

MINUTES
COMMUNITY PRESERATION COMMITTEE
Regular Meeting of Thursday, May 8, 2014

Present: Mark Belanger, Ted Eayrs, Maureen Franco, Kimberly French, Josephine Ruthwicz, Dave Thomas, Janet Miller and Peter Reynolds
Others: Colleen Lieb – Recording Secretary
Absent: Jane Lopes

It is noted that the Chairman was unable to attend the meeting so Vice Chairman, Maureen Franco ran the meeting. The meeting was called to order at 7:00 PM in the Community room at 8 Benton Street. The meeting was recorded by cable television.

Vice Chairman, M. Franco welcomes the newest member to the Committee, Kimberly French.

MINUTES

The minutes of the April 10, 2014 meeting were reviewed. There were minor corrections.

Motion: To approve the April 10, 2014 minutes as amended.

By J. Miller

Seconded by M. Belanger

VOTE: 8-0-0

OLD BUSINESS

Cemetery Signs – Jeff Stevens

Jeff Stevens presented to the Committee the mock-up sign for one of the cemeteries. Jeff explains that the sign vendor, Jimmy Blanchard, has had some unforeseen circumstances that had prevented him from getting the remaining cemetery signs completed. Jeff reported that he is back on track and will have the signs done at a rate of 3-4 per month with the project completed by the end of the summer. Jeff reported that the Soule St. Cemetery sign will go up next week.

Approved Projects - Update

Vice Chairman M. Franco reviewed with the Committee the update on several of the CPA approved projects.

Financial Update

Vice Chairman M. Franco reviewed the balance sheet, which reflects figures through the end of March. It is noted that there will be some changes once Town Meeting is over. M. Franco will provide updated information to be uploaded to the website.

CPA Project Signs

It was noted that John Cruthchfield was contacted about drafting a design for the CPA Project temporary signs for active projects. The dimensions are 2x3 and the material is a thin metal. The Committee discussed other CPA project signs. Member P. Reynolds noted that he will look at a look at CPA sign he saw in Marshfield and report back on it at the next meeting. There was discussion on the wording for the sign. “Your tax dollars at work” was suggested. “This project is sponsored in part by” was suggested. “Generously supported by” was discussed. It was agreed that the final wording will be discussed as an agenda item for the next meeting.

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NEW BUSINESS

Police Station Building Project – Step Two Application

Police Chief Bruce Gates, Charlie Cristello – Town Manager, Leilani Dalphe, Steve McKinnon, Diane Stewart and Mark Knowlton – Selectmen and Todd Costa – Kaestle Boos Architect and Patrick Cuthrie – Restoration Consultant were present for the discussion.

Todd Costa presented to the Committee the Step Two Application for the Police Station Building Project. There was a review of the correspondence to the Committee dated May 8, 2014 regarding the Historic Restoration Breakdown. There was detailed discussion on the historic renovation and restoration of the Peirce Building portion of the project.

Patrick Guthrie spoke about the asbestos in the main areas of the building and the removal. Member T. Eayrs spoke about the breakdown the Committee received of the historic preservation items and costs. It was noted that the breakdown provided covers the exterior and the courtroom restoration.

DISCLOSURE: Ted Eayrs stated for the record that he is on the Police Station Building Committee.

Member M. Belanger asked for clarification on whether the project will adhere to the Secretary of the Interior Standards for the Treatment of Historic Properties or just “try to” adhere to the standards. Member M. Belanger stated that he feels that the work must comply to the standards in order to receive the CPA funds.

Todd Costa spoke about how the Police Station Building Committee could request a Restoration Consultant to monitor the work. The Committee discussed the court house renovation portion of the project. Member D. Thomas noted that a restoration consultant could also monitor what the CPA funds, if agreed upon, are spent on.

Member T. Eayrs spoke about the years that the Police Station Building Committee has worked on the project/location to get it to this point. The Committee discussed how the historic renovation breakdown portion information was not provided to the Committee until just prior to the meeting, not leaving a lot of time for consideration.

Todd Costs spoke about how the project went out to bid last Thursday and noted that the hard numbers are coming in. There was reference to the Historic Renovation breakdown.

Selectman S. McKinnon spoke to the Committee on the request for the Board of Selectmen to the Community Preservation Committee to support the project. He noted that this project has been in the works for a long time now and everyone was aware that it was coming.

A representative from Daedalus Projects spoke to the Committee about how they will hire a historic consultant to monitor the historic renovation and make sure the funds are spent in compliance with the Secretary of the Interior Standards.

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Police Chief B. Gates spoke in support of the project and also spoke on the selection of Kaestle Boos based on their ability to handle the historic aspect of the project based on their previous experience in these types of projects.

The Committee discussed the CPA funds and confirms that they can borrow against the future anticipated funds to the CPA Account. There was discussion on the \$50,000 to be given over a ten year period.

Charlie Cristello presented to the Committee the breakdown of the borrowing over the next ten years and how it will affect the CPA funds over the next ten years. Charlie explained that they were estimates but provide a clear picture of how the borrowing would look. Charlie confirmed his conversation with the Treasurer to borrow \$410,000 over ten years at a rate of 4%, which will total \$500,000. Charlie referenced the article on the warrant for the Police Station funding, which included the borrowing for the CPA funds.

The Committee discussed the large yearly sum of \$50,000 and how tying up those funds could mean missing out on a decent future project. The Committee members discuss how there has not been enough history to see gauge what the future projects might be. Charlie Cristello speaks on the growing CPA fund balance even though there will be yearly payments.

Motion: To approve the Step Two Application for the Police Station Building project and agree to the funding requested of \$50,000 a year for ten years for a total of \$500,000 contingent on the hiring of an expert to oversee the historic renovation and preservation of the project.

By T. Eayrs

Seconded by J. Ruthwicz

VOTE: 8-0-0

Review of Consultant Applications

It was noted that M. Belanger, J. Ruthwicz and T. Eayrs spoke with the one applicant. It was noted that the applicant is qualified, has a lot of experience and would work well with the upcoming Police Station Building project.

Motion: to hire Jennifer Goldson as a consultant to the Community Preservation Committee with a not to exceed amount of \$12,000.

By T. Eayrs

Seconded by D. Thomas

VOTE: 8-0-0

CPC Regional Meeting - Update

Member M. Belanger spoke about the CPC Regional meeting that he attended. He referenced the question that was asked of him, which was if the Town would be interested in having a Regional Housing Coordinator. This will be discussed further at the next meeting.

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BILLS

There are four invoices presented for the Archival Project totaling \$18,758.55 from King Information Systems, Inc.

Motion: To approve the presented bills in the amount of \$18,758.55 for King Information Systems, Inc.

Motion: T. Eayrs

Seconded: D. Thomas

Voted: 8-0-0

The secretary explained that in order to sign/process the bills, authorization is needed from the Chairman for her to sign on the bills themselves to get them processed.

Motion: To authorize Colleen Lieb, Recording Secretary, to sign/process the bills as they related to the CPA funds and are voted.

Motion: T. Eayrs

Seconded: D. Thomas

Voted: 8-0-0

There was a bill presented in the amount of \$80.70 for Secretarial Services.

Motion: To approve the presented bill in the amount of \$80.70.

By: D. Thomas

Seconded: P. Reynolds

Voted: 8-0-0

ACTION ITEMS

1. All members to attend 4/14/14 joint meeting with BOS re: at-large appointment - **Done**
2. Jane to research funding/bonding re: \$50k ea yr for 10 yr or \$500,000 at once - **Done**
3. Mark to check with Coalition regarding #2 - **Done**
4. Jo to forward all at-large apps to BOS - **Done**
5. Jo to notify all applicants of 4/14/14 BOS meeting & CPC vote to recommend K. French. - **Done**
6. Ted to get copy of Open Space Survey to Mark – **To be discussed at next meeting**
7. Mark to reviews Open Space survey for CPC mailing in the G&E bills – **To be discussed at next meeting.**
8. Jane/colleen to send letter to Sen Pacheco re: CPC funding support for Police Station – **Will work on.**
9. Jo to contact Cemetery Group to attend May Meeting - **Done**
10. Ted to forward revised consulting RFQ to Jo - **Done**
11. Jo to put RFQ in Central Register/Goods & Services Bulletin - **Done**
12. Jo to get before & after pictures from Town Clerk re work project to date - **Done**
13. Mark to put pics on website if possible – **June Action Item**
14. Jane to respond to D Millette re: funding for Oliver Estate - **Done**
15. All members to attend 5/5/14 BOS meeting re: CPC Warrant Articles - **Done**
16. Jo to talk with J Crutchfield re: CPC sign template & cost - **Done**

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ADJOURNMENT

The next regular meeting was scheduled for Thursday, June 12, 2014 at 7:00 PM.

MOTION: To adjourn the regular sessions meeting of the Community Preservation Committee at 9:00 PM.

By Dave Thomas

Seconded by T. Eays

VOTE: 8-0-0

Respectfully Submitted by,

Colleen Lieb, Recording Secretary

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

1. Step Two Application – Police Station Building Committee
2. Letter from Kaestle Boos with breakdown of renovation costs
3. Sign Mock Up from James Blanchard for Cemeteries
4. King Information Systems Bills
- 5.

ACTION ITEMS

1. P. Reynolds to look at Marshfield CPA project sign.
2. Jane/Colleen Letter to Senator Pacheco regarding budget amendment for CPA
3. Mark Clarification on the Secretary of Interior Standards, required or suggested?
4. Mark to upload pictures of CPA projects on website