

**Community Preservation Meeting  
December 6, 2023  
Hybrid Meeting Minutes**

**PRESENT**

Joseph Sheehan  
Julie Barbour-Issa  
Cheryl Doyle  
Maria Gallesyan  
Joe Greeley  
Patricia Griffin Starr  
John Hall  
Matt Lane (left at 6:00 P.M.)

**ABSENT**

Catherine Walsh

**CALL TO ORDER**

The meeting was called to order at 5:30 P.M.

**MEETING MINUTES**

**MOTION** to approve the minutes of the November 8, 2023 meeting made by Joe Greeley. Seconded by Cheryl Doyle.

Roll Call Vote:

Julie Barbour Issa: **Aye**  
Cheryl Doyle: **Aye**  
Joe Greeley: **Aye**  
Patricia Griffin Starr: **Abstained**  
John Hall: **Aye**  
Matt Lane: **Aye**  
Joseph Sheehan: **Aye**  
Maria Gallesyan: **Aye**

**Result: 7-0-1 (Motion Passed)**

**2023-2024 CPA APPLICATIONS- REVIEW & DISCUSSION**

K. Phelps shared that efforts to schedule public hearings for each of the proposed CPA projects were underway, with the first public hearing on January 3, 2024.

***Vernon Street Veterans Housing***

Members discussed the need to consult with Town Counsel about drafting a grant agreement (in the event that the project is recommended by the CPC). Ms. Doyle asked if the applicants were working with the Town Planner and Veterans Agent and was assured that both parties were involved.

***Shared Housing Services Organization***

Mr. Sheehan clarified that the Community Development Department was the project proponent for this second funding request for shared housing services. Follow-up information about activities undertaken by the consultant to date was provided, and there were no further questions for the applicant at this time.

### ***Morse Hill Veterans Park***

A meeting (hosted by project proponent Bob Donnelly) to discuss the park project is scheduled to take place immediately following the CPC meeting. Ms. Doyle stated that she planned on attending and would give an update on any developments at the next CPC meeting.

### ***Conservation Fund Transfer***

This project was approved during the previous CPA cycle. There were no new questions from the group.

### ***Airport Playground***

Ms. Phelps reported that the applicants were granted a \$150,000 earmark from the State, which must be spent by June 30, 2024. Ms. Phelps was working with the Recreation Director John Kinney to address the timing issue associated with this funding source. If the project were to be recommended by the CPC, it may need to be taken up at the March Town Meeting. Mr. Sheehan was curious if there had been any instance of a CPA article being presented at a Special Town Meeting. Ms. Doyle and Mr. Greeley discussed this happening previously with the Chapel.

Further discussion about the timing and the provisions of the grant followed. Mr. Hall was concerned about money being spent before the project was approved by Town Meeting. Mr. Hall also recommended the possibility of having a signed agreement from the Town to match funding given the possibility of the project not getting approved by Town Meeting. He stressed that as a Town Meeting Member, he would not feel comfortable voting on this project based on the current information. Ms. Griffin Starr pointed out that more information on the project would be provided at the public hearing on January 3.

Ms. Doyle questioned ADA accessibility on the playground. Ms. Phelps stated she would reiterate that concern to the applicants. Mr. Sheehan was also curious where exactly the playground would be located at the airport.

The CPC expressed their support for investigating options around the timing of this project.

### ***Tiot Trail Bridging***

Ms. Phelps asked for an update on the existing CPA project for trail design on University Avenue being managed by the Trails Committee. Mr. Greeley, also a member of the Trails Committee, explained that they were working on getting an RFP for that project issued soon. There were no further questions on the trail bridging project as proposed.

### ***Saint Gabriel Chapel***

Ms. Doyle explained that she and Ms. Phelps reviewed the files for the previous project at Saint Gabriels Chapel. The records from 2018 and 2019 indicate that both the roof and windows had undergone rehabilitation as part of the original CPA project. The contract for the stained-glass windows called for the removal, restoration and replacement of the windows, and there was only a one-year warranty which had expired. Ms. Phelps had also been in touch with DPW Director Mark Ryan, who explained that the roof work had been done either poorly or not to standard. Mr. Sheehan questioned why issues with the chapel had not been reported earlier and discussion about the cause/extent of damage followed.

Based on the findings about the CPA-funded work at the chapel, the CPC members discussed whether the proposed work would constitute maintenance. Mr. Hall noted that if the CPC made a finding that the project involved maintenance, it could not be funded through CPA. He added that the failure of the prior project seems to be a matter to be addressed by other entities or through legal channels. Mr. Sheehan asked whether the Committee should consider a formal action on this matter based on the information provided. Mr. Hall moved that after a review by CPC representatives, this project was determined to be maintenance, and not eligible for CPA funding.

**MOTION** made by John Hall. Seconded by Julie Barbour-Issa.

Ms. Griffin Starr asked whether this motion would preclude the applicant from proceeding to a public hearing. K. Phelps will reach out to the Community Preservation Coalition for backup of this finding. Mr. Greeley stated that this finding is essentially non-discretionary. J. Hall clarified that the motion on the floor does not leave an opening to defer to the Coalition. If the CPC receives advice to the contrary, they would need to reconsider at a later date. Further discussion about the process followed.

Roll Call Vote:

Julie Barbour-Issa: **Aye**  
Cheryl Doyle: **Aye**  
Maria Gallesyan: **Aye**  
Joe Greeley: **Aye**  
Patricia Griffin Starr: **Aye**  
John Hall: **Aye**  
Joseph Sheehan: **Aye**

**Result: 7-0-0 (Motion Passed)**

Discussion about contents of correspondence to the applicant for this project followed.

#### ***Day House Fireplace***

Mr. Sheehan noted that the applicant for this project was a private, non-profit group and a grant agreement would be required if the project were recommended and approved by Town Meeting. Discussion about the provisions of any grant agreement followed. CPC members expressed interest in seeing the Day House occasionally opened to the public throughout the year. Mr. Sheehan was curious about whether there were any other outside funding sources for this project. Ms. Phelps shared that other communities frequently look for some degree of funding from the private organization; however, most external grant funds are limited to the outside of historic buildings.

#### ***Washington Fire Bells***

Mr. Sheehan stated that the application was detailed and comprehensive. He questioned the plan for installing Bell #7, noting that there are benches and landscaping in the proposed location for this bell.

#### ***Annual Town Reports***

Ms. Doyle was concerned about the budget for the project, as it had increased significantly since last year. The group also discussed the reports restored to date and the accessibility of reports that had already been restored. Ms. Phelps noted that the Town Reports were digitized and available through the Library. Mr. Hall commented that some of the information contained on the front pages of the reports was not included in digital versions.

#### ***Town Hall Artwork***

Ms. Phelps explained that an art specialist had come in to provide feedback on three large portraits that were included in this project. The specialist verbally stated that while the works were in need of cleaning, they were not necessarily at risk of deteriorating. The conservator called out three other pieces of artwork that did require immediate attention and shared that her organization had services available to inventory historical resources of this kind and to plan for future restoration of same. This type of inventory/planning would address the ongoing question about the plans for restoring town-owned art, plans and documents going forward.

Ms. Doyle added that if Town Hall were to be restored in the near future, the specialist recommended that any restored works be moved to climate-controlled storage. Further, it was suggested that the artwork be digitized and in some cases that copies, rather than the originals, be used for public display.

### ***Memorial Hall Benches***

Ms. Doyle stressed the need for a plan from the Town with respect to what they intended to do with restored items if the Town Hall were to undergo a restoration.

### ***Morrill Memorial Library Stained-Glass Windows***

The group was concerned about where the windows would go after restoration. They did not wish to see the windows placed back into storage. Mr. Hall stressed the need for the Library Director to be involved with decision making over the placement of the windows.

Ms. Griffin Starr was curious if the Chapel Street Veterans Park project from last year was still moving forward. Ms. Phelps explained that the applicants were waiting to hear back from a consultant to begin work. The applicants could return next year for implementation.

### **PUBLIC HEARING SCHEDULE FOR PROJECT PRESENTATIONS**

The first public hearing is scheduled for January 3, 2024 at Norwood Town Hall. Six projects are scheduled to be presented. Subsequent meeting dates for the remainder of project presentations will take place on either January 10, 24, or 31. K. Phelps will provide an update once the proposed schedule has been confirmed by applicants.

### **FINANCIAL REPORT**

Updates to the monthly report are ongoing and will be reviewed by the Accounting Office. Mr. Hall noted that it may be helpful to present comparisons between proposed expenditures and annual revenues to Town Meeting. Discussion about the value of advanced planning for major projects followed.

### **PRESERVATION SURVEY/ASSESSMENT- DISCUSSION**

The group was on board with pursuing the Preservation Survey/Assessment as discussed.

### **CONSIDERATION OF SUPPORT FOR VETERANS GRANT**

Ms. Phelps explained that a member of the Town Manager's Office found a grant opportunity to restore military artifacts. One of the elements of the application was demonstration of support from community groups, and they had reached out for a letter from the CPC. CPC members expressed their support for pursuing these grant funds.

### **ADJOURNMENT**

**MOTION** to adjourn the meeting made by Julie Barbour-Issa. Seconded by Patricia Griffin Starr.

Roll Call Vote:

Julie Barbour-Issa: **Aye**

Maria Gallesyan: **Aye**

Joe Greeley: **Aye**

Patricia Griffin Starr: **Aye**

John Hall: **Aye**

Joseph Sheehan: **Aye**

**Result: 6-0-0 (Motion Passed)**

The meeting was adjourned at 6:51 P.M.

Minutes respectfully submitted by Emily Manning