

**CPC Meeting Minutes**  
October 15, 2018  
Town Library Community Room

**ATTENDEES:** Ann Burbine, Karen Connolly, Tammy Durante, Dan Fennelly, Tom McShane, Gary Meyerson (Chair), Penny Scott Pipes; Doug Smith

**Other Attendees:** Betty Foster, Stephen Litchfield, Caleb Estabrook, Kevin Cafferty, Jessi Finnie, Nancy Fay, Dave Ball, Mary Porter, Janet Cornacchio, Robin Glazier, Marla Minier

Meeting was called to order at 7:00 pm

**Approval of Agenda:** A MOTION was made by Ms. Burbine to accept the agenda; Seconded by Mr. McShane, All in favor (8/0)

**Discussion/Review: CPC Financial Information** – Mr. Meyerson reviewed CP1 financials which shows that CPC collected \$1.5M in surcharge and CP2, which is a cash flow statement with encumbered amounts. He also showed a balance sheet per category as of June 30, 2018.

The CPC fund page is more up to date view of finances as of September 30, 2018 and will be posted on the website. These figures include STM articles with the assumption they will be passed:

- Open Space/Recreation: \$750
  - Historic: \$843,000
  - Affordable Housing \$178,000
  - Undesignated: \$4,000,000
- Total: \$5.3M

Mr. Meyerson also reviewed the state match funding which has decreased over the years.

**DISCUSSION/REVIEW: Open Project List**

**Beach Nourishment** – Kevin Cafferty/Sean McCarthy – Mr. Cafferty said that the \$7,000 remaining is allocated for final engineering and permitting plans. They have already received state grants and have applied for two more grants: one for \$3m for Glades Road Beach Nourishment. If they get the grants, they may need to come back to CPC for an additional estimated \$1M.

**Town Hall Archives Projects & Civil War book** – Elizabeth Foster; Kathy Gardner  
Ms. Foster gave the Board a copy of the published Civil War book. She noted that the archives preservation also has been completed.

**Library Microfiche / Scituate Mariner** - Jessi Finnie

Ms. Finnie said that microfilm is still the gold standard for preservation and is a very simple technology. They are now digitizing the microfilm which allows people to access what has been microfilmed. They are using state funds for this part of the project. This project should be complete by next year.

**Boardwalk & Beach Mats**– Nancy Fay

Ms. Fay said the beach mats are a big hit. There was an issue with the outside of the mats and the company will try to fix them or will give the Town new mats. The Boardwalks needed to go out to bid again due to timing. She discussed some other areas that may be addressed later. They have used \$22,000 of the allocated funds so far.

### **Mapping Trails & Signage – Marla Minier**

Ms. Minier showed the Board copies of the maps. She explained that they have been meeting every other week to finalize the maps and noted that the Driftway Park and Ellis Estate trails are complete. She confirmed that the maps will be online but they will not be interactive. Mr. Meyerson said that Steve Ivas told him and Ms. Connolly that the maps would be interactive via Google Maps using either a QR code or following Google and/or other GPS maps.

Ms. Minier said that they are putting up the trail markers and Frank Snow is working on the bridge.

### **Parking & Access at Trails – Penny Scott Pipes**

Ms. Scott Pipes said they will be going out to bid very soon and she hopes they will be done this winter.

### **Conservation Restrictions – Penny Scott Pipes**

The CR's are complete and are now being reviewed by the State.

### **Bailey Ellis Renovation Projects – Janet Cornacchio**

Ms. Cornacchio gave the Board a summary update and reviewed the status of several projects that have been funded. In 2013 they received funding for the Roof and Drainage project. The roof was completed in 2015 and used a large portion of the budget. The drainage was done in sections beginning with the front perimeter, continuing along the driveway and by the main entrance of the house. They plan to use the remaining \$6,350 to finish a third dry well. The Soffit project is also complete.

### **Historic Projects – Dave Ball, Mary Porter, Bob Gallagher**

Little Red Schoolhouse Archives – the Board reviewed photos of the work that has been completed. There is more work to do and they will be using the allocated funds. There will be a plaque acknowledging the CPC's contribution.

Ms. Connolly asked if they would grant space for Town archives that have been restored with CPC funds to be stored there? The issue is that the Town Hall space is not ideal for storing some documents. Mr. Ball said they would be able to assist with that.

Lighthouse Lantern Room – They thought this would be a simple process but have run into several issues and are still waiting to hear about the evaluation that was done by a structural engineer. They should have an answer in the next four months. They can also go to the National Park Service for advice if necessary. They still have about \$175,000 available.

Mann House Roof – is complete with \$2,350 remaining to be rescinded.

FY18 Historic Plaques \$9,000 (Timothy Hatherly/Hatherly Rd and WWI/Edward Foster Rd) - Skylight Studios did the restoration work and they look great. They also made rubber molds for future use.

FY19 WW1 Plaques \$5,000 (Lawson Common) – This project has been started yet.

Lawson Tower Museum Space – They are waiting for the analysis by the structural engineer. Mr. Litchfield discussed the safety issues and the challenge to get two entrances.

Mr. Meyerson asked about the probability of getting this done. Mr. Litchfield did not have an answer.

### **Historic Commission – update tabled until later date**

### **DISCUSSION: Historic Society Applications**

Mass. Humane Boathouse Restoration – \$17,500 – Dave Ball

Mr. Ball explained that the wood shingle roof needs to be replaced. Due to its historic significance, it cannot be shingled with asphalt shingles. They may need to do it in two phases due to its heavy use in the summer season. Mr. Ball noted that there are only a few of these buildings in existence.

Historic Document & Artifact Preservation - \$30,035 – Mary Porter

Ms. Porter said there are six historic items that need to be preserved.

1. Grain Chest 1650-1720 (\$3,300): it needs to be cleaned and examined. It also needs a railing to protect from people touching it. The MFA made a replica of the box because it is so unique.
2. Record of Marriages performed by Hayward Peirce from 1798 to 1822 (\$3,390): restore and digitize
3. Union Hall Temperance Meeting Records from 1850-1855 (\$4,026): restore and digitize
4. Instrument of Protest Log 1807-1872 (\$7,019): restore, digitize, print and bind two copies of the records of Scituate ship wrecks written by the ship captains
5. School Records 1850 & Instrument of Protest Log 1872-1898 (\$9,530): restore, digitize, print and bind two copies of book; insurance and shipping
6. Town Reports (\$2,770): these are heavily used resource materials; bind in cloth hardcovers

Ms. Connolly, after confirming that the Historical Society owns these materials, questioned why the CPC should pay for their restoration. She feels that they are being asked to spend money on something that the Historical Society will then be able to sell. Ms. Porter said they are bound by a code of ethics and have provisions against selling items.

There was a discussion about putting restrictions on the restored items in order to protect the Town's interests. The Board agreed to research what other towns do and discussed drafting a document with an umbrella statement that says that these items cannot be sold without permission. Mr. Meyerson explained that this will protect the items in perpetuity. The Historical Society will research their records to see if there is some document already in existence.

Ms. Burbine reminded the Historical Society that, with a \$1M endowment, there should be more "skin in the game." Ms. Porter said that the endowment only generates about \$30,000 a year. Mr. Meyerson noted that the Historical Society's financials should be available online as they have to file financials as a non-profit. He said that he would find the information on the database with all non-profit financials. Ms. Connolly suggested that they do more fundraising for the projects that are owned by the Historical Society. Mr. Ball countered that they have put money into CPC projects that are owned by the Society.

### **Discussion: Historic Commission Application**

**North River Shipyard Marker Restoration - \$4,400** – Stephen Litchfield, Caleb Estabrook

Mr. Litchfield said that they would like to restore a 100 year old marker erected in 1919 by the North River Historic Association to commemorate the area's ship building industry. The association put 10 signs along the North River in Scituate (1), Norwell (4), Marshfield (2), Hanover (2) and Pembroke (1). A volunteer group has been formed with members from each town to facilitate the project. The 100<sup>th</sup> anniversary is coming up.

They would need to go through private property to get to the sign. They have spoken to a couple of neighbors.

**CPC NEW HIRE** – The Board discussed hiring someone currently working at Town Hall to do CPC work. According to Brad Washburn, she works part time and is able to do work during the day when she is not busy with her other job. Ms. Connolly suggested that the Board needs to vote to appropriate the funds.

**New/old business** – There was no old or new business

The meeting was adjourned at 9:00 pm.

***Submitted by  
Mary Sprague  
Administrative Assistant***

**Documents Submitted**  
*Financial Documents – available on Town Website  
Bailey Ellis House summary*

