

## COMMUNITY PRESERVATION COMMITTEE MEETING

7:00 P.M. October 14, 2015  
Holliston Town Hall, Room 14

### MINUTES

The chairman convened the meeting at 7:20 PM without a quorum, in order to hear from the guests who were present.

**Attending:** Frank Chamberlain (chair); Warren Chamberlain; Elizabeth Newlands; Eva Stahl

**Also present:** Jeff Ritter, Town Administrator; Elizabeth Greendale, Town Clerk

#### Approval Of Minutes

Approval of the minutes was postponed to the next meeting.

#### **Funding Request - Historic Records - Town Clerk**

Elizabeth Greendale presented the proposal for continuing to preserve the Town documents. Some records are still in danger of deteriorating. Ms. Greendale identified Kofile as the company to work with, and presented the company's cover letter with her proposal. She had them go through the records one year ago, and suggested they would be able to manage the first phase: the most vulnerable items from 1724 forward. Legally all records are stored as paper hard copies, and they stay in the vault for protection.

The proposal is document restoration and scanning. When the documents are de-acidified, they seem to fade less. Microfiche is still the favorite method because it lasts longest. It would be ideal to be able to share with the library and provide online access. These records are used for genealogy.

Frank Chamberlain noted that this is historic preservation, and thus is a good use of CPC funds. Ms. Greendale stated that Kofile had agreed to honor the quote they had given the previous year. Frank Chamberlain stated that it would be possible to approve phase one and then fund the next two phases in the two subsequent years.

At 7:40, Michael Pelon arrived and Melissa Kaspern arrived. A quorum being present, the meeting was called to order at 7:40.

#### Vote on Proposals

##### **Town Records Preservation**

##### **Records Management - Town Administrator - \$4,000**

There was discussion of the request for exploratory funds, to hire a company to assess the records at Flagg school and to initiate action on their recommendations. Ms. Kaspern spoke in favor of the project. She described the condition of the documents and summarized the way the company would coordinate with Town departments.

Frank Chamberlain stated that there should be a road map for future preservation of records, because the CPC will not be involved when the work moves from historic preservation to simple document management. He noted that the Historic Commission did go into the space, with protective garments, and that the situation is overwhelming. Mr. Ritter returned to the meeting to answer the Committee's questions about whether the General Fund could pay for the inventory and sorting. The Committee would like to know whether there is actually historical content to preserve. Mr. Ritter stated that the Town's operating budget couldn't provide the staffing or expertise to sort through those items. Frank Chamberlain agrees that this needs to be done professionally, soon. Phase two would clean the documents. Mr. Ritter pointed out that this is the only location in town where there are vulnerable documents. There is an item on the warrant to set up the records room at 1754 Washington Street.

The CPA chart is ambiguous about how appropriate this expenditure would be. He will reach out to Stuart Saginaw and inform the Committee.

**VOTE** Postponed to the next meeting.

#### **Historic Records - Town Clerk - \$21,909 (FY ' 16)**

This proposal covers Phase One of the project to de-acidify, scan and film the records from 1724 forward, to preserve them and to make them accessible.

**VOTE Moved:** to approve the Town Clerk's records preservation proposal for up to \$22,000, with provision that Clerk explore making the documents available electronically, with a one year sunset clause.

**Approved:** unanimously

#### **Wenakeening Woods Parking - \$15,185**

This proposal has been discussed several times, and the Committee has decided it would be appropriate only to fund only the hardscaping. The amount was reduced to cover that portion of the estimate.

**VOTE Moved:** to approve \$8,500 for the hardscaping at Wenekeening Woods, on Summer Street, with work to be completed in one year

**Approved:** unanimously

#### **Housing Trust -- \$250,000**

Frank Chamberlain reviewed the proposal previously presented by Bryan Clancy. Dedicated funds remaining in the Housing budget are \$133, 457 at this time. Additional state matching funds of \$13-\$15,000 will become available November. The general balance is \$1M. The CPA is the principal source of funding for the work of the Housing Trust. Approving this request would make it possible for the Trust to have working capital available to take advantage of opportunities in the real estate market as soon as they occur.

The Committee previewed the six projects that the Trust has accomplished, and agreed they are generally very effective. The Committee decided that partial funding would allow the Trust to have sufficient capital, and hopes to leave the door to open to the Trust for more funding in the spring.

**VOTE Moved:** To approve \$150,000 for the Housing Trust, with no sunset.

**Approved:** Unanimously.

#### **CPC Administrative Budget**

This item was postponed until more information is received from the Town Accountant

#### **CPA Plan**

This must be finalized. Frank Chamberlain sent the draft for members to look at. He will re-send, and the CPC Plan will be considered in future meetings.

#### **New Business**

There was no new business.

Upon a unanimous vote, the meeting was adjourned at 9:07 PM.

Respectfully submitted,

Susan Woodrow

Date Approved: January 20, 2016