

**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

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**Community Preservation Committee Meeting**

**11/8/2017**

**7:00 P.M.**

**Room 24**

**Norwood Town Hall**

**PRESENT:**

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

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

**ABSENT:**

John Hall  
Anne White Scoble

**5:30P.M.** The Community Preservation Committee meeting was called to order by Mr. Halkiotis in Room 24 of the Norwood Town Hall located on 566 Washington Street.

Mr. Halkiotis opened the meeting with election of officers.

**MOTION:** Motion made by Mr. Thornton for Joe Greeley as Chairman, second by Mr. McFarland.

All in favor 7 to 0.

At this time Mr. Greeley took over the meeting to continue the elections.

**MOTION:** Motion made by Mr. Thornton for John Hall as Vice Chairman, second by Mr. McFarland.

All in favor 7 to 0.

**MOTION:** Motion made by Mr. Thornton for Cheryl Doyle as Recording Secretary, second by Ms. Donohue.  
All in favor 7 to 0.

**MOTION:** Motion made by Mr. McFarland for Judith Howard as Assistant Secretary. Discussion followed of duties, second by Mr. Thornton.  
All in favor 7 to 0.

**MOTION:** Motion made by Ms. Howard for Robert Thornton as Treasurer, second by Mr. McFarland.  
All in favor 7 to 0.

Mr. Greeley started the meeting by letting everyone know that the meetings are open to the public and will be recorded by NPA.

Mr. Greeley requested that everyone at the table introduce themselves to the public. Cheryl Doyle represented Conservation Commission. Paul Halkiotis, Director of Planning Department. Debbie Holmwood represented Planning Board. Helen Abdallah Donohue represented Board of Selectmen and Parks & Recreation. Judith Howard represented Historical Commission. Peter McFarland appointed by Selectmen as a member at large. Robert Thornton appointed by Selectmen as a member at large. Joseph Greeley appointed by Selectmen as a member at large. Patrick Deschenes, Assistant Town Planner. Mr. Greeley introduced John Hall who was appointed by the Selectmen as a member at large and Anne White Scoble who represented the Housing Authority.

Housekeeping matters by Mr. Greeley. Committee met informally on 10/11/2017. Minutes were drafted and will be reviewed/voted on next meeting. Ms. Holmwood had a question on the swearing in by Town Clerks Office. Ms. Holmwood and Ms. Donohue are not sworn in at this time.

Ms. Doyle mentioned that if you are not sworn in then you cannot vote on matters. You can participate in discussions.

**Discussion of CPA Training:** Mr. Halkiotis and Mr. Deschenes invited and coordinated a training session with Stuart Saginor of the Community Preservation Coalition. Inquiries were made about getting a copy of the Power Point presentation. Mr. Deschenes has a copy and would post it to the Committee's website page.

Mr. Halkiotis thought the training was very informative and helpful. Ms. Howard said Mr. Saginor answered all the questions that were asked. Mr. Greeley stated that the coalition's website is full of information.

Ms. Holmwood discussed having them back in the future so as not to reinvent the wheel. Have them discuss some projects that have been done in other towns and the process. Mr. Greeley suggested we get established first.

**Community Preservation Committee future work plan:** Mr. Thornton informed the group that he has had discussions with the Town Assessor, Town Treasurer, and with Mr. Halkiotis regarding financing. He planned to get together again with all members of this group at a later date.

Mr. Halkiotis stated that he was asked if we could have used the money for the purchase of the Forbes Hill land. We could have and then the money would be tied up for a while and the committee would need to close shop until then. Which would make no sense to do so.

Mr. Thornton went on to discuss collecting the first years surcharge in January. Discussion on how the process works. Committee must have a budget set. Can estimate the first year to DOR.

Mr. Halkiotis said he has had some meetings already and suggested to continue to next meeting.

Mr. Greeley stated not to let one function get away with us. Further discussions on the money collections by Mr. Thornton. It was stated we first need a budget and accounts set up along with a template.

Mr. Halkiotis discussed the work plan moving forward. Handed out a draft work plan. Mr. Halkiotis stated that in January we need to get input from other Boards and Committees for future projects.

Mr. Thornton requested the budget for December or Jan or at least to start to talk about it.

Mr. Greeley stated we need to obtain public input by having a public meeting for what we want to spend the money on.

Further discussion on budget is needed. Mr. Halkiotis added to draft work plan for December.

Ms. Holmwood brought up appraisals and land purchase. Mr. Halkiotis explained how this works to the committee.

Mr. Halkiotis suggested doing an outreach program to reach the public. What can we do to involve the public? On agenda for the January meeting.

**Calendar:** Mr. Halkiotis suggested we move our February 14<sup>th</sup> meeting. He also suggested we get the dates of other boards/committees.

Mr. Halkiotis suggested we do a time line for the calendar.

**Project Assessment:** Ms. Donohue asked a question on what if? If a house is over 100 years old and is owner occupied with six apartments and is in need of repairs, Can the

money be used to do this kind of work. Mr. Halkiotis said it must be open to the public. Mr. Greeley read the requirements in order for the CPA to be used. Ms. Holmwood explained that it would need to be deed restricted. Mr. Greeley suggested we table this to a later date.

**Abatement Application:** It was mentioned that up to 950 inquiries were made on abatements. The average impact will be \$35.00. A guide line letter can be sent out and then they can come in. Discussion continued. Mr. Halkiotis provided information on the abatement application. The Council on Aging will provide assistants to the seniors.

**6:40 P.M.** Mr. Thornton left the meeting.

Mr. Greeley stated a time line is great for when we go to Town Meeting in May 2018. Mr. Halkiotis was thinking for Fall Special 2018. This is when we will have matching funds. Further discussion with several members' inputs.

**6:53 P.M.** Ms. Howard left the meeting

Mr. Greeley suggested we circulate our time line to others. This would allow us to keep a handle on the revenue coming in as well as going out. It will also allow for needs assessment and our CPA plan. Ms. Donohue said the needs will change with time.

Mr. Greeley asked if there is any new or old business.

Ms. Holmwood asked while we are out and about and people have questions who do we direct them to. Mr. Halkiotis said the Planning Department. Mr. Greeley said we will have meetings for people to present their projects and everyone is invited.

Mr. Halkiotis stated we will need to establish policy.

**Motion to adjourn:** All in favor. 5 to 0.

**Respectfully Submitted:**  
**Cheryl Doyle, Recording Secretary**