

COMMUNITY PRESERVATION COMMITTEE
Thursday, November 14, 2013

ACTION ITEMS

1. Colleen to contact Town Clerk on Town Meeting Vote Certifications for CPA Articles.
2. Jo to put out award letters for Spring & Fall Town Meeting projects
3. Jane Article for the Local Paper on the MHA, CPA Funds and Matching Funds
4. Jo to work with Colleen on Grant Agreements
5. Mo to add Totals onto the Financials
6. Colleen to Add to agenda, Worksheet for Projects

TO: Jane Lopes, Chairman &
The Members of the Community Preservation Committee

FROM: Colleen Lieb
36 Pearl Street, Middleboro, MA 02346

DATE: December 6, 2013

RE: **Hours worked for November**

Listed below are my hours worked for the above noted meeting(s). If you have any questions, please let me know.

<u>Date</u>	<u>Hours</u>	<u>Detail</u>
November 14, 2013	2	Prepare Materials & Attend 11/14 Meeting
December 2, 2013	3	Prepare Minutes of 11/14 Mtg. And Correspondence with Town Clerk regarding Vote Certification, Copy/file minutes
	5	Total (\$16.14 x 5 = 80.70)

MINUTES
COMMUNITY PRESERATION COMMITTEE
Regular Meeting of Thursday, November 14, 2013

Present: Mark Belanger, Ted Eayrs, Maureen Franco, Jane Lopes, Josephine Ruthwicz,
Dave Thomas and Janet Miller
Absent: Michael Maddigan
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.

THE GREEN SCHOOL - Meeting

Lincoln Andrews is present for the discussion. Lincoln begins by discussing the “Save the Green” school plan and the volume of direct donations from the citizens to save the building. He references the soil clean up, the donation of services and the repairs made to the building. Lincoln talks to the Committee about the remaining work to be done on the building. He referenced the handicap ramp for the back of the building and the quote received for that work. It is noted that new flooring is needed, the ramp, HVAC system and ceiling work which is estimated to cost \$54,000. There is discussion on parking for the building.

Lincoln talks about the Green School Committee members and their vision to have an area of the building that represents what the building was used for, so visitors can see how the original building was used. Chairman Jane Lopes speaks about the CPC being considered as a user of the building and discusses the potential to hold meetings there and have an office.

Ted Eayrs speaks on the use of CPC funds for restoring the building and whether that can be done. There is discussion on who will take ownership of the building once it is completed.

Chairman Jane Lopes thanks Lincoln for attending the meeting.

OLD BUSINESS

FY '14 Applications – Updates

Chairman Jane Lopes and Member Mark Belanger step down for this discussion.

Soule Homestead Application – Update

Frank Albani is present for the discussion. Frank reads the Goals & Description of the Step Two Application for the Soule Homestead. It is noted that the project is to restore the exterior of the farmhouse and bar to a functional weatherproof condition. It is noted that the Farmhouse and the Barn are part of the Town’s Historic Inventory. There is discussion on the cost for the work and there is clarification to the application that this is part of a huge project and those figures should be included so that the proper percentage can be figured to recommend CPA funds. Frank agrees to go back and review the application and resubmit it.

Chairman Jane Lopes and Member Mark Belanger step back onto the Committee.

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Grant Agreements - Review

Cynthia McNair is present for the discussion. Member Ted Eayrs discusses the grant agreement, which basically has the applicant paying upfront and then getting reimbursed. There is a review of the correspondence from Town Counsel dated November 12th regarding the draft agreement. It is noted that document presented is the best way to protect the CPA funds.

Member Mark Belanger speaks about projects with multiple parts and how the agreement will have to be adjusted for projects like that so that phases can be reimbursed.

There is discussion on getting award letters out to those that had funding approved. The members present agree that the grant agreement is acceptable and ask Cynthia to take the agreement back to her group to review and make sure that it is something they can work with and if any changes need to be made.

Colleen will contact the Town Clerk to find out if the Town Meeting votes have been certified and get that documentation to Jo so that the award letters can get done.

Motion: To approve the draft Grant Agreement as presented.

By M. Belanger

Seconded by T. Eayrs

VOTE: 7-0-0

Motion: To authorize Chairman Jane Lopes to sign the Grant Agreement with the Historical Association once the Town Meeting Vote is certified and assuming no changes to be made.

By M. Belanger

Seconded by J. Miller

VOTE: 7-0-0

Motion: To exempt Grant Agreements that involves Municipal Projects.

By T. Eayrs

Seconded by J. Ruthwicz

VOTE: 7-0-0

Member J. Ruthwicz steps down from the Committee to make a presentation.

Middleboro Housing Authority – Step Two

Jo Ruthwicz is present for the discussion. Jo speaks to the Committee regarding Step Two for the Middleboro Housing Authority projects. The request is for \$20,000 for windows for the Sprout Street Housing. This is similar to the other project and it will provide 10 apartments with Energy Efficient Windows. Jo reviews with the Committee the funding that was matched, because of the CPA funds. Jane notes that this example would be great to showcase as an article in the local newspaper.

Motion: To recommend favorable action on Step Two for Middleboro Housing Authority, replacement windows for Sproat Street Apartments in the amount of \$20,000.

By D. Thomas

Seconded by T. Eayrs

VOTE: 7-0-0

Member Jo Ruthwicz steps back onto the Committee.

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MINUTES

The minutes of the October 2, 2013 meeting were reviewed. There are no corrections.

Motion: To approve the October 2, 2013 minutes as presented.

By M. Belanger

Seconded by D. Thomas

VOTE: 7-0-0

The minutes of the October 7, 2013 meeting were reviewed. There are no corrections.

Motion: To approve the October 7, 2013 minutes as presented.

By D. Thomas

Seconded by T. Eays

VOTE: 6-0-1

ACTION ITEMS

1. Mo to prepare a simple spreadsheet with categories, projects and account balances - done
2. Jane / Mike to prepare Oliver Estate grant app paperwork - done
3. Members should attend 10/7/13 STM - done
4. Colleen to inform Fin Com of museum vote prior to town meeting - done
5. Jo to notify Charlie of museum amount change & approval of CPC STM motions -
Charlie to revise museum motion - done
6. Jo to send cemeteries email to complete project by 12/31/13 or funding may be
withdrawn. - done
7. Ted to meet with town counsel re: grant agreements - done

The Committee discusses Item #6 regarding the signs and the need for them to get the project completed. It is noted that there has been some progress made and there is discussion on the small additional sign that is going to be added regarding the CPA funding.

Financial Report

Member Mo Franco provides a spreadsheet that shows the funding coming in and what has been spent and allocations of existing funds. Member M. Belanger asks for totals to be added to the document. Mo agrees to add totals in. There are no questions on the financial report presented.

Bill for Secretary Services

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

By M. Belanger

Seconded by D. Thomas

VOTE: 7-0-0

NEW BUSINESS

Member Mark Belanger speaks about the importance of having a point person for each applicant to reach out to if there are questions about the application process. There is discussion on each of the members taking turns being the point person. Member Janet Miller asks about some sort of timeline or worksheet so the members that are the point person know what the next steps are in the process. This will be added to the agenda for discussion at the next meeting.

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Adjournment

The next regular meeting is scheduled for Thursday, December 12, 2013 at 7:00 PM.

MOTION: To adjourn the regular sessions meeting of the Community Preservation Committee at 9:02 PM.

By T. Eayrs

Seconded by D. Thomas

Vote: 7-0-0

Respectfully Submitted by,

Colleen Lieb, Recording Secretary

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

1. October 3, 2013 Draft Minutes
2. October 7, 2013 Draft Minutes
3. Middleboro Housing Authority – Step Two Application
4. Soule Homestead – Step Two Application
5. CPA Funding Spreadsheet
6. Correspondence from Town Counsel regarding Grant Agreement
7. Draft Grant Agreement