

**Community Preservation Committee
November 30, 2022
Hybrid Meeting Minutes**

PRESENT:

Chair Joseph Sheehan, Planning Board representative (In-person)
Vice Chair Catherine Walsh, Conservation Commission representative (In-person)
Julie Barbour-Issa, Selectmen-appointed representative (Remote)
Cheryl Doyle, Historical Commission representative (In-person)
Joseph Greeley, Selectmen-appointed representative (In-person)
Patricia Griffin Starr, Housing Authority representative (In-person)
John Hall, Selectmen-appointed representative (Remote)
Matt Lane, Selectmen/Parks Commission representative (In-person; departed at 6:27 PM)

Kristen Phelps, Community Preservation Coordinator (In-person)

ABSENT:

Maria Gallesyan, Selectmen-appointed representative

Call to Order

The meeting was called to order at 5:31 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

Consideration of minutes was postponed until the next meeting.

2022-2023 CPA Applications - Discussion

The Committee reviewed each of the seven CPA applications submitted. Joe Sheehan noted that applicants had been responsive to the extensive questions posed about each project following the review of pre-applications.

1. 1890 Directory – Historic Preservation

Maria Gallesyan submitted a question as to whether the 1890 Directory would be digitized as part of that historical preservation project. Coordinator Phelps noted that digitization is not allowed as a stand-alone activity, but is permitted when physical documents are being restored and preserved. The applicant will be asked to confirm the inclusion of digitization as part of this project.

2. Memorial Hall Furniture – Historic Preservation

Joe Sheehan asked whether the Historical Commission had made a finding as to the provenance of the Memorial Hall Furniture. Cheryl Doyle agreed to follow up with the Chair of the Historical Commission. Joe Greeley asked whether refurbishing the furniture would detract from its historical significance. Discussion about who might be doing the work and whether the work would materially alter the historical nature of the table and chairs followed.

3. Annual Town Reports – Historic Preservation

Catherine Walsh asked whether the Town Manager's office would be requesting funding for additional reports in future years. The application indicates that they are seeking to restore reports up to 1945, which may take two additional funding cycles.

4. Old Parish Cemetery – Historic Preservation

Joe Sheehan noted that there had been questions as to whether work on abutting parcels to provide parking and entryway enhancement would be eligible under the CPA statute. Coordinator Phelps shared the responses received from the Coalition as to why this would not be eligible and discussion on this topic followed. The Committee reviewed options as to how to move forward with the project as propose. There was general agreement that the applicant should be informed about ineligible activities.

5. McDonough Housing Complex – Community Housing Preservation

CPC members agreed that they would like to conduct a site visit.

6. Conservation Fund Transfer – Open Space & Recreation

Cheryl Doyle asked whether this transfer was a one-time request and/or if this was intended to take the place of the annual appropriation of \$10K from the General Fund that has been approved at the last several Town Meetings. Catherine Walsh replied that this request was intended to supplement the existing annual appropriation. John Hall asked how the use of transferred money would be tracked to ensure that expenses were eligible and expressed concerns about whether funds could be spent on purchases that would not be consistent with CPA priorities. Joe Greeley noted that the Finance Department could track any CPA contributions. Coordinator Phelps will send out information about spending permitted under the Conservation Commission Act.

7. Winslow Park Master Plan – Recreation

The electronic submission of this application did not include the full application (submitted in hard copy). Coordinator Phelps will scan and circulate the full application.

Coordinator Phelps will send out a doodle poll to gauge availability for site visits.

Public Hearing Schedule for Project Presentations

The CPC agreed that there was not a need for a December 14th meeting. Public hearings on the proposed projects will begin the first meeting in January. The projects initiated through the Town Manager's office will be scheduled for the initial public hearing and the remaining three projects will be taken up at the second hearing.

Financial Report

Joe Greeley reported that the only changes in the financial report involved additional spending and/or encumbrances for projects. Coordinator Phelps stated that the supplemental distribution from the State CPA Fund was approved by the Governor and will be distributed in the coming months. John Hall commented on the number of projects underway or completed and suggested that a visual montage be compiled and made available to the public.

Social Media Strategy

Julie Barbour-Issa noted that there are a number of Norwood Town Departments that host social media accounts. She highlighted the Conservation Commission Facebook page as an interesting and informative site. She encouraged the CPC to consider establishing social media accounts (FB/Instagram) to draw attention to projects that have been funded/completed and to share information about the application process/financial status/etc. She noted that there were a number of questions about how to proceed (what to post/how to approve/etc.) and suggested that CPC members look at the Con Com page as well as CPC pages from other communities (Somerville / Belmont). Catherine Walsh offered to check in with Holly Jones for feedback on how the Con Com page was set up. John Hall suggested that someone reach out to other communities to get input on their process/experience. He recommended the adoption of a policy that speaks to the structure and approval process for posting.

Discussion about policy followed (e.g. does open meeting law prohibit private discussion among board members as to postings?). Cheryl Doyle requested that any social media presence clarify that CPC sites are not political sites and stated that there should be a way to monitor and block comments. Discussion about guidelines for social media followed. Coordinator Phelps will see how this works on the town side and will work with Julie Barbour-Issa to draft guidelines and procedures.

Other Business

Patty Griffin Starr inquired about the status of the CPC Recording Secretary. John Cianciarulo could not continue in the role after accepting a position with the Town Manager's office, and the job has since been posted.

Adjournment

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

Roll-call vote:

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

Result: 7-0-0 (Approved)

The meeting adjourned at 6:53 pm.

Articles/Exhibits Used at Meeting

- CPA Applications
- CPA Application summary
- Summary of Questions for Applicants
- Coalition Feedback Memo with Attachments
- Reserve Fund Balance Summary
- CPA Monthly Financial Report

Minutes respectfully submitted to the Committee by Kristen Phelps.