

Norfolk Community Preservation Committee

Fiscal Year 2012 Annual Work Plan

Period: January 1, 2011 through June 30, 2012

DRAFT: April 13, 2011

Accomplishments in Calendar Year 2010

- Fall Town Meeting approved the purchase of Gump's Farm, a 22- acre farm in town center [for up to \$989,000 excluding closing costs for open space, recreation and affordable housing purposes.
- The Municipal Housing Trust Fund purchased the existing house on Gump's Farm for \$300,000 to increase in the town's affordable housing stock.
- Spring Town Meeting approved spending \$2,500 to install property bounds and descriptive signage at the Fales Memorial Park at Highland Lake (acquired in 2007 with CPA funds).
- Spring Town Meeting also voted to appropriate \$3,000 to create a 2.5-mile historical walking tour of Norfolk center via signs on individual points of interest and an accompanying brochure.
- Spring Town Meeting allocated \$50,000 to reaffirm the Affordable Housing Purchase Price Subsidy Program (previously the Down Payment Assistance Program). If no applicants take advantage of the program by the end of the Fiscal Year, the money will be returned to the CP fund.
- A landscape architecture firm was hired to undertake a recreation feasibility study and produce conceptual drawings to identify potential public uses of the area at the old landfill and adjacent town-owned woodlands. Opportunities and constraints were determined, and a public survey was conducted to gauge interest in various activities and uses of this area. (2009 CPA article)
- The Recreation Department's Town Pond project (2006 CPA article) received final regulatory approval for fishing platforms, and trail and parking lot upgrades. The platforms should be installed this year.
- The CPA-funded Norfolk Grange historic restoration continues to make slow progress, as the project ran into permitting and other delays. Interior and exterior renovations are expected to be completed in 2011 (2006 CPA article).
- The rehabilitation of the stone wall and sign at the Norfolk Cemetery on Main Street, funded with 2010 CPA monies, was completed.
- The Pondville Cemetery crypt on Everett Street was restored to the specifications of the professional historic conservator with 2010 CPA monies.
- The Town Restoration of Vital Records and Schoolhouse renovation at the Library were completed during the last planning period (2007 and 2005 CP articles, respectively).
- A National Register application was submitted for Sullivan's Corner, one of two applications the historic commission plans to submit
- Had discussions with several landowners in Norfolk, initiating the process of exploring conservation and acquisition options
- The CP Committee maintained its membership in the Community Preservation Coalition for calendar year 2010, with our planning board representative continuing to serve on the statewide Steering Committee.

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. The MA Department of Revenue provided a state match of 27% for fiscal year 2009 revenues in October, 2010 to all CP communities (142 total). As a community with a 3% surcharge, Norfolk is eligible to proceed into Rounds 2 and 3 where the total match was increased to 43%, well above the statewide average.

The following information was provided by the Norfolk Finance Department in February 2011.

Beginning Balance (carried over from Fiscal Year 2010):	\$ 4, 413,501.66
The Town of Norfolk's fiscal commitment in Fiscal Year 2011:	\$ 272,969.00
State Match for FY 2009 (received October 2010):	\$ 191,007.00
Project expenses and administration as of February 2011:	\$ - 77,080.44
The <i>estimated</i> 1 st round state match for FY 2010 & Interest earned:	\$ _____

(@ 25% + additional rounds)

Total Fund Balance: \$ 4,800,398.12

Reservations for Appropriated Projects/Operations: \$1,645,489.95

Funds Available (as of 2/1/2011)

<i>Open Space/recreation:</i>	\$ 53,593.02
<i>Affordable Housing:</i>	\$ 160,759.29
<i>Historical Preservation:</i>	\$ 230,068.82
<i>Administrative Budget: up to 5%</i>	\$ 35,000.00
<i>Remaining balance in the undesignated <u>account:</u></i>	<u>\$2,710,487.04</u>

Total Available Funds: \$3,154,908.16

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 \$ 50,000.00. See *Warrant Article # 27 submitted by the CPC for the Annual Town Meeting.*

Action 2: Evaluate options for broader exposure of the Affordable Housing Purchase Price Subsidy Program and implement recommendations.

Action 3: Support affordable housing by providing \$300,000.00 to the Municipal Housing Trust Fund. See *Warrant Article # 28 submitted by the CPC for the Annual Town Meeting.*

Action 4: Work with the Affordable Housing Committee and the Municipal Housing Trust Fund to identify, and 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: Continue to work through the Town Administrator to complete the transfer of the 0.35 acre parcel off Campbell Street for open space, conservation, and recreational purposes (2008 and 2009 CP town meeting)

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

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

Working farms

Action 4: Complete the Town Pond restoration with the construction of 3 fishing platforms

Action 5: Complete the Recreation Feasibility Study for the Norfolk Landfill Area in coordination with the BOS solar energy development and the DPW needs for the area.

Action 6: Secure funding to prepare a feasibility study for Gump's Farm. See Warrant Article # 19 submitted by the Committee.

Action 7: Update the Open Space Brochure

Action 8: Work with Conservation Commission to prepare land management plans for properties owned for conservation and passive recreation purposes

Action 9: In coordination with the Conservation Commission, update the Town Open Space Plan and include financial projections for priority parcels

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

Action 1: Oversee ongoing projects: renovation of the Norfolk Grange, National Historic Register applications, Pondville Cemetery

Action 2: Restore the Misty Meadow Mural at the town Library. See Warrant Article 33 submitted by the Committee

Action 3: Prepare a phase II plan for the continued restoration of Pondville Cemetery as recommended in the 2006 historic architectural survey. See Warrant Article # -- submitted by the Committee.

Action 4: Seek funding for a second Oral History of Norfolk

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.

Committee Membership

Board and Commission Representatives, appointed annually through June 30:

Dan Crafton – Conservation Commission (appointed February 2011)

Betsy Pyne - Historic Commission, Vice Chairperson

Peg Drisko-Johnson – Housing Authority

Andrea Langhauser - Planning Board

Tom Terpstra – Recreation Commission

At large members, appointed for staggered terms:

Paul Terrio – Precinct 1, term expires May, 2013, Clerk

Mathew Noiseux – Precinct 2, term expires May, 2011

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

Betsy Whitney – Precinct 4, term expires May 2013

The Committee meets on the third Wednesday of each month. Officers are elected annually. Please visit www.virtualnorfolk.org to view our meeting schedule, minutes and work plans, along with downloadable forms for project applications.

APPENDIX A: Community Preservation Committee Warrant Articles Submitted For Annual Town Meeting 2011