

Town of Maynard
MAYNARD HISTORICAL COMMISSION MEETING
Tuesday, November 19, 2013 - Maynard Public Library

Meeting called to order by Jack MacKeen at 7:00pm

Members Present: Jack MacKeen, Lee Caras, Ellen Duggan, Dave Griffin

Guests: Judy Stokey

Approve Minutes of October 15, by Ellen, 2nd Lee. Unanimous approval.

OLD BUSINESS

Glenwood Cemetery Fence

Continuing to push to get the project completed before winter sets in. Resource issues at DPW are complicating scheduling somewhat. The CPA sign is up.

Reviewing available budget for additional elements:

- Removal of the chain-link fence adjacent to the Maynard tomb
- Extension of the new fence to the border of the Maynard tomb
- Replacing the pipe fencing near receiving tomb
- Support bracket for the Glenwood Cemetery sign

Grant Applications

Preliminary application for MACRIS continuation project submitted and approved by the town Community Preservation Committee (CPC). Lee will work to submit the full proposal to the CPC.

Historical Markers

Dave will provide an outline for future markers that will help assure the markers are mounted and visible. (Tabled until January).

Coolidge School

Ellen presented updated language regarding the commission's position on future of the Coolidge School building.

Town Scale

Signage: We will try to reproduce the instructions for using the scale based on another town's scale. Other towns' scales have advertisements for Howard & Davis, but our scale was created by E. Howard (a successor company). A plaque describing the purpose and history of the scale.

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Status of restoration: Cabinet refurbishment is complete and has been moved to the library (2nd floor) and came in within budget. Refurbishment of the mechanism is still underway with volunteer support. Partially installed. Final touches now underway. A great team effort.

NEW BUSINESS

Conference Report

Lee and Ellen attended the 2013 Massachusetts Historic Preservation Conference (on October 18th) and enjoyed the workshops/presentations. We may follow up with a visit to Hopkinton, a fellow "small town" who has developed a good strategy for preservation. Lee also attended a session on Demolition Delay which was very insightful.

Glenwood Cemetery Record Keeping

DPW is looking to modernize their cemetery maintenance.

Boston Post Cane

Dave will write a letter noting that Mildred Duggan, 101, is now the town's eldest resident to the Board of Selectmen, initiating the Boston Post Cane award process.

Dave will also create a brief proposal for pins and replica for Commission review.

Town Archives

Jack reported on continuing the research on whether we can create a Town Archive.

Accounting Procedures

MOTION: When submitting a "schedule of bill payable" to the Town Accountant for payment by or on behalf of the Commission requires the signatures of three (3) members of Commission - moved by Jack, 2nd Ellen. Unanimously approved.

Next Meeting: January 21st
Motion to adjourn. Adjourned at 8:44pm

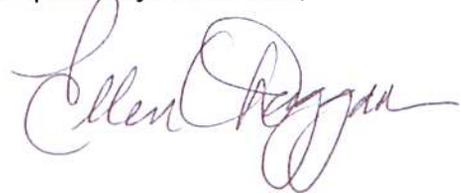
Massachusetts Historical Preservation Conference/October
18,2013

Lee Caras and I attended this conference to represent the Maynard Historical Commission. I am attaching all the written conference material and session descriptions. After the Welcoming Address Lee and I attended session A-1 Your Professional Toolbox: Local Tools for Protecting Resources. Then we each attended three different sessions in the morning and afternoon. I attended B3 Strategies for Successful Historic Preservation Projects Under the Community Preservation Act. Since I am the MHC representative to the CPC I felt this session could benefit both the MHC and the CPC. The other session I attended was C1 How to Be an Effective Historic Commission. There follows a brief synopsis of each session I attended. A1 Your Preservation Toolbox: This session was presented by three different towns/cities and described their experiences in their locales of Cambridge, Hopkinton and Lexington. While presenters from Lexington and Cambridge offered great advice using such tools as PR, Educational efforts, CPA partnerships, demolition delay, Neighborhood Conservation Districts and preservation easements the speaker from Hopkinton offered some very practical advice. Please see her handout for the outline of her presentation.

B3 Strategies for Successful Historic Preservation Projects under the CPA. The attached handout was given as a quick tool for qualifying historic projects for CPA funding. Examples were given of successful projects funded by CPA in Bridgewater and Provincetown. Both presenters described preserving, acquiring and rehabbing buildings, structures, parks, vessels, landscapes, documents and artifacts, as well as grants to non-profit community groups with a preservation easement guaranteeing public benefit. One presenter emphasized the importance of hiring a Preservationist for such projects and to insure that the Secretary of the Interior's Standards are met.

C1. This final session I attended on How to Be an Effective Historic Commission was more a reminder to those of us with some experience on Commissions. One presenter distributed the enclosed Top 10 Tips for Historic Commission members. It reminded HC members that under the CPA we can determine that a building or site is a significant historic asset. It encouraged all commissions to develop relationships in town with building inspectors, Planning Boards, Selectmen, Facilities Managers, Planners and was practical advice from experienced members of commissions.

Respectfully submitted,

A handwritten signature in red ink, appearing to read "Ellen Caras". The signature is fluid and cursive, with a long horizontal flourish extending to the right.

PRESERVATION ADVOCACY THROUGH TOWN GOVERNMENT

VALUES

Build historic preservation into town priorities

- Raise visibility of Historical Commission & public appreciation of historic resources
 - Historic home plaques
 - Historic site plaques
 - Restoration of historic sites & structures
 - Historic town tours of homes, cemeteries, architecture
 - Scout programs
- Include historic preservation objectives in Master Plan
- Include protection of historic resources in town surveys
- Develop by-laws that encourage and aid historic preservation

VOICE

- Join influential town boards
- Request Historical Comm. or Historic District representation on boards which can impact historic resources (*Design Review, Downtown Revitalization, Master Plan, visioning forums*)
- Improve intra-board communication where historic resources are involved (*Conservation, Planning, Zoning, Parks & Rec., CPC*)

TOOLS

- Town By-laws
 - "and historic" –include preservation of historic resources in general objectives of residential land development by-laws
 - *Open Space Land Preservation Development*
 - *Site planning waivers for historic homes*
 - *Site planning "Peel Off" provision for historic homes*
 - *Intra-board communication requirement*
- Historic Preservation Trust Fund

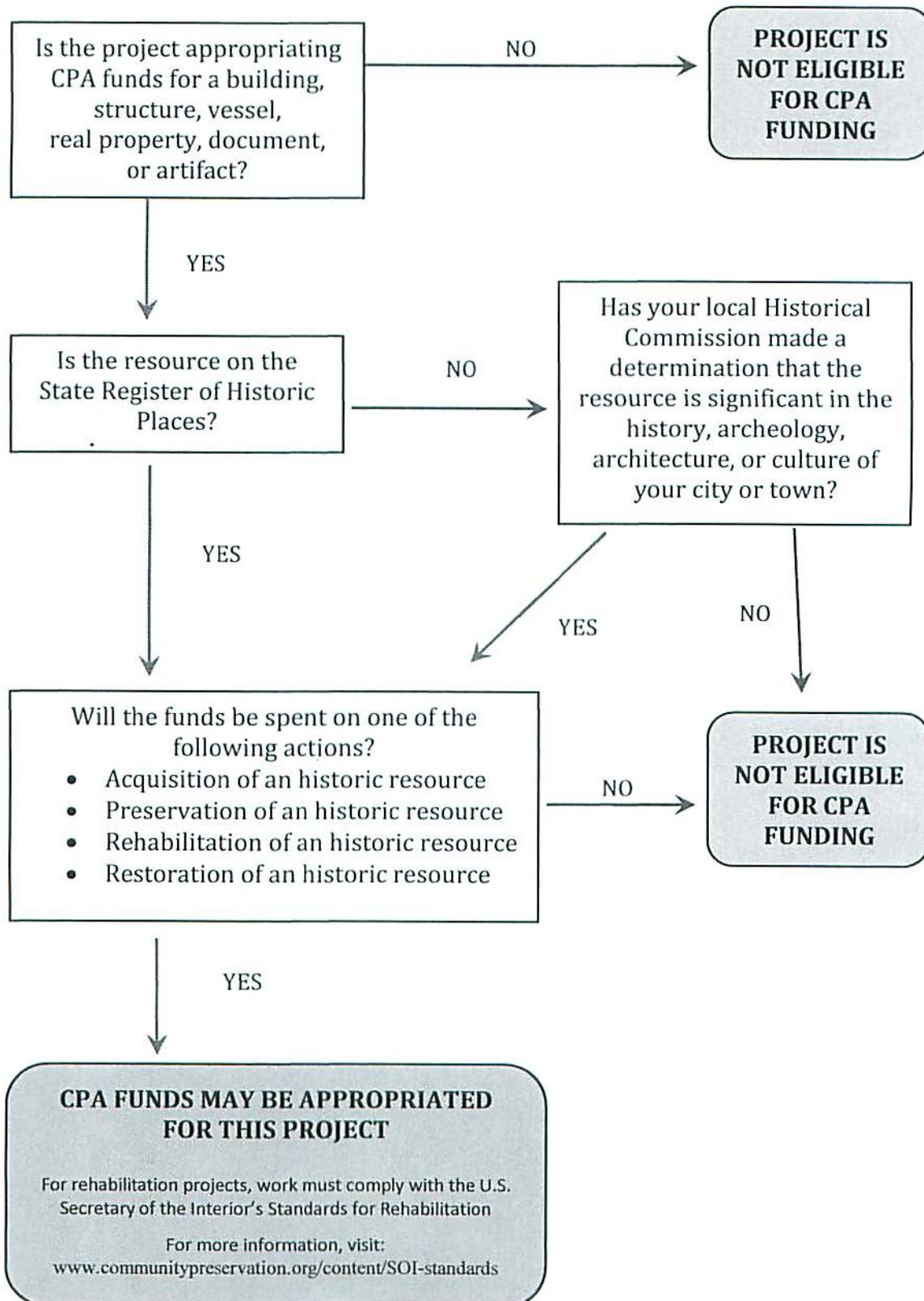
BY-LAWS AND BY-LAW CHANGES
TO AID & ENCOURAGE PRESERVATION
Town of Hopkinton

Please refer to Town of Hopkinton website: www.hopkintonma.gov

Please reference "Bylaws"

- **Including preservation of historic resources in general objectives of residential land development by-laws**
 - See Ch. 210, Zoning By-laws: "Garden Apts." Article XIII 210-72 Sec. B,(2)
 - "Village Housing" Article XIII A, 210-75.1m Sec. B,(2)
 - "Senior Housing" Article XVIA 210-105.1 Sec. B (2)
 - 210-105.3 Sec. B (7)
 - "Open Space Land Preservation Development" Article XXVI
 - 210-106 Purpose
 - 210-111 Intensity
 - 210-112 A(4) Development Standards
 - 210-162
 - 210-168
 - "Site Plan Review" Article XX 210-136.1 Sec.B Site Plan Standards
- **Open Space Land Preservation Development:** Chapter 210, Article XXVI
- **Site Planning Waivers for Historic Homes: "Genl. Provisions" Sec. 210-4**
 - "Garden Apts." Article XII Sec. 210-74, B
 - "Senior Housing" Article XVIA Sec. 210-105.3, B
 - "Village Housing" Article XIII A, Sec. 210-75.3, B(7)
 - "Open Space Land Presv. Devel.," Article XVI, Sec. 210-111, Sec. 210-113, A
 - Sec. 210-113, C, item (1)
- **Site Planning "Peel Off" Provision for Historic Homes**
 - "Lots with Historic Structures" Chapter 210-117.2
- **Intra-board Communication Requirement (re: Demolition)**
 - General By-laws, Chapter 125, Section 125-1, & Section 125-3

Qualifying Historic Projects for CPA Funding





C1 – How to Be an Effective Historical Commission Member
Eric Dray, Chair, Provincetown Historical Commission

Top 10 Tips for Historical Commission Members

A *Substantive Tips:* How to effectively reach appropriate decisions.

B *Procedural Tips:* How to ensure that the *process* by which you reach those decisions is fair.

C *Practical Tips:* How to behave and communicate effectively with the public.

A

1. Follow the Rules of the Game

- Know your bylaw(s)

2. Know your Jurisdiction

- Stay within your jurisdictional boundaries

3. Treat people the same

- What's good for the goose...

4. Spare the Rod...

- Enforcement builds credibility

B

5. People have a Right to be Heard

- Public meetings and hearings are governed by the Open Meeting Law
 - See AG site www.mass.gov/ago/government-resources/open-meeting-law/

6. Watch for Conflicts of Interest

- When you have questions, contact:
 - Town Clerk, Town Counsel, and/or
 - State Ethics Commission, (617) 371-9500, ask for Attorney of the Day

7. Beware Ex Parte Contact

- No business at cocktail party

8. Keep a Record

- "While the minutes must include a summary of the discussions on each subject, a transcript is not required." (from AG office Open Meeting Law PDF)

C

9. Decorum Matters

- Remember what it's like to be on the other side of the table

10. Educate, Educate, Educate

- The more people know about architecture and history, the more they care

- no DD - Then go to BT - he can tell us when demo permit is requested (30 days)
 - informal process with BT approval
 - can, at least, document property - if not stop it

→ meet MHS + MHC yearly - notify public - Beaem

- collaborate on projects write
- walky tours

150 anniversary 2021

→ DD - collaborate PB (+ MHS)

→ any town owned property - School, CC, etc
changes in plans for property go to MHC