

Community Preservation Committee

Joseph Greeley, Chairman
John Hall, Vice Chairman
Cheryl Doyle, Recording Secretary
John J. Aprea III
Helen Abdallah Donohue
Patricia Griffin Starr
Debbie Holmwood
Peter McFarland



**Director of Community
Planning and Economic
Development**

Paul Halkiotis, AICP

Assistant Planner

Patrick Deschenes

Community Preservation Committee Meeting

5/8/2019

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
Peter McFarland

Also Present:

Patrick Deschenes, Assistant Town Planner

ABSENT: Paul Halkiotis, Town Planner

Patricia Griffin Starr

Approval of Minutes 4/10/19 and Executive Session Minutes 2/27/19

MOTION to accept minutes with the noted amendments from 4/10/19 by Mr. Hall, seconded by Mr. McFarland.

All in favor.

MOTION to accept executive session minutes from 2/27/19 by Ms. Doyle, seconded by Mr. McFarland.

All in favor.

Annual Town Meeting Discussion

Mr. Greeley discusses with the Committee their articles on the upcoming Annual Town Meeting

Mr. McFarland asked why the articles are recommended by the Finance Committee. Mr. Greeley stated that all financial or budgeting articles are presented by the Finance Committee.

Ms. Holmwood asked if Town Meeting Members see the Motions before Town Meeting. Mr. Greeley stated Town Meeting Members see the Article not the motion until it is displayed during the presentation.

Mr. Hall asked if the presentation could have the final numbers corrected and Article numbers added.

Mr. Deschenes stated that he would make those changes.

Ms. Doyle asked about the difference in Articles 13 and 14 when it came to administrative funds. Mr. McFarland and Mr. Greeley explained the difference and the need for Article 14.

Mr. Greeley explained his administrative budget breakdown. This budget is not required but is a good use of best practice and helps to keep track of where and how administrative funds are spent.

Ms. Doyle asked how much money is expected back from the Chapel project. Mr. Greeley stated that the PBCC has not determined a final figure yet.

Mr. Greeley explained how leftover money from projects and administrative funds are redistributed back into the unreserved account.

Ms. Holmwood asked about CPA signage for projects and if the CPA will be recognized in the Chapel.

Mr. Deschenes stated that the PBCC is having some sort of rededication signage within the Chapel and that he will follow up with them as to the contents of the sign.

Mr. Hall stated he would like to know from the Coalition which projects would or wouldn't be appropriate for signage.

Mr. Greeley continued discussion of the administrative budget.

Ms. Donohue asked about the "other" section of the budget. Mr. Greeley stated that it was just the remainder of funds where they could not find a place for.

Ms. Donohue stated that it would be good to show a breakdown of how administrative funds were spent this past fiscal year.

Mr. Hall stated that the process of making a rough item specific budget is a good practice to monitor our spending habits.

Mr. Deschenes stated that taking the max 5% was good for the first few years to better figure out where and how administrative funds are spent.

The Committee continued to discuss the plan for presenting the articles at Town Meeting.

Financial Review

Mr. Deschenes discussed the next steps after Town Meeting of setting up project expense accounts and informing the project applicants/project managers of what is expected of them in terms of procurement and reporting.

Mr. Hall stated that it would be good to inform the Accounting Department not to authorize any CPA project payments without the Committee's approval.

Mr. Deschenes discussed the possibility of hiring a part-time CPA staff member to focus on the administrative work needed for the Committee and its projects.

Mr. Greeley stated that he didn't want to go too much into this now until after Town Meeting.

Mr. McFarland asked if this person would be tracking projects. Mr. Deschenes stated they would and would also be doing administrative work.

Ms. Doyle stated that they should check with Human Resources on the job's criteria.

Mr. Deschenes discussed the recent expenditures and the "Saint Lot" appraisal letter.

MOTION to approve invoices by Mr. McFarland, seconded by Ms. Doyle.

All in favor.

A brief discussion was had on the Massachusetts Housing Partnership seminar and the summer meeting schedule.

MOTION to skip July meeting by Ms. Holmwood, seconded by Mr. McFarland.
Mr. Hall disagreed on the grounds they wait to make sure there is nothing to talk about first. (Motion tabled)

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

All in favor.

Respectfully Submitted:

Patrick Deschenes, Assistant Town Planner