

## MINUTES

January 5, 2010

Members present:   Howard Baker-Smith, Chairperson  
                          Jacquelyn McDonald, Vice Chairperson  
                          Mark Lawton  
                          Stuart MacGregor  
                          John Sousa  
                          Nancy Thornton

Members absent:    Charles Sisson  
                          Lisa Tavares

The meeting was called to order at 6:41 p.m.

Motion:

Ms. McDonald made a motion to approve the minutes of the December 1, 2009 meeting. The motion was seconded and approved by a 6-0 vote.

Motion:

Mr. MacGregor made a motion to approve the minutes of the November 10, 2009 Executive Session. The motion was seconded and approved by a 5-0-1 vote. Ms. McDonald abstained from the vote since she was not present at the meeting.

Motion:

Ms. McDonald made a motion to open the meeting to a public hearing. The motion was seconded and approved by a 6-0 vote.

The public hearing opened at 6:44 p.m.

A discussion took place regarding the Needs Assessment. Historic preservation was the topic. Judith Lund, representing the Historical Commission, was present. Ms. Lund stated that the CPC's goals and the Commission's are similar. The Historic Building Inventories have been an excellent tool in identifying what the Town has that is historically significant. The first Inventory is complete, and the second is progressing well. The Commission has discussed its work with David Cressman, Executive Administrator. It would like to see Town-owned land set aside for the relocation of historically significant buildings that would otherwise be demolished.

The Commission's 5-year plan includes the completion of the Form B's, which is being achieved through the Inventory work. It also wants to complete cemetery signage. Saving the North Dartmouth Library is also a concern.

The Historical Commission has been working more closely with the Building Department to be notified about specific projects in Town that require permits. Mr. Lawton inquired about the process. If a building is 75 years or older or age unknown, a demolition permit is issued when demolishing a portion or the entire home or when changing 25% or more of the facade. The Commission is notified and reviews each permit. Pictures are taken. In some instances a 6-month moratorium is issued during which time the Commission will meet with the property owner to discuss alternative solutions. Approximately two permits are issued per month.

Mr. Baker-Smith suggested that future historic preservation applications be required to include a letter of support from the Historical Commission. Also, he noted that some communities have used CPA dollars to fund trusts for specific purposes such as affordable housing. A trust fund may provide funding for urgent matters. He encouraged Ms. Lund to research such funding at the Community Preservation Coalition's Web site.

Motion:

Mr. Sousa made a motion to close the public hearing. The motion was seconded and approved by a 6-0 vote.

The public hearing closed at 7:15 p.m.

A discussion took place regarding the Historic Inventories. Peggy Latimer of the Historical Commission was present. Ms. Latimer stated that Phase I is complete and is being reviewed by the Commission. The inventory will be made available on the Town's Web site. Approximately 250 Form B's were completed. She distributed samples for the Committee to review. Phase II is underway. It is expected that 126 properties will be inventoried.

The FY 2010 Needs Assessment was discussed. Proposed changes were as follows:

On page one, paragraph two, line three, the word "enhance" will be added. That portion of the sentence will read "increase or enhance lands available." Under the heading "Community Preservation Strategies," the fourth bullet will be omitted. Under the heading "Community Housing," a bullet will be added regarding the expansion of affordable housing units. The amended FY 2011 Needs Assessment will be reviewed and approved at the February meeting.

Mr. Baker-Smith distributed a schedule for the spring funding round. Applications will be available beginning February 5, 2010. Mr. Baker-Smith proposed a due date of March 18. That date shall be changed to March 17, 2010 at noon. The Committee will meet to review all proposals on March 23, 2010.

Motion:

Ms. McDonald made a motion to approve the funding round schedule, as amended. The motion was seconded and approved by a 6-0 vote.

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Ms. McDonald inquired about any prospects for a new at-large member. Mr. Baker-Smith is making attempts to contact several possible candidates. Mr. Sousa feels the Select Board should involve itself more in the search.

A discussion took place regarding the application submission package. The current application is 17 pages including the instructions. The information the applicant provides begins on page 9. The new application will be renumbered. The first 8 pages will still contain the instructions. Pages 9-17 will still be the application, however, they will be renumbered as pages 1-9.

Applications submitted for historic preservation must include evidence that the property is listed on the State Register of Historic Places or a letter from the Historical Commission stating the property has historic value. Section P17 will contain a bullet stating the required attachments for historic preservation projects. The dates will be changed as well as the dollar figure of CPA funds awarded to date. Applicants will be required to submit 10 paper copies of their proposal.

The February meeting agenda will include the approval of the FY 2011 Needs Assessment and the funding application changes. Project evaluation criteria will be discussed.

Mr. Baker-Smith reminded the Members about the State Conflict of Interest test that is required to be taken.

Mr. Baker-Smith circulated an invoice for review and signatures from The Fence Company in the amount of \$2,846.80 for work done at Allen's Mills. He also circulated a reimbursement request from Judith Lund in the amount of \$144.42 for supplies purchased for the Inventory Phase I.

Motion:

Ms. McDonald made a motion to approve payment of the bill from the Fence Company. The motion was seconded and approved by a 6-0 vote.

Motion:

Ms. McDonald made a motion to approve payment of the reimbursement request from Judith Lund. The motion was seconded and approved by a 6-0 vote.

Mr. Baker-Smith circulated an invoice for review and signatures from ttl Architects in the amount of \$1,160.00 for the first installment for the Inventory Phase II.

Motion:

Ms. McDonald made a motion to approve the payment to ttl Architects. The motion was seconded and approved by a 6-0 vote.

The Select Board has sent a notice that submissions for the Annual Report are due on February 2, 2010.

Mr. Baker-Smith read a letter from Christina Styan regarding an update on the Apponegansett Meeting House Project.

Mr. MacGregor has been in touch with the artist he consulted about producing a logo for the CPC. The artist has asked for suggestions from the Members as a starting point. The Members will submit any ideas they may have to Mr. Baker-Smith. Mr. Lawton suggested looking at the logos of other Town entities for comparison. Logo design will be discussed at the February meeting.

Motion:

Mr. Sousa made a motion to adjourn. The motion was seconded and approved by a 6-0 vote.

The meeting was adjourned at 8:40 p.m.

Respectfully submitted,

Approved,

Susan D. Dorschied  
Administrative Clerk

Howard Baker-Smith  
Chairperson