

Braintree Community Preservation Committee  
Minutes  
March 11, 2013

Present: Anne Murphy (V-Chair) Paul Machado  
Dick Fletcher Darryl Mikami

Absent: Linda Raiss (Chair), John Dennehy & Patrick Flynn

Also Present: Joseph Powers, Braintree Town Clerk  
Christine Stickney, Director Planning and Community Development

Meeting convened at 7:30 PM

The Chair took out of order on the agenda

**Town Clerk – Request for Supplemental Funds – Historical Vital Records Project:**

Town Clerk, Joe Powers attended the meeting for this discussion. Clerk Powers provided background and the status to the two previously CPA approved projects; Historic Vital Records (\$65K) and Historical Records Preservation Project (\$100K). A request for proposals (RFP) was first circulated in the summer of 2012 for the Vital Records project resulting in four (4) responders – all had uniform errors that resulted in the selection committee rejecting all the submissions. A second RFP was solicited in the fall of 2012 with two (2) responders submitting proposals. The selection committee reviewed the proposals and found one to have a technical issue of including the pricing in the proposal which resulted in a rejection leaving the one proposal from Applied Micro Image. The selection committee was given a demonstration of the software “docu-ware” and how it would work for this project. Once the subcommittee deemed the vendor the responsible bidder they reviewed the price proposal (\$77K) and found it exceeded the original appropriation (\$65K). Anne Murphy asked for clarification as to what the difference of this project to the Historical Records Preservation Project. Clerk Powers explained this project was all the vital records (birth, marriage, death cards etc.) and the other project was the historical records within the vault. Anne followed up with the question of using some of the \$100K for this project and Clerk Powers said he could not. They were two different projects and two different Council motions for appropriations. Paul Machado asked about the number of cards to be scanned – Clerk Powers responded the RFP was based on 175,000 cards and he had asked the Finance Director and the Town Solicitor if he could scale it back to his appropriation cost and was told no by them because it could result in a bid protest for changing the scope of the work – that there may have been another company out there that would have bid to handle a lower number of cards. Clerk Powers explained the project was really two activities scanning the cards and the software to retrieve information for genealogy searches. Members discussed the software as to future licenses needed, maintenance and the ability to grow the system and how all relate to potential future costs and who would pay for those costs, as well as who handles the server where this information is stored. Dick Fletcher asked why another RFP couldn't be put out. Clerk Powers explained it is a timing issue with the Mayor's 100 year celebration of Town Hall. Christine added that it has been her department's experience that few people respond and they know the cost already. Nothing really changes.

Clerk Powers explained his intentions to have both projects completed by July 1, 2013 to coincide with the Town Hall 100 year celebration. Dick Fletcher questioned why 15K and not the 12K – Christine noted

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that was per her recommendation so if anything should happen that had a minimal increase he would not have to go through the entire process again. Clerk Powers has no intention of utilizing all the funds. Mr. Fletcher **MOTION** to recommend the Town Council appropriate \$12,000.00 for the purpose of supplementing the original Historical Vital Records Project (Town Council Order #11 029 & 11 043) from the general fund of the CPA account, seconded by Paul Machado for discussion. Paul asked Clerk Powers if the motion were to be amended for the requested \$15k that the \$3,000.00 would be there as a buffer. The intent is to return the \$3,000 to the CPA since the contract only needed 12K additional funds – Clerk Powers agreed. Paul Machado **MOTION** to amend the original **MOTION** by Mr. Fletcher to change the amount to \$15,000.00 subject to the previous discussion, seconded by Mr. Mikami – the vote of the amendment was 3:1 (D. Fletcher against). The Chair called for the now **AMENDED MOTION** to recommend the Town Council appropriate \$15,000.00 for the purpose of supplementing the original Historical Vital Records Project (Town Council Order #11 029 & 11 043 ) from the general fund of the CPA account – vote 4:0.

#### **Elm Street Cemetery:**

Ron Frazier was not available to attend the meeting – Christine noted since the January CPA meeting the Historical Commission had sent a letter to Tom Whalen and the Mayor for help regarding the lighting and security issues raised by members – no response to date. Dick Fletcher commented he would be content with the stones being restored and stored off-site until there is a plan in place to address the vandalism. Anne Murphy added that there needs to be a plan moving forward before a substantial amount of funding is appropriated to the restoration. Dick Fletcher commented his opinion that the cost estimates appear to support the \$12k appropriation request. Paul Machado asked how many more critical stones are there to come before the committee. Dick Fletcher reading from the original preservation plan noted the authors recommendations in three phases that could total as much as \$300k plus if everything is done per the plan. Anne Murphy felt without this additional information that she wasn't prepared to vote. Members discussed continuing it to the next meeting to see if Christine could get a response from the DPW and the Mayor's office. Matter continued.

#### **Gallivan House Project:**

Christine reported there has been nothing addressed by the Braintree Historical Society since the last meeting with the CPA.

#### **Update Reports on current CPA Projects:**

Members were provided with copies of the status reports and reviewed. Christine noted there was an invoice necessary to be addressed with the Town Forest Project. Members questioned Christine as to who William Grafton was and his involvement with the project. Christine provided the background of the project. Dick Fletcher commented that he thought the project was for a kiosk, map and some trail markings. Anne Murphy suggested it was not Christine's job to explain the project but rather the proponent and suggested Councilor Clifford be asked to come to a future meeting and explain the project. Members did not want to pay the invoice until they had met with the Councilor Clifford.

Darryl Mikami commented that it would be helpful to know the long term projection on some of the projects which have received funding and the anticipated future costs, citing the Old Thayer Library. Christine explained that there are three phases planned for the exterior – Darryl Mikami asked so what can expect you would be looking for with these projects. Christine asked if she should contact the

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various applicants i.e.: Historical Commission, American Legion, Housing Authority and Recreation Dept. for their long term efforts. Christine noted that the next meeting 4/8/13 is the annual public hearing where the Committee can have this type of discussion as to the community's need and where residents would have an opportunity to participate and inquire as to the expenditure of funds.

**Discussion on the outside legal assistance:**

Christine relayed her conversation with the Town Solicitor about the discussion the CPA members would like to have with her. The Town Solicitor explained the current resources available under her department to assist the committee and Christine informed the member of those. However, she is agreeable to meet with the CPA if needed. Members felt it would be good to meet with her to discuss their concerns.

**The committee members tabled the following matters on the agenda:**

- Revocation of appropriations for projects that have not begun
- Return of CPA funds
- Monthly Finance Report

**Changes to future CPA Applications:**

Members were in agreement to the suggested requirements and the request of the Historical Commission relative to their historical significance policy.

**Administrative Matters:**

Paul Machado **MOTION** to authorize payment of the CPA Coalition annual dues \$2,500.00 seconded by Darryl Mikami – unanimously voted.

Dick Fletcher **MOTION** to accept the minutes of 3/12/12 seconded by Darryl Mikami – Unanimously voted.

Dick Fletcher **MOTION** to accept the minutes of 1/14/13 seconded by Paul Machado – Unanimously voted.

Paul Machado **MOTION** to adjourn the meeting, seconded by Dick Fletcher – Unanimously voted.

Meeting adjourned at 8:59PM

Respectfully submitted,

Christine Stickney, Director  
Planning and Community Development