

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

7/11/2018

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

Room 24

Norwood Town Hall

PRESENT:

Cheryl Doyle
Joe Greeley
Debbie Holmwood
Judith Howard
Peter McFarland
Helen Abdallah Donohue
Robert Thornton

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

ABSENT:

Anne White Scoble
John Hall

Approval of Minutes 6/13/18

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

All in Favor.

Needs Assessment & Application: Review

Mr. McFarland and Mr. Deschenes discussed progress of the Needs Assessment so far including the recent editing done by them with Mr. Hall.

Mr. McFarland stated how he felt that the Historic Preservation section of the document still had an excessive amount of goals as compared to other sections.

Ms. Howard agreed, however, one of the goals would be an historic district which would cover many locations needing to be preserved.

Mr. Deschenes agreed to make the necessary changes to this section, but felt that for the most part the document was in good shape and just basic editing would be needed.

Mr. Greeley asked if the appendix would be expanded.

Mr. Deschenes stated they would look it over for any additional material, but that what was there would most likely be it.

Discussion of Outreach Needed for Application Announcement

Mr. Greeley started the discussion on the Application announcement and the various advertising processes that would be used to promote the date.

Ms. Howard suggested announcing on September 12th for October 10th.

Ms. Holmwood stated she felt it should be announced at all Town Committee/Board meetings.

Mr. Greeley stated that using the Norwood Record, Norwood Community Media, and various social media platforms would be the best approach to advertise the dates and future forum.

Mr. McFarland advised controlling somewhat where advertising goes so that their message is not misinterpreted. He also noted that the group should pick a defined deadline date. His suggestion was to have the Application announcement at a future forum on September 26th and then open applications for submittal between the dates of October 15th to November 16th.

MOTION to have the open period for application submittal from October 15th to November 16th and for the public forum to be on September 26th by Mr. McFarland, seconded by Ms. Holmwood. The Committee seemed to be in favor of these dates, but an official vote was not taken and the motion was left open.

Mr. Greeley suggested making the Needs Assessment and Application forms live beforehand.

Ms. Donohue suggested a correction to the actual application form in regards to having a letter of permission from the property owner be included as a supporting document.

Mr. Deschenes noted he would make that change.

Ms. Holmwood asked if there had been any questions from the public regarding the CPA.

Mr. Halkiotis stated there had not been any specific questions.

Ms. Donohue indicated that the Selectmen were planning on submitting a project depending on the results of an ongoing Planning Board Public Hearing.

Budget Update Procedure

Mr. Thornton discussed information presented at the last meeting regarding budget reporting as well as additional information he had to handout to the Committee for this meeting.

Ms. Holmwood stated that she felt that the Committee should discuss any bill over \$500.

The subject of how to handle invoices was discussed with Mr. Thornton suggesting they plan out expenditures at one meeting, then when invoices are signed there is no real need to discuss as everything that is signed for was already pre-approved.

MOTION from Ms. Holmwood to discuss what bills are if they are over \$500, seconded Ms. Howard.

All in Favor.

Mr. Thornton discussed the Town's current accounting software and how it could be used to produce some reports, but that it was not great for showing a project specific budget and that this would need something looked into with the new software MUNIS once it becomes available.

Mr. Thornton stated that they would need a separate account to follow project specific funding. The CPA funds shouldn't be "co-mingled" with the already approved \$1.1 million for Chapel funding because the Committee wants to see how and where the CPA funding is used on the project.

MOTION from Ms. Donohue to work with Mark Redlich on bringing over the necessary application to the MUNIS software that allows for this sort of budget monitoring, seconded by Mr. Thornton.

All in Favor.

Mr. Greeley stated that they would be talking to the PBCC about providing a report on their progress with the Chapel project.

Ms. Donohue stated that they should have found out in the beginning what the exact plan was spending of CPA funds.

A discussion was had on who would sign off on invoices for the Committee. With the Chairman being the appropriate first choice the Committee then agreed to appoint the Vice-Chairman in charge should the Chairman be unavailable.

MOTION from Mr. McFarland for the Vice-Chairman to sign off on invoices when the Chairman is unavailable, seconded by Mr. Thornton.

All in Favor.

Other Business

Mr. Deschenes discussed the creation of new Town emails for all Committee/Board members to use. The reason for the change was so that only official Town sanctioned email accounts are used as a way of communication on government related information. This would also insure that private emails stay private if a freedom of information request were to occur.

Mr. Thornton asked what would constitute as a violation of the Open Meeting Law as there was information he liked to periodically send to the Committee.

Mr. Halkiotis stated he would provide additional information on what was allowed and what wasn't.

MOTION to adjourn the meeting by Ms. Howard, seconded by Mr. McFarland

All in Favor.

Respectfully Submitted:
Patrick Deschenes, Assistant Town Planner