MINUTES
COMMUNITY PRESERVATION COMMITTEE
Thursday August 14, 2014

Members present:	Ted Eayrs, Jane Lopes, David Thomas, Josephine Ruthwicz, Janet Miller, Maureen Franco, Mark Belanger, Peter Reynolds
Also attending:	Jennifer Goldson,

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

The Minutes of the July 10, 2014 meeting were reviewed.
MOTION: To approve the July 10, 2014 minutes as presented
BY: Mark Belanger SECOND BY: Ted Eayrs VOTE: 7-1-0 Mo Franco abstains.

Old Business:
Review of Action Items - 1. Jo emailed grant agreement to Town Counsel. 2. Jo sent Jen budget, grant agreement, award letters and members info. 3. Mark added Jen to CPC email list. 4. Jo notified Oliver Estate applicants of Step 1 approval & to proceed with Step 2. 5. Joe talked to the Fire chief regarding the Town Seal for a CPC sign. She was able to find the logo through the Information Technology Department. 6. Jen sent suggestions to Mark for the survey. Jen notes the rankings she proposed and Mo speaks about a generic survey. 7. Mark updated the survey and put it online. 8. Jo talked to the Town Clerk about the ATM certification. Jen has worked with the Robbins Museum on the Step 1 Application issues.

New Business
NOTE – Chairman Jane Lopes discloses that she is an officer on the Mass Archeological Robbins Museum and will not be participating in the discussion. She hands the gavel over to Maureen Franco.

Robbins Museum of Archeology – Step One Application – *Suanne Crowley was present for the discussion.* S. Crowley presents the Step One application. She began by discussing the artifacts that are housed in the building. It was noted that there are over 160,000 archeological items. She referenced the various sections of the 20,000 square ft building that was built in 1910. There were additions to the building, believed to have happened in the 1940's or 1950's. The basement consists of two areas and the foundation is original.

S. Crowley spoke about the anticipation for the upcoming 400 year celebration in Plymouth and the funding that will be available for historic resources for the celebration. S. Crowley noted that there are also other avenues of funding to support the proposed renovations to the building.

Member T. Eayrs spoke about the Secretary of the Interior Standards guidelines that need to be followed and speaks about the replacement of the windows. He stressed the repair of existing wooded windows and the importance of using authentic wood windows for replacements.

J. Goldson spoke to the Committee about her walkthrough of the building and meeting with S. Crowley, Applicant. She discussed the overall building and how it will be a matter of judgment as to how far to renovate the building. It was noted that the request is in the amount of $15,000 as a contribution toward the project. There was a brief discussion on the wooden shingles that are on the building currently covered in areas by vinyl siding. There are questions as to what the condition of the wooden shingles are.

Motion: To approve the Step 1 Robbins Museum of Archaeology Rehabilitation and Preservation Project with the CPA and ask the applicants to submit a Step 2 application.
Motion: T. Eayrs Seconded: D.Thomas Voted: 6-1-1
M. Belanger is against and P. Reynolds abstains.

It was noted that the Step Two application will need to have estimates for the work along with breakdowns on the specific repairs, if they decide to do the wooden windows and the wooden shingles.

At 7:45 PM Member M. Franco turned the gavel back over to Chairman J. Lopes.

Oliver Estate – Step Two Application – *Leilani Dalpe was present for the discussion.* Leilani Dalpe spoke to the Committee to update them on the Step Two submission which was done just prior to the meeting. L. Dalpe explained that this was so the members would have sufficient time to review the Step Two Application for the September Meeting. L. Dalpe spoke to the Committee and updated them on the status of the funding for the purchase of the Oliver Estate. The requested amount is $225,000. The Step Two will be on the agenda for the next meeting.

Old Business (continued)
Financial Reports – Member M. Franco reviewed with the Committee the updated Revenue and Expenditure Sheets. She presented a brief overview of the funding and noted that the presented figures do not include all the projects that were funded. She noted that there are projects that are still outstanding. She noted that the CP-1 form will be done by the Assessors Office. The CP-2 will be done by the Accountant and the CP-3 will need to be done by the CPC with a deadline of October1st to be completed.
Award Letters – Member J. Ruthwicz referenced the completed award letters for the Green School, Soule Homestead, Shoe Shop Place and the Housing Authority.
Motion: To send out the award letters as presented.
By: P. Reynolds Seconded: D. Thomas Voted: 8-0-0
Grant Agreements – The Committee discussed the grant agreement for the Historical Association Mill Houses. The document needed the Committee's approval and agreements need to be drafted now for the Green School, Soule Homestead, Church Organ Project and Show Shop place.
Motion: To approve and send the Grant Agreement for the Installation of Climate Controls for 2 Middleborough Historical Association Mill Houses with funding in the amount of $29,811.00.
By: T. Eayrs Seconded: D. Thomas Voted: 8-0-0
Motion: To authorize Chairman J. Lopes to work with Town Counsel on the remaining four grant agreements.
By: T. Eayrs Seconded: D. Thomas Voted: 8-0-0

Nameplates
Member J. Ruthwicz requested that the Committee authorize her to purchase official nameplates for the current Community Preservation Committee members. The estimated cost is $18.50 per nameplate and includes stand.
Motion: To authorize Member J. Ruthwicz to purchase nameplates for the Committee.
By: D. Thomas Seconded: T. Eayrs Voted: 8-0-0

Invoices
J. Goldson Invoice – There was an invoice presented for work done by J. Goldson in the amount of $729.90.
Motion: To approve to the invoice presented from J. Goldson in the amount of $729.90.
By: T. Eayrs Seconded: D. Thomas Voted: 8-0-0

Town Archival Project –The final invoice from King Information Systems, Inc. was presented in the amount of $1164.00.
Motion: To approve the presented bill from King Information Systems, Inc. totaling $1,164.00.
By: T. Eayrs Seconded: D. Thomas Voted: 8-0-0

Resignation
Member M. Franco expresses her regret in having to resign from the Community Preservation Committee and presents her letter of resignation to the Committee. The members present wished her well.
Motion: To regretfully accept the resignation of Maureen Franco and provider her resignation letter to the Town Clerk.
By: T. Eayrs Seconded: D. Thomas Voted: 8-0-0

ACTION ITEMS

1. J. Lopes to follow up on warrant articles for the upcoming STM. Jo to provide template for articles.
2. J. Lopes to work with Town Counsel on remaining Grant Agreements.
3. C. Lieb to provide resignation to the Town Clerk.

The next regular meeting was scheduled for Thursday, September 11, 2014 at 7:00 PM.
MOTION: To adjourn the regular session meeting of the Community Preservation Committee
By D. Thomas Seconded by T. Eayrs VOTE: 7-0-0

The meeting was adjourned at 8:50 PM

Respectfully Submitted:

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Colleen M. Lieb, Recording Secretary

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

1. Minutes from 7/10/14 Mtg
2. Step 1 application: Robbins Museum
3. Bills