

**Community Preservation Committee
October 20, 2021 – Meeting Minutes
Remote Meeting**

PRESENT:

Chair Patricia Griffin Starr, Housing Authority representative
Vice Chair Joseph Sheehan, Planning Board representative
Julie Barbour-Issa, Selectmen-appointed representative
Cheryl Doyle, Historical Commission representative
Joseph Greeley, Selectmen-appointed representative (Arrived at 5:31pm)
John Hall, Selectmen-appointed representative
Matt Lane, Selectmen/Parks Commission representative (Left prior to adjournment)

Sarah Dixon Bouchard, Assistant Town Planner

ABSENT:

Catherine Walsh, Conservation Commission representative

Call to Order

The meeting was called to order at 5:30pm by Chair Griffin Starr.

Approval of Minutes

A correction was noted, changing "no function" to "not function."

MOTION made by Julie Barbour-Issa to approve the meeting minutes of September 15, 2021. Motion seconded by John Hall.

Vote: Patricia Griffin Starr, Vice Chair: **Aye**
Joseph Sheehan, Vice Chair: **Abstain**
Julie Barbour-Issa: **Aye**
Cheryl Doyle: **Abstain**
Joseph Greeley: **Aye**
John Hall: **Aye**
Matt Lane: **Abstain**
Catherine Walsh: Absent

Result: 4-0-3 (Approved)

Status Updates on Community Preservation Coordinator and New Member Opening

Assistant Town Planner Sarah Dixon Bouchard reported that three applications were received for the Community Preservation Coordinator position. Two candidates have been scheduled for interviews. Vice Chair Joseph Sheehan will be participating in the interviews. The Committee will be notified once a candidate has been chosen.

A potential member has been scheduled for review by the Board of Selectmen at its meeting next week.

Finance Report

Joseph Greeley presented the finance report which was prepared by the Town Accountant's Office. Remaining funds from projects funded by Community Preservation Act funds total \$280k, with \$25k encumbered for the Morse House study and \$25k for the Old Parish Cemetery encumbered since September 10. Work on the carillon restoration project will continue through November.

Article in Newspaper

Chair Patricia Griffin Star wished to clarify how Community Preservation Act (CPA) funds can be used, in response to a newspaper article reporting on a public meeting. CPA funds are used to fund project grants that are specifically applied for, they are not a budget-balancing fund.

Pre-Application Review for FY'22

Sarah Bouchard presented.

Pre-applications were due on October 15. An array of applications, touching on all eligible program areas, was received.

Assistant Town Planner Bouchard recommended streamlining the process in the future, as applicants had difficulty obtaining signatures. She noted, for instance, that the Board of Selectmen is particularly challenging due to its meeting schedule and its process for signatures.

She further recommended that the Committee extend the amount of time applicants have in order to obtain the proper signatures.

MOTION made by Cheryl Doyle to allow applicants more time in getting signatures, ensuring that are all completed in time for the final submittal. Motion seconded by Joseph Greeley.

Vote: Patricia Griffin Starr, Vice Chair: Aye
Joseph Sheehan, Vice Chair: Aye
Julie Barbour-Issa: Aye
Cheryl Doyle: Aye
Joseph Greeley: Aye
John Hall: Aye
Matt Lane: Aye
Catherine Walsh: Absent

Result: 7-0-0 (Approved)

Assistant Town Planner Bouchard will lead the effort in helping applicants obtain necessary signatures. She will be aided by Committee members Cheryl Doyle, Joseph Greeley, and John Hall.

The Committee conducted a preliminary review of pre-applications which are summarized below.

Affordable Housing Deed Restriction

The Community Planning and Economic Development Department is requesting \$20,000 to preserve expiring subsidized housing inventory, updating deed restrictions to ensure continued affordability for current and future residents.

Library Historical Record Digitization

The Morrill Memorial Library is requesting \$61,985 to digitize the remaining undigitized historical records to create and preserve the archive which spans from 1887 to 2020.

Morse House

The Norwood Historical Commission is requesting \$93,750 to rehabilitate the Morse House and convert the second floor into meeting space for Town boards and committees.

Norwood Memorial Airport Playground

The Recreation Department is requesting \$269,736.22 to install a new playground at the Norwood Memorial Airport.

Old Town Jail

The Norwood Police Association is requesting \$20,000 to assess the existing condition of the jail in an effort to preserve the historic property.

Preservation of Town Meeting Reports

The General Manager's Office is requesting \$10,000 to re-bind and preserve old Town Meeting reports.

Regional Housing Services Organization

The Community Planning and Economic Development Department is requesting \$10,000 to fund the first year of a regional housing services organization to be formed with other communities in order to share the costs of housing-related services.

Riverfront Park

The Community Development Department is requesting \$1,665,000 to construct the riverfront park as a result of the purchase and design work associated with the property at the confluence of the Neponset River and Hawes Brook.

Town Hall Architectural Rendering

The General Manager's Office is requesting \$10,000 to rehabilitate an old architectural rendering of a proposed Town Hall building for Norwood's Town Hall, which was ultimately chosen as the constructed property.

The Committee discussed the pre-applications, recognizing that there are unanswered questions which may be resolved in the final application submissions. It was agreed that a shared folder would contain all of the application materials as they are submitted so that members may review on an ongoing basis.

Next Meeting

The next meeting will be held on November 10, 2021.

Joseph Greeley recommended meeting in person for the Committee to review applications.

Adjournment

MOTION made by Joseph Greeley to adjourn. Motion seconded by Joseph Sheehan.

Vote: Patricia Griffin Starr, Vice Chair: **Aye**
Joseph Sheehan, Vice Chair: **Aye**
Julie Barbour-Issa: **Aye**
Cheryl Doyle: **Aye**
Joseph Greeley: **Aye**
John Hall: **Aye**
Matt Lane: Absent
Catherine Walsh: Absent

Result: 6-0-0 (Approved)

The meeting adjourned at 6:38pm.

Articles/Exhibits Used at Meeting

- Draft meeting minutes of September 15, 2021 for the Committee's review and approval
- FY'22 Community Preservation Act Funding Report, dated October 14, 2021
- FY'22 Pre-applications
 - Affordable Housing Deed Restriction
 - Library Historical Record Digitization
 - Morse House
 - Norwood Memorial Airport Playground
 - Old Town Jail
 - Preservation of Town Meeting Reports
 - Regional Housing Services Organization
 - Riverfront Park
 - Town Hall Architectural Rendering
- Memo from S. Dixon Bouchard to Community Preservation Committee regarding FY'22 Pre-applications, dated October 19, 2021

Minutes respectfully submitted to the Committee by John Cianciarulo.