

**MINUTES  
COMMUNITY PRESERATION COMMITTEE  
Regular Meeting of Thursday, January 9, 2013**

Present: Mark Belanger, Ted Eayrs, Jane Lopes, Josephine Ruthwicz, Dave Thomas and Janet Miller  
Absent: Michael Maddigan and Maureen Franco  
Others: Colleen Lieb – Recording Secretary

The Chairman called the meeting to order at 7:00 PM in the Community room at 8 Benton Street. The meeting was recorded by cable television.

Chairman Jane Lopes discusses the resignation of Michael Maddigan, which will be forthcoming. There is a brief discussion on the Planning Board Representative which has yet to be replaced. Jane agrees to speak with the Town Planner regarding the appointment of one of their members to the CPC.

**MINUTES**

The minutes of the December 12, 2013 meeting were reviewed. There are no corrections.

Motion: To approve the December 12, 2013 minutes as presented.

By D. Thomas                                                  Seconded by T. Eayrs                                                  VOTE: 6-0-0

**OLD BUSINESS**

FY '14 Applications – Updates

At 7:10 PM Chairman Jane Lopes and Member Mark Belanger step off the Committee. Member Jo Ruthwicz will Chair the meeting.

**Soule Homstead Application – Bertha Terhune**

Bertha presents to the Committee, the revised Step Two application for Soule Homstead. There is a review of the figures and the request for \$57,171.00 in CPA funds, which is approximately 34.72% of the overall project.

Motion: To recommend favorable action on the revised Step Two Application for the Soule Homstead renovation project.

By: T. Eayrs                                                  Seconded by D. Thomas                                                  VOTE: 3-0-3

At 7:20 PM Chairman Jane Lopes and Member Mark Belanger step back onto the Committee. Member Jo Ruthwicz turns the gavel back over to Chairman Lopes.

**Green School Application – Lincoln Andrews**

Lincoln Andrews speaks to the Committee about the application process and the plan to get an application in for approval at the Spring Town Meeting for work that needs to be done on the Green School. There is a brief discussion on the details of the project.

Motion: To have the Green School Committee present Step 1 and Step 2 to the CPC at the next scheduled meeting.

By: Ted Eayrs                                                  Seconded by D. Thomas                                                  VOTE: 7-0-0

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Police Station Project – Capital Planning

Chairman Jane Lopes speaks about the proposed debt exclusion for the building and the June 14, 2014 special election for the vote. It is noted that the current Police Station is a historic building and was the former general store. There is discussion on the use of CPC funds for the renovation of the Peirce portion of the building.

Shoe Shop Place Application

Chairman Jane Lopes reports that Shoe Shop Place will be reapplying. The Developer is going to partner with a larger non-profit in the hopes that the funding will finally be approved.

**ACTION ITEMS**

There is a review of the action items. There is discussion on the award letters. Member Janet Miller asks about the wording of “generously” and whether it should remain in the letter.

Motion to keep the wording of “generously” in the award letter.

By: Ted Eayrs

Seconded by D. Thomas

VOTE: 4-3-0

Motion carries to leave it in.

Member T. Eayrs reviews with the CPC the draft Memorandum of Understanding. He explains that these Memos will need to be specific for each project and list out the funds; expected life span of renovation and that it is expected to be used for the public benefit.

Motion to include in the Grant Agreement, general language about the funding and how it is to be used and that it will not be paid out until the work is completed.

By: D. Thomas

Seconded by J. Ruthwicz

VOTE: 6-0-1

There is discussion on drafting a Memo of Understanding for the Historical Association for their project. Member T. Eayrs will draft this.

There is discussion on drafting a Memo of Understanding for the Unitarian Church and the organ project.

**FINANCIAL REPORT**

Member Mo Franco notes that a Financial Report will be presented at the next meeting.

**NEW BUSINESS**

Bill for Secretary Services

Motion: To approve the November billing in the amended amount of \$80.70.

By T. Eayrs

Seconded by M. Belanger

VOTE: 7-0-0

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At 8:10 PM Member D. Thomas steps down from the committee.

Park Department – Engineering Request

Member D. Thomas speaks to the Committee about the Park Department need for demolition of an existing storage building and the design and construction of a new storage building. He presents to the Committee the Step One application. The requested funds are in the amount of \$8,200 for Engineer Site Planning for two projects. The Park Commissioners will attend the next CPC meeting to do a presentation of plans. Member M. Belanger will research Recreational Use of CPA funds to see what the requirements are.

Motion to determine the Park Department Project is eligible for CPA Funds and allow them to move forward to Step 2.

By T. Eayrs

Seconded by J. Miller

VOTE: 7-0-0

Worksheet of CPA Funding Process for Applicants

This will be discussed further at the next meeting.

Adjournment

The next regular meeting is scheduled for Thursday, February 13, 2014 at 7:00 PM.

MOTION: To adjourn the regular sessions meeting of the Community Preservation Committee at 8:30 PM.

By Dave Thomas

Seconded by T. Eayrs

VOTE: 7-0-0

Respectfully Submitted by,

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Colleen Lieb, Recording Secretary

**List of Documents And Other Exhibits Used By The Body At The Meeting**

1. December 12, 2013 Draft Minutes
2. Step Two – Soule Homestead Project Finances Breakdown
3. Step One – Park Department Application

**ACTION ITEMS FOR NEXT MEETING**

1. Colleen to find out the date that the Warrant will be closing for the Town Meeting
2. Jo finish up Award Letters
3. Ted to draft Memorandum of Understanding for noted projects.
4. Mark to research the use of CPA Funds for Recreational Use