

## Community Preservation Committee

Joseph Greeley, Chairman  
John Hall, Vice Chairman  
Cheryl Doyle, Recording Secretary  
Helen Abdallah Donohue  
Debbie Holmwood  
Judith Howard  
Peter McFarland  
Anne White Scoble



## Director of Community Planning and Economic Development

Paul Halkiotis, AICP

## Assistant Planner

Patrick Deschenes

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## Community Preservation Committee Meeting

11/14/2018

5:30 P.M. - 7:30 P.M.

Room 24

Norwood Town Hall

### **PRESENT:**

John Aprea  
Helen Abdallah Donohue  
Cheryl Doyle  
Joe Greeley  
John Hall  
Debbie Holmwood  
Judith Howard  
Peter McFarland  
Anne White Scoble

### Also Present:

Patrick Deschenes, Assistant Town Planner  
Paul Halkiotis, Town Planner

### **Approval of Minutes 10/10/18**

**MOTION** to accept minutes by Mr. McFarland, seconded by Ms. Scoble.

All in favor.

### **Project Application Review Process – Subcommittee Status**

Mr. Greeley presented an overview of information handed out tonight that was created by the subcommittee such as steps in the application process and a timeline of future events.

Mr. Hall discussed the steps in the application process that was worked on by the subcommittee.

Ms. Holmwood asked if the Committee should invite the Coalition to come to a meeting and provide additional guidance.

Mr. Deschenes stated that the head of the Coalition had a medical issue which prevented him from meeting with us sooner, but he could check to see about bringing him in again for a meeting with the Committee.

Mr. McFarland stated that a meeting with the Coalition would have to occur before March as Public Hearings for the Annual Town Meeting would likely be occurring then.

Ms. Holmwood stated that it would be a good idea to have the Coalition Representative in for a Public Hearing.

The Committee discussed this possibility at length.

Mr. Greeley continued to explain the future planned application review process between the submittal of applications and Annual Town Meeting.

Mr. Greeley described the scoring system devised by the subcommittee to rank the future projects. It was proposed that the ranking sheet could be the first step each CPC member uses to reviewing each application.

Mr. Hall provided more detail in how the ranking system was established and how to use the system.

Mr. Greeley emphasized that this system created by the subcommittee was open to improvements and adjustments and that with it being the first year changes were bound to happen.

Mr. Hall stated that this is all to help the Committee move along faster with their review.

Ms. Doyle suggesting that that Committee receive the applications beforehand, reviews them on their own, and then provides comments or concerns to the Planning Department who can reach out to the applicant to produce any missing information.

Mr. Halkiotis stated that the Committee does not need to overcomplicate the review process.

Ms. Donohue asked about the proposed Saint Lot project and asked the Committee to look into voting for an appraisal soon. She then left the CPC meeting for another meeting.

### **Status on Received Projects**

Mr. Deschenes explains the submittal of the Saint Lot purchase and that it is a draft for the Committee to look into as an example of a project application following Norwood's CPA application document.

Mr. Greeley stated that this draft can be something that Committee members evaluate as a hypothetical application.

Mr. Hall stated that it would be good practice for using the ranking system.

Ms. Doyle asked about the project's need for a future appraisal.

Mr. Halkiotis stated that the quote for an appraisal is in the works and that it could be a vote of the Committee to pay for the appraisal if they see fit.

The Committee briefly discussed the possibility of voting for an appraisal and decided they would wait for the quote to come back.

### **Monthly Financial Review**

Mr. Deschenes read over the recent figures for the CPA fund balance and brought up the work done by the PBCC with CPA funds.

Mr. McFarland questioned why the CPA funds were spent before Town appropriated funding.

Mr. Hall stated that this order of spending was a violation of State Law and Town Council should be notified for their opinion.

Ms. Holmwood recommended that they attend the next PBCC meeting to discuss this issue.

Ms. Doyle believed that this money should not have been released.

Mr. Greeley expressed his concerns over the PBCC reporting their expenditures to the CPC, but noted that they have provided periodical updates. Mr. Greeley also stated that he like to have information from the Town Accountant as to the process they took and further understanding from Town Council.

Mr. McFarland stated that this isn't a permanent issue and that it can be fixed in the future.

Mr. Hall stated that the Committee is going to have to be a lot clearer in the future when future projects have multiple funding sources.

Ms. Doyle expressed concern that the funds could be so easily moved around without any real check and balance.

Mr. McFarland stated that the issue has to do with what funding source is used first and that he feels the law would indicate that Town appropriated funding comes before CPA funding.

Mr. Halkiotis stated that we need to look into what happened and that corrections can be made if the payment was done incorrectly.

Ms. Doyle stated that moving forward the Committee needs to better explain the process of using CPA funds with the project applicant so that they know the appropriate order of which funding source to use.

Mr. Halkiotis stated that going forward the Committee can send out a letter to the applicant after their project is approved at Town Meeting that states what needs to be delivered to the Committee in terms of reporting and the rules for spending the money.

Mr. Greeley discussed the next steps going forward and how they would notify the appropriate parties about correcting the issue.

Ms. Holmwood left the meeting early.

### **Future Meeting Dates**

Mr. McFarland suggesting following the same meeting pattern although no motion was taken.

The Committee discussed the process of sending out applications to the Committee for review as early as possible.

### **Other Business**

Ms. Howard resigned from the CPC.

**MOTION** to adjourn the meeting by Mr. McFarland, seconded by Mr. Hall

All in favor.

**Respectfully Submitted:**  
**Patrick Deschenes, Assistant Town Planner**