

Historical Museum- Climate Control Project – This is the third month that we are reviewing this proposal. As requested, Ms. McNair submitted a planning proposal in the amount of \$3,500 from TBA Architects, a historic architectural firm. This proposal will replace the original Step 2 project implementation proposal. TBA's proposal includes reviewing the exiting conditions of the buildings, determine their condition and suitability for renovations and to prepare a scope of work and construction cost estimate. Mr. Belanger stated he feels we should go forward with the museum's original proposal and not micro-manage applicants. Ms. Ruthwicz disclosed that she has worked with this firm in the past and gave Ms. McNair their contact information after the November meeting. If approved at town meeting, the museum should come back with a CPC application for fall town meeting which will include recommendations based on the study.

MOTION: To recommend favorable action at the spring town meeting for a Planning Study at the Middleborough Historical Museum in the amount of \$3,500 in the CPA Category of Historic Preservation and that a preservation restriction be placed on the organ

By Ted Eayrs

Seconded by David Maddigan

7-1-0

Mark Belanger voted Nay

New Business

Clerk Position –It was felt that it is time to hire a CPC secretary/clerk to take minutes and communicate with applicants and grantees. This person may also be the point person for all grantees. Mr. Belanger would like to talk with neighboring communities to see how they handle this and the pros and cons of hiring a clerk or a planner.

Discussion ensued regarding proper procedures, salary rates and who may be interested. Ms. Ruthwicz will contact the Town Manager's office to get the contact information for clerks of other boards and commissions.

MOTION: To contact clerks fo other town boards and ask them to submit a letter of interest for a clerical position with the CPC

By Ted Eayrs

Seconded by Janet Miller

8-0-0

Information Request – Mr. Belanger mentioned that at the December meeting Mr. Young had requested research into other CPC funded projects inside a church. Mr. Belanger compiled a list of these projects. He requested permission to send this list to Mr. Young-the committee agreed.

Bridgewater CPC- Mr. belanger will be meeting with the Planner from the Bridgewater CPC Wednesday at noon to learn more about how the Bridgewater CPC is operating. All members are welcome to attend.

Review of December Action Items –Mo has received the financial forms from Jo and has scheduled a meeting next week with the town accountant to discuss balances and procedures. Mark discussed preservation restriction requirements with the Coalition –we can do what ever we feel is fair and should be flexible to fit the project. As to the public hearing requirement- we do not have to have a public hearing every time the statute is revised, but we must hold a public hearing annually. Ted talked with town counsel who said that anytime public funding is authorized a date specific should be included in every grant award letter or Notice to Proceed. We received the monthly progress reports from the grantees- both projects are proceeding at their projected timeline. Jo notified the 2 projects approved at last month's meeting that they will need to make a presentation at town meeting. Jo also informed Shoe Shop Place of funding time limits. Jo informed both the organ and museum projects that more info is requested for Jan. meeting. ■

ACTION ITEMS:

1. Jo to prepare the four articles to be submitted to spring town meeting
2. Jane to review Articles prior to submittal

3. Schedule March CPA meeting as a public hearing for review of the updated CP Plan and ATM proposed projects
4. Jo to notify all grantees that the March meeting will discuss their projects
5. Jo to email Town Manager's office to obtain salary rate for clerical position
6. Jo to contact other board's recording secretaries to submit letter of interest
7. Mo to meet with town accountant
8. Jo to work with Mark to establish a grant agreement file
9. members can meet with Bridgewater CPC 1/16/13 noon at Barrett's
10. Mark to send Rich Young response to his questions re: what CPA funded projects have been inside a church
11. preservation restriction sub-committee to meet to discuss requirements
12. Jo to email a reminder to the 2 grantees of Feb report requirement
13. Jo to contact Shoe Shop Place requesting anticipated date for DHCD grant notification

The next CPA meeting was scheduled for Thursday February 14, 2013.

MOTION: To adjourn the regular session meeting of the Community Preservation Committee.
By Ted Eayrs Seconded by David Maddigan VOTE: 8-0-0

The meeting was adjourned at 8:55 PM

Respectfully Submitted:

Josephine A Ruthwicz, Clerk

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

1. December 13, 2012 meeting minutes
2. Step 2 application as amended – Historical Museum - study
3. Step 2 application as amended - Historic Pipe Organ Preservation