

Norfolk Community Preservation Committee

Fiscal Year 2009 Annual Work Plan

Period: January 1, 2008 through June 30, 2009

*PUBLIC HEARING DRAFT April 2008*

## Committee Membership

Board and Commission Representatives, appointed annually through June 30, 2008:

Andrea Langhauser, - Planning Board, Chairperson

Betsy Pyne, - Historic Commission, Vice Chairperson

Tom Terpstra – Recreation Commission

Scott Dittrich – Housing Authority

David Lutes – Conservation Commission

At large members, appointed for staggered terms:

Paul Terrio – Precinct 1, term expires May, 2010

Kevin Hughes – Precinct 2, term expires May, 2008

Cyndi Andrade – Precinct 3, term expires May, 2008, Clerk

Richard Connors – Precinct 4, term expires May 2010

The Committee meets on the third Wednesday of each month; Officers are elected annually.

## Accomplishments in 2007

- The Affordable Housing Purchase Price Subsidy (previously the Down Payment Assistance Program) awarded \$33,722.00 to two grant applicants. (In 2/2008 3<sup>rd</sup> award offered)
- CPA funds assisted the Town Clerk's Office with the Restoration of Vital Records (birth, death, marriage certificates) dating to 1870, the year the Town of Norfolk became incorporated.
- The committee participated in updating Norfolk's Master Plan, which was accepted at Fall Town Meeting. The CPC accepted the goals of that plan as its own.
- Three members attended the Community Preservation Coalition Conference for the purpose of bolstering their knowledge of CPA issues and procedures.
- Became a member of the Community Preservation Coalition for calendar year 2007.
- Had discussions with several landowners in Norfolk, initiating the process of exploring conservation and acquisition options.
- After a review of the merits of the Highland Lake property, the CPC brought the proposed purchase to Town Meeting, which voted to acquire the 44.8-acre parcel for \$525,000, exclusive of closing costs. The property is located off Main Street and King Philip Trail.
- The Committee is overseeing several ongoing projects funded prior to 2007, including the Norfolk Grange and Town Pond.

## Financial Overview (see Financial Summary last prepared in February 2008)

Revenues are generated from 3% surcharge of Norfolk real estate taxes with an annual State match from fees charged at the Norfolk Registry of Deeds. In the six years since the adoption of the CPA by the voters in Norfolk, more than \$4.3 million has been collected, with 50% of that sum coming from State matching funds.

As of the end of December 2007, the CPA account had an unencumbered balance of nearly \$1.6 million, exclusive of the funds earmarked for projects already approved.

The CPC Fund had a balance of \$2,536,886 million in available funds as of February 29, 2008 with 2007 tax revenue and state match funds to be deposited by October 2008

### Funds available in each category -

<i>Open Space/recreation:</i>	<i>\$172,009</i>
<i>Affordable Housing:</i>	<i>\$220,609</i>
<i>Historical Preservation:</i>	<i>\$143,120</i>
<i>Administrative Budget: up to 5%</i>	<i>(\$ 35,000) requested</i>
<i>Remaining balance in the undesignated account: \$2,001,148</i>	

## Goals (from the Norfolk Master Plan) & Proposed Actions

**Affordable Housing: Increase the number and diversity of affordable housing units located throughout town to reach the state-mandated goal of 10% of the total housing units considered affordable by 2017 (as the term is defined in the CP Act).**

Action 1: Recommend town purchase an approximately 1.3 acre parcel of land known as 35 Rockwood Road for \$400,000 for affordable housing purposes. The Municipal Housing Trust will use their own funds to renovate or develop (4) 3-bedroom units for rental or sale. **NOTE:** Further investigation proved this purchase was not feasible. CPC will NOT be forwarding this recommendation to Town Meeting.

Action 2: Recommend \$300,000.00 be transferred to the Municipal Housing Trust to purchase single family house(s). The units would then be sold on the open market with an Affordable Housing Restriction. See *Warrant Article #6 submitted by the CPC for the Annual Town Meeting.*

Action 3: Recommend continuation of the Affordable Housing Purchase Price Subsidy Program in FY 2009 through the transfer of \$ 100,000.00. See *Warrant Article #5 submitted by the CPC for the Annual Town Meeting.*

Action 4: Work with the Affordable Housing Committee, Municipal Housing Trust Fund and the Department of Public Works to identify then recommend purchasing land on which affordable housing can be built, renovated or sold with an AH restriction.

**Open Space: Selectively acquire properties that contribute to the character of the Town through preservation of historic landscapes, wildlife corridors, clean public drinking water, other significant natural resources, and passive recreational opportunities.**

**Recreation: Identify and acquire property for active recreational use.**

Action 1: Recommend the town reserve \$10,000 to take by eminent domain a paper street off Chicatabit Avenue. **NOTE:** On 2/11/08, the Committee chose not to recommend funding at this time by a vote of 6-1.

Actions 2: Recommend \$6000.00 be reserved for the purchase of approximately 0.35 acres off Campbell Street for open space, conservation, and recreational purposes. Cost is based on the amount of outstanding taxes due (*estimated @ \$3,191.27* for Fiscal Years 2007 and 2008) plus closing costs. See Warrant Article #9 submitted by the Committee.

Action 3: Recommend the Town approve the submission of a joint grant application to the Mass. Department of Agricultural Resources and reserve \$32,000.00 for the purchase of the development rights on an approximately 16 acre portion of a farm extending into Millis. See attached Warrant Article #8 submitted by the Committee.

Action 4: Recommend the Town reserve \$1,105,000.00 to accept the Right of First Refusal on approximately 32 acres off Park Street that has an Open Space Subdivision definitively approved for 22 lots, which will match the \$1.1 million Purchase and Sale Agreement and cover closing costs, for conservation and active and passive recreational purposes. See Warrant Article #10 submitted by the Committee

Action 5: Using the criteria established, as may be updated, rank undeveloped land and initiate or continue negotiations with landowners for conservation, recreation or acquisition to bring recommendations to the next Town Meeting.

List of potential candidates for Future Town Meetings -

168 acre Airport (in whole or in part; for multiple uses including active recreation)

Parcel off Everett Street

4.05 acres off Grove Street

50 acre parcels off Seekonk Street

18.63 acre parcel off Coomey Pond

Parcel across Main Street from City Mills Pond

Parcel surrounding and including Mann Pond

Action 6: Oversee the ongoing project of the Norfolk Recreation Committee to restore Town Pond, which has a redesign presently under consideration to address permitting issues.

**Historic: Implement the recommendations of the 2006 Town-wide Historic Properties Survey prepared by Kathleen Broomer.**

Action 1: Oversee 2 ongoing projects: renovation of the Norfolk Grange and the Town Clerk's restoration of town records

Action 2: Work with the Department of Public Works to restore the Crypt and surrounding historic landscape of the Pondville Cemetery.

Action 3: Assist the Norfolk Historic Commission in the creation of up to 4 National Register Districts and 13 individual National Register Nominations

Action 4: Assist in the preservation of Norfolk's most important historic sites and buildings through grants awarded in exchange for preservation restrictions placed on the property(s) or building(s).

**Administration: Support the actions of the Committee through administrative and technical support and professional development**

Action 1: Establish the CPC Administrator as a formal position through the Personnel Board

Action 2: Communicate the successful implementation of the CPA with the general public through regular press releases of projects awarded and successfully completed and through regular updates to the CPC web site.

Action 3: Develop design criteria and logo for signage to be installed at CPC award sites/structures with the Norfolk Cultural Council and Department of Public Works.

Action 4: Stay current with the ongoing developments in CPA implementation through membership in the Community Preservation Coalition and attending workshops on related topics.

## **APPENDIX A: Community Preservation Committee Warrant Articles Submitted For Annual Town Meeting 2008**

1. To see if the Town will vote, pursuant to Massachusetts General Laws, Chapter 44B, Section 5, to appropriate the sum of \$35,000.00 from the annual revenues in the Community Preservation Fund for the purpose of creating an Administrative and Operating Budget for the Community Preservation Committee.

2. To see if the Town will vote, pursuant to Massachusetts General Laws Chapter 44B, to reserve a sum of money equal to the state-mandated minimum amount of 10% from FY2009 Community Preservation Fund revenues for the future appropriation of Open Space creation, acquisition and preservation.

3. To see if the Town will vote, pursuant to Massachusetts General Laws Chapter 44B, to reserve a sum of money equal to the state-mandated minimum amount of 10% from FY2009 Community Preservation Fund revenues for the future appropriation of Affordable Housing creation, preservation and support.

4. To see if the Town will vote, pursuant to Massachusetts General Laws Chapter 44B, to reserve a sum of money equal to the state-mandated minimum amount of 10% from FY2009 Community Preservation Fund revenues for future appropriation towards the acquisition, preservation, rehabilitation, and restoration of Historic Resources.

5. To see if the Town will vote to allocate from the Community Preservation Fund an amount not to exceed \$100,000.00 to fund an **affordable housing purchase price subsidy program** for Norfolk residents and others with Norfolk ties including municipal employees.

6. To see if the Town will vote to allocate from the Community Preservation Fund an amount not to exceed \$300,000 to be transferred to the **Municipal Housing Trust Fund** to be used to purchase and rehabilitate single family homes for affordable housing in the Town of Norfolk.

*Former Article #7, to purchase a property on Rockwood Road, has been withdrawn.*

7. To see if the Town will approve the submission of a joint application to the Massachusetts Department of Agricultural Resources by the Town of Norfolk, Town of Millis and the Trustees of Reservation to **acquire the development rights** through an Agricultural

Preservation Restriction from the owner of 16+/- acres of land located in the Town of Norfolk on Baltimore Road and Holbrook Street, shown as Lot 2 on Assessors Map 10, section 33 and to vote to allocate from the Community Preservation Fund an amount not to exceed \$32,000.00 to be used as a match if the grant application is successful .

8. To see if the Town will vote to allocate from the Community Preservation Fund an amount not to exceed \$5,000 to **purchase a property** described on the deed recorded with the Norfolk County Registry of Deeds Book 347 on page 73 as containing approximately 15,000 square feet located on Campbell Street shown as Lot 20 on Assessors Map 22, section 73 to be used for purposes authorized by the Community Preservation Act.

9. To see if the Town will vote to allocate from the Community Preservation Fund an amount not to exceed \$1,105,000.00 to **accept the Right of First Refusal** under Chapter 61A to purchase approximately 32+/- acres for active and passive recreation and conservation purposes located off Cranberry Meadow Road, and Eagle Drive. The above described premise has been approved as a 22-lot subdivision known as "Cranberry Heights" being a portion of lots 5 and 7 on Assessor's Map 6, section 1.