MINUTES COMMUNITY PRESERVATION COMMITTEE Regular Meeting of Thursday November 8, 2012

Present: Jane Lopes, Mark Belanger, Josephine Ruthwicz, Michael Maddigan, Ted Eayrs,

David Maddigan, David Thomas

Absent: Maureen Franco

Others: Cynthia McNair, Historical Association

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

The Committee was informed that Lauren Bell, the statutory member from the Conservation Commission has resigned from CPA due to conflicts.

Minutes

The minutes of the October 11, 2012 meeting were reviewed Motion: To approve the October 11, 2012 minutes, as amended

By Ted Eavrs Seconded by Michael Maddigan VOTE: 7-0-0

David Maddigan and David Thomas abstained as they were not in attendance.

Old Business

Review of Action Items — 1.Jo contacted the Town Accountant's office for the necessary forms and requirements to submit invoices. The Coalition Dues is the only invoice received at this time 2. Mark is uploading all Step 2 apps to website 3.Mike will look at other communities preservation restrictions and report back to the committee 4. Dave M forwarded template for grantee's monthly reporting requirement. 5. Mark to work with Jo to establish a "cloud" type file for grants 6. Jo to prepare & send these letters to the 2 grantees

<u>Procedures to Implement Projects</u> – The committee reviewed the draft award letter. Minor changes will be made and the letters will be sent to the two grantees, the Preservation of Town Documents and Signage at 14 Historic Cemeteries. Grantees will be informed that the committee requests monthly project progress reports beginning January 2013.

<u>Updates to CPA Plan</u> – The Coalition has updated the matrix and this should be inputted into our Plan.

<u>Preservation Restriction</u> – Discussion on this item was postponed until the December meeting <u>CPA Signage requirement</u> - Due to the diverse type of projects submitted in our first round of funding, a uniform signage requirement is not feasible. As seen with the cemetery sings project, a sign stating the cemetery sign was funded by CPA is impractical. Therefore the sign requirement for each project will be determined on an individual basis and specified in the award letter.

New Business

Review of Step 2 Applications – Four Step 2 applications were received. The Secretary had uploaded the apps and forwarded to all members to review. It was decided to briefly review each tonight. If needed, more information will be requested from the applicants. Since town meeting is tentatively scheduled for April 2013, the warrant articles will need to be submitted to the Selectmen in February, therefore it is anticipated that the approval of projects will be made at the January 2013 meeting

<u>Historical Museum- Climate Control Project</u> – There was much discussion concerning this application. Members were in favor of preserving the buildings and artifacts but questioned whether this was the best way to solve the problems. It was felt that since CPA was the major funding source (73%), that if the project was not done properly that it could make the situation

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worse. Additionally, no cost analysis was submitted for project costs to heat/cool the buildings. Discussion was held with the Ms. McNair, the Museum President, to consider amending the application for phases for CPA funds. The first phase could be to conduct a needs assessment, structural analysis, and/or engineering plans rather than installing climate controls at this time. Future phases would be the implementation of the planning phase. Since the committee does not anticipate approving projects for the town meeting warrant until January 2013, it was felt there was sufficient time to amend this application to a planning app and then based on those results, to submit an implementation app. Ms. McNair stressed that it was imperative to have the museum open more often in order to apply for other grants. She was also informed that a Massachusetts Historic Commission grant is due in February 2013 which also includes a planning component- since the MHC is a 50/50 grant application, that could be partnered with the CPA grant.

<u>Historic Pipe Organ Preservation</u> – Mr. Eayrs expressed reservations with awarding public funds to a religious organization and did not feel that CPA should encourage applications from churches. Mr. Belanger stated that CPA can give funds to churches and many communities have. The organ is used for public, local and regional music concerts and not only for religious services. It is anticipated that this project will be a controversial at town meeting for several reasons, including: separation of church & state; possible limited impact to the town; and questioning whether public funds should be used for interior building work since it is not easily accessible to the general public. The CPA committee requested the secretary contact the applicant for documentation in the following areas: 1) how the project serves a public good 2) support letters from other members of the community, not mainly church members 3) how often is the organ used for public functions and 4) support from the public for use of town funds for this project Nemasket Apts -Window Project - This affordable housing project will preserve the existing low income elderly housing and give a facelift to Park Street. The \$20,000 CPA portion is 7% of the total project budget. The remaining funds will come from a Community Development Block Grant to repair the street and sidewalks and Middleborough Housing Authority funds for insulation and façade improvements.

Shoe Shop Place – By renovating an old mill, this housing project accomplishes many of the CPA objectives. Even so, the requested CPA funds (\$40,000) amounts to only 0.47% of the total project cost (\$8,435,368) It was explained that for their DHCD grant application they are required to show local financial commitment to the project and the town felt. Members questioned whether the applicant could make an donation to the Community Development Office or another local public housing assistance organization as a requirement of receiving this CPA grant. Also questioned was whether the project could be completed in a timely manner since all funding for the project is not yet in place. The Committee would want to have language in any award for this project to be contingent only on total funding since until total funding is secured the applicant does not have control of the property.

Report of the Bridgewater CPC – Mr. Belanger recently attended the Bridgewater CPC meeting and found it very informative. He would like to attend meetings of other local CPC's and possibly have a regional meeting to learn what and how area communities are implementing CPA in their town.

<u>Financial Appointments</u> – Now that we have projects, someone will need to keep track of the expenditure of funds, CPA balances in each category and submittal of invoices to the town accountant. The town accountant requires the written approval by an authorized signer for each invoice submitted and/or an extract of the meeting minutes approving the invoice.

Motion: To appoint Maureen Franco as the CPA Treasurer

By Ted Eayrs Seconded by David Thomas VOTE: 7-0-0

Motion: To appoint the Chairman as the authorized CPA member to approve CPA invoices.

By Ted Eayrs Seconded by David Thomas VOTE: 7-0-0

ACTION ITEMS:

- 1. Jo to submit invoice to town Accountant
- 2. Preservation restrictions- members to review and send questions to subcommittee place on Dec agenda
- 3. Jo to work with Mark to establish a grant agreement file
- 4. Mike to work on CP Plan updates
- 5. Jo to email the organ applicant to submit more paperwork supporting app

The next CPA meeting was scheduled for Thursday December 13, 2012.

MOTION: To adjourn the re By Ted Eayrs	gular session meeting of the Comn Seconded by David Thomas	nunity Preservation Committee VOTE: 6-0-0
The meeting was adjourned a	at 8:37 PM	
Respectfully Submitted:		
Josephine A Ruthwicz, Clerk	<u> </u>	

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

- 1. October 11, 2012 meeting minutes
- 2. Step 2 application Historical Museum- Climate Control Project
- 3. Step 2 application Historic Pipe Organ Preservation
- 4. Step 2 application Nemasket Apts -Window Project
- 5. Step 2 application Shoe Shop Place Housing