

**Community Preservation Committee
Regular Meeting**

May 15, 2018

Kingsbury Room, Wellesley Police Station
485 Washington Street, Wellesley, MA 02482

CPC Members Present: Barbara McMahon, Chair; Allan Port, Vice Chair; Raina McManus, Natural Resources Commission; Catherine Johnson, Planning Board; Emily Maitin, Wellesley Historical Commission; Don Kelley, Wellesley Housing Authority; Mason Smith, Moderator

Not Present: Mark Wolfson, Recreation Commission; Susan Troy, Moderator

Other: Danielle Marini, NRC Clerk; Anna Dorste, Wellesley Free Library

7:36 PM

Wellesley Free Library Digitization Project

Anna Dorste, Reference Librarian at the Wellesley Free Library (WFL) was present to propose a medium-sized project on behalf of the WFL. A. Dorste stated that they would like to digitize materials from the WFL, and that the project could be reduced or enlarged depending on funds. She also said that there are no deadlines but they would like to get the project done as soon as possible.

A. Dorste stated that the WFL offers a new database for Wellesley Townsman and they also recently digitized a historical maps collection. The WFL would like to digitize nineteen (19) more maps. A previous estimate to digitize 19 maps is \$1,500. A. Dorste stated that this cost is not the most up to date. She also said that they also have hopes to digitize yearbooks in the future. The WFL has access to yearbooks from 1931 to the present. The high school is willing to donate any yearbooks that the WFL does not have.

A. Dorste went on to say that the WFL would like to digitize these materials for a variety of reasons including: trends with digital media and genealogical research, preservation of materials with concerns of theft and fragile states, access beyond the library walls, efficiency, and collaboration across other Town departments.

B. McMahon asked how many other companies are offering digitizing services. A. Dorste replied that not many companies exist that do this kind of work. She then said that the Northeast Document Conservation Center (NEDCC) gave her a quote of about \$10,000 to digitize 25 yearbooks. The first decade will be a little over \$3,000. This quote is a year old and could have changed. They have only worked with this company but can do research and compare quotes. Whoever they choose, the end product will feed into the same database. If the project were to move forward, A. Dorste said that she would do both copyright and privacy research to see if the WFL would be crossing any boundaries with putting the material online. A. Port wondered if they would be duplicating something that is already out there, but it was concluded that even if this did exist, the WFL would offer the materials for free.

A. Dorste gave a demonstration of the maps that they previously had digitized. She said that a private donation was given specifically for digitizing the maps. A range of maps from 1853 to 1999 were digitized. There is a good quality on the maps, and there is the ability to zoom in close to see clearer details. The maps can be located on Digital Commonwealth and there is no password required to view them.

M. Smith asked how they prioritize what gets digitized, and A. Dorste responded that age and condition of the materials play a role. The CPC asked how much of the library's time will be involved in this project. A. Dorste stated that she will hand over the materials to whichever company they choose, and the company will handle the rest. To receive a quote, she had to take pictures and measurements, but the digitizing will be taken care of by the company. She went on to say that cardboard will do for transportation; no special materials are needed.

B. McMahon clarified that A. Dorste was presenting this idea to see if it is something that the CPC would consider. She is not presenting a formal proposal yet. B. McMahon said that this is something that the CPC is interested in funding. The CPC recommended that A. Dorste return in the Fall to apply for the funds, with an overview of all the material that they are looking to digitize, an updated quote for what the full cost will be, a timeline of this project, along with a plan for future digitization projects that the WFL may want to do next.

8:05 PM

Town Meeting Follow Up

B. McMahon stated that the new Smith and Wollensky restaurant have taken on the softball fields as their charity. They will be helping with fundraising and all proceeds will go to the field improvement funds. Additionally, the Wellesley Hills Junior Women's Club gave a grant on behalf of the softball fields improvement.

B. McMahon said that all of the CPC projects were approved for funding at Town Meeting. A. Port went on to say that the CPC projects took a long time to vote on, and that projects could have been grouped together and voted on in that way. It was stated that in the past, there was an attempt to do one motion for all CPC projects, but that it was unsuccessful.

There was debate on whether CPC projects should be listed in the consent agenda instead. B. McMahon stated that talking about the projects during public meeting brings an awareness to them.

C. Johnson suggested that review of the CPC and CPA funds does not need to be in the presentation. This could cut down on the presentation time. History of the CPC could also be removed from the presentation.

No action was taken, but at the next Town Meeting, the CPC may group projects into categories and make motions for approval on each category.

8:20 PM

Grant Agreement

B. McMahon presented the new version of the grant agreement. It was noted that a section should be added regarding following State regulations for registering deeds, etc. B. McMahon wondered if they

should name to agreement something else since it will not be a Town legal document. A suggested name was "Terms of Conditions of the Grant."

It was debated whether the CPC should want a legal binding document, or instead have a terms of conditions. E. Maitin stated that the first version of the Grant Agreement needed to be cleaned up and added to, and that the second version is not a true legal agreement.

The CPC discussed that the purpose of the document is to state the terms of the grant and have recipients send reports back to the CPC. It was added that the CPC needed to formalize the process and have a clear way of record keeping because committees will change over the years.

A. Port went on to add that the CPA has specific requirements for certain expenditures. He suggested having an extra "box" on the agreement to distinguish additional requirements. E. Maitlin went on to add that it might be useful to distinguish between Town and private grantees.

The CPC was curious what other towns were using for grant agreements. E. Maitin stated that she will research what other Towns are doing. She said that Waltham's Grant Agreement was too specific to be able to duplicate for Wellesley.

R. McManus stated that she will send her comments in an email regarding the grant agreement.

The CPC agreed that they want to have a grant agreement or terms of condition document established before the fiscal year is over, but they want to make sure that it is something that everyone is comfortable with. This discussion will be continued at the next meeting.

8:43 PM

Projects in the Pipeline

B. McMahon asked if anyone heard of future projects coming into CPC. The WFL digitizing project was mentioned. It was also mentioned that the Historical Society will be coming in with a similar digitized project. E. Maitin said that she encouraged the Historical Society to come in to the CPC to let them know where they are at with the construction project at the new headquarters on Washington Street.

C. Johnson stated that the Historical Commission would like to continue researching Form B projects. She said that the proposal will likely come from Josh, their researcher, as opposed to the Historical Commission because they have very little time to spend on researching. E. Maitin said she would research and report back on what CPA money the Historical Commission already has.

R. McManus gave an update of the Morses Pond Shore Erosion project. She stated that they have plans to install a canoe launch and an outlook for fishing. They will be using volunteers to help build the smaller projects, and will be spending around \$100,000 for the larger projects that will require professional construction. Additionally, R. McManus stated that the NRC staff will be submitting a permit request for phosphorous inactivation at 5 ponds to the Wetlands Protection Committee. She stated that Brandon sends his thanks and anticipates returning funds in the Fall.

M. Smith asked if the bathrooms for Sprague will be a future project for anyone. The CPC discussed that no one was spearheading the cause and that Town departments should collaborate on it.

R. McManus said that bids for the high school bathrooms and team rooms came back twice as high. The DPW voted not to accept these bids.

8:59 PM

CPC Reorganization

B. McMahan asked whether each member will be able to remain as their liaison. It was decided that a full reorganization will occur after July 1st. The Housing Authority liaison may change if the state changes it's requirements.

9:02 PM

Meeting Minutes Approval - March 22, 2018

M. Smith made, and D. Kelley seconded, a motion to approve the meeting minutes of March 22, 2018. The CPC voted 5-0 in favor of approving the meeting minutes for March 22, 2018. R. McManus and E. Maitin abstained from voting since they were not present at the March 22, 2018 meeting.

9:04 PM

Adjournment

A. Port made, and C. Johnson seconded, a motion to adjourn the meeting. The CPC voted 7-0 in favor of adjourning the meeting at 9:04 PM.