

**Braintree Community Preservation Committee
Minutes
January 12, 2015
Johnson Chambers – Town Hall**

Present: Linda Raiss (Chair) Dick Fletcher Darryl Mikami
Anne Murphy (V-Chair) Ronald Frazier Paul Machado

Absent: Pat Flynn

Also Present: Jim Casey, Town Clerk
Matthew Mees, President Braintree Historical Society
Christine Stickney, Director Planning & Community Development

Meeting convened at 7:30 PM

New Business:

Historical Records Preservation Discussion with Town Clerk– Jim Casey, Town Clerk was present for the discussion and brought samples of the documents that would be preserved with the project. In addition he had sent to the committee correspondence dated 12/10/14. Jim Casey explained he inherited this project from his predecessor who had made application but left before he could see the project through. The project involves the scanning and physical protection of some very old documents that are both bounded, loose or on historic maps. Jim Casey showed a bounded volume of documents that has been “encapsulated” so CPC members could see how they are protected – he also explained in addition they are scanned so they can be retrieved electronically. Jim Casey showed members one of his oldest maps- 1856 – he can’t unroll for fear of harm to it but it is these types of materials that would be preserved. He is in the process of submitting a capital budget request for 400K to Mayor Sullivan for a larger project to make a cloud base system that is searchable and printable of all documents in the office. Linda Raiss asked how the CPC funds (100K) fits into this plan? Jim Casey directed members to the attachment of his letter that provided a list of documents identified under Phase I that he intends to use the CPC funds for to preserve.

Anne Murphy questioned about the methods of preservation because when the former Clerk presented the application as preservation on microfiche – shouldn’t the Town come up with one method for all the documents? And will this mean less work for the staff? Jim Casey responded he gaining nothing by scanning other than the document is digitized and will be easier to locate – no staff reduction anticipated. Jim Casey using the handout explained the three steps he anticipates to do an assessment of which documents go first 1) the very historical, 2) Preservation for a more permanent copy, 3) get into digitizing format. Linda Raiss questioned the documents and what the other vital records project that used CPC funds did – Jim Casey explained that project merely scanned all the index cards which listed vital records (marriage, birth & death) on them and created an index. Dick Fletcher clarified reading from the application the intent of the first project – vital records. Jim Casey explained that his list is where he wants to spend the 100K – Paul Machado questioned the number of bound documents approx. how many books? There are about 3-4 books for deeds prior to the 1900’s reported Jim Casey and the last encapsulated project was 1956. Members discussed microfiche, scanning and digitizing what is best and user friendly etc. Anne Murphy asked if this material could be revenue generating like what is done with ancestry.com – Jim Casey expressed his opinion that unless a big project that is

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certified there is no charge to look at anything. Darryl Mikami commented that the prior Town Clerk inferred it would pay for itself so could Mr. Casey explain how the original proposal is different from what is being discussed here tonight. Jim Casey explained that he has prioritized the items he feels need preservation. Dick Fletcher questioned if the Historical Commission ever formally voted if this was a historical significant materials? And secondly the project is supposed to be administered through the P&CD office. Paul Machado questioned the deeds and why they would be scanned as well as encapsulated since the Norfolk Registry of Deeds has them already scanned – Jim Casey demonstrated their storage in a box presently and commented it should be done correct the first time. The Chair said there has been enough discussion and asked if anyone had a motion – no response from members however Jim Casey suggested that the CPC recommend he be allowed to move forward with the RFP and that it is in keeping with the original full scope – he expressed his disappointed with all his duties that since 11/14 he has worked on this project and he would be willing to come back in June and July 2015 with its progress. Anne Murphy noted it was last spring when the committee discussed turning the funds back but asked for your attendance at a meeting and you noted the upcoming election and would be in a better situation afterwards to discuss. Jim Casey commented what does it hurt to retain the funds you gave me and with professional courtesy – he suggested the committee talk among themselves – and left the meeting.

Ron Frazier commented on his experience with genealogy work reviews – the index cards are helpful – Linda Raiss feels the a project of this type is valuable however the process is the issue to keep to the original scope or otherwise return the funds and submit for a new scope and application for a different project. Ron Frazier suggested having him solicit quotes Anne Murphy agreed with Linda's comments and Ron's suggestion. Dick Fletcher outlined how the quotes should be so they are provided the same – this created a discussion on the differences of soliciting an RFP and obtaining quotes. Linda Raiss suggested sending a letter outlining the discussion and asks that Mr. Casey to obtain quotes – Paul Machado suggest for the entire project and then come back to the CPC and discuss – express no vote was taken after his departure.

Gallivan House Historic Preservation – Matthew Mees from the Braintree Historical Society was present and provided handouts to the committee members that included a draft preservation restriction that they would like the Town to review before sending it to MHC and a proposal for a new heating system from Williams. Matt feels it the restriction should be in a good standing – members discussed if the Town Solicitor needs to review – unsure it was agreed to forward to Town Solicitor. A discussion arose on the Trustees for the two Trusts Thayer Birthplace Nominee Trust and Thayer Birthplace Nominee Endowment and different trustees who have resigned or been appointed. The Chair commented that this is a lot to digest and would Dick and Paul review it and report back at the next meeting. Matt said the Historical Society is 48% beneficiary and 52% is the Thayer Birthplace Nominee Endowment Trust. It was agreed to send it to Peter Morin, Town Solicitor for his review for the next meeting.

Wildland Trust Update: Christine reported both restrictions were before the Council on 1/6/15 and were approved. Kelly Phelan in her office is taking care of the administrative issues with the Trust and recording.

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Public Outreach Program – was agreed to be discussed at another meeting however Linda Raiss did mention she wanted to get something in the BELD newsletter to let residents know of the upcoming application deadline. She had drafted a short paragraph – with minor amendments the CPC agreed to have it posted in the BELD newsletter.

Old Business:

Kayak Launch Project: Linda Raiss read a letter from Kelly Phelan requesting to withdraw their funding request for a few reasons, the cost of the project after design is high for construction, secondly it has to be handicap accessible which is becoming difficult with topography and has substantially increased the cost and 3) after kayaking the river the staff uncovered a lot hazardous obstacles that would be a public safety issue – combined because of these reasons the request is to withdraw. The CPC acknowledge the work Kelly put in the project and thank her.

CPA Project Updates: Members were provided with copies of all the reports from applicants that have projects underway for their review.

Administrative Matters

Anne Murphy **MOTION** to accept the 2015 meeting schedule, seconded by Ron Frazier – vote unanimous.

Linda said that Mark Lin, Town Accountant that the Town received 192K from the state as our local fall allotment. Financials will be emailed to members.

Ron Frazier **MOTION** to accept the minutes of 9/8/14, seconded by Dick Fletcher – unanimously voted
Ron Frazier **MOTION** to accept the minutes of 10/20/14, seconded by Dick Fletcher – voted (5:0:1
Murphy abstains)

The November minutes were continued to the next meeting.

Ron Frazier **MOTION** to adjourn, seconded by Paul Machado – unanimously voted. Meeting adjourned at 9:21PM.

Respectfully submitted,

Christine Stickney, Director
Planning and Community Development