

**Community Preservation Committee
April 14, 2021
Remote Meeting**

PRESENT:

Chairman Peter McFarland, Selectmen-appointed representative
Vice Chairman Patricia Griffin Starr, Housing Authority representative
Julie Barbour-Issa, Selectmen-appointed representative
Toni Eosco, Historical Commission representative
Joseph Greeley, Selectmen-appointed representative
John Hall, Selectmen-appointed representative
Matt Lane, Board of Selectmen representative, acting as Parks Commission
Joseph Sheehan, Planning Board representative
Catherine Walsh, Conservation Commission representative

Joe Collins, Town Budget and Management Analyst

ABSENT:

None.

Call to Order

The meeting was called to order at 5:34pm by Chairman McFarland.

Approval of Minutes

The March 10 minutes had a typographical error in the section labeled "Discussion of Current Project Applications 2020-2021." The second sentence in the second paragraph should read, "This is primarily due to the high probability...", and not high probably.

Additionally, the masthead of both sets of minutes for Matt Lane should read "Board of Selectmen representative, acting as Parks Commission."

MOTION made by Joseph Sheehan to approve the meeting minutes of March 10, 2021, as amended.
Motion seconded by Joseph Greeley.

Vote: Peter McFarland, Chairman: Aye
Patricia Griffin Starr, Vice Chairman: Aye
Julie Barbour-Issa: Aye
Toni Eosco: Abstain
Joseph Greeley: Aye
John Hall: Aye
Matt Lane: Aye
Joseph Sheehan: Aye
Catherine Walsh: Aye

Result: 8-0-1 (Approved)

MOTION made by Catherine Walsh to approve the meeting minutes of March 24, 2021, as amended.
Motion seconded by Matt Lane.

Vote: Peter McFarland, Chairman: Aye
Patricia Griffin Starr, Vice Chairman: Aye
Julie Barbour-Issa: Aye
Toni Eosco: Aye
Joseph Greeley: Aye
John Hall: Aye
Matt Lane: Aye
Joseph Sheehan: Aye
Catherine Walsh: Aye

Result: 9-0-0 (Approved)

Discussion of Recommended Project Applications — 2020-2021

Fire Bell Removal

The Committee has reviewed the amended application for the fire bell with an updated amount of \$29,125.

MOTION made by Catherine Walsh to approve the amended Fire Bell Removal application with updated amount and recommend to Town Meeting. Motion seconded by John Hall.

Vote: Peter McFarland, Chairman: Aye
Patricia Griffin Starr, Vice Chairman: Aye
Julie Barbour-Issa: Aye
Toni Eosco: Aye
Joseph Greeley: Aye
John Hall: Aye
Matt Lane: Aye
Joseph Sheehan: Aye
Catherine Walsh: Aye

Result: 9-0-0 (Approved)

The Committee discussed the need to have a response ready for what will happen with the bell once removed. It was agreed that this is the applicant's question to answer and not the Committee's.

Patricia Griffin Starr reported that Deputy Chief David Hayes has drawn a schematic. The plan is to place the fire bell in front of the Public Safety Building, next to the existing one. Initially, the bell will be stored at Lyman Place once it is removed from the carillon. The group will then come back before the Community Preservation Committee to seek additional funding for the new placement.

University Ave. Trail Design

There has been no change to this project since the previous meeting. The State has not responded to the Mass. Trails grant application. The request funds remains the same.

Closing of the Bond Street Playground Project

Chairman McFarland has confirmed that the scope of work for the playground project has been completed and all invoices have been submitted for payment.

MOTION made by Joseph Greeley to close the Bond Street Playground Project. Motion seconded by Patricia Griffin Starr.

Joseph Greeley agreed that it is important to have a formal process of closing projects and having the originator and sponsor of a project indicate their stamp of approval as well. Then, any additional expenses following a formal closing would be funded outside of Community Preservation.

Town Account Tom McQuaid has put together a document which indicates that \$85,640 was spent on the project, with a remainder of \$2,360 to be returned.

Catherine Walsh indicated that she would like someone to certify that all expenses have been incurred and received. Additionally, she would like for the funding source(s) to be identified on the project tracking spreadsheet. Chairman McFarland indicated that the application should be revised to include language on having the applicant certify that all expenses have been incurred and received.

Vote: Peter McFarland, Chairman: **Aye**
Patricia Griffin Starr, Vice Chairman: **Aye**
Julie Barbour-Issa: **Aye**
Toni Eosco: **Aye**
Joseph Greeley: **Aye**
John Hall: **Aye**
Matt Lane: **Aye**
Joseph Sheehan: **Aye**
Catherine Walsh: **Aye**

Result: 9-0-0 (Approved)

Project Funding

MOTION made by Joseph Greeley to take the full amount of the Fire Bell Removal Project, \$29,125, from Historic Preservation reserve funds. Motion seconded by Joseph Sheehan.

John Hall requested information on the account's balance. Joseph Greeley reported that the Historic Preservation account balance, prior to recommended approval of projects tonight and subsequent approval by Town Meeting, is \$145,873. A total of \$116,748 would remain if the full amount of the Fire Bell Removal Project was taken from Historic Preservation funds.

The Committee discussed potentially splitting funding.

The motion was revised:

MOTION made by John Hall to split funding 50/50 for the Fire Bell Removal Project. Motion seconded by Toni Eosco.

Joseph Greeley agreed to the revised motion. There were no objections to the revision from the Committee.

The sums, therefore are:

- \$14,562 from Historic Preservation
- \$14,563 from Undesignated

Vote: Peter McFarland, Chairman: Aye
Patricia Griffin Starr, Vice Chairman: Aye
Julie Barbour-Issa: Aye
Toni Eosco: Aye
Joseph Greeley: Aye
John Hall: Aye
Matt Lane: Aye
Joseph Sheehan: Aye
Catherine Walsh: Aye

Result: 9-0-0 (Approved)

MOTION made by John Hall to split funding 50/50 for the University Ave. Trail Design. Motion seconded by Matt Lane.

The sums, therefore, are:

- \$24,750 from Open Space
- \$24,750 from Undesignated

Vote: Peter McFarland, Chairman: Aye
Patricia Griffin Starr, Vice Chairman: Aye
Julie Barbour-Issa: Aye
Toni Eosco: Aye
Joseph Greeley: Abstain
John Hall: Aye
Matt Lane: Aye
Joseph Sheehan: Aye
Catherine Walsh: Aye

Result: 8-0-1 (Approved)

Chairman McFarland confirmed that any unused funds are returned proportionally.

CPC Project Tracking Spreadsheet and Amendment of Application Form

Chairman McFarland and Joseph Greeley drafted a spreadsheet to track projects. Catherine Hall recommended adding two additional columns: name and organization of the applicant; and source(s) of allocated funds. John Hall suggested also including the project manager in the document. Julie Barbour-Issa recommended that the spreadsheet be placed on the Community Preservation Committee's website.

The Committee discussed potential future revisions which would also include links to project applications and updates.

The Committee also discussed the process for closing out projects. Catherine Hall agreed to draft a form to formally closeout projects and notify all appropriate parties.

The Committee then discussed amending the application form to include notification of the project's completion, that their project's scope of work has been completed and all invoices have been submitted for payment.

Chairman McFarland will work more on the language of the application, notification process, and update the spreadsheet.

Updates on Open Community Preservation Committee Projects

Lower Pond Pavilion

The Public Works Department brought the project as far as they could before winter. Over the course of the winter, the Facilities Department has been delegated to work on the project. A piece of equipment is required to finish the pavilion roof; the additional expense for which is unknown.

Paul Halkiotis is working to secure an update from appropriate personnel. While more money will be required for the appropriate equipment, it is hoped that the additional cost will be covered by contingency funds.

Lower Balch/Eliot Field

The classroom portion of the project is nearly complete. Resurfacing of the court is out for bid. The project remains in-process.

Carillon Bells and Supplemental

Sandblasting is taking place in the chamber to prepare for painting. It is anticipated that painting will be complete by the end of April, followed by the bell work. While the sandblasting is taking place, bell components were taken to the foundry to be updated, repaired, and/or replaced. It is estimated that the project will be complete by the end of June, with the goal of having the carillon functional in time for Independence Day.

Town Meeting must approve funding before the fire bell can be removed. It has been repositioned so that it does not affect the current project.

Saint Street Land

A designer for the Saint Street project is on-board. Community outreach will take place soon.

Murphy Basketball Court Restoration

Travis Farley indicated that the basketball court restoration project is being worked on.

Norwood Pool Study

Travis Farley is working on the pool study. It is hoped that design proposals will be out soon. Forums will take place over the summer.

Community Preservation Act Business and Updates

The next meeting will be held on May 12, 2021 at 5:30pm.

Chairman McFarland and Matt Lane met with General Manager Mazzucco and Paul Halkiotis. They are proposing the creation of a Community Preservation Committee Administrator who will work at Town Hall on managing these projects. The part-time position is proposed at 10-15 hours per week. Funds from administrative fees would pay the salary. Paul Halkiotis will present this proposal at the May meeting.

Catherine Walsh suggested that project applicants submit a status report on a regular basis.

John Hall asked about a needs assessment being conducted. He recommended scheduling a forum in the summer to gather input.

Joseph Greeley suggested scheduling a meeting on the evening of Town Meeting in case there is business that needs to be discussed.

The Committee discussed inviting the Community Preservation Coalition to a future meeting to provide guidance to the Committee on future endeavors and public outreach.

Adjournment

MOTION made by Patricia Griffin Starr to adjourn the meeting. Motion seconded by Joseph Sheehan.

Vote: Peter McFarland, Chairman: **VOTE**
Patricia Griffin Starr, Vice Chairman: **VOTE**
Julie Barbour-Issa: **VOTE**
Toni Eosco: **VOTE**
Joseph Greeley: **VOTE**
John Hall: **VOTE**
Matt Lane: **VOTE**
Joseph Sheehan: **VOTE**
Catherine Walsh: **VOTE**

Result: 9-0-0 (Approved)

The meeting adjourned at 7:10pm.

Articles/Exhibits Used at Meeting

- Community Preservation Project Status Spreadsheet, dated March 9, 2021
- Draft meeting minutes of March 10, 2021 for the Committee's review and approval.
- Draft meeting minutes of March 24, 2021 for the Committee's review and approval.
- Revised application for Washington #7 Fire Bell Extraction and Storage post-Public Hearing of March 24, 2021

Minutes respectfully submitted to the Committee by John Cianciarulo.