

**Community Preservation Committee
May 25, 2022
Hybrid Meeting Minutes**

PRESENT:

Vice Chair Joseph Sheehan, Planning Board representative (In-person)
Julie Barbour-Issa, Selectmen-appointed representative (Remote)
Maria Gallesyan, Selectmen-appointed representative (Remote)
John Hall, Selectmen-appointed representative (Remote)
Catherine Walsh, Conservation Commission representative (Remote)

Kristen Phelps, Community Preservation Coordinator (In-person)

ABSENT:

Chair Patricia Griffin Starr, Housing Authority representative
Cheryl Doyle, Historical Commission representative
Joseph Greeley, Selectmen-appointed representative
Matt Lane, Selectmen/Parks Commission representative

Call to Order

The meeting was called to order at 5:30pm by Vice Chair Joseph Sheehan in Room 24 at Norwood Town Hall.

Approval of Meeting Minutes

MOTION made by Julie Barbour-Issa to approve the meeting minutes of April 27, 2022. Motion seconded by John Hall.

Roll-call vote:

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

Result: 4-0-1 (Approved)

Town Meeting Recap

The Committee briefly recapped Town Meeting and the information session. There was consensus that the presentations concisely and completely addressed anticipated questions, which was very beneficial.

The Committee also agreed that the approach to the Warrant articles and motions should be used going forward:

1. Appropriation to reserve funds
2. Appropriation of funds for administrative expenses
3. Separate motions for each project

Grant Award Letters

Draft award letters to this year's CPA funding recipients were provided to the Committee for review. The letters were suggested by the Community Preservation Coalition as a method to memorialize any conditions associated with the funding recommendation. It was noted, however, that these letters differ from a grant agreement, which is the tool recommended when funding is awarded to a non-Town entity.

The Committee liked how each letter was personalized and agreed that Chair Griffin Starr should sign the letters.

Needs Assessment

The most recent Community Preservation Needs Assessment was completed in 2019, a copy of which was provided to the Committee.

The Community Preservation Act statute does not require an annual plan update. However, the Department of Revenue has opined that a public information hearing must be conducted on an annual basis to review the needs assessment/community preservation plan.

John Hall explained the process employed to draft the last report, noting that various boards and their representatives were asked to provide broad objectives for CPA funding rather than project specific ideas. The Committee agreed that the assessment should be updated with current data and input should be sought on an annual basis. Member John Hall will meet with Coordinator Phelps to ensure that Board and Committee "wish lists" are accurate and any data is updated. The Committee will then review the assessment over the summer, followed by a public hearing which will be held in September.

Financial Report

Coordinator Phelps reported on the April month-end report. There was not much project activity and the only incurred expenses were from the administrative budget.

Project Status Updates and Tracking Spreadsheet

There are several projects that are close to being finished:

- Morse House
- Old Parish Cemetery
- Carillon Restoration
- Murphy Field Basketball Court
- Saint Street lot

In addition, the pool project is just awaiting the final report from the consultant.

There is a desire to close out projects by the end of the fiscal year so that financials may be accurately reported to the State as part of the CPA reporting requirements.

Other Business

John Hall reported that he received correspondence from a group of people in town upset with something that took place at Town Meeting. As part of some approved rezoning, currently undeveloped green space behind some homes is now due to be captured for a residential parking lot. The neighborhood group believes it would be better if it was kept as a green area.

The Committee discussed, and determined that the Town's Planning Department should be consulted in order to understand the issue before determining whether or not the Community Preservation Committee should take a position, as it may be outside of the Committee's jurisdictional authority.

Adjournment

MOTION made by Julie Barbour-Issa to adjourn the meeting. Motion seconded by John Hall.

Roll-call vote:

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

Result: 5-0-0 (Approved)

The meeting adjourned at 5:57pm.

Articles/Exhibits Used at Meeting

- Community Preservation Articles 2022 Annual Town Meeting Information Session slideshow
- Community Preservation 2022 Annual Town Meeting slideshow
- Community Preservation Plan, dated September 11, 2019
- Draft award letters for the Committee's review
 - Community Housing
 - Cooper Park
 - Historic Documents
 - Stearns and Elliot
- Draft meeting minutes of April 27, 2022 for the Committee's review and approval
- Monthly financial report for period ending April 29, 2022
- Project Status Update, dated May 18, 2022

Minutes respectfully submitted to the Committee by John Cianciarulo.