COMMUNITY PRESERVATION COMMITTEE
TOWN OF NEEDHAM, MASSACHUSETTS

Minutes of Meeting
September 10, 2008

Present:	Jane Howard – Vice-Chairman, Janet Bernardo, John Comando, Bruce Eisenhut, Mark Gluesing, Brian Nadler
Absent:	Sheila Pransky, Paul Siegenthaler, Sandy Tobin
Town Staff:	Patricia Carey, Staff Liaison Nikki Witham, Recording Secretary

The meeting convened at 7:35 PM in the Newman School Conference Room.

Approval of Minutes: Mr. Gluesing asked that in the second paragraph under *Town Hall Project*, that in the sentence "Mr. Popper stated that projects are broken into three stages…" that the second stage be referred to as "design development", removing the word "and" between the two words. **Mr. Nadler made a motion to approve the minutes of the meeting of August 27, 2008 as amended. Mr. Eisenhut seconded the motion and it was passed unanimously.**

Vice-Chairman's Comments: Ms. Howard gave a report on the Selectmen's meeting that was held the night before. She informed the Committee that the warrant for the Special Town meeting will close September 20th. The third to last article will be related to the Town Hall project, but will not be a financial article. She is not sure of the warrant article's wording. The Selectmen are looking to make sure whichever option is chosen that they get the 2/3 vote from Town Meeting members, required for bonding projects. She said that Town Manager Kate Fitzpatrick is recommending Option 4 based on the flexibility of the option and the Selectmen will vote next week. Ms. Fitzpatrick commented on the hall and that it is historic preservation. She also explained that the hall would be used for Department Manager meetings, workshops during the day, public hearings, and speakers at night. There is no intention of using the space as a performance center. Ms. Howard also reported that Assistant Town Manager/Director of Finance Dave Davison gave a presentation on debt.

Town Hall Project: Mr. Eisenhut asked Ms. Howard if the Committee on the Town Hall had completed a report to give to the Selectmen. Ms. Howard has been trying to get the Committee to focus on making a presentation on the values of restoring the hall. She will forward the information on what the Committee has done to the CPC members.

Mr. Gluesing had a chance to speak with Stuart Saginor from the Community Preservation Coalition about how the Committee should involve itself with the Town Hall project. They talked about the Boxford CPC using the standard for rehabilitation for some projects in Boxford, and how that may be helpful to Needham's CPC in evaluating the Town Hall project. Mr. Gluesing feels it is important to remember the Committee's duty is to make a recommendation to Town Meeting, not to redesign the building. He thinks the CPC needs to decide what the major issues are and focus on those. Mr. Eisenhut agrees with Mr. Gluesing and thinks that the architect should let the Committee know what his plan is to meet the guidelines. Mr. Gluesing suggests making a list of about seven to ten items to focus on, and pick a level of support that everyone agrees to. Ms. Howard wondered if the Committee needs to go through the PPBC to ask these questions since they are the liaison to the architect. Mr. Eisenhut thinks the architect should come to a CPC meeting.

Mr. Nadler expressed that he is concerned with some of the discussions about the CPC's role in the project. He feels the Committee is charged with reviewing the application and determining eligibility of the project, not the level of detail such as putting on a slate roof versus a shingled roof on Town Hall. He just wants to make sure personal tastes do not become involved with the decision making process.

Mr. Gluesing showed the Committee "The Secretary of the Interior's Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring & Reconstructing Historic Buildings" that he had purchased. More specifically, the section on "Standards for Rehabilitation & Guidelines for Rehabilitating Historic Buildings" as that section has recommendations and non-recommendations that can be used to base criteria on for the project. The Committee reached a consensus that Wendell Kalsow should come to a meeting and give a presentation to the members about the project and which pieces he feels are CPA eligible. They also think that the guidelines that Mr. Gluesing referred to would be helpful in the process. Mr. Comando asked how much the book costs and if it is possible to purchase copies for the Committee using money from the administrative budget? Ms. Carey told the Committee that they could look into purchasing the books. She also told the Committee that she will try and schedule a time for Wendell Kalsow to come to a meeting. She will see if he is available on October 15th, but if not, then possibly a meeting in the morning can be scheduled. The Committee also asked that the PPBC be told that the CPC was willing to pay for Mr. Kaslow's time at the meeting.

<u>Other Business:</u> Mr. Comando asked Ms. Carey if she has heard of any potential projects being brought to the Committee? She stated she hasn't heard of any at this time, but the Town Clerk's office may have an archival project that they may bring forward in relation to the Town Hall renovation..

<u>Adjournment:</u> Mr. Nadler made a motion to adjourn the meeting at 8:40 PM. Mr. Eisenhut seconded the motion and the meeting adjourned at 8:40 PM.

Respectfully submitted,

Nikki Witham
Recording Secretary