

DARTMOUTH

Community Preservation Committee

Howard Baker-Smith, Chairperson
James ~~Baldwin~~ Bosworth
Michael Kehoe
Margaret Latimer
Stuart MacGregor
Chris Markey
Damon May
Kevin Shea
John Sousa



MASSACHUSETTS

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****Corrected****

MINUTES

August 21, 2012

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DARTMOUTH TOWN CLERK

Members present: Howard Baker-Smith, Chair
James Bosworth
Michael Kehoe
Margaret Latimer
Stuart MacGregor
Damon May
Kevin Shea
John Sousa

Member absent: Chris Markey

The meeting was called to order at 6:40 p.m.

Motion:

Mr. Kehoe made a motion to approve the minutes of the June 6, 2012 meeting. The motion was seconded and approved by a 7-0-1 vote. Mr. Kehoe abstained.

A request for reimbursement of \$95.23 to Susan Dorschied for the purchase of a voice recorder was circulated.

Mr. Baker-Smith executed an Encumbrance Request Form authorizing \$11,020 of FY 2012 funds to be encumbered for the completion of year three of the Historic Building Inventory by Ttl-Architects.

Motion:

Mr. Kehoe made a motion to approve the expenditure of funds for the digital voice recorder. The motion was seconded and approved by an 8-0 vote.

Mr. Baker-Smith is in receipt of two originals of the Service Agreement for the FY 2013 Historic Building Inventory from Ttl-Architects, having been executed by the vendor. Mr. Baker-Smith is the final signatory. Ms. Latimer gave an update on the Inventory. The FY 2012 phase is ongoing. The Historical Commission is pleased with the work. To date over 400 properties have been surveyed. At the end of year four, it is expected that nearly all properties dating up to 1900 will have been surveyed. Progress on getting the information uploaded to the Town's website has been slow. Online Form B data would facilitate the reactivation of the Plaque Program.

Motion:

Mr. Sousa made a motion that CPC send a memo to the IT Department (Computer Services) asking that the work be done at its earliest convenience. The motion was seconded.

Mr. Sousa added that this has been a goal of the CPC's for a number of years, and it has been in the IT Department for over a year. The memo should be copied to the Selectboard and the Executive Administrator.

The motion was put to a vote and was approved 8-0.

CORRESPONDENCE

~~Mr. Baker-Smith informed the committee that there will be an orientation on the Open Meeting Law in Taunton on October 3, 2012.~~

The Waterways Commission had recently hosted a ribbon cutting at the Rogers Street Access Facility. The Commission sent a letter of appreciation to the CPC, which Mr. Baker-Smith read aloud. Included were a program flyer and a piece of the ceremonial ribbon. All items will be placed in the project file.

MEMBERSHIP CHANGE

Three new members have been appointed to the CPC. Damon May has been appointed Member-at-Large; James Bosworth as the Park Board's representative, replacing John Costa, and Michael Kehoe as the Conservation Commission's designee, replacing Jacquelyn McDonald, who stepped down in June. Introductions were made.

~~Ms. McDonald, who was an original member of the CPC, was present. Mr. Baker-Smith read aloud a letter he had drafted to Ms. McDonald, on behalf of the committee, which expressed gratitude for her leadership and years of service, as well as for her "skills, expertise and advocacy." Ms. McDonald spoke of her tenure and thanked Mr. Baker-Smith for his help throughout.~~

Motion:

Mr. Kehoe made a motion to present the letter to Ms. McDonald. The motion was seconded and approved by an 8-0 vote.

PROJECT UPDATES

Akin House

Diane Gilbert and Daniel Perry were present and spoke on the project. There is \$9,770 in project funds remaining which are designated for the creation of a business plan and market study. Ms. Gilbert distributed a packet that included a proposal prepared by architect Joseph Booth for Dartmouth Heritage Preservation Trust (DHPT) for the development of a master plan for the Akin House. DHPT requests CPC vote to release the final grant monies to fund the master plan and bring the project phase to closure. The plan would create a starting point for subsequent phases of the property restoration.

Ms. Gilbert spoke of specifics relative to the Akin House including that it is now 250 years old. She encourages visits. Mr. Perry said that the Town leased the Akin House to DHPT for the purpose of finishing the rehabilitation work which was started by the Waterfront Historic Area League, "WHALE". DHPT wants to rehabilitate the property and return it to the Town to the extent it can be "reused in a meaningful way." They envision a property that contains educational features as well as display and meeting space. They also feel the building's functional use will be limited; hence a second building would be needed on the site. The new building, a visitors' center, would include rest rooms and meeting space.

Mr. Sousa said the plan from the architect should include the architect meeting with the Town's Planning staff prior to completing the site plan to be sure a suitable parking plan is in place. Mr. Perry said Mr. Booth will be creating parking spaces and doing a zoning review. Mr. Sousa also said it is important to him the new building look historically correct. Ms. Gilbert agrees.

Mr. May asked about the scope of the proposed visitors' center. How large would it be? Ms. Gilbert said the size will be determined in the master plan. The existing garage on the site would be demolished. They don't want to make the new center larger than the Akin House. Mr. Perry said it will support the functions that can't take place in the house itself. Mr. May asked what will happen once the master plan is completed. Mr. Perry said they will continue their work with the goal of returning the house to the Town as a finished facility. They will be seeking funds from the CPC and other sources to complete the work.

Mr. Baker-Smith asked how the master plan relates to a business/marketing plan. Ms. Gilbert feels the provision in the grant for the business plan was counterintuitive. A master plan will facilitate seeking supporters and grant funds. People will want to know what DHPT's vision is. She is currently applying for a grant at Roger Williams which proposal will address the business plan and the features of the property to bring it to an adaptive reuse. It would be a means of getting consultative support. Mr. Baker-Smith said that prior the 2008 CPA grant award, a request for a State grant for the cultural center had been denied. CPC felt that it was important to protect the Town's investment by requiring a business plan that would determine the Akin House property's marketability and sustainability. Mr. Perry said they want the cultural center to function as a community space available for different uses not just one specific purpose. It shouldn't be too expensive to run.

Mr. MacGregor asked if funding the master plan would be consistent with the Town Meeting vote. Mr. Baker-Smith distributed copies of the warrant language which refers to the "development of a business plan and market study." Some members felt it made sense to do the master plan before a business/marketing study; however CPC will seek a legal opinion from Town Counsel to see if it would allowable.

Veterans' Housing

The Housing Authority is pursuing development funds from the State. It has incorporated a sole-purpose development non-profit for the project. The Authority wants its CPA funds to flow to the non-profit. The original warrant language did not provide for that. Deborah Melino-Wender, Director of Development, was present and said she attended a meeting that day with David Cressman, Attorney Brian Cruise of the Savastano Law Office and Constance Desbiens, Director of the Housing Authority. By law, the Housing Authority cannot develop affordable housing; it can only manage it. Mr. Cruise said the Housing Authority has the ability to expend the funds by hiring a developer, which could be the non-profit. No new warrant language would be necessary. Ms. Latimer gave an update on behalf of the Historical Commission. The architect came before the Commission in June. The Commission approved the demolition of a structure on the back of the property and an addition to the rear of the building.

Dominican Sisters Agricultural Preservation Restriction

A final draft of the restriction has been worked out. The Town is not a party to the restriction, however since CPA funds are being expended, Mr. Baker-Smith feels Town Counsel should review the draft.

Historic Records Preservation

Mr. Baker-Smith has received a letter from Town Clerk Lynn Medeiros notifying him that the project is complete.

Stone Barn Farm

The historic preservation restriction has been drafted and is being reviewed by Town Counsel. Once the restriction has been executed, the project will close out.

FALL FUNDING ROUND APPLICATIONS

Russells Mills Library Phase III

The Town of Dartmouth is seeking \$40,683 to continue restoration work on the Russells Mills Library. CPC notifies project sponsors prior to the public hearing of any questions members have regarding their application. Information sought for this proposal will include clarification of the gutter and cornice work with regards to TBA Architect's recommendations. The scope of the proposal does not include all of the architect's recommended work. Is there a plan for the excluded tasks?

Mr. Kehoe excused himself from the meeting at 8:12 p.m.

Ms. Latimer said the Historical Commission sent two letters in regards to the project, one approving the historical significance and the other supporting the project.

Mr. May said he is a member of the Dartmouth Historic and Arts Society, lessee of the building, and will be recusing himself from any voting in regards to this project.

The discussion continued. The architectural costs will need to be better clarified. Could in-kind services from the Town be utilized? What is the status of the preservation restriction? A maintenance endowment for the restriction will be addressed. More detail is sought regarding the shutter work. Is this the final phase or is it anticipated more funds will be requested in the future?

PROJECT CLOSE-OUTS/EXTENSIONS

Mr. Baker-Smith distributed copies of a list of projects entitled "Close Out and Extension Letters." A discussion followed. Close-out letters are sent to sponsors whose projects are complete, and any remaining grant funds are recaptured. Extension letters are sent to sponsors of open projects asking if the project has been completed or if an extension is needed. The referenced list of projects is attached to these minutes.

A discussion took place regarding the Affordable Housing Trust. The Memorandum of Understanding is being drafted. Mr. Baker-Smith said a one-year term for this project does not seem reasonable. Time is needed to establish the trust before the project can begin. He proposed a three-year term.

Motion:

Mr. Baker-Smith made a motion to approve a three-year term for the Memorandum of Understanding for the Affordable Housing Trust. The motion was seconded. A discussion followed. Mr. Baker-Smith apprised the new members of elements of the trust as well as of provisions in the MOU.

The motion was put to a vote and was approved by 7-0.

Ms. Melino-Wender said the trust has been incorporated and was approved at Monday's Selectboard meeting (August 20, 2012). Selectboard members will be the trustees.

Motion:

Mr. Baker-Smith made a motion to approve a one-year extension to all the projects on the referenced project list (under the heading "Extension Letters"). The motion was seconded and approved by a 7-0 vote.

Mr. Baker-Smith assigned September 4, 2012 for the next meeting, which will be a public hearing.

Motion:

Mr. Baker-Smith made a motion to adjourn. The motion was seconded and approved by a 7-0 vote.

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

Respectfully submitted,



Susan D. Dorschied
Administrative Clerk

Approved,



Howard Baker-Smith
Chairman