

1. The meeting was called to order at 5:00 p.m. in the Nauset Room at Town Hall. In attendance; Julia Enroth, Jon Fuller, Harry Herrick, Catherine Hertz, Jane Hinckley, Jon Holt, Cathy Southworth.
2. There was no public comment.
3. The minutes of the January 14, meeting were approved as amended. 7-0-0
4. Orleans Historical Society, Archival Preservation, Digitization and Storage of Photographs and Documents (liaison – J. Holt), \$43,500 – 5:15 p.m. Tamsen Cornell presenter
 - a. Jon Holt stated that this was a three year project.
 - b. Tamsen said they have obtained a skilled, talented archivist who has also worked with the Brewster Historic Society. The archivist is paid through a grant. Archivist uses a formula to estimate time spent on a project.
 - c. Tamsen explained the process they hope to achieve and passed around pictures of samples of what needs to be digitized and catalogued.
 - d. The whole collection needs to be done at once. Cannot determine ahead of time which is a priority.
 - e. OHS continues to do fund raising. Receives money from membership and has obtained grants.
 - f. Jon Holt reported that the documents are in cardboard boxes in a broom closet without proper heat/cooling.
 - g. Jon Fuller stated that town counsel did not seem to think that staff time fits what he had listed as appropriate.
5. Odd Fellows, Odd Fellows Hall Restoration (liaison J. Fuller), \$99,440 – 5:45 p.m. Paul Davies presenter
 - a. \$16,440 – exterior paint, \$83,000 - architect for master plan
 - b. Siding almost complete, sprinkler system complete. Clapboards are historic (flat edged) and primed.
 - c. Hope to make building a community center.
 - d. Julia reviewed town counsel's comments and also questioned what the Odd Fellows do to raise funds
 - e. David MacLean, architect, explained the four phases (measured drawings, schematic design, design development, construction documents). Measured drawings phase and schematic design phase would be enough for a preliminary master plan. Some of the work previously done may have to be changed slightly to fit into the master plan.
 - f. The historic meeting room needs to be preserved.
 - g. CPC has previously funded \$180,000.
6. Project Monitoring – Updates and Expenses
 - a. Academy – Phase II & III (Harry Herrick) – After they go through a strategic planning process they will meet with the CPC.
 - b. Open Space (Alan McClennen) – no new information

- c. Eldredge Park (Cathy Southworth) – no new information
 - d. Town Records (Paul O'Connor) – no new information
 - e. Odd Fellows – Phase III (Jon Fuller) – no new information
 - f. Sea Call Farm (Jane Hinckley) – no new information
 - g. Historic Videos (Catherine Hertz) – no new information
 - h. COA Walkway (Julia Enroth) – no new information
 - i. Hinckley Affordable Housing (Catherine Hertz) – no new information
 - j. Condominium Purchase (Harry Herrick) – no new information
 - k. Vocalion Organ (Paul O'Connor) – no new information
7. Key Dates / Timeline
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|-------------|---|
| January 28 | Review finances – final listing of projects and expenditures. |
| February 4 | Preliminary recommendations |
| February 11 | Hearing |
| February 18 | Final recommendations |
8. Old Business – Julia recommended using “guideline” worksheet to rank importance of project.
9. New Business – Annual Report (see attached)
10. There being no further business, the meeting was adjourned at 6:28 p.m.

Respectfully submitted,

Sandra A. Marai, Secretary
Community Preservation Committee