

**Community Preservation Committee  
July 27, 2022  
Hybrid Meeting Minutes**

**PRESENT:**

Chair Patricia Griffin Starr, Housing Authority representative (In-person)  
Vice Chair Joseph Sheehan, Planning Board representative (In-person)  
Cheryl Doyle, Historical Commission representative (In-person)  
Maria Gallesyan, Selectmen-appointed representative (Remote)  
Joseph Greeley, Selectmen-appointed representative (Remote)  
John Hall, Selectmen-appointed representative (Remote)  
Matt Lane, Selectmen/Parks Commission representative (In-person)  
Catherine Walsh, Conservation Commission representative (Remote; left at 6:04pm)

Kristen Phelps, Community Preservation Coordinator (In-person)

**ABSENT:**

Julie Barbour-Issa, Selectmen-appointed representative

**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 Meeting Minutes**

**MOTION** made by Cheryl Doyle to approve the meeting minutes of June 29, 2022. Motion seconded by Matt Lane.

Roll-call vote:

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

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

**Financial Report**

The Town Finance/Accounting Department is in the process of closing out FY'22. There were no expenditures and minimal administrative expenses in July. Therefore, an updated monthly report was not requested.

Fiscal year-end reports are being filed with the State by the Town. Coordinator Phelps will receive a copy of the CP-1 and CP-2 reports from the Finance Department and will then share with the Committee.

Mr. Greeley reviewed the process for closing out and opening the fiscal years. As part of the year-end closeout, the Director of Finance and Accounting staff will:

- Roll remaining administrative funds into undesignated reserve
- Post final cash transactions to budgeted reserve
- Roll remaining budgeted reserve into undesignated reserve
- Closeout any newly completed projects, with remaining funds returned to respective reserves
- Complete required State filings and provide copies to Community Preservation Committee

As part of the opening, the staff will:

- Post new fiscal year fund allocations into budgeted reserve accounts, as voted by Annual Town Meeting
- Post new administrative funds
- Monitor revenue and adjustments during the year
- Provide monthly report to the Committee with updates

Mr. Hall recommended edits to the monthly report which would provide a comprehensive look at the financials.

Mr. Greeley agreed to continue as the Committee’s treasurer.

**Ongoing Review of Community Preservation Act Application Process**

Revisions to the application guidelines/forms were shared, reflecting comments from both the Committee and the Planning Department. The Committee had no further revisions.

**MOTION** made by Cheryl Doyle to accept the application guidelines/forms. Motion seconded by Matt Lane.

Roll-call vote:

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

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

**Ongoing Review of Needs Assessment**

There have been further additions/revisions to the Needs Assessment since the last meeting. Coordinator Phelps is working to update all of the data throughout the document.

**Revised Project Close — Morse House Master Plan**

Following the vote on the project closeouts at the June 29 meeting, Community Preservation Coordinator Phelps received correspondence from Town Administrative Services Director Cathy Carney with a final bill from the project consultant issued in October 2021.

The project was not closed by Accounting, thus, the funds to cover the \$2,500 invoice are available. This will result in a balance of \$2,000 in the project budget following payment.

A vote to revise the project close to reflect the payment of the final invoice was recommended.

**MOTION** made by Cheryl Doyle to close out the Morse House project as discussed 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: Absent  
Cheryl Doyle: **Aye**  
Maria Gallesyan: **Aye**  
Joseph Greeley: **Aye**  
John Hall: **Aye**  
Matt Lane: **Aye**  
Catherine Walsh: **Aye**

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

**Community Preservation Coalition — FY'23 Membership and Support Requests**

The FY'23 invoice for membership to the Community Preservation Coalition was received earlier this month. The dues of \$2,875 have not increased from last year. Mr. Greeley recommended that the Committee pursue opportunities for their assistance more frequently in the future.

**MOTION** made by Cheryl Doyle to pay the annual membership dues. Motion seconded by Matt Lane.

Roll-call vote:

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

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

**Election of Officers**

**MOTION** made by Patricia Griffin Starr to elect Joseph Sheehan as Chair. Motion seconded by Cheryl Doyle.

Roll-call vote:

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

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

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

**MOTION** made by Patricia Griffin Starr to elect Catherine Walsh as Vice Chair. Motion seconded by Matt Lane.

Roll-call vote:

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

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

**MOTION** made by Cheryl Doyle to elect Joseph Greeley as Treasurer. Motion seconded by Joseph Sheehan.

Roll-call vote:

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

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

### **Other Business**

Mr. Greeley thanked outgoing Chair Griffin Starr for her work as Chair on the Committee.

### **Adjournment**

**MOTION** made by Cheryl Doyle to adjourn the meeting. Motion seconded by Matt Lane.

Roll-call vote:

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

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

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

The meeting adjourned at 6:06pm.

Articles/Exhibits Used at Meeting

- Correspondence from Community Preservation Coalition regarding Dues Notice, dated July 5, 2022
- Correspondence regarding Morse House Master Plan, dated June 27-June 30, 2022
- Draft meeting minutes of June 29, 2022 for the Committee's review and approval
- Revised Community Preservation Act Application Materials
  - Application Process
  - Checklist
  - Pre-Application Form
  - Project Sign-off Form
  - Application Form

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