

**Community Preservation Committee  
April 13, 2022  
Hybrid Meeting Minutes**

**PRESENT:**

Chair Patricia Griffin Starr, Housing Authority representative (In-person)  
Vice Chair Joseph Sheehan, Planning Board representative (In-person)  
Julie Barbour-Issa, Selectmen-appointed representative (Remote)  
Cheryl Doyle, Historical Commission representative (Remote)  
Maria Gallesyan, Selectmen-appointed representative (Remote)  
Joseph Greeley, Selectmen-appointed representative (Remote; arrived late)  
John Hall, Selectmen-appointed representative (Remote)  
Matt Lane, Selectmen/Parks Commission representative (In-person)  
Catherine Walsh, Conservation Commission representative (Remote)

Kristen Phelps, Community Preservation Coordinator (In-person)

**ABSENT:**

None

**Call to Order**

The meeting was called to order at 5:30pm by Chair Patricia Griffin Starr in Room 24 at Norwood Town Hall.

**Approval of Minutes**

**MOTION** made by Cheryl Doyle to approve the meeting minutes of March 2, 2022. Motion seconded by Julie Barbour-Issa.

Roll-call vote:

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

**Result: 8-0-0 (Approved)**

**MOTION** made by Catherine Walsh to approve the meeting minutes of March 23, 2022. Motion seconded by Matt Lane.

Roll-call vote:

Patricia Griffin Starr: **Aye**  
Joseph Sheehan: **Abstain**  
Julie Barbour-Issa: **Aye**  
Cheryl Doyle: **Aye**

Maria Gallesyan: Aye  
Joseph Greeley: Absent  
John Hall: Aye  
Matt Lane: Aye  
Catherine Walsh: Aye

**Result: 7-0-1 (Approved)**

### **FY'23 Estimated Revenue Proposal**

The Massachusetts Department of Revenue has projected a 35% match for revenues. Town Director of Finance and Accounting Meg LaMay completed calculations for estimated FY'23 revenues, equaling approximately \$1.02M, which were included in a memo distributed to the Committee.

### **Community Preservation Act Warrant Articles and Motions**

The Board of Selectmen voted on the Annual Town Meeting warrant articles at their April 12 meeting.

The Warrant articles were written by the Town Manager's Office, based upon input from the Finance Commission and Town Counsel.

John Hall expressed concern that the articles were substantively developed by staff and not a product or approved product of the Committee. Chair Griffin Starr confirmed that the articles were already approved and the only thing changing might be the figures, which the Committee was aware of in advance.

The articles in the Warrant are just the articles, not the motions. The motions will appear in the budget book.

**MOTION** made by Cheryl Doyle to approve the warrant articles as presented. Motion seconded by Joseph Sheehan.

Roll-call vote:

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

**Result: 9-0-0 (Approved)**

### **Project Information Sheets**

Drafts of some project information sheets were shared with the Committee. Final versions will be posted online and distributed at Town Meeting.

The Committee agreed that a brief statement of one to two sentences expressing the community value of the projects should be included on each sheet.

### **Project Closeout Process**

A draft blank Project Closeout Form was shared with the Committee. The intent of the form is to capture information from completed projects, particularly with respect to deliverables and budget. Sign-offs are included to ensure that the applicant understands the closing process, so that the Committee may proceed with the closeout and the Town Accounting Department may confirm the amount of encumbered funds that remain.

### **Project Closeout: Alevizos Pavilion**

The Committee reviewed the memo from Conservation Planner Holly Jones regarding Alevizos Pavilion Project Completion

The Committee discussed elements that appear to be missing from the final project, including:

- Parking
- Crushed stone path
- Electrical service

Members were not sure whether the outstanding issues were under the purview of the Community Preservation Committee or the Conservation Commission.

Chair Griffin Starr will visit the pavilion to determine whether or not all of the elements are in place and whether a “punch list” will be necessary prior to a vote of the Committee to close the project.

A plaque was installed at the site, which properly designates it as a Community Preservation project. The Committee believes that plaques for all of the projects should be consistent.

### **Other Business**

Matt Lane reported that the Board of Selectmen unanimously voted to support all of the Community Preservation projects at last night’s meeting.

The Committee’s next meeting on April 27 will be spent finalizing things prior to Town Meeting; along with a presentation on the Old Parish Cemetery.

### **Adjournment**

**MOTION** made by Cheryl Doyle to adjourn the meeting. Motion seconded by Joseph Sheehan.

Roll-call vote:

Patricia Griffin Starr: **Aye**  
Joseph Sheehan: **Aye**  
Julie Barbour-Issa: **Aye**  
Cheryl Doyle: **Aye**  
Maria Gallesyan: **Aye**  
Joseph Greeley: **Aye**

John Hall: Aye  
Matt Lane: Aye  
Catherine Walsh: Aye

**Result: 9-0-0 (Approved)**

The meeting adjourned at 5:58pm.

Articles/Exhibits Used at Meeting

- CPA Project Closeout Form (Blank)
- Correspondence from M. LaMay, Town Director of Finance and Accounting to K. Phelps regarding CPA Projections, dated April 4, 2022
- Draft meeting minutes of March 2, 2022 for the Committee's review and approval
- Draft meeting minutes of March 23, 2022 for the Committee's review and approval
- Lower Pond Alevizos Pavilion Project Closeout Form
- Memo from H. Jones, Conservation Planner dated March 17, 2022, regarding Alevizos Pavilion Project Completion
- Riverfront Park at Saint Street Lot project information sheet
- Stearns and Elliott Pocket Park project information sheet

*Minutes respectfully submitted to the Committee by John Cianciarulo.*