedrooms are designated for low-income elderly and special needs populations. In addition, the Housing Authority manages four town-owned affordable apartment units. In April 2016, Town Meeting authorized the transfer of ownership of this building to the Housing Authority. The Town is presently undertaking replacement of the building siding, which is the final building improvement necessary prior to transfer of ownership, and discussions between the Town and the Housing Authority regarding the anticipated transfer of ownership are ongoing. Each of these thirty units counts toward the Town’s Subsidized Housing Inventory.

Inclusionary Housing Requirements Zoning Bylaw (Section 5.F.)
In April, 2006, Town Meeting voters approved an Inclusionary Housing Requirements Zoning Bylaw proposed by the Planning Board. The Bylaw requires that at least 10% of the new housing units in any residential development must be affordable in conformance with the specified criteria of M.G.L. Chapter 40B and DHCD requirements. The bylaw is triggered by creating three or more attached or detached housing units on a single parcel, or creating three or more lots.

The first units created under the Inclusionary Housing Zoning Bylaw were required of a Special Permit filing approved in 2013. That project has been completed, and three units have been
built, sold, and added to the SHI. A new project is underway and will include inclusionary units.

For a fraction of a complete unit, a developer is required to submit to the Town fees as a percentage of an Inclusionary Housing calculation. As development occurs, more units will be created and fees received as a result of the Inclusionary Housing Zoning Bylaw. According to the Housing Production Plan, 2018-2022, fee payments in the amount of $201,200 are being collected for the Drake’s Landing and Sullivan’s Court Extension projects.

Link to the Town of West Newbury Zoning Bylaw:


GOALS AND OBJECTIVES

Short-Term Goals:
• Organize a group of West Newbury residents interested in pursuing adoption of an Affordable Housing Trust.

Long-Term Goals:
• Strive to meet the “Five Year Goals, Strategies (Planning and Policies, Production, and Preservation), and Action Plan” articulated in the 2018-2022 Housing Production Plan
• Adoption of an Affordable Housing Trust, M.G.L. Chapter 44, §55C. The Affordable Housing Trust will be responsible for pursuing the goals outlined in the various documents referenced above.

HISTORIC PRESERVATION

BACKGROUND

West Newbury’s history as a town really began in 1635 when 23 men and their families, all from England, sailed through Plum Island Sound and up the Parker River, landing in Newbury. As more settlers arrived and families increased, land in Newbury became scarce, and some people moved westward to the “upper woods” beyond the Artichoke River. The town granted large parcels of land to early settlers: in 1638, 300 acres to Edward Rawson; in 1644, 80 acres to John Emery; in 1659, 103 acres to Francis Browne, all around the Artichoke River. In 1663, Capt. William Gerrish was granted 260 acres at the Groveland line. What was referred to as the “first division of lots” occurred in 1686, parceling out the remaining land between the Bradford Road and the Merrimack River, from the land of Emery to that of Gerrish. The rest of what became West Newbury was granted to settlers in five subsequent divisions.

Relations between the settlers appeared to be amicable; there are only two reports of troubles—a child was killed and nine persons captured in a raid on the Brown farm at 135 Turkey Hill Road in 1695. One girl hid, then ran to spread the alarm, and the captives were soon rescued. The other
incident was when Hananiah Ordway, who lived on Indian Hill Street at the end of Garden Street, shot and killed an Indian he thought was skulking around his house.

With the exception of two early mills (Emery’s grist mill at the mouth of the Artichoke, and a dam and sawmill at the mouth of the Indian River), the area that became West Newbury was totally a farming community until the late 1700s. Enoch Noyes began making horn buttons and coarse combs in 1759 at his home near 127 Main Street, and about 1778 a Hessian soldier, William Cleland, came to join him, bringing his comb-making tools with him. Cleland had been captured, probably at the Battle of Bennington during the Revolutionary War. From these beginnings, other farmers started making combs, and by the 1830s and 1840s there were 32 comb shops in town, the largest being the Somerby C. Noyes Company at 320 Main Street. Other large shops were on Pleasant Street and on Harrison Avenue. The comb industry expanded throughout the country, and business declined in West Newbury. The last comb shop in West Newbury closed in 1904.

Another local industry was shoe-making, which began with farmers making shoes for their families in little shops on their farms. Later large shoe shops were started, and West Newbury in 1875 was a booming industrial town with over 2,000 people and doing a half million dollars’ worth of business a year. There were three large comb factories and seven shoe factories. The last shoe factory, J. Durgin & Sons, moved to Haverhill in 1889.

Other industries for a time in West Newbury were a flourishing carriage business, a tannery and a wharf at the foot of Whetstone Street, a brickyard near the Groveland line, straw bonnets made by housewives on Crane Neck Hill, a short-lived cigar-making business, and Cherry Hill Nurseries, internationally known for their peonies for over 100 years. Now West Newbury is mostly known as a beautiful residential community and for its Christmas tree farms.

In 1794 the first Rocks Bridge was built over the Merrimack River, replacing a ferry. A second bridge was built in 1828 after the first one was swept away. This bridge was a 6-span covered drawbridge, which was gradually replaced by steel spans between 1894 and 1913.

In 1819 West Newbury finally became a separate town from Newbury, after years of petitioning the General Court of Massachusetts for that privilege. There were 1,279 residents reported in the next census, taken in 1820. The population increased to 2,087 in 1865, then decreased to a low of 1,405 in 1904, not to increase appreciably until after Route 95 opened up the possibilities of commuting to Boston. Since then population has steadily increased, to 4,235 in 2010.

Today West Newbury comprises some 15 square miles of rolling hills with broad valleys, open fields, woodlands, ponds and historic homes as the setting for a vibrant community of about 4,500. Hiking, bridle, and cross-country trails weave throughout the town. Working farms and a daily, as well as extensive conservation land, characterize West Newbury. Our “Training Field” is listed on the State Register of Historic Places along with several residences in town.

**HISTORIC DISTRICT**

The Historic District, located at the Training Field area, General Bylaw XI, was created by a vote at the Special Town Meeting held on April 5, 1976.

**PROPERTIES DEEMED HISTORICALLY SIGNIFICANT**
In 2006, the following resources within the Town were deemed historically significant by the Historical Commission:

- Training Field, which includes the Town Hall, the G.A.R. Memorial Library, and houses surrounding the Training Field
- 1910 Building
- The Second Congregational Church
- St. Ann’s Church
- All Saint’s Church and St. John’s Hall
- Civil War Memorial, now knows as the Charles L. Carr Post

In 2011, the Historical Commission deemed the Page School, including the Mill Pond Dam, the Pipestave Hill Apartment Building, and the Pipestave/Mill Pond Recreational areas on both sides of Route 113 as historically significant.

AMERICAN LEGION CHARLES L. CARR POST (CARR POST)
In 2015, the American Legion Charles L. Carr Post trustees deeded the Carr Post to the Town of West Newbury. A study had been commissioned by the Board of Selectmen, using CPA Funds, for a Conditions Assessment of the building. Using that Assessment, a Warrant Article was proposed for Critical Stabilization to be performed. Voters approved use of Historical Reserve CPA Funds for critical stabilization of the building at the Special Town Meeting held in April, 2015. The work was performed with the oversight of the Department of Public Works.

In conjunction with a Special Permit for Open Space Preservation Development at Drake’s Landing approved by the Planning Board on January 31, 2017, a shared parking area is to be provided at the rear of the Carr Post building. The area will be available for use by the public and residents of the development.

The Board of Selectmen has formed and appointed a Committee to determine improvements and recommend uses of the historic building.

The Historical Commission applied for and received approval for listing of the Carr Post (listed as Soldiers and Sailors Memorial Building) on the National and State Historic Registries in August 2016.

DEMOLITION DELAY BYLAW
The Historical Commission submitted a Demolition Delay Bylaw, which proposed a demolition delay for a period of up to nine months, at the April 2017 Town Meeting. Voters, however, did not support this proposal.
HISTORIC SITES SURVEY

The Historical Commission proposed a funding article from CPA Funds for a Historic Sites Survey which was to include all properties 100 years old or more for $66,000 at the Special Town Meeting of October, 2017, Article 9. That article was approved for $25,000. The Commission applied for and received a grant for $12,500 from the Massachusetts Historical Commission for this project.

This Phase One Survey, was completed in September, 2018 and based on external observations and research into publicly available documents, focused primarily on Main Street. It provides information about the architecture and residents in historic buildings important to the Town’s ethos and appearance. The Survey includes Form B Building Inventory Forms for 116 buildings and outbuildings over 100 years old, and Form A Area Inventory Forms for three historic areas.

The Survey recommends twenty-three individual properties are recommended as eligible for listing on the National Registry of Historic Places. The Historic Sites Survey Report, which includes the list of properties eligible for listings on the National Registry of Historic Places and the individual forms, are posted on the Historical Commission website, and hard copy forms are available for review in the Town Clerk’s Office and at the G.A.R. Memorial Library. They will also be posted on the Commonwealth’s MACRIS Database, at http://mhc-macris.net/.

HISTORIC PRESERVATION EXPENDITURES

As demonstrated by the pie chart above, Historic Preservation is 85% of total CPA funds appropriated. The graph below shows the distribution of funds by project.
Goals and Objectives:
To preserve and protect historic and archeological assets of the Town, as well as develop resources to educate the Town’s residents about the wealth of history in West Newbury.

Short term Goals:
- Review opportunities for preserving Town Cemeteries.
- Review guidelines and opportunities for Historic Preservation Easements.
- Continue the Inventory and Survey of Historical Sites in West Newbury.

Long term Goals:
- Preserve and maintain our remaining historical buildings, where possible.
- Document stone walls and other historic resources throughout the Town.
- Educate the citizens of West Newbury regarding our historic resources and the role the CPA plays in that process.

The Community Preservation Coalition has prepared the following flowchart to assist in the decision making process of Eligibility:
Qualifying Historic Projects for CPA Funding

Is the project appropriating CPA funds for a building, structure, vessel, real property, document, or artifact?  

NO

PROJECT IS NOT ELIGIBLE FOR CPA FUNDING

YES

Is the resource on the State Register of Historic Places?  

NO

Has your local Historical Commission made a determination that the resource is significant in the history, archeology, architecture, or culture of your city or town?

YES

Will the funds be spent on one of the following actions?  
- Acquisition of an historic resource  
- Preservation of an historic resource  
- Rehabilitation of an historic resource  
- Restoration of an historic resource

NO

PROJECT IS NOT ELIGIBLE FOR CPA FUNDING

YES

CPA FUNDS MAY BE APPROPRIATED FOR THIS PROJECT

For rehabilitation projects, work must comply with the U.S. Secretary of the Interior’s Standards for Rehabilitation.

For more information, visit:  
www.communitypreservation.org/content/SHI-standards
OPEN SPACE

The basis for the Open Space section of the Community Preservation Plan (CP Plan) has been primarily the 2009 and future draft Open Space and Recreation Plans (OSRP.) According to the draft 2018 OSRP, the OSRP is built on the plans completed in 1996, 2003, and 2009. The following is an excerpt from the Community Preservation Plan of 2016:

BACKGROUND

Located 40 miles north of Boston, West Newbury is a delightful community characterized by rolling hills with broad valleys and an unspoiled rural charm. A groundswell of public support for and interest in the preservation of West Newbury’s rural character and open space first found voice in the 1996 Open Space and Recreation Plan. The Town has supported – both at the ballot box and at Town Meeting – all nine open space initiatives put before it since 1996. That support has continued to grow and shows no sign of abatement. (Excerpt from an earlier Open Space Committee website page.)

The Town of West Newbury has a history of actions taken to preserve Open Space. At a Special Town Meeting held in November, 2000, Article 10, Town Meeting voters approved a $5,000,000 Land Bond to preserve Open Space. In addition to purchasing approximately 300 acres of land for water, municipal and open space use, the Town purchased Conservation Restrictions to protect 247 acres more acres. In several of the purchases, the Land Bond funds were supplemented with grants, Town appropriations, and the Conservation Commission Trust Fund.

According to the Massachusetts Department of Agriculture, approximately 491 acres of land are protected with Agricultural Preservation Restrictions.

Through the years, various town boards, commissions, and committees have worked to acquire Conservation Restrictions, Agricultural Preservation Restrictions, trails, and land. In 2009, the total area of protected lands was 2,050 acres, or 21% of the town’s 9443 acreage. With the purchase of the Cardinal Cushing Academy at 692 Main Street in 1972, the Town acquired 129 acres of land on which the Page School is located, and 213 acres across the street known as the Mill Pond/Pipestave Hill Area. The Mill Pond Recreational Area is the Town's "passive recreation center." A Winter Carnival is held there each year, and hikers, bicycle riders, cross-country skiers, horseback riders, birders, and others make frequent use of its trails and open fields all year long.

Farther along on Main Street is the Pipestave Hill Recreation Area. This is the "equestrian center" of Town fields, where frequent horse shows and the start of the annual Myopia Hunt in West Newbury take place.

The recreation area also hosts West Newbury Youth League’s regulation-sized soccer field and baseball diamond. In an effort to accommodate a growing number of young baseball, soccer,
and lacrosse players, the Youth League sought and received funds in 2001 to add three new athletic fields at Pipestave Hill, along with two new softball fields behind the Page School.

A Conservation Restriction, proposed and approved in conjunction with the athletic field expansion, protects in perpetuity close to 200 acres of the remaining Mill Pond/PIPESTAVE acreage from further municipal development of any kind. This Conservation Restriction is held by Essex County Greenbelt Association. The Management Plan that accompanies this Conservation Restriction was recently updated in early 2008.

The Open Space Committee, which is active in seeking to preserve Open Space, working with outside conservation groups, and expanding our trail systems, has updated the Open Space and Recreation Plan several times. The most recent version is dated August, 2009. The Plan is posted on the website, www.westnewburyopenspace.net, and contains a wealth of information and reference materials.

In 2001 the Planning Board drafted and Town Meeting approved an Open Space Preservation Development Zoning Bylaw (OSPD, Section 6.B.) based on the Green Neighborhoods model for land preservation. The Green Neighborhoods model is based on principles articulated by Randall Arendt, author of Conservation Design for Subdivisions, and Rural by Design. The Bylaw requires a Special Permit from the Planning Board, and a developer must preserve at least 60% of the parcel as Open Space, (initially 50%--the Bylaw was amended in 2008) protected by a Conservation Restriction. Development must be more compact than in conventional subdivisions, and density bonuses may be granted as incentive for a developer to choose the OSPD process. Several amendments to the Bylaw have been made over the years.

This introduction has been updated since 2016, and the following sections have been updated.

Subdivisions at Kimball Road Extension, Ocean Meadow, and the Cottages at River Hill, have resulted in a total of 46 acres of land permanently protected by a Conservation Restriction through the OSPD process. Since that time, a Special Permit for OSPD has been approved for Drake’s Landing, off Main Street, where 17.8 acres will be permanently protected.

The first CPA Application for Funding for an Open Space project was submitted by the Open Space Committee for the Indian River Bridge and Coffin Street Trail Boardwalk, and approved by the Special Town Meeting of April, 2013. A subsequent Application was submitted for the April, 2014 Special Town Meeting for SCA Services to perform work on the Bridge. Both projects were approved by voters, and the project is complete. Many volunteers assisted in work that was required to build the projects, and the original article was completed under budget.

In April, 2014, Town Meeting voters approved purchase of a Conservation Restriction at Assessors’ Map R-17, Parcel 10, at Garden Street. 3.2 acres have been protected with this transaction.

See the Table of Approved Projects by Category in this CP Plan for a list of all approved Open Space and Recreation Projects. Several other Applications to the CPC under the Open Space category have been submitted but did not proceed to Town Meeting for various reasons.
RECENT ACTIVITIES

In 2016, the Open Space Committee began to draft a new Open Space and Recreation Plan. An OSRP is written in compliance with the extensive requirements of the Commonwealth of Massachusetts Open Space and Recreation Planner’s Workbook, found at the following webpage:  https://www.mass.gov/files/documents/2016/08/tx/osrp-workbook08.pdf  The Plan contains many elements and is very informative.

The draft OSRP has been circulated to various public officials for input, comment, and approval. After it has been approved by the Board of Selectmen, it will be submitted to the Executive Office of Energy and Environmental Affairs for approval.

According to Section 1.B. of the draft OSRP, as part of the update of the Plan, the Open Space Committee sent a survey to all households in West Newbury, and made it available to complete online. “By the June 30, 2016 deadline, the response was 323 completed surveys - 100 completed online and 223 mailed or left in collection boxes at the G.A.R. Library, 1910 Office Building, and West Newbury Food Mart. Results first were tabulated and the narrative responses were categorized. Analysis of the responses informed the survey narrative. Subsequently, an informational exhibit was created to explain the survey and summarize its results. The exhibit was on display at the Special Town Meeting in October 2016, followed by two months at the library. (See Appendix A of the OSRP for the survey.) As the 2018 OSRP updates were finalized in October, the OSC held a final public forum to solicit input on community goals. The forum is detailed in Section 6.”

The 7-Year Action Plan in Section 9 of the 2018 OSRP identifies specific measures that the Open Space Committee and Parks & Recreation Commission recommend be adopted in order to accomplish the following three goals:

• **Preserve** the town’s charm, rural character, and sense of community by encouraging sensitive development and encouraging preservation of working farms.

• **Protect** and manage natural resource areas, including water and large, contiguous undeveloped land. Continue to create and foster stewardship programs for trails and open spaces. Support protection of water resources, and identify wildlife corridors to facilitate keeping them open. Put into place climate resilience measures.

• **Provide** accessible passive and active recreational opportunities for townspeople of all ages and abilities. To this end, pursue better access to the Merrimack River and develop more diverse youth activities. In concert with the Parks and Recreation Commission (RecCom), identify trails and open space suitable for people with limited mobility. Work with other town entities to make adaptations consistent with ADA regulations that will achieve better access to passive and active recreation areas.
As written in the OSRP of 2018, “Reflecting on the role of the OSC in the years since the last OSRP was completed much was accomplished in a widening scope of responsibility.” The narrative continues that “In collaboration with the Mill Pond Committee and West Newbury Riding & Driving Club, the OSC drafted a Wetland Trail Corridor Maintenance Plan for maintaining trails in the wetlands areas throughout town. On behalf of the BOS, this Plan was submitted to and approved by the Conservation Commission (ConCom) and Natural Heritage and Endangered Species Program.”

As outlined in the draft OSRP, The Open Space Committee has taken a more active role in Advisory Activities, Advocacy for Conservation, and Community Outreach and Education. (Section 2.A. of 2018 OSRP.)

Section B. of the OSRP reads as follows:

**B. Summary of Community Needs**

“Several areas of concern surfaced in the public hearings and in the community survey conducted in the summer of 2016. The needs most frequently cited by participants and respondents were: preserve the town’s rural character; provide recreation opportunities for townspeople of all ages and abilities, including maintaining active recreation facilities, and creating more recreation/nature programs for youths and teens, in particular; develop and maintain trails; and develop Merrimack River access for fishing and boating."

These needs are outlined in detail in the OSRP.

**GOALS AND OBJECTIVES AND ACTION PLAN**

Section 9. of the OSRP contains a 7 Year Action Plan which has been drafted to address the Goals and Objectives of the Open Space Committee and Parks and Recreation Commissioners. Table 15. On page 17 of the plan addresses these Goals and Objectives, by Topic, Responsibility, and Priority.

Link to Open Space and Recreation Plan: will be posted on the Open Space Committee page at www.wnewbury.org, after approvals have been obtained.

**RECREATION**

**BACKGROUND**

The Board of Park and Recreation Commissioners consists of three members who are elected. Members serve staggered three-year terms.

**RECREATIONAL FACILITIES**

The Parks and Recreation (P&R) Commissioners are responsible for the planning and administration of public playgrounds and recreational sites. The sites and locations are:

Off Bachelor Street:

- Action Cove Playground
- Three baseball fields which are used for elementary school soccer during the Fall
• A basketball court, which can be used either as one large or two smaller courts
• The Snack Shack at the Bachelor Street site

Pipestave Hill, Main Street (located across from the Page School)
• Four multi-purpose athletic fields
• Baseball field with outfield used for soccer/lacrosse/rugby

Page School Fields:
• Two softball fields

Ferry Lane Park, at the intersection of Bridge and Church Streets
• Access to the Merrimack River via a boat ramp. The Garden Club maintains the
garden which includes vintage peonies. The plants originally came from Cherry
Hill Nurseries in West Newbury, which was world famous for its peonies. There
is also Bradford pear which was planted in memory of a former garden club
member.

The enrollment figures for Fall, 2016 and Spring, 2017 youth sports programs are provided in the
table below. For the past 4-5 years, the estimated number of participants in different sports for
Grades K-6 has increased from 635 to 880 (approximately 38 percent increase with Flag Football
and 17 percent without it). The most recent addition to the youth sports offerings was Flag
Football in 2014.

**PARK AND RECREATION PROGRAM ENROLLMENT FIGURES**

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<th>SPORT</th>
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<th>Fall-2016 and Spring-2017</th>
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<td>West Newbury Youth League: (Grades 1-6)</td>
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<tr>
<td><strong>Lacrosse</strong></td>
<td>Data not collected</td>
<td>90</td>
</tr>
<tr>
<td><strong>Rugby</strong></td>
<td>Data not collected</td>
<td>65</td>
</tr>
<tr>
<td><strong>Soccer</strong></td>
<td>Data not collected</td>
<td>110</td>
</tr>
</tbody>
</table>

**Pipestave Multi-Purpose Fields**

At Pipestave Hill (Pipestave), Parks & Rec works to provide scheduling and assess use of existing flat, multi-sport athletic fields along with ongoing parking concerns. These athletic fields are used in the Spring and Fall by West Newbury Youth League (WNYL), Pentucket Youth Soccer Association, Pentucket Youth Lacrosse, Babe Ruth Baseball, and Pentucket Regional School District (PRSD). In the Fall 2018, the Pentucket Youth Football League had asked for field space and unfortunately, Pipestave athletic field schedule could not support this activity.

There are four athletic fields at Pipestave. In the Fall, three fields are used, and the fourth field is rested due to overuse. The total number of hours of athletic field use for all sports activities at Pipestave was 133.0 hours/week in the Spring, 2018 and 104.5 hours/week in the Fall.

In the Pipestave picture below, field numbered 4 includes a baseball field with the baseball outfield including a soccer/rugby/lacrosse field. The lower Pipestave field is composed of 3 fields (Fields 5 through 7). In the Fall, only 2 fields are used per season with the third field rested due to over-use.
For the Spring and Fall, 2018, the overall field use at Pipestave is greater than 80%. During the weekdays there is only one open field from 2:30 to 5:00pm. The term “use” of active recreation fields is defined here as the number of play hours per week divided by available play hours week which yields a percentage use based on the weekday time frame of 2:30pm to 7:30pm and weekend time frame of 8:00AM to 5:00pm. The table below shows thePipestave field use as a function of Weekday and Weekends. The overall use of the fields is 93% as shown below and the percentages are similar between Fall and Spring, 2018. In the Spring, there is a possible 172 hours of field time between the 4 fields with 159.5 hours being used (92.7% use percentage). In the Fall, there is a possible 111 hours of field time between the 3 fields with 102.8 hours of field being used (92.5% use percentage).

<table>
<thead>
<tr>
<th>Weekday or Weekend Use</th>
<th>Hours Scheduled</th>
<th>Spring, 2018</th>
<th>Fall, 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weekday</td>
<td>2:30pm-5:00pm</td>
<td>75%</td>
<td>66%</td>
</tr>
<tr>
<td>Weekday</td>
<td>5:00pm-7:30pm</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>Saturday</td>
<td>8:00am-5:00pm</td>
<td>100%</td>
<td>60%</td>
</tr>
<tr>
<td>Sunday</td>
<td>8:00am-5:00pm</td>
<td>100%</td>
<td>89%</td>
</tr>
<tr>
<td>Overall Use</td>
<td></td>
<td>93%</td>
<td>93%</td>
</tr>
</tbody>
</table>

It is expected in the Fall, 2019, the Pipestave field use will increase due to the expansion of flag football to include 8th Graders leading to an overall field increase use over 90% during the weekends.

The Pipestave field use also reflects the fact that other in-town and out-of-town locations have absorbed demand as well:

i.  WNYL Fall soccer for tots up to 8 years old is held in the baseball diamond outfields at Bachelor Street fields.

ii.  Pentucket Youth Soccer Association (PYSA) relies on Groveland and Merrimac for the majority of their field requirements, due to a lack of Pipestave field space.

iii. Pentucket Youth Lacrosse (PYL) relies, in part, on Pentucket Regional School District fields in the Spring, due to a lack of sufficient Pipestave athletic field space.

iv.  Pentucket Youth Football (PYF) asked Park & Rec about Fall 2018 space at Pipestave. There was no available space; PYF relies on field space in Groveland.

The challenge is that with the current high percentage of weekday and weekend field use at Pipestave and the demands that other in-town and out-of-town locations have absorbed, there is no potential to grow due to the lack of field space.

In addition, the Commissioners work closely with the Department of Public Works, which maintains the fields, and the West Newbury Youth League, which uses the facilities. The Commissioners are responsible for scheduling field usage and handling requests of the fields for use of the fields by others.
At Pipestave, the field conditions vary depending on the field use, sod durability, weather conditions, and drainage. DPW maintains the fields by aerating them several times/year and they have an on-going turf management consultant for inspection and the development of an annual care plan.

SUMMER RECREATION PROGRAM

The Commissioners organize and administer a Summer Recreation Program at the Page School. The six-week program provides summer recreation for West Newbury children in grades K-6. Approximately 50 children attend each weekly session. The page school summer rec program is self-sustaining financially. In the Summer 2018, 163 different children participated in the program and many participated more than one week.

EFFORTS TO INCREASE RECREATIONAL FIELDS

In 2010, the Park and Recreation Commissioners distributed a questionnaire to West Newbury residents. Approximately 30% of the recipients responded. Unfortunately, the raw data of the questionnaire has been lost. However, the feedback received by the P&R Commissioners at that time was the foundation for developing a Master Plan for an active and passive recreation area as part of the proposed acquisition of the Daley Property. In August 2010, Cammett Engineering in Amesbury MA prepared a Master Plan of active and passive recreational activities that could be phased in over a number of years for the Daley property. The plan was funded by the West Newbury Board of Selectmen. The initial prioritization included an outdoor basketball court, a baseball field, multi-purpose athletic field, a toilet building with storage space, two tennis courts, two paddle tennis courts, walking or hiking trails, a health wellness center or recreation building containing a storage space, an indoor basketball court, swimming pool, and office space. On October 24, 2011 at the Fall Town Meeting, the Town voted not to approve Article 16 which was to acquire the Daley Property for $1,100,000 using CPA funds. The property was subsequently sold to a developer and it is now the site of Drake’s Landing. The P&R Commissioners used the active recreation activities identified in the Master Plan for the Daley property as well as a retreat dog park identified by the residents in the questionnaire and by residents at a Board of Selectmen Fall, 2017 meeting as a starting point to identify possible active and passive recreational activities and locations.

An article at the October 22nd 2018 Special Town Meeting sought Town approval of an initiative supported by the Community Preservation Committee to expend up to $51,500.00 of CPA funds to develop a Conceptual Plan for a short- and long-term active and passive recreation vision to expand the Pipestave Hill Active Recreational Area to include the adjacent Dunn Municipal Town Owned land. At the Town Meeting voters did not approve that Article.

ACTION COVE RESTORATION AND REHABILITATION

At the Special Town Meetings in 2016 and 2017, a total of $50,000 of CPA Open Space and Recreation Funds were appropriated to sand, re-stain and rehabilitate the playground equipment at Action Cove. Included in those funds were a professional study of the safety and other needs of the playground facility entitled Playground Safety Inspection Report conducted in September 2016. The staining and rehabilitation were performed to meet the needs identified in the Safety
Inspection Report. The appropriations were separated into two Phases with Phase I being completed in 2016 and Phase II completed in 2017.

CURRENT GOALS AND OBJECTIVES

- Supporting all youth programs and activities in West Newbury
- Performing an overview of field maintenance and safety from participants' perspective
- Providing amenities at popular recreational sites (for example: porta potties, recycling, parking, etc.)
- Administering the town policies regarding use of recreational facilities
- Providing leadership, both supportive and creative, of town recreational programs.
- Providing and expanding programs for all interested children and residents are major goals of the Park and Recreation Commission. The Commission is exploring methods to utilize CPC funds and state funding to acquire and create new recreational facilities and programs. Public support of these endeavors is essential.
REQUIREMENTS, GUIDELINES, AND APPLICATIONS

TOWN OF WEST NEWBURY
COMMUNITY PRESERVATION COMMITTEE (CPC)
Requirements, Guidelines, and Applications for Project Submission
(Revised November 21, 2019)

1. Proposals may be submitted for projects involving Community Housing, Historic Preservation, and Open Space and Recreation. See the Community Preservation Plan for a chart of eligible uses.

2. Application forms are available at the CPC Office in the Town Office Building, 381 Main Street, or on the town website: www.wnewbury.org.

3. Each project request must be submitted to the CPC using the Application for Project Eligibility form as a preliminary Application. Eight (8) copies of the Application should be submitted for distribution to the CPC. An electronic form should also be submitted by e-mail to cpc@wnewbury.org.

4. The Committee will review Applications at a regularly scheduled meeting. Once the project has received preliminary approval for eligibility from the CPC, the Applicant will be asked to complete and submit the Application for Project Funding. Eight copies of the Application should be submitted for distribution to the CPC. An electronic form should also be submitted by e-mail to cpc@wnewbury.org. The CPC reserves the right to reject Applications which are not complete.

4.A. Timelines for Filing Applications (added November, 2019)
Annual Town Meeting and Spring Special Town Meeting:
Town Bylaws Section XX, Town Meetings/Elections states that the business meeting shall be held on the Monday preceding the first Monday in May. The CPC meets on the third Thursday of each month. The CPC requires that Applications for the Annual or Special (Spring) Town Meeting be filed by January 2 of each year. An exception to that date is the first year of implementation, Calendar Year 2020. See the following table as an example:

<table>
<thead>
<tr>
<th>Town Meeting Date</th>
<th>By January 2 of the new year</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 27, 2020</td>
<td>January 7, 2020*</td>
</tr>
<tr>
<td>April 26, 2021</td>
<td>January 2, 2021</td>
</tr>
<tr>
<td>April 27, 2022</td>
<td>January 2, 2022</td>
</tr>
<tr>
<td>April 24, 2023</td>
<td>January 2, 2023</td>
</tr>
</tbody>
</table>

*Exception for first year
Special Town Meeting: (not held in conjunction with the Annual Town Meeting)
A Special Town Meeting is convened at the will of the Board of Selectmen, and we cannot specify a date certain for a Special Town Meeting. In order to provide the CPC time for review, articles for a Fall Special Town Meeting must be submitted to the CPC no later than 9 (nine) days prior to the 3rd (third) Thursday of July of each year.

5. Requests must include a statement of purpose, identify the need to be answered, and be documented with appropriate supporting information. The use of maps, visual aids and other supplemental information is encouraged.

6. Applicants must be present at a CPC meeting to answer questions. The CPC will inform the contact person when the project will be discussed by the CPC.

7. Applicants must meet with and seek support from the committees or commissions which deal with the type of Application submitted, i.e. community housing, historic preservation, or open space and recreation. Applicants are to meet with relevant boards and/or committees to obtain feedback from them as to how the proposal fits into their master or other plan, and other relevant plans and/or policies. The Applicant is urged to obtain letters of support for the project from the entity with oversight.

8. Obtain quotes for project costs whenever possible. If not available, estimates may be used provided the basis of the estimate is fully explained.

9. If the request is part of a multi-year project, is to be developed in phases, or the project is part of a long range conceptual plan, please include the total project cost, allocations, and timelines.

10. For Applicants with multiple project requests, please prioritize projects.

11. Requests are accepted throughout the year. Applications will be reviewed and if approved, will be placed on the Warrant for the next or a future Town Meeting. The CPC reserves the right to defer timely Applications if additional study is warranted.

12. The Committee may require, as a condition for funding, the recording at the Registry of Deeds of preservation restrictions on restored or acquired historic resources, conservation restrictions on preserved or acquired land, and/or deed restrictions on affordable housing projects.

13. For each project, please consider the following factors, as applicable. A project need only address the pertinent factors in a specific category:
Acquisition, creation and preservation of open space/recreation: Open space includes land protecting scenic vistas, forested land, land protecting wells, aquifers and recharge areas, fields, and land for active or passive recreational use including playgrounds and athletic fields for non-commercial sports, trails, parks, and community gardens. Community Preservation funds may be used to protect open space by outright purchase or by extinguishing or limiting development rights through the purchase of permanent Conservation or Agricultural Preservation Easements or Restrictions and where a property interest is acquired a permanent Restriction will be recorded.

“Recreational use”, active or passive recreational use including, but not limited to, the use of land for community gardens, trails, and noncommercial youth and adult sports, and the use of land as a park, playground or athletic field. “Recreational use” shall not include horse or dog racing or the use of land for a stadium, gymnasium or similar structure. Rehabilitation/restoreation such as capital improvements, extraordinary repairs to make the resource functional, and compliance with The Americans with Disabilities Act are allowable uses of CPA funds, under the open space/recreation category.

Acquisition, preservation, rehabilitation and restoration of historic resources: Historic resources are defined as a building, structure, vessel or real property that is listed on the State Register of Historic Places or has been determined by the West Newbury Historical Commission to be significant in the history, archaeology, architecture or culture of West Newbury.

Community Preservation funds may be used for the preservation, restoration and rehabilitation of historic resources, but not for routine maintenance. Investment in historic resources must be protected by a permanent Historic Preservation Restriction where an interest in property is acquired.

Creation, preservation and support of community housing: Low income (less than 80% of the area-wide median) and moderate income (less than 100% of the area-wide median) housing for individuals and families, including low or moderate income senior housing. Community Preservation funds may be used for low interest loan programs to income-eligible first time home buyers, for financial assistance to income-eligible homeowners, for gap funding, to match state or federal low-income housing grants, or for other support of community housing. The Town’s investment in community housing not owned by the Town must be protected by a permanent Affordability Restriction.

Applicants should familiarize themselves with the applicable Zoning and General Bylaws and these can be accessed on the Town website.

Please include the following with ALL copies of the Application for Funding:

- Proof of ownership or control of the site, structure, or subject of Application
- Proof of authorization by the public agency, board, committee, or any entity governed by a board, trustees, corporation etc., showing a vote by the entity to submit the Applications and take responsibility for the project.
If the project involves public property, provide verification that the applicable public agency or department supports the project as presented and will oversee the project if funded.

- Assessor’s map showing location of the Project
- Photographs, including aerial photographs if available.
- Recent written estimates of construction and maintenance costs with detailed scope of work
- Proposed oversight and management plan for the Project
- If the project involves a historic resource, please provide evidence (date of listing on the state register or a letter from the West Newbury Historical Commission confirming its determination of significance) with the application that it meets these criteria

Include the following, if applicable and available:

- Architectural plans and specifications, for new construction or rehabilitation
- Maps, renderings, site plans
- Historic structures report, existing conditions report
- Names and addresses of project architects, contractors and consultants
- Budgets
- Letters of Support

Please keep in mind that there are legal limitations on the use of CPA funds. Additional information on the Community Preservation Act can be found at https://www.communitypreservation.org/

If you are in doubt about your project’s eligibility, after consulting these sources, you are encouraged to contact the CPC and informally request an opinion.

Please submit the Application and accompanying documentation to:

West Newbury Community Preservation Committee
381 Main Street
West Newbury MA 01985
978-363-1100 X131
cpc@wnewbury.org

December, 2013, Revised May, 2016

See Appendix and Forms Below
TOWN OF WEST NEWBURY
Community Preservation Committee
APPENDIX TO Guidelines for Project Submission
Time and Cost Estimates
September 21, 2017

Section 3. of the Community Preservation Bylaw, General Bylaw XXXVI, requires that Recommendations to Town Meeting shall include a fully developed time and cost plan. This Appendix to the Community Preservation Committee’s Guidelines for Project Submission will address requirements for a fully developed time and cost plan. You are encouraged to meet with the Community Preservation Committee to discuss a project and these requirements prior to submitting an Application for Funding.

1. Prepare a Scope of Services/Work to be Performed. The Scope of Services/Work to be Performed will be used as the basis to obtain estimates so you will have an idea of how much money you need to request for CPC and Town Meeting approval.

Scope of Services should include: (where applicable)
..Introduction and Information, Including The Purpose of the Project, and location
..Background: Prepare a brief description of the Project, including address. Give any history that is relevant to the project, background, note prior work performed, etc.
..Request an estimate which should be detailed and include all work, supplies, upgrades needed in order to reach your goal. See example below.

2. A detailed Scope of Services should be prepared and submitted to at least one qualified professional in order to obtain an estimate for these services required.

3. If plans or detailed drawings are needed, you may use available funds, other sources, or apply for CPA funds for this preliminary work to be done. This would then become a Phased Project.

4. Following your receipt of plans, detailed drawings, etc., submit a final Scope of Services to at least one qualified professional in order to receive an estimate to perform the work. This would become Phase II of the project.

5. Your Scope submitted should include a request from the professional for timing of the project, i.e., duration of time from approval of project to finish. This can vary greatly from project to project depending on permitting, weather, access to records, etc. A detailed timeline with anticipated times for various stages of the project should be provided. For example:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preparation and signing of contract</td>
<td>30 days</td>
</tr>
<tr>
<td>Applying for and receiving permits</td>
<td>120 days</td>
</tr>
<tr>
<td>(Note that if Site Plan Review, state permits, or local permits such as from Conservation Commission, Historical Commission, etc. approvals are required, these should all be calculated into the timeline)</td>
<td></td>
</tr>
<tr>
<td>Ordering and receipt of supplies</td>
<td>30 days</td>
</tr>
<tr>
<td>Duration of project to completion</td>
<td>90 days</td>
</tr>
<tr>
<td>TOTAL</td>
<td>270 days</td>
</tr>
</tbody>
</table>
6. Estimates from a qualified professional must be detailed enough for the CPC to determine what is to be done. If the estimate is based on the Scope of Work, then the estimate should include line items for work to be performed as outlined in the Scope of Work, and all items should tie in.

7. All Scopes of Services and Estimates from Qualified Professionals should be submitted with your Application for Funding to the CPC.

8. The CPC may suggest a Contingency Amount to be included in your proposal in order to handle unforeseen expenses.

9. If a project is very large in Scope, you may be required to budget for and hire an Owners Project Manager (OPM) as part of your proposal.

**SAMPLE SCOPE OF SERVICES**

Preservation of a Town-owned building which is in disrepair. Located at XX Address, West Newbury MA. The building has been deemed historically significant by the Historical Commission. The building is two-story, wood frame, clapboard siding, consisting of approximately 2600 square feet. The building is 100 years old and there is evidence of some rot around windows and doors. Some of the windows have been boarded over. The handrail for the front steps is broken, and the steps need to be replaced. The building needs to be painted in order to preserve the exterior and the frame. Photos of the building are attached. Please itemize the following:

**LABOR**

Powerwashing, number of people and hours x hourly rate:
Scraping, sanding, caulking, number of people and hours x hourly rate:
Painting, number of people and hours x hourly rate:
Repairs, number of people and hours x hourly rate:

**TOTAL ESTIMATE FOR LABOR:**

**MATERIALS**

Materials such as caulking, lumber, railing, etc:
Disposal and/or Demolition Charges:
Gallons of paint required for building:

**TOTAL ESTIMATE FOR MATERIALS:**

**TOTAL, LABOR AND MATERIALS:**

Please contact NAME_______________________________ at PHONE________________ or EMAIL_____________________________________ to arrange a site inspection.
TOWN OF WEST NEWBURY
APPLICATION FOR PROJECT ELIGIBILITY
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: _______________________________________________

PROJECT ADDRESS: _______________________________________________

MAP/LOT:   _______________________________________________

APPLICANT NAME: _______________________________________________

(Group or Committee Affiliation)

CONTACT PERSON: _______________________________________________

TELEPHONE/FAX NO.: _______________________________________________

ADDRESS:   _______________________________________________

_______________________________________________

EMAIL:  _______________________________________________

COMMUNITY PRESERVATION CATEGORY:
(Please check all that apply)

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

Please provide a brief project description below. Include a brief narrative of how your project accomplishes the goals of the CPA and include an estimated budget. Please include supporting materials as necessary.
FUNDING:

Amount of Community Preservation Funding Requested:
$__________________

________________________________________
Applicant Signature and Date

For more information contact 978-363-1100 X131
12/2013, Revised 5/2016
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: _______________________________________________

PROJECT ADDRESS: _______________________________________________

MAP/LOT:   _______________________________________________

APPLICANT NAME: _______________________________________________

(Group or Committee Affiliation)

CONTACT PERSON: _______________________________________________

TELEPHONE/FAX NO.: _______________________________________________

ADDRESS:   _______________________________________________

_______________________________________________

EMAIL:   _______________________________________________

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:

$__________________

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.

C. Other Sources of Funding Available: If funding from other sources may be available for the Project, please complete the following table:

<table>
<thead>
<tr>
<th>SOURCE OF FUNDING</th>
<th>AMOUNT REQUESTED</th>
<th>STATUS (COMMITTED Y/N IF NOT-WHEN)</th>
<th>CONTINGENT ON CP FUNDS (Y/N)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

_________________________________________ Applicant Signature and Date

For questions contact: cpc@wnewbury.org, 978-363-1100 X131.
TOWN OF WEST NEWBURY
APPLICATION FOR
ADMINISTRATIVE FUNDS
COMMUNITY PRESERVATION COMMITTEE

Applicants should file eight (8) copies of the completed Application and all accompanying documents, including an Application for Project Eligibility, with the Community Preservation Committee, Town Office Building, 385 Main Street, West Newbury MA 01985, and an electronic copy to cpc@wnewbury.org.

PROJECT NAME: _______________________________________________
PROJECT ADDRESS: _______________________________________________

MAP/LOT: _______________________________________________
APPLICANT NAME: _______________________________________________

Contact PERSON: _______________________________________________
TELEPHONE/FAX NO.: _______________________________________________
ADDRESS: _______________________________________________

EMAIL: _______________________________________________

COMMUNITY PRESERVATION CATEGORY:
(Please check all that apply)
- Open Space
- Historic Preservation
  - Eligible/On State Registry
  - Designated by Historic Commission
- Community Housing
- Recreation
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 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.

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?

A. Amount of Community Preservation Administrative Funds Requested:

$__________________

B. Other Sources of Funding Available: If funding from other sources may be available for the Project, please complete the following table:

<table>
<thead>
<tr>
<th>SOURCE OF FUNDING</th>
<th>AMOUNT REQUESTED</th>
<th>STATUS (COMMITED Y/N IF NOT-WHEN)</th>
<th>CONTINGENT ON CP FUNDS (Y/N)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

YOU MAY BE REQUESTED TO PROVIDE ADDITIONAL INFORMATION.

________________________________________
Applicant Signature and Date

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

May, 2016

SUBMISSION OF AN APPLICATION DOES NOT CONSTITUTE ACCEPTANCE OF A PROJECT
SOURCES

Town of West Newbury:

EO418 Plan, 2004
Housing Production Plan, 2010
Housing Production Plan, 2018-2022
Master Plan, 1999
Open Space Plan, 2008
Open Space Plan (Draft), 2019
Town Accountant
Assessors’ Office
Town Meeting Records
Various Town Offices, Departments, Committees, and Commissions

OTHER SOURCES
Community Preservation Coalition
Commonwealth of Massachusetts website: Various web pages

LINKS
The Town of West Newbury Website www.wnewbury.org
(includes the CPC General Bylaw, found on the Town Clerk webpage, the Open Space and Recreation Plan on the Open Space Committee page, the CPC webpage with Guidelines and Forms, and other town links.)
Board of Assessors Exemption Form
http://wnewbury.org/pages/WestNewburyMA_Assessor/cpa/CPA_Exemption_Form.pdf
Community Preservation Coalition www.communitypreservation.org
(Helpful Information and references, including M.G.L. Chapter 44B)
Commonwealth of Massachusetts, www.mass.gov