

**Community Preservation Committee  
October 12, 2022  
Hybrid Meeting Minutes**

**PRESENT:**

Chair Joseph Sheehan, Planning Board representative (In-person)  
Vice Chair Catherine Walsh, Conservation Commission representative (Remote – departed at 6:54 PM)  
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)  
Patricia Griffin Starr, Housing Authority representative (In-person)  
John Hall, Selectmen-appointed representative (Remote)

Kristen Phelps, Community Preservation Coordinator (In-person)

**ABSENT:**

Matt Lane, Selectmen/Parks Commission representative

**Call to Order**

The meeting was called to order at 5:33 PM by Chair Joseph Sheehan in Room 24 at Norwood Town Hall. Instructions on how to join the meeting remotely were shared.

**Approval of Meeting Minutes**

C. Doyle pointed out a typo on the draft minutes of August 24, 2022.

**MOTION** made by Cheryl Doyle to approve the meeting minutes of August 24, 2022 as edited. Motion seconded by Joe Greeley.

Roll-call vote:

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

**Result: 7-0-1 (Approved)**

**2022-2023 CPA Pre-Applications**

The Committee reviewed each of the seven pre-applications submitted. Findings of eligibility were accompanied by questions to be conveyed to applicants in advance of the submittal of their full CPA applications.

1. **Old Parish Cemetery – Historic Preservation**

Several questions about the project were raised, including: phasing of work; eligibility of work outside of the cemetery parcel; availability of funds (from the town or a third party) to cover costs not eligible for CPA funds; budget itemization; and information about property ownership. The

Committee agreed that at least a portion of the project was eligible and that the questions raised about work outside of the cemetery parcel should be conveyed to the applicant.

**MOTION** made by Patricia Griffin Starr to accept the Old Parish Cemetery (Historic Preservation) pre-application as a partially eligible project with outstanding questions with respect to certain proposed activities (as noted). Motion seconded by Cheryl Doyle.

Roll-call vote:

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

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

2. Annual Town Reports & 1890 Directory – Historic Preservation

Joe Sheehan noted that a similar project was approved by the CPC and funded by Town Meeting last year, which speaks to eligibility. Catherine Walsh asked if it would be more appropriate for this to be incorporated into the general operating budget. There were further questions about the total number of reports needing to be restored and what the criteria would be to determine if a report met the “historic” standard. The need for the Historic Commission to make a finding about the historic significance of these artifacts was noted. Discussion about the proper storage of preserved documents and about other historic documents that might be submitted for CPA funding followed.

**MOTION** made by Cheryl Doyle to accept the Annual Town Reports and the 1890 Directory (Historic Preservation) pre-applications as eligible projects with questions as discussed. Motion seconded by Patricia Griffin Starr.

Roll-call vote:

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

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

3. Memorial Hall Furniture – Historic Preservation

CPC members inquired about the historical provenance of the furniture, noting that proof of historic significance would need to be provided.

**MOTION** made by Patricia Griffin Starr to accept the Memorial Hall Furniture (Historic Preservation) pre-application as an eligible project with questions as discussed. Motion seconded by Cheryl Doyle.

Roll-call vote:

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

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

4. McDonough Housing Complex – Community Housing Preservation

The CPC raised questions about maintenance versus preservation and whether any of the proposed work could be undertaken without funding from other grant sources. John Hall requested further guidance from the Coalition about eligibility and noted the need for careful accounting when there is more than one funding source for a project. Joe Greeley suggested a site inspection at this location (as well as at other project locations that would lend themselves to a site visit).

**MOTION** made by Patricia Griffin Starr to accept the McDonough Housing Complex (Community Housing Preservation) pre-application as an eligible project with questions as discussed. Motion seconded by Cheryl Doyle.

Roll-call vote:

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

5. Winslow Park Feasibility Study – Open Space & Recreation

Members agreed that the park was underutilized and that the Planning Department should be involved in any study conducted (to ensure public input was solicited). Cheryl Doyle noted that the abutting churches and Children’s Hospital satellite office should be included in the discussion. There was general consensus around the continued involvement of the Veteran’s Agent (if the project moved forward) to ensure that this community would be represented. CPC members requested further information about property control and possible restrictions.

**MOTION** made by Cheryl Doyle to accept the Winslow Park Feasibility Study (Open Space & Recreation) pre-application as an eligible project. Motion seconded by Patricia Griffin Starr.

Roll-call vote:

Joseph Sheehan: **Aye**

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

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

6. Conservation Fund Transfer – Open Space & Recreation

Catherine Walsh departed the meeting at 6:54 PM just prior to discussion of this application; however, she noted her support of the pre-application prior to leaving. Cheryl Doyle expressed concerns about using CPA to fund this account, noting that for the past several years a \$10K appropriation from the General Fund to the Conservation Land Fund had been approved and she did not want to see this contribution abandoned. There were further questions regarding the current balance in the account, how the funding would be used and whether this would be a recurring request. John Hall pointed out the CPA rules against supplanting and questioned how the funds would be monitored to prevent such use.

**MOTION** made by Patricia Griffin Starr to accept the Conservation Fund Transfer (Open Space) pre-application as an eligible project with questions as discussed. Motion seconded by Cheryl Doyle.

Roll-call vote:

Joseph Sheehan: Aye  
Catherine Walsh: Absent  
Julie Barbour-Issa: Aye  
Cheryl Doyle: Aye  
Maria Gallesyan: Aye  
Joseph Greeley: Aye  
Patricia Griffin Starr: Aye  
John Hall: No  
Matt Lane: Absent

**Result: 6-1-1 (Approved)**

**Project Signage**

K. Phelps stated that a couple of projects were substantially complete except for signage acknowledging CPA funding. These include the Murphy Field basketball courts, the Carillon restoration, and the acquisition of the Saint Street Lot. She shared a draft of temporary signage for the Saint Street Lot, and offered to work with project proponents to design and purchase the required signs out of their respective project budgets.

**MOTION** made by Patricia Griffin Starr to endorse the action on signs as discussed. Motion seconded by Cheryl Doyle.

Roll-call vote:

Joseph Sheehan: Aye  
Catherine Walsh: Absent  
Julie Barbour-Issa: Aye

Cheryl Doyle: Aye  
Maria Gallesyan: Aye  
Joseph Greeley: Aye  
Patricia Griffin Starr: Aye  
John Hall: Aye  
Matt Lane: Absent

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

### **Financial Report**

Joe Greeley reviewed the changes to the CPA monthly financial report, noting that the FY 23 projects have been added. The summary report has been included in the Town Meeting materials in the past and efforts to fine-tune the report are ongoing.

### **Other Business**

The Committee discussed the need for a second October meeting and the usefulness of a scoring system. K. Phelps will reach out about a 10/26 meeting. There was general agreement against using a scoring system for this year's applications.

### **Adjournment**

**MOTION** made by Cheryl Doyle to adjourn the meeting. Motion seconded by Patricia Griffin Starr.

Roll-call vote:

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

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

The meeting adjourned at 7:35 pm.

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

- CPA Pre-applications
- CPA Pre-application summary
- Community Preservation Coalition Guidance Document for Historic Documents
- DOR opinion regarding Conservation Fund Transfers
- DHCD memo regarding Preservation of Affordable Housing

*Minutes respectfully submitted to the Committee by Kristen Phelps.*