

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

6/13/2018

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

Room 24

Norwood Town Hall

PRESENT:

Cheryl Doyle
Joe Greeley
John Hall
Judith Howard
Peter McFarland
Helen Abdallah Donohue
Robert Thornton
Anne White Scoble
Also Present: Paul Halkiotis, Town Planner
Patrick Deschenes, Assistant Town Planner

ABSENT:

Debbie Holmwood

Approval of Minutes 5/9/18 and 5/17/18

MOTION to accept both sets of minutes by Mr. Hall, seconded by Mr. McFarland

All in Favor.

Recap of Town Meeting Articles

Mr. Greeley gave a recap of Town Meeting and the CPC's success with having the articles passed and being able to move forward.

Mr. Hall stated that he believes that the public is still learning of the CPA and the success at Town Meeting will help to spread what they are about.

Mr. Greeley also addressed the action to move the CPC's articles up in the order at Town Meeting.

Ms. Donohue stated that she believed it ended up being a good move as Town Meeting continued for a few nights and more people were engaged on the night the articles were moved to.

Mr. Thornton expressed his dismay for the timing of moving up the articles as he was unable to attend that particular night of Town Meeting and he felt there should have been more time to let the Committee know.

Needs Assessment

Mr. Deschenes and Mr. McFarland discussed the current draft of the Needs Assessment and what was left to do in terms of editing.

Mr. Hall addressed his concerns for a number of edits that he felt were needed as well as rewording of a few sections.

Ms. Howard also suggested rewriting the Historic Preservation section so that it better encompasses the goals of the Historical Commission and refrains from talking too much about the Historic Society.

Mr. Thornton suggested ways in which editing of the document could be done so that the changes would be tracked and reviewed for the next CPC meeting.

Mr. Greeley suggested working on how the plan flows so that it reads as a more concise document.

Mr. Hall, Mr. McFarland, and Mr. Deschenes agreed on a date where they could sort out new edits to the Needs Assessment in order to produce the final version.

Mr. McFarland stated that at the July meeting there will be a new edited version, the public hearing for the Needs Assessment could occur in September and the application could be live in October.

Mr. Hall suggested that the hearing and application should open on the same night and be in September.

Ms. Donohue also agreed with having it open earlier and be on the same night.

Discuss Structure of CPA Project Application

Mr. Hall suggested that Mr. Thornton check financial information with the application.

Mr. Thornton stated that this is a project basis, line by line. Each application will have an account number and the Committee will be able to track money spent and status of project.

Mr. Halkiotis stated that applicants must know financial cost estimates for their project and that often a project will include many layers and take additional trips to the CPC for each stage.

Mr. Thornton suggested looking at what other communities do as a template for how a budget request should look.

Mr. Halkiotis stated that he expects that we will be helping somewhat with applicants especially in the first year.

Ms. Howard suggested not making the application too complicated.

Ms. Doyle stated that the CPC needs to know where all the money will be going for each project in detail. Not just why they need each amount, but how and where it will be used.

Website Layout & Content

Mr. Deschenes discussed the current layout of the CPC's page on the website and what will need to be added once project are advertised and submitted.

The need to incorporate social media was also discussed by Mr. Deschenes and Mr. Greeley.

Mr. Hall suggested having the Outreach Subcommittee meet to go over advertising for the project proposal period.

Ms. Donohue suggested setting up a table at Norwood Day.

Future Meeting Dates

The following meeting dates were chosen 7/11/18, 8/8/18, 9/12/18, 10/10/18

Other Business

Mr. Thornton discussed the Town's financial software and how in the future reports for the status of the CPA budget could be printed out and discussed at CPC meetings.

MOTION to adjourn the meeting by Mr. McFarland, seconded by Mr. Thornton

All in Favor.

Respectfully Submitted:
Patrick Deschenes, Assistant Town Planner