

Norfolk Community Preservation Committee

Fiscal Year 2010 Annual Work Plan

Period: July 1, 2009 through December 31, 2010

September 30, 2009

Committee Membership

Board and Commission Representatives, appointed annually through June 30:

Andrea Langhauser, - Planning Board, Chairperson

Betsy Pyne, - Historic Commission, Vice Chairperson

Tom Terpstra – Recreation Commission

Peg Drisko-Johnson – Housing Authority (appointed in May 2009)

Vacant – Conservation Commission (Erin Bardanis resigned in April, 2009)

At large members, appointed for staggered terms:

Paul Terrio – Precinct 1, term expires May, 2010

Kevin Hughes – Precinct 2, term expires May, 2011

Cyndi Andrade – Precinct 3, term expires May, 2011 Clerk

Richard Connors – Precinct 4, term expires May 2010, resigned in June 2009

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

Accomplishments in Calendar Year 2008:

- The Affordable Housing Purchase Price Subsidy (previously the Down Payment Assistance Program) awarded \$16,861.00 to 1 grant applicant. (Total of 3 grants awarded)
- Town meeting approved the transfer of \$300,000 from the affordable housing reserve account of CPA funds to the Municipal Housing Trust Fund for use in developing affordable housing.
- Town Meeting confirmed the appropriation of \$5,000 toward the purchase of the Highland Lake trailhead off Campbell Street.
- Town meeting confirmed the appropriation of \$32,000 to aid in the purchase of development rights through an Agricultural Preservation Restriction on 16 acres of farmland at the Millis border. Money will be reserved until the Millis Town Meeting appropriates funds for the section of the farm located in Millis.
- The Committee is overseeing several ongoing projects funded prior to 2008, including the Town Restoration of Vital Records, Schoolhouse renovation at the Library, Norfolk Grange, and Town Pond.
- Town Meeting established the CPC Administrator as a formal position
- Had discussions with several landowners in Norfolk, initiating the process of exploring conservation and acquisition options

- Continued as a member of the Community Preservation Coalition for calendar year 2008, with our chairperson serving on the Steering Committee.

Town Meeting chose not to allocate \$1.1 million to match a Purchase & Sale Agreement of 32 acres off Cranberry Meadow Road and Eagle Drive under a chapter 61A Right of First Refusal.

Financial Overview

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. Fiscal Year 2009 was the first year in the seven years since the adoption of the CPA by the voters in Norfolk, that the state was unable to match local revenue at 100%. As a community with a 3% surcharge, Norfolk is eligible to proceed into Round 2. The MA Department of Revenue provides the state match for Fiscal year 2009 revenues in October, 2010.

The Town of Norfolk's fiscal commitment in Fiscal Year 2009:	\$ 463,249.64
The <i>estimated</i> 1 st round state match is projected @ 29%:	\$ 134,342.40
The <i>estimated</i> 2 nd round state match is projected @ 100%	<u>\$ 43,000.00</u>
Total state match:	\$ 177,342.40 (A)

Estimated revenue for Fiscal Year 2010

Fiscal year 2009 plus 2.5%	\$ 474,830.88 (B)
Total revenue estimated in Fiscal Year 2010	\$ 652,173.28 (A + B)

In May 2009, town meeting allocated total revenue of \$652, 173.28 into the undesignated account (70%) and the accounts for open space (10%), affordable housing (10%) and historic resources (10%). Town Meeting also allocated \$173,900.00 in new projects from existing funds. As of June 30, 2009, the Community Preservation Fund had over 3 million dollars (\$3,016,067) in available funds and six hundred forty five thousand reserved for expenditures/encumbrances (\$705,430.43) for a fund total of over \$3.7 million (\$ 3,721,497.51).

Estimated Funds available in each category – during fiscal year 2010

<i>Open Space/recreation:</i>	\$ 202,591.45
<i>Affordable Housing:</i>	\$ 272,469.45
<i>Historical Preservation:</i>	\$ 168,742.73
<i>Administrative Budget: up to 5%</i>	\$ 35,000.00
<i>Remaining balance in the undesignated account:</i>	\$2,372,263.45
<i>Reserved for Encumbrances</i>	\$ 705,430.43

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 continuation of the Affordable Housing Purchase Price Subsidy Program in FY 2009 through the transfer of \$ 60,000.00. See *Warrant Article #58 submitted by the CPC for the Annual Town Meeting.*

Action 2: 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: Reconsider whether to recommend the town reserve \$10,000 to take by eminent domain a paper street to provide access to the Weeber Property off Chicatabit Avenue.

Actions 2: Recommend \$8,000.00 be appropriated 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 plus closing costs. (taxes *estimated* for FY 2007 thru 2009) See Warrant Article # 59 submitted by the Committee.

Action 3: 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.

Continue to monitor and be prepared to act when opportunities arise.

List of potential candidates for Future Town Meetings, not in order of priority -

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

Parcel off Everett Street

50 acre parcels off Seekonk Street

18.63 acre parcel off Coomey Pond

Parcels along Mill River upstream of Lawrence Street

Parcel across Main Street from City Mills Pond

Parcel surrounding and including Mann Pond

Action 4: Reevaluate the Town Pond Project, based on the results of the Town Meeting regarding the drainage problem.

Action 5: Recreation Feasibility Study – Norfolk Landfill See Warrant Article # 65 submitted by the Committee.

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: Seek Town Meeting appropriation to restore the Crypt and surrounding historic landscape of the Pondville Cemetery, with Department of Public Works project oversight. See Warrant Article # 62 submitted by the Committee.

Action 3: Seek Town Meeting appropriation to construct a fence and signage at the Main Street Cemetery by the Department of Public Works. See Warrant Article # 63 submitted by the Committee.

Action 4: Seek Town Meeting appropriation to fund consultant services to develop application for 2 National Register Districts, as a first phase of implementing the National Register Nominations recommended by the 2006 survey. See Warrant Article # 64 submitted by the Committee.

Action 5: 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: 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 2: 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 3: Stay current with the ongoing developments in CPA implementation through membership in the Community Preservation Coalition and attending workshops on related topics. [Amendment support]

Action 4: Provide information to the residents, of the Town Of Norfolk, the impact of a surcharge reduction.

APPENDIX A: Community Preservation Committee Warrant Articles Submitted For Annual Town Meeting 2009