

Community Preservation Committee
June 14, 2023
Hybrid Meeting Minutes

PRESENT

Joseph Sheehan, Chair
Catherine Walsh, Vice Chair
Julie Barbour-Issa
Cheryl Doyle
Maria Gallesyan
Joseph Greeley (arrived at 5:37 PM)
Patricia Griffin Starr
John Hall
Kristen Phelps, Community Preservation Coordinator
Emily Manning, Recording Secretary

ABSENT

Matt Lane

CALL TO ORDER

The meeting was called to order at 5:32 P.M.

APPROVAL OF MEETING MINUTES

MOTION I to approve the minutes of the March 22, 2023 meeting made by Cheryl Doyle.
Seconded by Patricia Griffin Starr.

Roll Call Vote:

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

Result: 6-0-1 (Motion Passed)

MOTION II to approve the minutes of the April 19, 2023 meeting made by Cheryl Doyle.
Seconded by Patricia Griffin Starr.

Roll Call Vote:

Catherine Walsh: **Aye**
Julie Barbour-Issa: **Abstained**
Cheryl Doyle: **Aye**
Maria Gallesyan: **Aye**
Patricia Griffin Starr: **Aye**
John Hall: **Aye**

Joseph Sheehan: Aye

Result: 6-0-1 (Motion Passed)

MOTION III to approve the minutes of the April 27, 2023 meeting 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

Patricia Griffin Starr: Abstained

John Hall: Aye

Joseph Sheehan: Aye

Result: 6-0-1 (Motion Passed)

TOWN MEETING RECAP

Ms. Doyle suggested that the CPC provide additional clarification at Town Meeting about where CPA funds come from and how they can be used. She mentioned enlisting the help of the Town Moderator. Mr. Hall added that in the introduction to the CPA articles, the funding sources and limitations are explained. He agreed with enlisting the help of the moderator, but questioned their authority to stop someone from speaking on a motion.

Mr. Greeley stated that they could possibly create an informational flier for the front desk of Town Meeting to explain allowable uses of CPA funding to new Town Meeting members. Ms. Barbour-Issa added sharing information about CPC in the new Town Meeting Info Sessions as well as on social media may be helpful.

FINANCE REPORT

Mr. Greeley presented the report. The newest budget information from Town Hall was given out to the group. He and Ms. Phelps stated they would be meeting with the Town Accountant on June 29. Mr. Greeley shared the balances of open projects and noted that there are some projects that will wrap up soon with monies going back into the appropriating accounts.

GRANT AWARD LETTERS

CPC members had no objections to the grant award letters. Ms. Phelps explained that the Norwood Housing Authority project at the McDonough Housing Complex would receive a “grant agreement” contract in addition to the award letter as they are a state entity (not a Town of Norwood department).

PROJECT CLOSE OUTS

Town Hall Rendering

Mr. Sheehan stated that the restoration was completed and there was money returning to the Historical Resource fund leftover from this project.

MOTION to close the Town Hall Rendering Project and return the remaining \$85 to the fund reserved for Historical Resources made by Joe Greeley. Seconded by Julie Barbour-Issa.

Roll Call Vote:

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

Result: 8-0-0 (Motion Passed)

Micro-Grants for Affordable Deed Restrictions

Mr. Sheehan stated funds allotted were not used for this project.

MOTION to close the Micro-Grants for Affordable Deed Restrictions and return \$20,000 to the Community Housing 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
John Hall: Aye
Joseph Sheehan: Aye

Result: 8-0-0 (Motion Passed)

PROJECT UPDATES

Mr. Greeley provided an update on the Elliot Field project at the Balch School. \$70,000 has been spent so far, with around \$74,000 remaining. One option for uses of the remaining funds was an ADA ramp, as there was a drop down from the school to the field and playground area. Work on the lower field had been completed. Mr. Greeley questioned what the committee could do to finish out the project.

Ms. Griffin Starr stated she would like to speak with the DPW and Recreation Department in regards to continuing or closing out the project. Ms. Doyle wondered if material other than concrete had been considered for the ramp design. Ms. Walsh suggested using the remaining funds to have a design drawn up for the ADA ramp, which could be used as the basis for a future funding request. Mr. Hall stated that he was uncomfortable with the CPC commissioning a design for the ramp project. Ms. Walsh wondered if he would be willing to use a portion of the money to have a design drawn up. Mr. Hall believed this should be brought to the attention of the Recreation Department.

Ms. Phelps stated that she would reach out to the Recreation Department and DPW and invite them to the next meeting to discuss the Elliot/Balch project. She also updated the group on other ongoing projects.

COMMUNITY PRESERVATION COALITION-FY24 MEMBERSHIP DUES

MOTION to expend \$3,500 towards annual fees for Fiscal Year 2024 membership in the Community Preservation Coalition made by Catherine Walsh. 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**
Joseph Sheehan: **Aye**

Result: 8-0-0 (Motion Passed)

COMMUNITY PRESERVATION PLAN UPDATE

Ms. Phelps spoke about the plans from previous years. She suggested creating a subcommittee to converse with other boards and committees in Town who may want to bring projects before the CPC.

Mr. Hall pointed out that it may be helpful to develop a questionnaire for members of the potential subcommittee to take to the other boards and committees. He offered multiple ideas to create a more thorough plan.

ELECTION OF OFFICERS

Mr. Sheehan pointed out members that needed to be reappointed. The group discussed changing the appointment schedule.

MOTION I to nominate Joe Greeley as Treasurer made by Cheryl Doyle. Seconded by Catherine Walsh.

Roll Call Vote:

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

Result: 7-0-1 (Motion Passed)

MOTION II to nominate Catherine Walsh as Vice Chair made by Julie Barbour-Issa. Seconded by Cheryl Doyle.

Roll Call Vote:

John Hall: **Aye**
Patricia Griffin Starr: **Aye**

Joe Greeley: Aye
Maria Gallesyan: Aye
Cheryl Doyle: Aye
Julie Barbour Issa: Aye
Catherine Walsh: Abstained
Joseph Sheehan: Aye

Result: 7-0-1 (Motion Passed)

MOTION III to nominate Joseph Sheehan as Chair made by Patricia Griffin Starr. Seconded by John Hall.

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
Joseph Sheehan: Abstained

Result: 7-0-1 (Motion Passed)

ADJOURNMENT

MOTION to adjourn the meeting made by Cheryl Doyle. Seconded by Julie Babour-Issa.

Roll Call Vote:

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: 8-0-0 (Motion Passed)

The meeting was adjourned at 6:38 P.M.

Minutes respectfully submitted by Emily Manning