

**Community Preservation Committee  
June 9, 2021  
Remote Meeting**

**PRESENT:**

Chairman Peter McFarland, Selectmen-appointed representative  
Vice Chairman Patricia Griffin Starr, Housing Authority representative  
Julie Barbour-Issa, Selectmen-appointed representative  
Cheryl Doyle, Historical Commission representative  
Joseph Greeley, Selectmen-appointed representative  
Matt Lane, Selectmen/Parks Commission representative  
Joseph Sheehan, Planning Board representative  
Catherine Walsh, Conservation Commission representative

Sarah Dixon Bouchard, Assistant Town Planner

**ABSENT:**

John Hall, Selectmen-appointed representative

**Call to Order**

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

**Approval of Minutes**

Chairman McFarland requested an edit to the minutes as he did not vote on the administrator position.

**MOTION** made by Patricia Griffin Starr to approve the meeting minutes of May 12, 2021, as amended.  
Motion seconded by Joseph Greeley.

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

**Result: 6-0-2 (Approved)**

**Election of CPC Officers**

Chairman McFarland entertained nominations for the Committee's officers which will take effect in July.

**MOTION** made by Joseph Greeley to nominate Patricia Griffin Starr as Chair. Motion seconded by Joseph Sheehan.

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

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

**MOTION** made by Patricia Griffin Starr to nominate Joseph Sheehan as Vice Chair. Motion seconded by Catherine Walsh.

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

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

**MOTION** made by Patricia Griffin Starr to nominate Joseph Greeley as Treasurer. Motion seconded by Cheryl Doyle.

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

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

### **CPC Administrator position**

Discussion on the CPC Administrator position will take place in July.

### **Review of Needs Assessment**

Assistant Town Planner Sarah Dixon Bouchard distributed a copy of the Needs Assessment which was published in 2019.

Chairman McFarland requested that members review the document and see if anything needs to be changed or updated, ensuring that respective committees' goals are current and properly reflected.

It was agreed that further discussion on the Needs Assessment would take place at the July meeting.

### **Strategic Planning for CPA**

Joseph Sheehan stated that strategic planning should take place following the finalization of the Needs Assessment. Chairman McFarland agreed.

Cheryl Doyle recommended that research be done to see whether other communities have a strategic plan for their community preservation. Catherine Walsh agreed. Both agreed to conduct some research to then share with the Committee.

Catherine Walsh recommended that the project closeout form and a project status report (whether to be submitted quarterly or semi-annually) be added. She will provide a draft status report form to the Committee prior to the next meeting.

Joseph Greeley recommended that the Community Preservation Coalition be consulted, and perhaps invite a representative of the Coalition to a meeting to provide input and leads. The Coalition would likely be a great guide through the process, and taking advantage of this resource makes sense particularly as Norwood pays annual dues. They would likely be able to provide resources directly without having Cheryl and Catherine having to conduct research. Sarah Dixon Bouchard agreed to contact the Coalition prior to research being conducted.

### **Other CPA Business and Updates**

Cheryl Doyle provided an update on the Morse House project. Members of the Historical Commission, Town Director of Administrative Services Cathy Carney, and Chris Folan of the Town's Facilities Department met with an architect specializing in historic homes. They will break down the wishes and wants of the project into phases. A partial report is anticipated for next month with a final to follow, at which time a determination will then be made on how best to proceed.

Chairman McFarland announced that this would be his final meeting as he is resigning for personal reasons. Sarah Dixon Bouchard stated that the Town is grateful for the contributions he has made. The Committee echoed these sentiments.

### **Next Meeting**

The next meeting will be held on July 14, 2021.

**Adjournment**

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

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

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

The meeting adjourned at 6:14pm.

**Articles/Exhibits Used at Meeting**

- Draft meeting minutes of May 12, 2021 for the Committee's review and approval
- Norwood CPA Project Close-Out Form
- Town of Norwood Community Preservation Plan: A Needs Assessment, dated September 2019

*Minutes respectfully submitted to the Committee by John Cianciarulo.*