

**Community Preservation Committee**  
**September 13, 2023**  
**Hybrid Meeting Minutes**

**PRESENT**

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

Kristen Phelps, Community Preservation Coordinator  
Emily Manning, Recording Secretary

**ABSENT**

Maria Gallesyan

**CALL TO ORDER**

The meeting was called to order at 5:43 P.M.

**MEETING MINUTES**

**MOTION** to approve the minutes of the August 9, 2023 meeting made by Cheryl Doyle. Seconded by Julie Barbour-Issa.

Roll Call Vote:

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

**Result: 7-0-1 (Motion Approved)**

**PROJECT CLOSE OUT- WASHINGTON FIRE BELL #7**

\$14,125 remains in the project budget, which was appropriated in equal proportions from the Unrestricted and Historical Resources Reserve Funds. Ms. Phelps met with the project proponents/managers about their plans for restoring the fire bell. They decided to close out this project and submit a new application for a larger scale project.

Mr. Hall wondered how the CPC would describe the project closeout if they were planning to resubmit a new application for a similar project during another cycle. Ms. Phelps explained that the Town Meeting vote specified that funding was for bell removal and storage, therefore the approved work had been completed.

**MOTION** to close the Washington Fire Bell #7 project and to return the remaining funds to the reserve funds from which they were appropriated made by Joe Greeley. Seconded by Julie Barbour-Issa.

Roll Call Vote:

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

**Result: 8-0-0 (Motion Passed)**

### **CP-3 REPORT- REVIEW**

The group discussed the CP-3 report, which is due to be submitted to the Massachusetts Department of Revenue by September 15. The report updates the status of all projects and adds a description of CPA projects approved at Town Meeting for the coming fiscal year. There were no objections to the project updates and descriptions as proposed.

### **2023-2024 PRE-APPLICATIONS- REVIEW**

Two pre-applications were submitted for the 2023-2024 CPA cycle at the time of the meeting. One of the pre-applications for Morse Hill proposed the creation of a pocket park recreational space. Ms. Doyle questioned whether the application should fall under open space, rather than recreation.

Mr. Hall felt the project should be listed as both recreational and open space, as he believed it would be a more accurate description of the proposed project.

The other pre-application received was for the Shared Housing Services Organization (SHSO). This is the second request for CPA funding (the first request for \$10K in support of this proposal was approved in FY 22). Ms. Griffin Starr wondered why there was a second application when no services had been provided yet. Ms. Phelps explained that creating the SHSO was a time-consuming process that involved multiple towns and an intermunicipal agreement. Ms. Griffin Starr requested that the Norwood Housing Authority be included in discussions with the service provider once work gets underway.

Mr. Greeley questioned what the organization did with the original \$10,000 they were awarded during the 2022 CPA cycle. He pointed out that Town Meeting would question what happened in Phase 1 of the project. Ms. Doyle suggested that they be asked to provide an accountability report, outlining the work that was being undertaken with CPA funds.

Mr. Hall asked whether the intermunicipal agreement for the Shared Housing Services Organization could be terminated if needed. Mr. Lane shared the terms of the intermunicipal agreement, which does allow for termination if necessary.

### **COMMUNITY PRESERVATION PLAN- REVIEW & DISCUSSION**

Ms. Phelps sent out a first draft of the Community Preservation Plan to the group. The current draft of the plan contained six sections.

Mr. Hall pointed out that he felt the historical section of the draft plan was lacking, based on meetings with Ms. Doyle, Ms. Phelps, and himself. They discussed the use of the MACRIS (Massachusetts Historical Commission) Database

### **FINANCE REPORT**

Mr. Greeley provided the financial report. The Accounting staff was currently dealing with staff turnover, which may delay receipt of the fiscal-year closeout data.

### **PROJECT STATUS REPORT**

The Town Manager's office was working on preparing a feasibility study for the Veterans Park on Chapel Street. They also selected a vendor for the Memorial Hall furniture restoration project.

The Morse House Subcommittee was actively working on adding the Morse House to the National Register of Historic Places by drafting an updated Inventory Form B for submittal to the Mass Historical Commission.

The final plantings at Stearns and Elliot park are expected to be planted later in the fall.

### **OTHER BUSINESS**

Ms. Griffin Starr commended the online efforts of the CPC to promote the new application cycle. She also commented on the importance of having continuity on the Community Preservation Committee especially given the fact that some projects stretch over several years.

### **NEXT MEETING**

The next meeting was scheduled for October 11, 2023.

### **ADJOURNMENT**

**MOTION** to adjourn the meeting made by Cheryl Doyle. Seconded by Matt Lane.

Roll Call Vote:

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

**Result: 8-0-0 (Motion Passed)**

The meeting was adjourned at 6:31 P.M.

Minutes respectfully submitted by Emily Manning