



## **TOWN OF NORWELL**

345 Main Street  
Norwell, MA 02061  
(781)-659-8000

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2022 NOV 18 AM 8:32

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### **Community Preservation Committee**

#### **Meeting Minutes**

November 3, 2022

The Community Preservation Committee meeting was called to order by Bob McMackin, Chair at 7:03pm. Also present were Bob Norris, Chris Greeley, Patrick Kelly, Nancy Dooley, Susan Powell absent: Brendan Sullivan, Rachel Wollam & Brian Greenberg. The meeting was held at the Town Hall Room 112.

#### **Administrative Matters**

*Motion; made ( McMackin ) to accept the Agenda of September 22, 2022 as written seconded ( Kelly ) and passed 7-0-0 by roll call vote, show of hands.*

*Motion; made ( Norris ) to accept the minutes of September 22, 2022 seconded and passed 6-0-1 by roll call vote, show of hands.*

#### **Welcome New Member: Nancy Dooley**

Nancy Dooley shared she has been on the Housing Authority since 2004 and she is the new Housing Authority Representative Liaison to the CPC. Nancy has experience with the CPC as she was a member for a few years starting in 2007. Nancy was introduced to the members below:

Bob McMackin, Chair, Conservation Commission Representative, [bcmackin@comcast.net](mailto:bcmackin@comcast.net)

Christopher Greeley, Vice Chair, At Large Member, [cjgreeley@gmail.com](mailto:cjgreeley@gmail.com)

Robert Norris, Clerk, At Large Member, [bobnorris53@gmail.com](mailto:bobnorris53@gmail.com)

Brendan Sullivan, At Large Member, [bsullivan@merrillinc.com](mailto:bsullivan@merrillinc.com)

Susan Powell, At Large Member, [suepowell1@comcast.net](mailto:suepowell1@comcast.net)

Rachel Wollam, Historic Commission Representative, [rachelwollam@gmail.com](mailto:rachelwollam@gmail.com)

Patrick Kelly, Recreation Commission Representative, [pkell1@gmail.com](mailto:pkell1@gmail.com)

Brian Greenberg, Planning Board Representative, [bmgreenberg@gmail.com](mailto:bmgreenberg@gmail.com)

Nancy Dooley, Housing Authority Representative, [ndooley@townofnorwell.net](mailto:ndooley@townofnorwell.net)

**Vouchers Presented September 22, 2022 thru October 28, 2022 for payment.**

Gallagher Corp. \$960.00, Donovan Parking, 15-194-8113-6812  
P.A. Landers, 2,126.95, Donovan Parking, 15-194-8113-6812  
Classis Tractor Services, Inc. \$7,640.00, Donovan Parking, 15-194-8113-6812  
P.A. Landers, \$1670.74 Donovan Parking, 15-194-8113-6812  
Payroll, \$505.26, Donovan Parking, 15-194-8113-6812  
Payroll, \$590.76, Donovan Parking, 15-194-8113-6812  
DB&S Lumber, \$485.20, Rehab & Trail Improvements, 15-194-8130-6825  
Gale Associates, Inc., \$2,127.00, Osborne Field West Side Field Study, 15-194-8131-6826  
Gale Associates, Inc., \$3,545.00, Osborne Field West Side Field Study, 15-194-8131-6826  
COA Outdoor Patio, 15-194-8109-6805, \$2,460.00 Lunn Electric, 15-194—8109-6905  
Timberline, \$5,445.93 Donovan Parking Lot, 15-194-8113-6812  
P.A. Landers, Inc., \$1,366.20 Donovan Parking Lot, 15-194-8113-6812  
Payroll, \$787.21, Donovan Parking, 15-194-8113-6812  
Payroll, \$1,050.24, Donovan Parking, 15-194-8113-6812  
B. C. Tent & Awning, \$6,394.10, Council on Aging Patio, 15-194-8109-6805  
CPC Summary of Accounts and balances was reviewed.

*Motion: by (Norris) to approve the presented bills seconded (Dooley) and passed roll call vote 6-0-0.*

**Discuss 2023 Special Town Meeting Article and FY 24 Applications**

A review of the 2023/2024 CPC Applications and scheduling order took place.

Susan Powell asked if applicants will know what to present when they come in? Susan is looking for a complete overview of projects as a big picture and she does not want to look at this in isolation. Patrick Kelly believes it's implicit in the introduction on the application and the eligibility section is specific enough too. Patrick believes the applicants should understand what is expected of them during their presentation. Susan Powell wants to understand big picture on the bigger projects.

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### **CPC Liaison Update**

Kristin Ford, Admin Asst. presented an update for absent member Rachel Wollam regarding the Jacobs Farmhouse. See attached updated progress sheet. Also, Kristin presented the committee with a completion of project packet from Wendy Bawabe for the First Parish Gravestone Project Phase. 1.

Patrick Kelly- Recreation Liaison Update- Winter Programs are starting and 2600 participants in for the summer programs, which reflect pre-covid numbers. Recreation submitted the Gaffield Park Application.

### **No Conservation Liaison Update**

Nancy Dooley, Housing Authority Representative shared they are in need of another member. They have one open seat.

### **CPC Role in Projects Discussion**

CPC Process Manual, Town of Hingham, was circulated prior to the meeting. A discussing ensued as to whether Norwell should adopt such a manual.

Susan Powell discussed monitoring the finances and monitoring the actual project.

Chris Greeley stated page 6 of 53 (1, 2 & 3) described in Hingham's Manual describes the CPC's Act. Hingham also has a policy and procedure Monitoring Role in projects that we in Norwell do not have and it is not required under the Act. It is something Hingham has adopted. Bob Norris reminded Susan Powell the Town of Norwell uses their own Town Employees to manage and oversee the projects.

*Motion; by (Powell) I move that the CPC will determine for each recommended CPA funded project if periodic updates are required to be presented to the CPC by (or if, CPA funds are to be expended under the joint direction of the CPC and) the body responsible for managing and implementing each project, and as such, that this shall be included in the Article as published in the Town Warrant seconded (Norris) 1-5-0. Does not pass.*

### **New Application comments;**

- 1.) Project Title on front page
- 2.) Page 6 more specific about funding total

**Future Meeting Dates – November 17, 2022 – 7pm Planning/Conservation Office Rm 112**

**Adjournment:**

There being no further business, a motion was made (Chris Greeley) and seconded (Bob Norris) to adjourn at 8:50pm and passed unanimously X-0-0 by show of hands, roll call vote.

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## **Jacobs Project Status Update 8/8/22**

**Updated 11/3/22**

### **Completed: Farmhouse**

Exterior door Repairs

New Bulkhead Doors (3 bulkheads)

Exterior Trim Repair/ Painting: 90%

Accessible Parking (90 %- finish stone dust surface), Walkway, Entry Door, Tour route, Second Floor stair railing.

Lawn restoration on-going

Tool room floor 95%

Kitchen Floor done- to be stained.

Attic purlins re-enforced

Apartment Shed Rafters/ Studs: ~~95%~~ 11/3/22 100%

Shutters Re-built and Painted- to be installed after roofing work.

11/3/22 All shutters have been evaluated and work remains before re-installation: Contractor has been given full report itemized by shutter.

Chimney Cap installed (bluestone) small Apartment Chimney.

### **Remaining Work Farmhouse:**

Roof Deck pine board replacement as needed (minimal- 5% in base bid to credit against Carriage Shed).

Estimated 90 % completed

Cedar Shingle Roofing

70 % completed. Complete shingling, ridge cap, valleys, wall flashing.

Gutter and Downspout work

90 % completed

Outhouse trim/ window repair

90 % completed. Glazing putty/ painting

Accessible Bathroom: Foundation/ Sill work. New Joists. Re-Install/ Repair floor. Finish entry door, install partitioning privacy wall, install bathroom fixtures, vent, electrical.

Foundation/ Sill work. New Joists. Re-Install/ Repair floor: Remains to be done. Presently negotiating Change Order for foundation, sill work and joist work not included in contract

Finish entry door (50% completed), To be done: install partitioning privacy wall, install bathroom fixtures, vent, electrical.

### **Completed: Carriage Shed/ 1952 Barn**

Trim Work

1952 Barn Door Repairs ~~95%~~ 100%

Sill Work, Posts, Barn Siding

Cider Room Floor Joists/ Sleepers, Floor Repairs

Cider Room Window ~~50%~~ 90 % (to be painted)

Drainage Trench, Re-Grading ~~90%~~ 100 % (TN Completed and requesting credit)

### **Remaining Work Carriage Shed:**

Roof Deck pine board replacements as needed (5% in base bid- may be more).

90 % done

Cedar Shingle Roof

50 % done. Negotiating Change Order for header/ plate beam replacement discovered as concealed damage not in contract. Once replaced, roof can be completed.

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