

Norfolk Community Preservation Committee

Fiscal Year 2013 Annual Work Plan

Period: July 1, 2013 through June 30, 2014

April 2013

Accomplishments in Calendar Year 2012

- The Community Preservation Committee maintained its membership in the Community Preservation Coalition for calendar year 2012.
- Had discussions with several landowners in Norfolk, initiating the process of exploring conservation and acquisition options.
- The Community Preservation Act funded Norfolk Grange historic restoration continues to make progress. Completed the work performed with Community Preservation Act funds, including septic and roof drainage systems, a small building addition, interior renovations, handicapped ramp, utilities, and ADA-compliant restrooms. An official opening is expected in September 2013.
- Progress continues on the development of Gump's Farm, purchased by the Town following fall 2010 Town Meeting approval. Excluding the four house lots conveyed to the Affordable Housing Trust, the remainder of the parcels will include Kid's Place playground, community gardens, and trails. This plan was presented to the Town in April at the library, and the \$750,000.00 expenditure was approved at spring Town Meeting. Phase I, the parking lot and playground, should be underway in the spring of 2013.
- Town Meeting voters approved a \$300,000.00 transfer to the Municipal Affordable Housing Trust for the creation of affordable housing in Norfolk. They also approved \$100,000.00 transfer to the Trust for the construction of an affordable home at 82 Main Street.
- A historical plaque detailing present and past road structure, plus past and current locations of historic landmarks surrounding Town Hill was completed, installed on Town Hill, and unveiled to residents in a September ceremony.
- The Town Clerk recommended a project to scan and laserfiche Norfolk vital and historic records into a secure and searchable database. Fall Town Meeting approved the \$40,000.00 appropriation.
- Discussion with recreation regarding the need for additional athletic fields led to the recommendation that the department undertake an Athletic Field & Park Amenities Strategic Plan, to assess recreation need for the next decade. The \$20,000.00 allocation was approved by fall Town Meeting voters.
- Two historic projects were also approved at fall Town Meeting: \$17,800.00 to rebuild the steel door of the crypt at the Pondville Cemetery, make grading improvements and install period plantings; and \$2,100.00 for exterior repairs to the Tramp House on Town Hill.

- At Town Pond, the berm has been cleared and invasive species removed. Walking paths around the pond are in the process of being cleared. Bat houses and picnic tables have been installed. The DPW cleaned and realigned the access road.
- Town Meeting approved a change to the general bylaw that created the Community Preservation Committee to reflect the reduction in the number of voting precincts from four to three by replacing the fourth precinct member with an at-large member.

Financial Overview

Revenues are generated from 1% surcharge of Norfolk real estate taxes with an annual state match from fees charged at the Norfolk Registry of Deeds. The Massachusetts Department of Revenue provided a state match of 26.6% to the Town of Norfolk in October of 2012 for the Fiscal Year 2011 revenues. Until fiscal year 2013, Norfolk had a 3% surcharge, and was eligible to proceed into rounds 2 and 3 of the state match, generating additional state matching funds. As a current 1% town, Norfolk is no longer eligible for these additional matches.

The following information was provided by the Norfolk Finance Department in February of 2013.

Beginning Balance (carried over from Fiscal Year 2012):	\$4,103,233
The Town of Norfolk's Fiscal Commitment in Fiscal Year 2013	\$877,702
State Match for Fiscal Year 2011 (received October 2012)	\$206,363
Project Expenses and Administration as of February 2013	\$473,631
Reservations for Appropriated Projects & Administration FY2013	\$ 877,702
Fund Balance Available	\$4,246,052

Funds Available (as of 2/1/2013)

Open Space/Recreation	\$103,508
Affordable Housing	\$128,536
Historical Preservation	\$ 75,387
Administrative Budget: up to 5%	\$ 35,000
Remaining balance in the undesignated account	\$2,622,123

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 refined in the Community Preservation Act)

Action 1: Continue to support Affordable Housing through land acquisition and support of Affordable Housing Trust.

Action 2: Investigate and reevaluate use of Affordable Housing Assistance Program

Open Space / Recreation: Selectively recommend for acquisition 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. Identify and recommend for acquisition property for active recreational use.

Action 1: Complete phase 1 of the Gump's Farm development – new Kids' Place playground, parking, and infrastructure.

Action 2: Undertake second phase of Gump's Farm, the community garden and trails system.

Action 3: Continue to work with Town Counsel and the Town Administrator to complete the transfer of the 0.35 acre parcel off Campbell Street for open space, conservation and recreational purposes-

Action 4: Investigate feasibility and benefits of constructing a new dam at Highland Lake to improve water quality.

Action 5: Investigate future recreation facilities needs through professional Master Plan.

Action 6: Support Norfolk H. Olive Day School by providing \$350,000.00 for construction of a new playground. (2013 Annual Town Meeting Warrant Article 3, attached.)

Action 7: Continue work on Town Pond, specifically, the installation of fishing platforms.

Action 8: Action 1: Reconsider whether to recommend the town reserve an amount of money to take by eminent domain a paper street to provide access to the Weeber Property off Chicatabut Avenue.

Action 9: 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 and evaluate parcels as they become available.

List of potential candidates for future acquisition via Town Meeting vote, not in order of priority

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

Parcel off Everett Street

18.63 acre parcel off Comey Pond

Parcels along Mill River downstream of Lawrence Street

Parcel across Main Street from City Mills Pond

Parcel surrounding and including Mann Pond

Any working farms and other 61A properties

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

Action 1: Oversee ongoing projects: National Historic Register applications and Phase II of the continued restoration of Pondville Cemetery.

Action 2: Prepare a phase II plan for the continued restoration of Pondville Cemetery as recommended in the 2006 Historic Architectural Survey.

Action 3: Seek funding for a second oral history of Norfolk

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).

Administrative: Support the actions of the committee through administrative and technical support and professional development.

Action 1: Communicate the successful implementation of the Community Preservation Act with the general public through regular press releases of projects awarded and

successfully completed and through regular updates to the Community Preservation Committee web site.

Action 2: Develop design criteria and logo for signage to be installed at Community Preservation Committee award sites/structures.

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

Committee Membership

Board and Commission Representatives appointed annually through June 30:

Dan Crafton – Conservation Commission

Betsey Whitney – Historic Commission

Peg Drisko-Johnson – Housing Authority, Clerk

Andrea Launghauser - Planning Board

Tom Terpstra – Recreation Commission

At large members, appointed for staggered terms:

Betsy Pyne – Precinct # 1, Vice Chairperson

Paul Terrio – Precinct # 2

Cyndi Andrade – Precinct # 3, Chairperson

Matt Noiseux – At Large Member

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, May 2013

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 funding the Administrative and Operating Budget for the Community Preservation Committee; or take any other action relative thereto.

2. To see if the Town will vote, pursuant to Massachusetts General Laws Chapter 44B, Section 5, to reserve a sum of money equal to the state-mandated minimum amount of 10% from FY2012 Community Preservation Fund revenues for future appropriation of open Space creation, acquisition, and preservation; 10% from FY2012 Community Preservation Fund revenues for the future appropriation of Affordable Housing creations, preservations and support; and 10% from FY2012 Community Preservation Fund revenues for the future appropriation towards the acquisition, preservation, rehabilitation and restoration of Historic Resources; or take any other action relative thereto.
3. To see if the Town will vote to appropriate and transfer from the Community Preservation Fund, \$350,000.00 with \$35,000.00 of the funding from Open Space Reserves, and \$315,000.00 of the funding from Undesignated Reserves, for the rehabilitation of the playground area at H. Olive Day School, 232 Main Street, including the replacement of equipment and reconstruction of the play field.