

**Community Preservation Committee**

Helen Abdallah Donohue  
Cheryl Doyle  
Joseph Greeley  
John Hall  
Debbie Holmwood  
Judith Howard  
Peter McFarland  
Anne White Scoble  
Robert Thornton



**Director of Community  
Planning and Economic  
Development**

Paul Halkiotis, AICP

**Assistant Planner**  
Patrick Deschenes

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**Community Preservation Committee Meeting**

**1/10/2018**

**5:30 P.M.**

**Room 24**

**Norwood Town Hall**

**PRESENT:**

Cheryl Doyle  
Joe Greeley  
John Hall  
Judith Howard  
Peter McFarland  
Anne White Scoble

Robert Thornton  
Helen Abdallah Donohue  
Debbie Holmwood

Also Present: Paul Halkiotis, Town Planner  
Patrick Deschenes, Assistant Town Planner

Mr. Greeley opened the meeting, addressing the committee as well as encouraging the public to attend future meetings. Town Manager, Tony Mazzucco who was in attendance formerly introduced himself to the Committee.

**CPA Financial Review/Budget – Town Clerk/Accountant Tom McQuaid**

Mr. McQuaid handed out a sheet to Committee members explaining the projected annual revenue and the breakdown into the use-specific accounts. He also explained the concept of the Administration account and how it is an option, not a mandatory account.

Mr. Hall questioned if extra money can be put into a use-specific account even if a project had not been decided upon yet. Mr. McQuaid indicated that that action could be done.

Ms. Doyle questioned the fairness of spending the money from the main account before spending money from the use-specific accounts.

After a brief discussion on the topic Mr. Greeley re-informed the Committee that these decisions regarding reviewing projects and determining how they would be financed from CPA funds, are up to the Committee's discretion.

Ms. Donohue asked whether the 5% for administrative was mandatory. Mr. Thornton indicated that 5% was the maximum and the percentage could be lower or not used at all depending on what the Committee wanted to do.

Mr. Thornton proposed having the Town Accountant, Mr. McQuaid construct the CPC's budget this year. The purpose being to divide the Committee's revenue attained via the surcharge into the legally mandated use-specific accounts.

Mr. Greeley asked what needed to be done between now and the final budget for FY19. Mr. Thornton stated that the CPC would need an article on the Warrant for the Spring Town Meeting. In order to do so the Committee would need to authorize a member of the CPC to talk to the Board of Selectmen.

**MOTION** made by Mr. Thornton to authorize Mr. Greeley to speak on behalf of the CPC with the Board of Selectmen, seconded by Ms. Donohue. All in favor.

#### **Approval of Minutes – 12/13/2017**

Mr. Thornton presented the case to have a staff person (Planning Department) write the minutes for the CPC rather than the Recoding Secretary, Ms. Doyle. The move would free up Ms. Doyle to participate more in meetings. Mr. Deschenes will write CPC minutes for the foreseeable future.

**Motion:** Approval of minutes for 12/13/17 motion made by Mr. Greeley second by Mr. McFarland. All in favor.

#### **Discussion of Needs Assessment:**

The Committee addressed their gratitude to member Peter McFarland for taking the time to compile the first draft of the Needs Assessment. Mr. McFarland used preexisting Needs Assessments from other Towns as a format and information covered in Norwood's Housing Production Plan and Open Space & Recreation Plan. The action taken by Mr. McFarland represents the Needs Assessment's first draft and serves as a good catalyst towards the final product.

Mr. McFarland indicated that they highlighted sections of the Needs Assessment were taken from other sources and need to be reviewed.

Ms. Donohue asked if we should take this document to the various Departments and Committees that are associated with it for review.

Mr. Hall stated that our eventual meetings with these Committees and Departments will cover this.

Mr. Greeley agreed with this and also stated that any requested edits to the document should be sent to Mr. McFarland.

Earlier the Committee received a memorandum from Mr. Deschenes and Mr. Halkiotis regarding a “checklist” of topics to address when speaking with Committees in the future regarding the Needs Assessment.

Mr. Hall addressed a few of the concerns he had with the memorandum. One concern was minor, regarding structure, which Mr. Halkiotis explained. The other concern was his opinion regarding asking the Committees to think of top project ideas in addition to general needs. Mr. Hall wishes to have it be made clear that projects should not be prioritized in the Needs Assessment.

In discussion of the Needs Assessment there was further confusion over Ms. Donohue’s role as the Board of Selectmen’s appointed member to represent Recreation. Mr. Hall believes it is Park Commissioner rather than Recreation Representative. Ms. Doyle believes that people have a perception of what Recreation is and that there should be a clear difference between that and Outdoor Recreation which is what is covered by the CPA. Mr. Farley, Recreation Director has been asked by the Planning Department to join in on meetings. Mr. Halkiotis reasoning is to make sure that all areas of the CPA are covered in the Needs Assessment.

#### **Discuss Approaches to Public Outreach:**

Ms. Holmwood brought the discussion to public outreach and what the CPC could do better to connect and inform the public. She proposed the idea of having an open meeting at the civic center in order to gather ideas.

Mr. Hall stated having a structured meeting to work on each area and to have a questionnaire on the Town’s website.

Mr. Halkiotis stated that the Planning Department was in the process of scheduling Committee meetings. The idea of a survey and a large public meeting had also been looked into and would be actions to take when the CPC moved onto public outreach.

Mr. Thornton indicated that he believed public outreach would be more important than meeting with committees as we would be connecting with people who weren’t as connected as committee members. It would help to bring more people to the table.

**MOTION** made by Mr. Thornton to form a subcommittee for public outreach looking into forms of public outreach, seconded by Mr. Greeley.

Mr. McFarland, Mr. Hall, and Ms. Holmwood were all nominated and agreed to serve on the subcommittee. Vote, all in favor.

**Discuss Committee for Open Space & Recreation Plan:**

Mr. Halkiotis discussed with the committee the ongoing work with updating the Town's Open Space & Recreation Plan. A Committee would need to be formed to work on the project and there was a need for additional outside members of the public to join.

Mr. Greeley addressed the status for the CPC's next meeting. The Committee agreed to keep the discussion small due to the holiday and to move the start time up to 4:30 P.M.

**Motion to Adjourn**

Motion made by Mr. Greeley to adjourn, seconded by Mr. Thornton. All in favor

**Respectfully Submitted:**

**Patrick Deschenes, Assistant Town Planner**