

MINUTES
COMMUNITY PRESERVATION COMMITTEE
Regular Meeting of Thursday August 9, 2012

Present: Jane Lopes, Mark Belanger, Josephine Ruthwicz, Michael Maddigan, David Maddigan, Maureen Franco, Lauren Bell, Ted Eayrs
Absent: David Thomas
Others: Town Clerk Allison Ferreira, members of the Middleborough Historical Association, Jeff Stevens of the First Unitarian Universalist Church and Friends of the Middleborough Cemeteries

The Chairman called the meeting to order at 7:10 pm in the Community Room at 8 Benton Street. This meeting was recorded by cable television

Minutes

The minutes of the July 12, 2012 meeting were reviewed

Motion: To approve the July 12, 2012 minutes

By David Maddigan

Seconded by Michael Maddigan

VOTE: 8-0-0

Old Business

Review of the Step One applications

Town Documents – Ms. Franco reviewed this application and met with the Town Clerk to discuss it. Tonight, the Town Clerk presented more information in order to clarify the application request. CPA funds will be used for Phase 1 of all town department documents and has been revised to include Police and Fire. It does not include school department records. The revised amount will be \$5,150 for the Phase 1 assessment of these documents. The Acushnet Town Clerk has offered a tour of her office to view the work done by King Information Systems. The implementation of this system will make the offices and access to documents more efficient for both staff and residents. Per the Town Clerk, King Systems is the only vendor that can perform this type of service. The Phase 1 analysis will result in a cost estimate for Phase 2. It is anticipated that Phase 1 will be completed in 10 days. Phase 2 of the Town Clerk’s application will include digitalizing and preservation of documents and possibly climate control for the vault. The Town Clerk is also interested in receiving annual funds to upkeep the HVAC system and program costs. The committee questioned whether annual maintenance of the system would be an eligible CPA cost and raised concerns that 100% of the project is to be funded by CPA. The committee asked to have letters of support from the Town Manager, the IT department and the Historical Commission to be included in the Step 2 Application. She was asked to present the Step 2 application at the September CPA meeting. King Systems is holding dates in November to do Phase 1 of the project pending the results of October town meeting. This will allow the Town Clerk to submit an application for Phase 2 in July 2013. The committee was very supportive of the project and felt this was a good project to “kick start” Community Preservation in Middleborough.

Historical Museum - Dave Maddigan reviewed this application and conducted a tour of the buildings. He said the buildings were hot and saw signs of water damage and agreed there was a need for new windows, insulation and climate controls. The main intent was to preserve the historic documents, artifacts and clothing. It is also important to make the buildings more comfortable for visitors and staff and, by doing so, the museum can qualify for more grants by being open more than a few weeks a year. Ms. McNair, president of the museum, explained that only interest generated from investments can be used for the operating budget of the programs and the 7 buildings. The climate controls would be set at 50° when the buildings were not in use as conservation measures. The museum has requested an energy audit and proposals for HVAC systems and windows. Once heat is in the buildings it is hoped that Bridgewater University students will be able to do a property inventory and assessment during the school year. Since CPA funds are providing 78% of the project, with the Step 2 submittal the committee requested

documentation as to where the remaining funds would come from. The CPA committee would also like to see anticipated costs for heat and AC of the buildings and documentation of funds available to meet these expenses.

Historic Organ – Mike Maddigan reviewed this application. He noted that other towns have used CPA funds to renovate historic instruments such as the piano in the Acton Library. Jeff Stevens, representing the applicant, stated that the organ in the Unitarian Universalist Church is listed in the Registry of Historic Instruments. The committee expressed concerns on renovating an organ that mainly benefits the church members and will need justification in Step 2 as to why CPA funds should be used. At this time the committee has not found any other projects that were funded to complete work on property not owned by the municipality. The church is requesting 60% of the cost to be funded with CPA. With the Step 2 submittal the committee requested documentation as to where the remaining funds would come from, more specific information regarding the fund raising to refurbish the organ to its original condition and funds for continued preservation and maintenance. Also, the committee would like to see recommendations from the Historic Commission and also the New England Guild of Organists as to why this organ should be refurbished and what makes it vital to the community. Additionally, if eligible, the committee would like to have a historic restriction recorded.

Cemetery Signage - Mr. Belanger reviewed this application. He stated that numerous similar projects in the state have been funded by CPA. Jeff Stevens of the Friends of Middleborough Cemeteries stated that the intent is to have the signs made of maintenance free durable materials. They feel that without some type of signage these old cemeteries are over taken by vegetation and lost to future generations. They have found that are signs have been erected neighbors volunteer and often regularly maintain the small rural cemeteries. It was noted that they are requesting \$3,000 which is 100% of the project to be funded by CPA. The committee had concerns that the cost of the fourteen signs has been underestimated. With submittal of the Step 2 application, the committee requested that the Friends submit samples of the proposed signs. Members of the committee felt that by funding this project it may kick-start more participation into caring for forgotten cemeteries.

Nemasket Apartments Windows – Ms. Lopes reviewed this project. Ms. Ruthwicz presenting for the applicant stated that the request is for 33% of the total project with the remaining funds coming from state capital improvement funds. The housing authority receives minimal funds from the state for improvements and looks to other grants such as CPA, American Recovery & Reinvestment Act and Community Development Block grants to make improvements to the properties. The committee would like an affordability clause on the property but it was explained that it already exists in perpetuity. The committee felt that the cost per window was too low. Ms. Ruthwicz explained that the actual estimate from Harvey Windows was increased 18% anticipating construction in fall 2013. With submittal of the Step 2 application, the committee would like to see more detailed estimate and description of windows including guarantee term.

Shoe Shop Place - Mr. Thomas and Ms. Ruthwicz reviewed this application and had many questions which were submitted to and answered by the applicant via email. They were informed that due to the CPA application process, they can not receive CPA funding for their October 1, 2012 grant application. The applicant stated that they will note in that grant that they have submitted a CPA Step 1 application and determined eligible and will be submitting the CPA Step 2 application in November. Other questions were whether the property has been acquired yet (No- Purchase and Sale Agreement), if there were any market rate units (No). Because this is a large and complex project, that applicant will be asked to attend the September CPA meeting. The committee would like more information and a better understanding of the tax credits for this project. The applicant will be asked to attend the September meeting.

New Business

Fall Town Meeting - A discussion was held as to whether any projects should be submitted to fall town meeting. Warrant articles for the fall town meeting are due by August 30th , therefore a decision must be made tonight as to whether to submit any CPA funded projects for town meeting.

