

Norfolk Community Preservation Committee

Fiscal Year 2012 Annual Work Plan

Period: July 1, 2012 through June 30, 2013

*DRAFT: April 3, 2012*

## Accomplishments in Calendar Year 2011

- The Community Preservation Committee oversaw professional mapping of the wetland and flood zones and other due diligence testing prior to closing on the property known as Gumps Farm. The 22 acre farm was purchased by the Fall 2010 Town Meeting. The old farm structures were demolished at the seller's expense.
- Three housing lots on Boardman Street and Medway Branch were subdivided from Gump's Farm and were conveyed to the Municipal Housing Trust to oversee construction of affordable housing.
- A landscape architecture firm was hired to perform the feasibility study for future use of Gump's Farm; funding was provided by Annual Town Meeting 2011. Town Meeting also approved funding to establish cement bounds at the property corners.
- Annual Town Meeting 2011 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.
- Annual Town Meeting 2011 transferred \$300,000 to the Municipal Housing Trust Fund to be used to create affordable housing in the Town of Norfolk.
- Annual Town Meeting 2011 reimbursed the Friends of the Library \$5,150 for the restoration of a painted plaster mural from Misty Meadow Farm painted by Emily Jacques and the descriptive plaque was installed.
- The historical plaque for Fales Memorial Park at Highland Lake was completed and will be installed near the entrance to the property.
- *Annual or Fall* Town Meeting approved a plaque for Town Hill that will detail present and past road structures and past and current locations of historic landmarks.
- A firm was hired to perform the water quality assessments approved by Fall Town Meeting 2011 at Highland Lake, Bush Pond, and Town Pond.
- The Massachusetts Historic Commission determined Sullivan's Corner is eligible for designation on the National Register based on the application submitted by the Norfolk historic commission
- A recreation feasibility study, public recreation survey and conceptual drawings were developed for the old landfill and adjacent town-owned woodlands, but were put on hold until after construction of the solar array field is completed. (2009 CPA article)
- The Recreation Department's Town Pond project (2006 CPA article) fishing platforms were/should be installed this year and trail and parking lot was upgraded.
- 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 2012 (2006 CPA article).
- 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 2011, 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 39.5% to the Town of Norfolk in October, 2011 for fiscal year 2010 revenues. As a community with a 3% surcharge, Norfolk was eligible to proceed into Rounds 2 and 3, generating an additional \$62,766.00. There are 143 CP communities statewide that received 26.6 % state match for local surcharges below 3%.

The following information was provided by the Norfolk Finance Department in February 2012.

|   |                        |                     |
|---|------------------------|---------------------|
| Beginning Balance (carried over from Fiscal Year 2011):                               | \$ 3,934,674.26        | <u>check DOR \$</u> |
| The Town of Norfolk's fiscal commitment in Fiscal Year 2012:                          | \$ 384,231.27          |                     |
| State Match for FY 2010 (received October 2011):                                      | \$ 192,215.00          |                     |
| Project expenses and administration as of February 2011:                              | \$ - 425,184.10        |                     |
| Reservations for Appropriated Projects & Administration FY 2012                       | <u>\$ - 374,900.86</u> |                     |
| <b>Fund Balance Available:</b>  | <b>\$ 3,711,035.56</b> |                     |
| The <i>estimated</i> 1 <sup>st</sup> round state match for FY 2010 & Interest earned: | <u>\$ _____</u>        |                     |

(@\_\_\_% + additional rounds)

### **Funds Available** (as of 2/1/2012)

|  |                       |
|--|-----------------------|
| <i>Open Space/recreation:</i>                                | \$ 146,093.29         |
| <i>Affordable Housing:</i>                                   | \$ 141,121.29         |
| <i>Historical Preservation:</i>                              | \$ 357,872.01         |
| <i>Administrative Budget: up to 5%</i>                       | \$ 35,000.00          |
| <i>Remaining balance in the undesignated <u>account:</u></i> | <i>\$3,065,948.98</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 continuation of the Affordable Housing Purchase Price Subsidy Program in FY 2013 through the transfer of \$ 50,000.00. See *Warrant Article # 5 in Appendix A*.

Action 2: Continue to promote the Affordable Housing Purchase Price Subsidy Program to increase the number of successful applications.

Action 3: Support affordable housing by providing \$300,000.00 to the Municipal Housing Trust Fund. See *Warrant Article # 6 in Appendix A*.

**Open Space: 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.**

**Recreation: Identify and recommend for acquisition 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 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 (2008 and 2009 CP town meeting articles)

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

Any working farms and other 61A properties

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

Action 5: Revisit the Recreation Conceptual Use Plan for the Norfolk Landfill Area upon completion of the solar energy development, in coordination with the DPW needs for the area.

Action 6: Update the Open Space Brochure

Action 7: Work with Conservation Commission to prepare land management plans for properties owned for conservation and passive recreation purposes

Action 8: 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 and National Historic Register applications

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).

### **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: Recommend a change to the general bylaw that created the Community Preservation Committee to reflect the reduction in the number of voting precinct's from four to three. See Warrant Article # 3 in Appendix A.

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. [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](http://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 2012**

1. To see if the Town will vote, pursuant to Massachusetts General Laws Chapter 44B, Section 5, to appropriate the sum of \$35,000 from the annual revenues in the Community Preservation Fund for the purpose of funding the **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 FY2011 Community Preservation Fund revenues for the future appropriation of Open Space creations, acquisition and preservation; 10% from FY 2011 Community Preservation Fund revenues for the future appropriation of Affordable Housing creations, preservation and support; and 10% from FY2011 Community Preservation Fund revenues for the future appropriation towards the acquisition, preservation, rehabilitation and restoration of Historic Resources.
3. To see if the Town will vote to amend the Norfolk **General Bylaw**, Article III, Committees; Section 8, Community Preservation Committee by deleting the words “four precincts” and

inserting the words “three precincts and one at large” in section **C.b.vi Membership and Appointment** so that it reads, “The four citizens appointed by the Board of Selectmen pursuant to Section (c).b.vi herein shall be chosen one each from three precincts and one at large.”

4. To see if the Town will vote to allocate from the Community Preservation Fund, Affordable Housing Reserve, an amount not to exceed \$65,000 to fund an affordable **housing purchase price subsidy program** for Norfolk residents and others with ties to Norfolk including municipal employees.
5. To see if the Town will vote to allocate from the Community Preservation Fund an amount not to exceed \$100,000, with \$75,000 coming from the Affordable Housing Reserve and \$25,000 from Undesignated Reserves to fund the construction, under the direction of the Municipal Housing Trust, of a house at **82 Main Street** with an affordable house deed restriction.
6. To see if the Town will vote to allocate from the Community Preservation Fund, Undesignated Reserves, an amount not to exceed \$300,000, to be transferred to the **Municipal Housing Trust** Fund, to be used to create affordable housing in the Town of Norfolk.
7. To see if the Town will vote to allocate from the Community Preservation Fund, an amount not to exceed \$XXX,000, with \$XX coming from the Open Space Reserve and \$XXX,000 from Undesignated Reserves, to create a Kids’ Place playground (with shade structure and open field), community gardens, and walking and/or biking trails on the parcel known as **Gump’s Farm**, including parking area and infrastructure, in accordance with the sketch plan titled XXXX, dated April XX, 2012 by Kyle Zick Landscape Architecture.