

**Community Preservation Committee**

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



**Director of Community  
Planning and Economic  
Development**

Paul Halkiotis, AICP

**Assistant Planner**

Patrick Deschenes

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**Community Preservation Committee Meeting**

**8/14/2019**

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

**Room 12**

**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  
Toni Eosco

**Approval of Minutes 7/10/19**

**MOTION** to accept minutes from 6/12/19 by Mr. McFarland, seconded by Ms. Doyle.

All in favor.

**CPC Timeline**

Ms. Doyle presented the changes her subcommittee made to the project application. She stated that the changes were minor, but needed for this 2019 version.

Mr. Hall asked if they were ready to approve the revision now.

Mr. Deschenes explained the timeline set up of future dates and that giving the updated version for the whole Committee to review before voting would be doable.

Mr. McFarland expressed a desire to review the updated version before voting.

The Committee agreed to wait until the next meeting before finalizing. There was also a review of the proposed timeline with all Committee members agreeing to the proposed meetings dates and to the public hearing on 9/25/19

Mr. Hall stated that a larger meeting room should be used and that either the Willett Room or Community Room would be preferable.

Mr. Hall also suggesting scheduling Mr. Halkiotis to come in for the next meeting to discuss the progress of the Saint Lot acquisition and the potential for an article at fall Special Town Meeting.

**MOTION** to authorize Mr. Halkiotis to put a placeholder article on the warrant for purchasing the “Saint Lot” by Ms. Donohue, seconded by Mr. McFarland.

All in favor.

### **Approved Project Status Updates**

Mr. Deschenes presented an update on the status of the approved CPA project. Mr. Deschenes stated that the applicants were scheduled to meet with the procurement officer and that two of the projects hoped to be completed in the fall.

Ms. Doyle and Mr. McFarland presented their updates as project liaisons for the Pavilion Project and the Recreation Department’s projects.

Ms. Donohue left the meeting early.

The Committee agreed that having the project applicants at a meeting in person would not be needed for the September 11, 2019 meeting.

The Committee had a discussion of the procurement procedures and the reasons for a delay in project progress.

Mr. Deschenes stated that the accounting department was still carrying over accounts from the previous fiscal year, and the conversion to the new Munis financial system had delayed progress as well.

### **Financial Review**

The Treasurer, Mr. Apreas provided his status update to the Committee which consisted of a review of the meeting had between himself, Mr. Greeley, Mr. Deschenes and the Accounting Department.

Mr. Aprea stated that the meeting provided a lot of clarity and helped as a relationship builder between the CPC and the Town's Accounting Department.

Mr. Deschenes stated that at the meeting it was agreed upon that he would be processing all invoices for approved CPA projects. With all invoices going through one place it would ensure a better way of monitoring the projects and provided up to date reports to the Committee.

### **Ongoing Business**

Mr. Greeley discussed the recent webinar he attended that was put on by the Community Preservation Coalition.

Mr. Greeley stated that the increase in State matching funds were long overdue and would be a good boost in funding.

The Committee briefly discussed the part-time CPC administration position and felt it would be good to look into job descriptions from other Towns to get a better idea of what this potential employee could do.

The Committee also addressed the need for social media and what could be done to advertise the work done by the CPC.

Mr. Deschenes stated that he discussed the manner with IT and that Town controlled social media for the CPC could be done or they could even post CPC information from the existing Town Hall account.

**MOTION** to adjourn the meeting by Mr. McFarland seconded by Mr. Aprea

All in favor.

**Respectfully Submitted:**

**Patrick Deschenes, Assistant Town Planner**