

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

Community Preservation Committee Meeting

12/13/2017

7:00 P.M.

Room 24

Norwood Town Hall

PRESENT:

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

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

ABSENT:

Helen Abdallah Donohue
Debbie Holmwood

5:30 P.M. The Community Preservation Committee meeting was called to order by Mr. Greeley. He addressed the Committee and the public at large with a brief opening statement.

Approval of Minutes 10/11/17 and 11/08/17:

Motion: Approval of minutes for 10/11/17 motion made by Mr. Hall second by Mr. McFarland. All in favor.

Motion: Approval of minutes for 11/08/17 motion made by Mr. McFarland second by Mr. Thornton. Ms. Howard asked that the question brought up by Ms. Abdallah Donohue be entered into the written minutes. The question was with regards to whether an owner occupied multifamily house qualified for CPA funds. The question was tabled to a later date. All in favor as amended.

FY19 Budget Discussion and CPA Financial Review:

Mr. Greeley opened the discussion about the budget. Mr. Halkiotis stated questions were sent to the DOR. There are no matching funds for 2018. The local revenue collection started on July 1, 2017.

Further discussion continued on the budget for the next fiscal year and moving forward with said budget.

Mr. Thornton discussed year two of the adoption of the CPA budget FY19 and what happens to FY18. He thought FY18 was floating. It was stated that the tax rate was approved on 12/12/2017 by the Town. Report from the DOR signed off on the reflected FY18 budget.

Revenue was projected to be about \$600,000 a year. Town Clerk/Accountant Tom McQuaid will be in for the January meeting to further discuss financial questions and to clear up any related information.

Mr. Hall and Mr. Thornton discuss how the subaccounts will work and the process of bringing everything to Town Meeting. It was stated that we would need to educate everyone on how the process works and what will be voted on at Town Meeting.

Mr. Hall wanted to make sure that when we go to Town Meeting that there would be no "Hoarding" of money to keep other projects from happening. It was further discussed that the number one goal was to educate the public how everything works in order to keep things fair for all. Mr. Thornton suggested that handouts to the community before the next Town Meeting would be beneficial.

Discussion of Needs Assessment:

Mr. Halkiotis opened the discussion on his recommended approach to developing the Need Assessment. Suggested that members of the CPC attend other Board/Committee meetings to get their input on what their group's specific priorities might be. Further discussed was what we could do to facilitate the public's participation.

Mr. Deschenes gathered Community Preservation Plans/Needs Assessments from other Towns to serve as examples. He then went on to discuss the breakdown for each Town's Plan.

Mr. Halkiotis added something will be put together. He stated that needs and projects are not the same. Projects have construction cost and engineering plans for example whereas the needs are far more general.

The discussion continued on setting a time line to get things done. Mr. McFarland stated the need to have a formal Needs Assessment before writing any project application.

Evaluate Future Work Plan:

A discussion was held on this in regards to clarifying the Committee's first year purpose and goals. The working timeframe was also adjusted to reflect any necessary changes.

Re-Scheduling of Future Meeting Dates:

It was suggested that each person that represents a Board/Committee to send in a list of their meeting dates. Further discussion is to be done at the CPC's next meeting after information is gathered.

Motion to adjourn:

Motion made by Ms. Howard and second by Mr. McFarland. All in favor 7 to 0.
Meeting adjourned at 8:05 p.m.

Respectfully Submitted:
Cheryl Doyle, Recording Secretary