

**Community Preservation Committee
July 12, 2023
Hybrid Meeting Minutes**

PRESENT

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

Kristen Phelps, Community Preservation Coordinator
Emily Manning, Recording Secretary

ABSENT

Maria Gallesyan
Joe Greeley

CALL TO ORDER

The meeting was called to order at 5:31 P.M.

APPROVAL OF MINUTES

MOTION to approve the minutes of the June 14, 2023 meeting made by Cheryl Doyle.
Seconded by Julie Barbour-Issa.

Roll Call Vote:

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

Result: 7-0-0 (Motion Passed)

2023-2024 CPA APPLICATION PROCESS – REVIEW & DISCUSSION

Updated pre-application and full application forms were distributed to the Committee. Due dates for the 2023-2024 CPA grant cycle are as follows: Pre-applications, October 6, 2023; Full Applications, November 17, 2023.

The group discussed changing the way they worked with other boards and committees in Town with respect to getting feedback on proposed projects. Applications and guidelines will be modified to reflect the changes discussed.

WEBSITE & SOCIAL MEDIA UPDATE

Ms. Barbour-Issa provided the social media update. In the coming months the plan is to highlight recently completed projects. Social media will be used to make the public aware of the upcoming application deadlines and to share the application materials. The CPC posts can be shared with other Norwood-based groups (such as Norwood Now) to expand the reach.

COMMUNITY PRESERVATION PLAN UPDATE

Ms. Phelps provided the update. She is working on updating factual information and plans to meet with Ms. Doyle and Mr. Hall to discuss how to solicit input on the goals for each funding category. Ms. Phelps and Mr. Greeley also plan to meet with the Town Accountant to discuss a five year finance plan. Discussion about how to structure and annually update the plan followed.

PROJECT STATUS REPORTS

Ms. Phelps provided an update on ongoing projects. She has been in touch with the Recreation Department with respect to the ADA ramp at the Balch Fields. If they are unable to find a vendor to design and build the ramp within budget, it will likely be necessary to invite the applicant to a future meeting to discuss how to move forward. Another open space/recreation project nearing completion is the pocket park at Stearns and Elliot. Some additional plantings will be added in the fall after which the project should be ready to close.

OTHER BUSINESS

Norwood Day has been scheduled for Saturday, September 9, 2023. The CPC was invited to table at a joint booth with the Conservation Commission. The group discussed ideas for their booth presentation on Norwood Day. Mr. Hall wondered if other groups CPC worked closely with would have their own booths at Norwood Day, and suggested leaving information on CPC at those booths.

Ms. Phelps mentioned that the group would be moving to a new agenda and minute software. CPC members should receive information about creating accounts in the coming weeks.

ADJOURNMENT

MOTION to adjourn the meeting made by Patricia Griffin Starr. Seconded by Cheryl Doyle.

Roll Call Vote:

Joseph Sheehan: **Aye**

John Hall: **Aye**

Julie Barbour-Issa: **Aye**

Cheryl Doyle: **Aye**

Patricia Griffin Starr: **Aye**

Matt Lane: **Aye**

Catherine Walsh: **Aye**

Result: 7-0-0 (Motion Passed)

The meeting was adjourned at 6:00 P.M.

Minutes respectfully submitted by Emily Manning