

**Community Preservation Committee
May 12, 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
Joseph Sheehan, Planning Board representative (Arrived at 5:45pm)
Catherine Walsh, Conservation Commission representative

Paul Halkiotis, Director of Community Planning and Economic Development
Sarah Dixon Bouchard, Assistant Town Planner
Catherine Carney, Town Director of Administrative Services

ABSENT:

Matt Lane, Selectmen/Parks Commission representative

Call to Order

The meeting was called to order at 5:35pm by Chairman McFarland.

Approval of Minutes

MOTION made by John Hall to approve the meeting minutes of April 14, 2021. Motion seconded by Patricia Griffin Starr.

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: Absent
Joseph Sheehan: Absent
Catherine Walsh: Aye

Result: 7-0-0 (Approved)

Introduction of Sarah Bouchard, New Assistant Town Planner

Sarah Bouchard introduced herself to the Committee:

- Town resident
- Town Meeting Member in District 3
- Previously worked as Housing and Zoning Agent for Town of Westwood

New Representative from Historical Commission

Toni Eosco is resigning as a member of the Community Preservation Committee. This will be her final meeting. Cheryl Doyle will be replacing her as the Historical Commission representative. She is excited to be working with the Committee and will be on-board at the June meeting.

Toni Eosco mentioned that neighbors are interested in an update on the Lower Pond Pavilion project as children are currently playing on the concrete base. Cathy Carney reported that the hope is to have the pavilion delivered and installed in June. John Hall asked whether the Department of Public Works could temporarily place tables on the base to reduce the dangers of children running on the concrete surface. Paul Halkiotis will ask Public Works Director Mark Ryan to look into this potential measure.

CPC Administrator Presentation

Chairman McFarland recused himself from discussion of this agenda item. Vice Chairman Griffin Starr facilitated discussion for the Committee.

Paul Halkiotis reported. He shared that some communities that have adopted the Community Preservation Act have established an administrator position. In speaking with General Manager Mazzucco, Mr. Halkiotis would like to hire a part-time administrator for fifteen hours per week at approximately \$30 per hour. The duties of the role would takeover at the point following Town Meeting approval of projects. The administrator would work with Cathy Carney and run the project until its completion. The Planning Department would continue to facilitate the application process, scheduling Committee meetings, etc.

There is sufficient funding for this position, with about \$45k in the administrative budget of the fund. Additionally, there remains enough funds for the Committee's recording secretary, membership to the Community Preservation Coalition, and unforeseen expenses.

Mr. Halkiotis requested that some members of the Committee assist in finalizing a job description. Joe Greeley, John Hall, and Catherine Walsh will meet with Paul Halkiotis to assist in reviewing the job description.

John Hall stated that he sees advantages in continuity by having an administrator. He expressed concern, however, over the reporting structure; either to the Director or to the Committee. Mr. Halkiotis stated that he would welcome having the Committee manage the administrator.

Joe Greeley agreed that the position makes sense and suggested defining the borders of the role within the job description.

Catherine Walsh recommended that one task for the administrator would be to formulate a manual and other documents.

MOTION made by Joseph Greeley in favor of the administrator position. Motion seconded by Julie Barbour-Issa.

Vote: Peter McFarland, Chairman: Recused
Patricia Griffin Starr, Vice Chairman: Aye
Julie Barbour-Issa: Aye
Toni Eosco: Aye
Joseph Greeley: Aye
John Hall: Aye

Matt Lane: Absent
Joseph Sheehan: Aye
Catherine Walsh: Aye

Result: 7-0-0 (Approved)

Following discussion, Vice Chairman Griffin Starr returned control of the meeting to Chairman McFarland.

Discussion of Application/Recommendations and CPA Articles to Town Meeting

All three articles were approved at Monday's Town Meeting. Notification will be sent to applicants that their projects are moving forward.

Patricia Griffin Starr reported that Deputy Hayes is working on the schematic for the fire bell. Additionally, she will advise him that the Norwood Historical Society would welcome an opportunity to speak with them regarding the bell's placement.

Review of Needs Assessment and Strategic Planning for CPA

A review of the needs assessment and strategic planning is being planned for the June meeting. This typically takes place following Town Meeting and usually involves soliciting input from housing, historical, and open space/recreation.

The Committee discussed various strategies:

- Methods of publicizing community preservation as a source of funding for projects
- Partnering with a revived Housing Committee and the Norwood Housing Authority
- Forming a housing partnership and a first-time home-buyer program
- Collaborating to form a regional housing services organization

Chairman McFarland advised that strategic planning will be discussed in depth at the June meeting.

Other CPA Business and Updates

Joe Greeley provided a link about the Saint Street Park planning meeting which will take place on May 20 at 7pm. Additional meetings will be held in June and July to solicit feedback. The meetings are being hosted by Holly Jones.

Catherine Walsh provided a draft of the project closeout form for the Committee to review and provide feedback.

Joseph Greeley reported that painting in the Carillon is nearly complete and the project remains on schedule to ensure that the July 4th celebration would include music from the Carillon. Cathy Carney added that she will be working with Paul Halkiotis on facilitating payment. Sunderlin Foundry will review the condition of the steel and the painting prior to the final payment being made. Additionally, Sunderlin is preparing a sample of the tribute bell for Bernie Cooper.

Cathy Carney further reported that they are looking at replacing the floor where the carillon sits. The floor material has been tested and there is no asbestos.

Catherine Walsh recommended developing a framework for discussing strategy at the next meeting. John Hall reminded the Committee that officers need to be elected as well.

Next Meeting

The next meeting will be held on June 9, 2021.

Adjournment

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

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: **Absent**
Joseph Sheehan: **Aye**
Catherine Walsh: **Aye**

Result: 8-0-0 (Approved)

The meeting adjourned at 6:58pm.

Articles/Exhibits Used at Meeting

- Draft meeting minutes of April 14, 2021 for the Committee's review and approval

Minutes respectfully submitted to the Committee by John Cianciarulo.