

MINUTES
COMMUNITY PRESERVATION COMMITTEE
Thursday July 10, 2014

Members present: Jane Lopes, David Thomas, Josephine Ruthwicz, Janet Miller,
Maureen Franco, Mark Belanger, Peter Reynolds
Members absent: Maureen Franco
Also attending: Jennifer Goldson, Patricia Cassady, Cynthia McNair

The chairman called the meeting to order at 7:00 pm.

The Minutes of the June 12, 2014 meeting were reviewed.

MOTION: To approve the June 12, 2014 minutes as amended.

BY: David Thomas SECOND BY: Kimberly French VOTE: 7-0-0

Old Business:

Consultant's Contract - Ms. Goldson has reviewed and signed the contract. She had requested that the dates of the contract be changed to be the fiscal year; this change was made. Ms. Goldson explained that she anticipates working for the Middleborough CPC approximately 12 hours per month. The scope of work includes: review and comment on each application; review all ongoing projects; make recommendations on present and future potential projects. Discussion was held as to whether she would be required to attend every meeting- it was felt that at this time that she should.

MOTION: To approve and authorize the Chairman to sign a contract with Jennifer M. Goldson, AICP d/b/a JM Goldson Community Preservation + Planning from 7/1/14 through 6/30/15 at the rate of \$90 per hour in an amount not to exceed \$12,000

BY: Ted Eays SECOND BY: David Thomas VOTE: 7-0-0

Review of Action Items - 1. Peter sent pictures of the Marshfield CPA project sign to Jo who then forwarded them to the sign company. Jo is trying to get a large copy of the Town Seal for the sign company. It was suggested to talk with the Fire Chief about the town seal 2. Mark looked into the Secretary of Interior Standards - it was determined that the historic projects must follow the standards but standards are general not specific since each project is reviewed and restoration, rehab or renovation is determined on a case by case basis. 3. Mark uploaded pictures of CPA projects on website and made several other improvements.

Financial Reports - The year end report is due in August. Since Ms. Franco is not available tonight, she will update the committee at the August meeting.

CPA Survey - Discussion ensued regarding what type and where to do a survey to learn what residents feel are priorities for CPC funds. Some felt that a survey could be included in the G & E bill and others felt an on-line survey would be better. Mr. Eays said the recent Open Space survey did not receive much of a response. Ms. Goldson will send Mr. Belanger some suggestions for survey questions. Mr. Belanger will update the last draft of the survey and post on line, the town website and submit to the G & E for inclusion with residents bills.

Website Update - Mr. Belanger has made several updates and improvements to the website. Project pictures have been added to the website as are the new applications

Project Updates - 1. Historic Museum - Ms. McNair submitted a report and informed the committee that the climate control project has been completed; insulation and heat/AC system. The report included a breakdown of all expenses. Ms. McNair was told that in order for CPC to reimburse the Museum we need documentation showing that the invoices have been paid. Ms. McNair was also informed that town counsel is reviewing the grant agreement and the preservation restriction that must be signed. 2. Town Archival Project - The Town Clerk reported that most departments have had their files organized with only the Police remaining. She plans to make a final presentation later this fall. 3. Organ Project - Mr. Belanger reported that Andover Organ Company has begun work on repairing the organ. 4. Shoe Shop Place - we have been

notified that the final grant from DHCD has been awarded. They anticipate that it will take five months to complete the environmental assessment and other grant requirements. They hope to start construction by the end of the year.

New Business

Oliver Estate - Conservation Agent Patricia Cassady reviewed the application to acquire the property under the categories of Historic and Open Space. The property consists of 54 acres and would preserve the 1769 house, carriage house and barn. The Conservation Commission and the Tourism Committee are requesting \$57,000 from CPA funds with a total project cost of \$544,000. They have applied for several other state and federal grants to acquire, preserve and maintain the property. They would like the project to be placed on the fall town meeting agenda in order to meet the matching funds requirements of some of these other grant applications. If all is approved, they anticipate a December 2014 closing date on the property. Issues the members would like to see included in the Step 2 application include the maintenance budget and more information on the anticipated uses of the buildings and property plus the status of other grant applications. Ms. Cassady explained that the intended uses are being driven by the assessment that we had just completed. A conservation restriction on the property would be held by the Conservation Commission, MA Fish & Game or Wildland's Trust. Members felt this was a fabulous project but were concerned with limiting the grant amount to the \$57,000 and agreed to revise the amount for town meeting if necessary.

Motion: To approve the Step 1 Oliver Estate application as eligible under the categories of Open Space/Recreation and Historic Preservation with the CPA purpose of Acquisition and for the applicants to submit a Step 2 application.

Motion: D. Thomas Seconded: J. Miller Voted: 7-0-0

Robbins Museum of Archeology - Ms. Ruthwicz oversaw discussion of this application. The CPC committee received a Step 1 application under the Historic Preservation category for the purpose of Rehabilitate /Restore of the Robbins Museum building. The project seeks \$15,000 in CPA funds with a total project cost of \$45,000 in order to secure the building envelope and better preserve the significant archeological collections. The budget includes some items that may be eligible and others that are not eligible. It was felt that the committee did not have enough information to make a determination at this time

Motion: To have Ms. Goldson contact the Robbins Museum regarding eligibility requirements of their Step 1 application

Motion: T. Eays Seconded: M. Belanger Voted: 6-0-1

J. Lopes abstained

Nemasket Apartment Windows - Ms Ruthwicz presented the application for the Housing Authority. The project is for continued support of the preservation of this elderly low income housing development. This CPA request is for \$25,000 with a total project cost of \$71,960 under the Community Housing category. This project will preserve twelve additional units located at 7 Frank Street and 8 Hale Avenue.

Motion: To approve the Step 1 Nemasket Apartment_application as eligible under the category of Community Housing with the CPA purpose of Preserve and Support and to proceed to Step 2

Motion: K. French Seconded: D. Thomas Voted: 6-0-1

Ms. Ruthwicz abstained

Invoices

Town Archival Project -Three invoices in the amounts of \$794.30, \$10,154.31 and \$1,602.00 totaling \$12,550.61 were presented from King Information Systems, Inc.

Motion: To approve the three presented bills totaling \$12,550.61 for King Information Systems, Inc. for the Town Archival Project

Motion: J. Miller Seconded: D. Thomas Voted: 7-0-0

Oliver Estate - The invoice in the amount of \$9,500 from Public Archeology Laboratory Inc. (PAL) was discussed. Mr. Belanger questioned whether the work included in the invoice was included in the grant agreement. Members felt that the technical report of the assessment is eligible and can be paid with CPC funds. The CPC balance in the Oliver Estate account appears to be \$3,100, but since Ms. Franco is not in attendance Ms. Ruthwicz said she would check tomorrow to ascertain the exact balance. The remaining amount, approximately \$6400, will be paid by the Town. The Chair asked that Ms. Ruthwicz work with the Town Manager and Town Accountant on this payment.

Motion: To approve to pay PAL the remaining balance in the Oliver Estate CPC account with the remainder to be presented to the Town for payment.

Motion: T. Eayrs Seconded: J. Miller Voted: 6-1-0

M. Belanger voted Nay

Secretarial Services - An invoice was presented in the amount of \$96.84 for Secretarial Services.

Motion: To approve the invoice in the amount of \$96.84 for the recording secretary.

By: M. Belanger Seconded: D. Thomas Voted: 7-0-0

ACTION ITEMS

1. Jo to email grant agreement to town counsel
2. Jo to send Jen: budget, grant agrmt, award ltrs & members info
3. Mark to add Jen to cpc emails
4. Jo to notify Oliver Estate applicants of Step 1 approval & to proceed with Step 2
5. Jo to talk to Fire Chief re town seal for a CPC sign
6. Jen to send Mark suggestions for survey
7. Mark to update survey & send for mailing in G & E bills & online
8. Jo to talk to town clerk re ATM certification
9. Jen to talk with Robbins Museum re Step 1 application issues

The next regular meeting was scheduled for Thursday, August 7, 2014 at 7:00 PM.

MOTION: To adjourn the regular session meeting of the Community Preservation Committee

By Dave Thomas Seconded by T. Eayrs VOTE: 7-0-0

The meeting was adjourned at 9:25 PM

Respectfully Submitted:

Josephine A Ruthwicz, Secretary

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

1. Minutes from 6/12/14 Mtg
2. Step 1 applications: Oliver Estate, Robbins Museum, Nemasket Apts windows
3. invoices: King Info systems, PAL, recording secretary