

**Community Preservation Committee
February 22, 2023
Hybrid Meeting Minutes**

PRESENT:

Joseph Sheehan (In person)
Catherine Walsh (Remote; left the meeting at 6:34 PM)
Julie Barbour-Issa, (In person)
Cheryl Doyle, (In person)
Maria Gallesyan, (In person)
Joseph Greeley, (In person)
Patricia Griffin Starr, (In person)
John Hall (Remote: joined at 5:40 PM)
Matt Lane (In person)

Kristen Phelps, Community Preservation Coordinator (In person)
Emily Manning, Recording Secretary (In person)

CALL TO ORDER

The meeting was called to order at 5:34 PM

APPROVAL OF MINUTES

MOTION to approve the minutes from the meeting on January 25, 2023 made by Cheryl Doyle.
Seconded by Patricia Griffin Starr.

Roll Call Vote:

Catherine Walsh: **Aye**
Julie Barbour-Issa: **Aye**
Cheryl Doyle: **Aye**
Maria Gallesyan: **Aye**
Joe Greeley: Abstained
Patricia Griffin Starr: **Aye**
Matt Lane: **Aye**
John Hall: Absent
Joseph Sheehan: **Aye**

Result: 7-0-1 (Approved) Joe Greeley abstained. John Hall was absent at the time of the vote.

MORSE HOUSE PROJECT STATUS UPDATE

Joseph Sheehan updated the group. The Morse House Subcommittee will submit two applications to the CPC: one for \$10,000 to register the Morse House on the National Register of Historic Places, and one for \$192,000 for the restoration of the building exterior. The applications will be ready by February 24. Contingent on the approval of the Board of Selectmen, a public hearing can be scheduled for March 22, 2023 CPC meeting.

REVIEW OF FUND RESERVES & ESTIMATED FUND AVAILABILITY FOR FY24

Joe Greeley presented the fund reserves and estimated fund availability for the CPC in Fiscal Year 2024. He reviewed the data and assumptions used in generating the estimates for both surcharge revenue and State match. The combined estimated revenue is \$942K.

CONSIDERATION OF PROJECTS & VOTE ON RECOMMENDATIONS TO 2023 ANNUAL TOWN MEETING

Old Parish Cemetery Preservation

Julie Barbour-Issa wondered if funding of the Old Parish Cemetery Preservation project could be split between reserve funds. The project does not fall under Open Space & Recreation; however it could be funded through a combination of Historic and Undesignated funds.

MOTION to recommend funding of \$530,000 to restore and preserve the Old Parish Cemetery and to fund such appropriation using \$430,000 from the Undesignated Fund Reserve and \$100,000 from the Historical Preservation Fund Reserve made by Patricia Griffin Starr. Seconded by Julie Barbour-Issa.

Roll Call Vote:

Catherine Walsh: **Aye**
Julie Barbour-Issa: **Aye**
Cheryl Doyle: **Aye**
Maria Gallesyan: **Aye**
Joe Greeley: **Aye**
Patricia Griffin Starr: **Aye**
John Hall: **Aye**
Matt Lane: **Aye**
Joseph Sheehan: **Aye**

Result: 9-0-0 (Approved)

Annual Town Report Restoration and Preservation

MOTION to recommend funding of \$11,000 to restore and preserve historic Annual Town Reports and to appropriate these funds from the Historical Fund Reserve made by Cheryl Doyle. Seconded by Patricia Griffin Starr.

Roll Call Vote:

Matt Lane: **Aye**
John Hall: **Aye**
Patricia Griffin Starr: **Aye**
Joe Greeley: **Aye**
Maria Gallesyan: **Aye**
Cheryl Doyle: **Aye**
Julie Barbour-Issa: **Aye**
Catherine Walsh: **Aye**
Joseph Sheehan: **Aye**

Result: 9-0-0 (Approved)

Memorial Hall Furniture Restoration & Preservation

MOTION to recommend funding of \$10,000 to restore and preserve the Memorial Hall table and chairs and to appropriate these funds from the Historical Fund Reserve made by Cheryl Doyle. Seconded by Patricia Griffin Starr.

Roll Call Vote:

Catherine Walsh: **Aye**
Julie Barbour-Issa: **Aye**

Cheryl Doyle: Aye
Maria Gallesyan: Aye
Joe Greeley: Aye
Patricia Griffin Starr: Aye
Matt Lane: Aye
John Hall: Aye
Joseph Sheehan: Aye

Result: 9-0-0 (Approved)

1890 History & Directory Book Restoration & Preservation

MOTION to recommend funding of \$5,000 to restore and preserve the 1890 History and Directory Book and to appropriate these funds from the Historical Fund Reserve made by Cheryl Doyle. Seconded by Julie Barbour-Issa.

Roll Call Vote:

Matt Lane: Aye
John Hall: Aye
Patricia Griffin Starr: Aye
Joe Greeley: Aye
Maria Gallesyan: Aye
Cheryl Doyle: Aye
Julie Barbour-Issa: Aye
Catherine Walsh: Aye
Joseph Sheehan: Aye

Result: 9-0-0 (Approved)

McDonough Housing Project

MOTION to recommend funding of \$350,000 to replace windows and siding at the McDonough Housing Complex as proposed and to appropriate these funds from the Community Housing Fund Reserve made by Matt Lane. Seconded by Cheryl Doyle.

Roll Call Vote:

Catherine Walsh: Aye
Julie Barbour-Issa: Aye
Cheryl Doyle: Aye
Maria Gallesyan: Aye
Joe Greeley: Aye
Patricia Griffin Starr: Aye
John Hall: Aye
Matt Lane: Aye
Joseph Sheehan: Aye

Result: 9-0-0 (Approved)

Chapel Street Park (aka Winslow Park or Veteran's Memorial Park) Feasibility Study

MOTION to recommend funding of \$41,040 to conduct a feasibility study/master plan for the Veteran's Memorial Park on Chapel Street and to appropriate these funds from the Open Space and Recreation Fund Reserve made by Cheryl Doyle. Seconded by Patricia Griffin Starr.

Roll Call Vote:

Matt Lane: Aye
John Hall: Aye
Patricia Griffin Starr: Aye
Joe Greeley: Aye
Maria Gallesyan: Aye
Cheryl Doyle: Aye
Julie Barbour-Issa Aye
Catherine Walsh: Aye
Joseph Sheehan: Aye

Result: 9-0-0 (Approved)

Conservation Commission Fund Transfer

Catherine Walsh made a motion to recommend the transfer of \$10,000 from the Open Space Fund Reserve to the Land Conservation Fund. Motion was seconded by Joe Greeley. Discussion followed.

Cheryl Doyle expressed concerns with transferring funds as there may be other entities that will seek such transfers moving forward. Kristen clarified that Department of Revenue guidelines limit non-project transfers of CPA funds to Municipal Affordable Housing Trusts or Conservation Funds. Further discussion about fund transfers and ways to track transferred funds followed.

Cheryl Doyle stated that she still had a block with the potential fund transfer. Catherine Walsh pointed out the reasons that the Conservation Commission submitted this application. Joseph Sheehan recommended a condition be put on the transfer that the Conservation Committee would need to submit a report on the funds at the end of the Town's fiscal year.

Cheryl Doyle made a motion to amend the original motion to add an annual reporting requirement at the end of each fiscal year. Motion was seconded by Joe Greeley.

Roll Call Vote:

Catherine Walsh: Aye
Julie Barbour-Issa: Aye
Cheryl Doyle: Aye
Maria Gallesyan: Aye
Joe Greeley: Aye
Patricia Griffin Starr: Aye
John Hall: Aye
Matt Lane: Aye
Joseph Sheehan: Aye

Result: 9-0-0 (Approved)

MOTION to recommend the transfer of \$10,000 from the CPA Fund Reserve for Open Space & Recreation to the Land Conservation Fund with annual reporting requirements as discussed made by Catherine Walsh. Seconded by Joe Greeley.

Roll Call Vote:

Catherine Walsh: Aye

Julie Barbour-Issa: Aye
Cheryl Doyle: Aye
Maria Gallesyan: Aye
Joe Greeley: Aye
Patricia Griffin Starr: Aye
John Hall: Aye
Matt Lane: Aye
Joseph Sheehan: Aye

Result: 9-0-0 (Approved)

CPC 2022 ANNUAL TOWN REPORT:

The Committee expressed general approval of the draft version of the 2022 Annual Report. The table listing all CPA projects to date will be updated to include grants approved at Annual Town Meeting in May of 2022 and CPC members discussed taking a new group photo in front of the Pavilion on Endicott Street.

OTHER BUSINESS:

Joseph Sheehan confirmed that all present members received a letter summarizing CPA collections from the Registry of Deeds. John Hall suggested using the Registry of Deeds database for project updates.

ADJOURNMENT:

MOTION to adjourn the meeting made by Cheryl Doyle. Seconded by Matt Lane.

Roll Call Vote:

Catherine Walsh: Absent
Julie Barbour-Issa: Aye
Cheryl Doyle: Aye
Maria Gallesyan: Aye
Joe Greeley: Aye
Patricia Griffin Starr: Aye
John Hall: Aye
Matt Lane: Aye
Joseph Sheehan: Aye

Result: 8-0-0 (Approved) The meeting was adjourned at 6:38 P.M.

Minutes respectfully submitted by Emily Manning.

Articles/Exhibits Used at Meeting

- CPA Application Summary – 02.22.23
- Draft 2022 CPC Annual Report
- FY 24 Estimated Revenue Report
- CPA Financial Report through 12/31/22
- Norfolk County CPA Surcharge Collections by Town