

**Community Preservation Committee  
June 29, 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 (In-person)  
Maria Gallesyan, Selectmen-appointed representative (Remote)  
Joseph Greeley, Selectmen-appointed representative (In-person)  
John Hall, Selectmen-appointed representative (Remote)  
Matt Lane, Selectmen/Parks Commission representative (In-person)  
Catherine Walsh, Conservation Commission representative (In-person)

Kristen Phelps, Community Preservation Coordinator (In-person)

**ABSENT:**

None.

**Call to Order**

The meeting was called to order at 5:32 pm by Chair Patricia Griffin Starr in Room 24 at Norwood Town Hall.

**Approval of Meeting Minutes**

**MOTION** made by Joseph Greeley to approve the meeting minutes of May 25, 2022. Motion seconded by Catherine Walsh.

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)**

**FY'24 Community Preservation Act Application Process**

The Committee discussed changing the title of the application form for clarity. A consensus was reached, and it was determined that the application should read "Community Preservation Committee CPA Application Process," and have the specific timelines and deadlines included as part of the body text.

The Committee discussed the application process and determined:

- Remove the first step of notifying the Community Planning and Economic Development Department of the intent to file an application, as it is redundant now that there is a Community Preservation Coordinator on-staff.
- Coordinator Phelps will curate a list of signatures that will be required, specific to the project.

It was agreed that the two-step process of a pre-application to determine eligibility and then of a full application for review by the Committee, should continue. It was further agreed that Coordinator Phelps will work with the General Manager's Office and the Board of Selectmen to determine the governing authority of any Town-owned land included in a project and communicate that to the applicant(s) when warranted.

The Committee formalized dates and deadlines:

- September 1: Applications open
- October 7: Pre-application due by 4pm
- October 14: Notification due to applicants
- November 18: Full application due by 4pm

The Committee continued its review and agreed to add requirements for:

- Demonstration of notification to project abutters; and any responses
- If the project site is not listed on the State Register of Historic Place, to include a letter from the Historical Commission designating the item, document, or property as locally significant
- Statement explaining how the proposed project complies with the U.S. Secretary of the Interior's Standards for the Treatment of Historic Properties
- Submission of a letter of support from the head of the Town department that has custody or jurisdiction of the project site, for Town-owned property
- Submission of a copy of a legally-binding option to acquire, purchase and sale agreement, or a registered deed, for other property. When neither is an option, the application must include a letter of authorization from the owner to submit the application.

The Committee further agreed to include language about:

- Phased projects in the detailed budget section of the application
- How Community Preservation funding cannot supplant previously committed funds
- Encouraging the use of visuals as part of the application.

### **Review of Needs Assessment**

The Committee discussed revising the needs assessment, but does not want it to hamper the application process.

It was agreed to move ahead with the review as planned for this year, but to move the process earlier next year.

The Committee also agreed to include language in the application documentation encouraging the review of the existing Needs Assessment and to then review the more recent version, when released, for any changes.

**Financial Report**

Joseph Greeley distributed the financial report. Cheryl Doyle had a question about the “Adjustments to Billing” line. Mr. Greeley responded that the revenue is based upon taxes and this adjustment is related to things such as tax abatements.

**Project Updates**

***Old Parish Cemetery***

All invoices related to the project have been paid. A balance of \$2,554 remains, which will be returned 50/50 to the Historic and Undesignated reserves.

**MOTION** made by Cheryl Doyle to approve the closeout of the Old Parish Cemetery project and to return remaining funds to the reserve accounts from which they were appropriated. 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)**

***Morse House Feasibility Plan***

All invoices related to the project have been paid. A balance of \$4,500 remains, which will be returned 50/50 to the Historic and Undesignated reserves.

A member of the study group will attend a future meeting to provide an overview of the work and the final report will be distributed to the Committee.

**MOTION** made by Cheryl Doyle to approve the closeout of the Morse House Feasibility Plan project and to return remaining funds to the reserve accounts from which they were appropriated. 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)**

### **Other Business**

The Committee determined its meeting dates through September:

- July 27
- August 24
- September 14
- September 28

Coordinator Phelps reminded the Committee that the remote public meeting extension ends on July 14. While hybrid meetings may continue, the Chair and a quorum must be physically present unless the remote meeting provisions are extended beyond the current expiration date.

The Committee discussed potential methods of outreach to notify the community about the application process including press releases and posts to social media.

A new Housing Authority Director has been hired. It is anticipated that the Authority will be submitting a Community Preservation project application.

Members of the Committee received correspondence regarding the Alevizos Pavilion project. Teens are climbing on the structure. The Conservation Commission and the Recreation Department were also included in the correspondence. The Committee will respond and advise submitting an application to address the concerns about the need for a climbing structure.

Matt Lane reported that Joseph Greeley was re-appointed to the Committee by the Board of Selectmen.

### **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 7:09 pm.

### **Articles/Exhibits Used at Meeting**

- FY'24 Community Preservation Act Application Materials
- Checklist
- Pre-application form
- Project sign-off form
- Application Process overview document

- Application form
- Correspondence (series) from Toni Eosco, District 5 Town Meeting Member, regarding Alevizos Pavilion, dated June 1-9, 2022
- Draft meeting minutes of May 25, 2022 for the Committee's review and approval
- Draft Needs Assessment update, Section 1
- Financial Report, dated June 27, 2022
- Old Parish Cemetery Master Plan project closeout form

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