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## Meeting Summary - 01/07/13

- Meeting called to order at 7:05pm. Members present Ed McCune, Martin Mitchell, Jane Schulze, Jill Palenstijn and Jon Wilhelmsen. Kathy Broomer, town-wide survey consultant was also present for the first part of the meeting.
- Town-wide Survey Update: Kathy has completed phase 2 of the project which includes the property survey list and three sample inventory forms; an area form (A), a building form (B) and a cemetery form (E). The cemetery form, for the private cemetery @ the Kingston line on County Road. It will be the only cemetery done as part of the project. Though a private cemetery, Kathy was able to obtain necessary images and using [gravefinder.com](http://gravefinder.com) was able to do her research as the whole cemetery was documented online. The existence of a number of smallpox cemeteries was discussed and Kathy noted that the Commission should consider a separate archeology project in the future to evaluate and document. Funding would be available from MHC for such a project. Noted the one that is thought to be behind 198 Main Street. JW will reach out to owners to discuss and get back to Kathy with contact information provided they are willing to discuss with her. Kathy reviewed the other forms and also briefly discussed the importance of the area form for a future National Register nomination. Discussed the process from hear on out. Kathy and JW will meet with MHC on Friday (1/4) for our combined phase1 & 2 meetings. Then Kathy will start the detailed work of putting together draft forms for the other properties and one additional area form. She will also do the context statement we discussed at the previous meeting. We should expect to get all the forms in late April, early May. We will need to put aside time to review. Discussed reviewing in paper or electronic format and the Commission will discuss at our next meeting. Also will consider a comment sheet through which to consolidate comments and organize for Kathy to incorporate. JS gave an update on mapping. Seems that it will not be an issue to get a large base map with all appropriate overlays except building footprints - which are desirable - but may be more difficult. Old Colony Planning Council is looking into it and we should have an answer in the next couple of weeks. JS and JW will follow up once we have heard back on next steps and securing funding. Kathy discussed property list and a couple of substitutions based on changes since the pre-survey. Also JW will follow up with 3 property owners that we need permission from to take pictures of the outside of the structure. JW will communicate directly with Kathy on the progress - and if not obtained by early March, we will need to select 3 additional properties. Kathy left the meeting after this discussion.
- Minutes and PHC 2012 Annual Report: Minutes of 8/13/12, 8/20/12 & 12/12/12 were reviewed along with the draft annual report. All were approved as written on the motion of MM, second JS. 5-0-0.
- Budget: Noted that we had just received the request to submit a budget. PHC will request level funding (\$500) for the upcoming fiscal year (FY14), on the motion of JW, second JP. 5-0-0
- Next meeting in February - date TBD.
- Meeting adjourned at 7:58pm on the motion of JW, second EM. 5-0-0.