

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

**PRESENT:**

Chair Patricia Griffin Starr, Housing Authority representative  
Vice Chair Joseph Sheehan, Planning Board representative  
Julie Barbour-Issa, Selectmen-appointed representative  
Cheryl Doyle, Historical Commission representative  
Joseph Greeley, Selectmen-appointed representative  
John Hall, Selectmen-appointed representative  
Matt Lane, Selectmen/Parks Commission representative (Left meeting at 6:40pm)  
Catherine Walsh, Conservation Commission representative (Arrived at 5:48pm)

Sarah Dixon Bouchard, Assistant Town Planner

**ABSENT:**

None

**Call to Order**

The meeting was called to order at 5:42pm by Chair Griffin Starr.

**Approval of Minutes**

John Hall suggested that the third paragraph under "Review of Needs Assessment" in the draft minutes should be removed.

**MOTION** made by John Hall to approve the meeting minutes of June 9, 2021, as amended. Motion seconded by Joseph Sheehan.

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

**Result: 7-0-0 (Approved)**

**Review of Needs Assessment**

The Committee agreed to delay discussion until Catherine Walsh arrived.

**Review of Community Preservation Coordinator Job Description**

A draft of the Community Preservation Coordinator job description was distributed.

The Committee discussed the job description and recommended two edits:

1. Adding that the Community Preservation Coordinator exclusively work on Community Preservation items.
2. Amending the sixth bullet to read: Serves as liaison, facilitating communication between the Community Preservation Committee, the public, project applicants, Town staff, and project representatives.

The Committee then discussed the impact of the position on its budget. Joseph Greeley reported that the administrative portion of the budget is used to pay for the Committee's recording secretary and other administrative items, such as property value assessments. The suggested rate of \$30/hour at fifteen hours per week totals approximately \$23k/year.

The administrative portion of the budget ranges each year from \$40k-\$42k. Mr. Greeley stated that, as the Committee's work proceeds, the hours and responsibilities of this role may increase and the financial impact will need to be monitored closely.

Assistant Town Planner Bouchard stated that the next step in the process is for the Human Resources Department to review the description and include standard language. The Personnel Board will need to review and approve the posting prior to marketing the position.

**MOTION** made by John Hall to approve the Community Preservation Coordinator job description, with the two additions. Motion seconded by Catherine Walsh.

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

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

### **Review of Needs Assessment**

Catherine Walsh suggested that a review of the needs assessment be affirmatively scheduled for the next meeting. She will work with John Hall and Assistant Town Planner Bouchard in advance of the meeting.

Assistant Town Planner Bouchard suggested that everyone review the Needs Assessment to see whether anything needs to be changed or updated.

### **Project Status and Updates**

Photographs of the Lower Pond Pavilion were shared. Chair Griffin Starr stated that work on parking and electrical connections remain.

Joseph Greeley reported that he spoke with Lee Leach to discuss the carillon project, but has not been able to speak with Cathy Carney on vendor activity yet. Frame painting has been completed within the budget, but in an extended timeline. The anticipated completion by July 4 has obviously been delayed.

Foundry staff will be in town at the end of August. It is anticipated that the work to reassemble components of the bell will be done in mid to late September.

John Hall reported on the Fire Bell. He was able to connect the Norwood Historical Society and the Fire Department in order to hold a discussion on incorporating the history of the bell into the labeling at its final placement. Chair Griffin Starr will connect with Mike Chisholm of the Fire Department to ensure that they have had a chance to speak. The Department of Public Works will be providing space to store the bell until its new installation.

Joseph Greeley reported on the vandalism at the Bond Street playground. Matt Lane confirmed that the Board of Selectmen approved a fund transfer of \$5k to repair.

Mr. Greeley further reported that he spoke with Recreation Director Travis Farley regarding the work at Eliot Field. Work on the courts, learning area, and basketball courts should be done prior to the start of school. The ramp will not be installed until the fall.

Mr. Greeley then thanked Holly Jones and the Conservation Commission for hosting public forums and community outreach to contribute to the design of the Saint Streets lot. A third, in-person session, is scheduled for July 29.

Cheryl Doyle reported that the report on the Morse House project has been completed. It will be forwarded to the Committee.

#### **Other Community Preservation Committee Business: Future Meeting Time/Locations**

The Committee discussed the format and location of future meetings. It was agreed that the current, virtual format works currently. When larger meetings are anticipated, a plan to hold a hybrid meeting will be made.

The Committee discussed potential replacements for Peter McFarland's seat. Members will reach out to gauge interest. Additionally, Julie Barbour-Issa will draft a social media post to solicit interested candidates. She will forward to Patty for review and final approval.

Joseph Greeley reported that he just received updated financials from Town Hall and will send to Assistant Town Planner Bouchard for distribution to the Committee.

#### **Next Meeting**

The next meeting will be held on August 18, 2021 via GoToMeeting.

#### **Adjournment**

**MOTION** made by John Hall to adjourn. Motion seconded by Joseph Greeley.

*Vote:* Patricia Griffin Starr, Vice Chair: **Aye**  
Joseph Sheehan, Vice Chair: **Aye**

Julie Barbour-Issa: Aye  
Cheryl Doyle: Aye  
Joseph Greeley: Aye  
John Hall: Aye  
Matt Lane: Absent  
Catherine Walsh: Aye

**Result: 7-0-0 (Approved)**

The meeting adjourned at 7:00pm.

Articles/Exhibits Used at Meeting

- Draft Community Preservation Coordinator job description, dated July 6, 2021
- Draft meeting minutes of June 9, 2021 for the Committee's review and approval
- Memo from P. Halkiotis to Community Preservation Committee regarding Community Preservation Coordinator Draft Job Description, dated July 12, 2021
- Photos of Lower Pond Pavilion (5)
- Town of Norwood Community Preservation Plan: A Needs Assessment, dated September 2019

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