I. Call to Order

6:00 PM Meeting called to order on February 2, 2021 at Utilizing Remote Collaboration Technology, (Online), Springfield, MA.

Attendee Name	Title	Status	Arrived

II. Public Portion

III. Minutes

Springfield Community Preservation Committee

Remote Meeting Agenda

February 2, 2021 at 6:00 p.m.

<https://www.facebook.com/SpringfieldCommunityPreservationCommittee/>

Present: Gloria DeFillipo (Planning Board) David Finn (Historical Commission) Juanita (Conservation) Terry Mitchell (Neighborhood Representative) Ralph Slate (Neighborhood Representative) and Robert McCarroll Chair, (Springfield Preservation Trust, Inc.)

Absent: Terry Rodriguez (Park Commission) Willie Thomas (Housing Authority)

Agenda:

1. Workshop on 2021 Application Process
2. Approve Minutes of January 5
3. Historic Home Plaques
4. Brookings Apartment
5. School Street School
6. Preservation Consultant
7. Administrator's Project Updates

Robert stated that when we help a Historic Resource that if it's not a part of a Historical District that it would become a local Historic District. In order to

become a Historic District you have to be surveyed and not everything has been surveyed in the city and in particular the 51-53 Bay Street, The Trinity House project, although it is within a National Register District it has never been

surveyed and in order to do the preliminary report to make it a local Historic District there needs to be a survey and that is not a skill that anyone in the office of Planning and Economic Development has. We will have to be hiring a preservation consultant to do it. The standard cost I have been told of a survey form is about $250.00. If we had a voting quorum I would be asking that we set the policy that if we need a form in order to move forward with the local Historic District Process that it's an automatic approval of a $250.00 range.

Robert then stated that the issue of the Historic Home Plaques is in general we require the applicants, the grant recipients to get their own plaque. In this case we will be dealing with a variety of homeowners. Karen and I were discussing the fact that it would be easier for the CPC to come up with a small plaque less than one square foot with a design for it and actually have several made that we would give to the homeowners. Yes it would be a cost to us but it would be something that we would be doing unlike when we expect the Park Department or major developers to pay for their own plaque.

Robert then stated that the other issue on Brookings is a complicated financial plan. The applicant was Home City Housing they have formed a subsidiary to actually do the work or own the building and they want a modification to their contract that states that the money we are giving them is $250,000 that they can pass it on to their subsidiary and the Law Department said that's fine as long as the CPC is fine with it so it's a matter of if we are comfortable with it. It is similar as to what we voted with the French Row Houses that allowing the grant to be subordinate to the bank with providing the mortgage.

Robert then stated that we have Shannon Walsh from the Pioneer Valley Planning Commission. Shannon has been helping us with reviewing the plans and the specs for our historic projects in order to make sure that they comply with the Secretary of the Interior Standards and she has been very helpful but she has also

made it clear that we need to going forward make it clear to the applicants that they need to give us plans and specs that can go to her and have enough detail so that she can figure out what is going on and whether it meets the standards. So that is one of the things differently that we will be doing in the year four. I asked her as well as Paula Starnes who is the coordinator for the School Street School project to come on. Remember we voted for recommending window repairs. Interestingly this building although it is an 1890's school house the city sold the surplus in the 1980's and a subsequent owner put in new windows and some of these new windows have broken glass or the various mechanisms that cause the windows to be open or shut the windows are broken. Ralph had a part in the preliminary review process and inspected verified that they weren't talking about Historic windows meaning period windows. The second part of it was pointing the masonry. Shannon thinks that there may be enough the money in the budget that they can clean the building and there has been a concern as to the cleaning technique. There is a second issue that we didn't fund the cleaning so there are two issues here: One is if we have enough money do we want to fund the cleaning and two we need to make sure the exterior cleaning meets the Secretary of Interior Standards. The Secretary Standards states that you gently wash the outside and that you don't blast them with anything. That's where we have a problem. We hope to resolve this tonight, one way or the other. We will give Paula a few more minutes to come on. Shannon stated that other projects that she worked on a wide variety of projects I found that when it is really spelled out in the beginning and that is what is approved there are fewer questions in the end. For example, the school street project, which is a great project it said window repair and repointing. So what I do when I get them from Karen I look at the application then I look at the contract to see what they said they were going to do and then what was decided upon and signed and then I look at the specs. The description of rehab usually like the one today from the Kilroy building an estimate from the terracotta repair which was really detailed that spelled it out exactly and it all lined up. The School Street project that application said window repair and pointing but the contract said about the same and the estimate from the contractor said clean the building, soda blast and she questioned that. The

more information and details that they give you up front including a contractors estimate. They may give you a budget like where did they get those numbers and who did they get them from and specifically say what they are going to do.
Shannon then stated that she is trying to protect on your end what was talked about, what you approved and to make sure they are meeting the standards. The standards are such a nebulous term that I use a lot what I do but it really doesn't mean anything to most people so there are fifty Preservation briefs that the National Park service put out. There is a brief that has stated specifically about removing grease, graffiti from the historic masonry. I suggest that somebody gives you an application and it gets to that you can sit down and we are going to talk about it they could maybe be give a copy of that the National Park Service information that will help them when they are working with their contractors. This is the best way to proceed.
Robert then stated that Karen and I have talked about as we go into the new funding cycle to do just that. On April first we can see who wants a Historic Applicant Karen will reach out to them and she can tell them here is the link of the Secretary of Interior standards and please make sure that your project is going to comply. As we give our recommendations they will get another e-mail from Karen that says here are the Secretary of Standards because we really have to reiterate that a lot of people outside the major developers deal with the secretary of standards frequently. The guys that fix-up all of the historic buildings for housing they or their staff know the standards but the smaller projects are not aware of it. Shannon agreed and stated that those briefs are only about two pages long. It will help clarify and most contractors don't have to work with that as their guideline and I think it would be helpful out front.
At this time Robert stated that Paula has arrived. The intent of tonight is that Shannon and Paula and the Committee can come to the decision as to what is the scope of the project is, are we willing to allow some kind of cleaning out of our money. Two, the cleaning technique meets the Secretary of Interior Standards as interpreted by Shannon.

At this time Terry stated that she was now participating with the committee and Robert was pleased to state that the committee now had a quorum. Robert then asked Paula if she could give the committee a brief overview as to where you are at the present moment regarding what we funded which was the window repair and the masonry re-pointing and what you would like to do if the budget allows with the cleaning.

Paula began by stating that she has been strong arming contractors that say "you can make this building look beautiful by getting rid of the graffiti and the paint that was put on to hide the graffiti. I told them you can do it with what we are given by the city. I go through all of that and they finally say okay just look out for us on this street so to speak. Then we get to the cement. With no disrespect I was like that I want you guys to do that for these kids and now it looks like we aren't going to supervise I sent them what Shannon said about painting the brick and they are masons by the way. They said there is no way you are going to be able to afford that. Paula said that what she wants to do now is be thankful that we are at least going to get the broken windows fixed and the repointing of the brick. The mason said it was better for the up keep of the building and they read the beautifying of the building. That's when I said that beautifying of the building really means that I hope they are going to clean it. What I'm hoping is that we can come to some sort of resolve so I can go back to those contractors and strong arm them hopefully.

Robert then stated that the bottom line is that clearly whatever gets done with CPA money has to meet Secretary Standards. If I understood right what Shannon had said was that soda blasting is considered an abrasive technique and therefore not in compliance and there is simply washing it water and soap is the preferred method. I think that the building got cleaned back in the 1980's when it sold from the city. So it's not like it has one hundred twenty five years of grime built up on it. It probably has about thirty five years of grime. Hopefully, that can come off more genteelly. Are you thinking that you are still in terms of the window repair

and the repointing of the masonry that there is enough left over that you can have them do some cleaning? Not exactly, this program as you know Bob has been around for eighteen years. Some of the contractor's kids have gone through the program. I just feel like I haven't got to the point where I have said is there any money left because when the first quoted that's what we asked CPC for or CPA as it were. After really looking at it the repointing and putting the mortar in that may not necessarily give a beautification look so this was after the fact. I was having some conversations with someone and they added that it would be good to clean the brick too. I need to find out hopefully, it will be something that the masons will agree to. If we have to sell some cookies to put on top of it we will. The meeting right now is to find out what type of technique is acceptable. Now the contractor said that after you sent the e-mail to Karen there is no way they can't clean the brick. When you said it comes to the paint, the graffiti, discolored brick if you will so that is why I'm here.

Ralph then stated that the Secretary of Interior Standards are there because over the course of many years they know what works and doesn't work. When you sand blast brick it tends to shorten the life span of the brick. So the contractors are saying for the amount of effort that they are willing to put in for free so to speak they can't really do that. However, I have to believe that it can be done with the right amount of money and effort and technology and so on. I'm wondering if they could potentially try to do it the right way, a little part of it and then we have another funding round coming up and if they could quote what it would cost there is other funding and they could put in another proposal. Paula asked if she could ask another question with the paint and the graffiti common sense tells me soap and water with a brush it will not get rid of the paint and graffiti. Is there another technique that is a little bit more abrasive than soap and water that would be less than soda blasting to get rid of the graffiti and the paint. Shannon felt that there are some but the point is that it has to be done by someone that knows what they are doing and not like me. The reason I asked

Karen to back up on this I was explaining on how I review projects. I look at the application and I look at the contract that was signed by both parties. Then I

looked at the specks and they didn't line up and I said to Karen it really comes back to the CPC. The scope of the work does not include cleaning or any of that. That's why I think it is a CPC conversation because it is not currently on the contract, so that is why I am backing out of that part.

Terry then stated that she could call the mayor's office and ask to speak to Minerva Marrero. The city uses somebody to come out to clean graffiti and it doesn't harm the brick. I know they have done it quite a few times. Karen interjected by asking Terry to send her an e-mail with that information.

Ralph stated that there may be many ways to clean the brick but the CPA law states that the funds go to the work that is done by the Secretary of the Interior Standards. I feel that we may want to stay close to that as possible. I looked at the standard documents there were many examples of horribly graphitized buildings which were cleaned properly so it's not a question if it can be done it can be done and I don't think it is appropriate to say it's going to cost too much so we will just do something else. We are supposed to go to the Secretary of Interior Standards here.

Paula then stated that now that she is thankful for the allotment and put a lot of consideration in this we are going to have windows that students can see outside and the appearance of a beautiful building is still moving forward mortar and repointing and the windows and we will take it from there. We will wait on the brick until we can do it right.

Gloria then stated that if you can put in an application for this new funding. Paula stated that the process is grueling. I wish you guys would write it and I would sign it.

Karen asked Shannon what you need from Paula do you have everything you need from her for the windows and the repointing? Shannon stated that she didn't say anything about the windows I just spoke about the Extremely Clean mason specs. I don't recall getting specs about the windows. However, she did ask who was doing the windows or are you buying them complete or are is someone preparing them? Paula stated that they are Extremely Clean and they are subcontracted. Paula also noted that she did ask them to give them to her

and I will in turn and get in touch with them and be sure that I will give them to you and if it was sent it was a while ago. After all, that is in then Extremely Clean will give the monies to do the mortar and the brick at least to start it.
Karen then stated first the windows, going to send the specs on the windows so Shannon can review those. The repointing we have that estimate right? Shannon stated that she did have that and you are just going to hold on any exterior cleaning.
Karen then stated that you were looking for an advance so that is where we are now. So you want an advance and that would be in August is that right? Committee wise I don't know what you all want to do.
Robert then stated that in most cases we do re-imbursement but one time in the past we helped with the develop Springfield and stabilizing the gun block they had no money. So they couldn't spend money and then we reimbursed them with some money and when the work was done and inspected, we then advanced them a little bit more. So that is what Paula is hoping we can do for her because she has no money to up front this work.
Karen then asked Paula what do you anticipate what you need to do this work Paula? She stated that Extremely Clean sent the estimate and they stated that they need $20,000 and some change to do the first part and they expect the last part at the end. Karen stated that the total grant was $33,600 so you figure about $20,000. What do you need as a committee to make that happen?
Ralph then asked you are looking at about two thirds up front isn't that a bit high? Paula stated that Extremely Clean estimated because they were giving me a break as it is. Robert then stated that we should have a motion to be on the safe side and then a vote as we now have a quorum as to advancing this money.

Gloria then made a motion that we advance $20,000 . Ralph second the motion. Robert stated that the motion is to advance to Why Set and we will advance it to the contractor $20,000 toward the exterior work. Gloria asked Robert if we should put in a time line on that work should start within a one or two week period, something like that? Robert stated that you are raising an interesting question Gloria in that exterior masonry unless you are going to tarp it and heat

it. It can only be done when the temperature doesn't go below freezing. So he may not be able to do any of the masonry work. I don't know whether if he is the contractor who is subbing out the window work or whether he can do the window work now and one once we are into March and we don't have sub-freezing temperatures then he can do the masonry. Paula then stated the he said a few weeks ago I told him we better get it done before it gets really cold. He said we go up in all types of weather. He made it sound like it was no big deal. Also, I have Two Fault Van and Corella which is an accounting firm which handles the books for Wiset they do handle monies and they make sure that they keep it appropriate funds. I would prefer that the money comes from Wiset so I could check issues to the contractors.
Robert then stated that the check will go to the applicant that is Wiset.
All in Favor: Gloria, David, Ralph, Terry, and Robert **Opposed:** None

Robert then stated that what we need is that Paula needs to send Karen an invoice that says that you need $20,000 to do the following items and he needs to give you a little summary of it and then Karen can put through the invoice because it takes a couple of weeks to get it. Paula then stated that it definitely went through absent the windows so I will put back and make sure that they put the window in and the soda blasting out. Karen then stated that you want to make sure that the windows get started. The specks still have to go to Shannon so if you can give that to me within the next couple of days that would be great. Robert then stated that there we have it; no exterior cleaning at this time and we will be advancing some money for window work and masonry work. There will be no more money coming until we inspect the work that is done and then we will do another advance when it's called for. Certainly Paula if you can sort of say we are giving you the check for $20,000 but if you can say well would you take $15,000 and he says $15,000 then we would give you $15,000 because we would like to have less of our money in jeopardy so to speak. We have approved up to $20,000. Paula then stated that her thoughts were if they asked for twenty you would give them twenty. They have to make sure all their equipment is there so

like we aren't just going to hand them the $20,000 then you have to wait for them and I have dealt with them before and they are good. Trust me Bob I have been around the block a few times.

Robert took a moment to thank Shannon Walsh and Paula Starnes. Karen then asked if Shannon to hold just a minute before she leaves? Robert agreed to that. Shannon stated that she has all the documents here and the only quote that was sent from Extremely Clean is about the masonry work. Karen then added that she will send me the windows then. So I just want to run through this, these are the agenda items:

The Forest Park Trolley Pavilion: Your all set with that. The Parks Department gave you the specks.

The Colony Hills: The plans are working with the plans that the Homestead so we are okay there.

The Kilroy House: Shannon stated that she just sent that response today. I wrote it direct just to see that I sent it to you and Bob. I did send it directly to the museum representative. The proposed stucco is like synthetic stucco. At this time Robert interjected by saying Robert stated what they got funded for was different from what their application contained. They originally wanted roof repair and stucco repair and that is when I asked does your stucco repair comply with the Secretary Standards? The money we gave them was for roof repair and a study as to how to best fix the stucco. Shannon stated that they proposed a kind of stucco that I never heard of.

The Smith Museum: Robert said what they said was that the application is what was in the application enough. Evidentially they must think that they put a fairly specific instruction in the original application. If Shannon needs more than what was included in the application reach out to Alicia and get it. Karen then stated that she would forward the Art Museum application.

Bay Street: Shannon will complete windows and door specs. Did I send you that you that information? You said that Pam Halund was doing it? She just wrote up a detailed proposal for them. It's nice to see the contractor's estimate because you then have in writing what they said they were going to do. Karen stated that she would get that to her tomorrow.

Karen then stated that the allocation of funds for the Preservation Consultant Shannon was fifteen hours per project. I wasn't sure if her projects were per our projects it is per the CPA granted projects for a year. Shannon stated that what that comes from is from the cities that are in the Pioneer Valley Planning Commission. There are a number they get this level of technical assistance. I get my own small town of hours that they are allowing me to use for this. So it is like the cities, local technical assistance that you asked for this kind of project and you get fifteen hours. Karen then asked if she knew anything about the grant for the Historic Homes preservation consultant. The committee is not aware of that so the Historic Homes program is going forward. Shannon asked Karen if she meant the Hill McKnight Program and Karen responded by stating that they need a preservation consultant to look into each of the homes. Karen then stated that the Planning Department to obtain Shannon to do those five or seven homes and they are using twenty thousand of the money so is that all set? Shannon stated that it has been approved by her boss. We had the draft contract went back and forth and then the determination was made but they haven't signed the contract with you yet so that is the first step. Karen then stated that this was the hold up on this. Shannon then stated that they are not signing any contract for me to do the consultant work until they sign the contract with you and finalize that they will move forward with this grant. Karen then stated that you are welcome to

stay Shannon. Shannon stated she would stay and listen.
Robert then went back to the agenda the approval of the January 5th minutes. Robert stated that we should have a motion to approve the minutes. Gloria DeFillipo made the motion and David Finn second the motion.
All in Favor: Gloria, David, Ralph, Terry, and Robert **Opposed:** None

Robert then addressed the Historic Homes Plaques that I said earlier that this program that we funded from the trial program in McKnight will help owner occupants with exterior repairs. We are normally standard contracts and the grant recipient will put a permanent plaque on the property. Planning has concerns with that and they certainly don't want to be responsible for that. They feel that to expect homeowners to get them. Where are they getting them from

and what do they look like? So Karen and I talked about is crafting a small standard plaque that we would have tailored so the houses name would be on it and the year that it was built but do the usual CPA credit. We don't know what the cost of this and this is going to be less than a square foot. Karen is looking into various possible materials and then we will tweak the actual sign of it. What you see is sort of the idea that we are talking about. This would come out of our administrative money. We have about $18,000 of unallocated administrative money that will disappear at the end of the year and go back into the general pot if we don't use it. Karen then stated that there are two different styles here and two different prices from Design Workshop. I do have Go Graphic in East Longmeadow but they haven't gotten back to me on a quote yet. Two different materials this first one is made out of exteria that is a water resistant wood product which would be sanded, primed and painted and would have vinyl lettering applied. The second option which is an aluminum composite panel with sheets of white aluminum laminate over a black polyether core. The image would be direct printed on the panels, it is very durable and it lasts about seven to ten years. So the price of five signs of the black and white wood one is about $105.00 each.

The aluminum one would be $43.00 each. Robert then stated that I am not expecting which one we are going to choose tonight. What I'm looking for is an approval that the CPC will provide the sign. Karen can then amend the contract with Planning and Economic Development and they will be able to deal with it and sign it. Obviously, we don't have a house being completed so we have plenty of time to design which of these two or a third option that we want. However, it certainly sounds as if even if we did ten houses a year a thousand dollars out of our administrative budget where the other one is $500. I guess what I am looking for is a motion that we agree that for the Historic Home Program the CPC will provide the homeowners with the standard plaque.

Gloria made the motion and Ralph second the motion. David did ask Robert that in seven to ten years and if the plaque fades and it is starting to deteriorate is there any responsibility on the homeowners to replace that plaque? Robert then stated that if the plaque lasts seven years I think it has done its job for seven

years. I think it is just a matter of taking it down. Obviously, in seven years the committee can vote to do new plaques for all the faded ones and put them back up. Ralph asked Bob is have we made a stipulation on the permit that is has to be up in perpetuity? Bob stated that the requirement that we made in all the contracts that it would be a permanent plaque but it doesn't say perpetuity. The library in East Forest Park has a plaque on the wall and I don't know how long it will last. There are a lot of plaques out there and they aren't in bronze so I don't know what the durability will be. Robert stated that we never said perpetuity. If we want to say ten years we can do that. Ralph then asked can we find a plaque that will balance the attractiveness of the name of the house and the year with somebody gave me the money to do this. Robert stated that with our standard logo with the name of the house but these are things that we can tweak over the next couple of months. Karen then stated that what we need to vote on tonight is just that the CPC will pay for it so then we can complete the contract and then Shannon's contract will go through. Ralph felt that this reasonable.

Robert then stated that he would like to talk about the Brookings Apartment. It is about slightly amending the contract. So it reads that the recipient can pass the CPA money to the subsidiary organization. The Law Department is comfortable with it and they just say that the CPC needs to approve it.

Robert then stated that we have a standard procedure for a preservation consultant to do a survey form if we need to protect the project that we are assisting.
At this time Gloria asked do we have to go for approval again for the Committee or once it's been approved it's approved unless somebody wants to run a campaign to eliminate it.
Robert stated that the CPA law is that community that adopts CPA has it for at least five years. It cannot be repealed in the first five years. Any time after that if the City Council wants to put a repeal question on the ballot or citizens want to go out and get voter signatures it can go back on the ballot. I think Stewart has said

no one has repealed CPA to date. Some communities have lowered their surcharge and others have raised their surcharge, some may have dealt with the exemption but no one has actually repealed it. I don't know whether that means five years from November of 2016 or whether it means five years when it actually when it went into effect in July 1, 2017. I am hopeful that we have projects that are peppering the city and the people will be happy to have CPA.
Gloria then stated that the residents have certainly stepped up and have given us some good projects. They should be happy with them.

Robert then asked James Winfield if he was with a group or just as an interested party? James stated that he is from Way Finders and was here for the workshop and decided to stay for the rest of the meeting. I will be coming back to you with a project on Byer Street. We have an option to take over the hotel Rainville and we are currently working towards historic and also combining it with four percent

tax credits and the state would like us to add an elevator to the property. It is thirty two units of SRO that are formally homeless, which is a hard population to house and if we can allow them to each in place is better. We also have a new Court Terrace which is on the same street and we are having to do some work on and are upgrading some of the windows. When we last did it the windows were more simple, they were historic. They are not the best windows and we have been running into problems with that. We also had some damage with that building with the gas line that exploded. We were approached by the board that owns non- profit Byer Street. This is a project that they approached us and a few other firms if we would like to acquire it and we are now running the property for two years for them with the intent us acquiring it and taking through this process to redevelopment. Robert stated that the owner of sixty Byer Street is a wonderful modernist house which has been vacant and has had a fire this past year is feeling overwhelmed and is looking for someone that wants to redevelop the building.
It is a Historic Building single building in a local Historic District. I would be happy at a later date to give you his contact information. That would be great, Mr.

Winfield asked Robert if they were doing something with the Casino? Robert did state that there is a small pot of mitigation money that MGM and the gaming commission put for the renovation of Historic Buildings within a half mile of the Casino. He received some money and he spent some on the roof but not all of it has been spent. There was a sign there that the gaming commission and MGM for helping the renovation which has come to a halt.

Robert told thanked Juanita to assist us in the three votes we are about to take. Robert then stated that one of the things that we discussed is in the Historic Home Program which is a trial program that will be helping owner occupied occupants in McKnight. We always require that the recipient put a plaque on the house at the end of the program. We give them the banners for free during the construction but we require them to put the plaque on. Planning which is administering isn't comfortable with that. Karen and I have decided that we the CPC bite the bullet. We the CPC will craft a more or less standard sign, less than a foot square that we will then give to the homeowner that they are required to put on. What we need is a vote tonight and we will have time to design the sign and the estimates that Karen found is anywhere near $50 to $100 per sign. It would come out of our administrative money that would cost us about $1,000 per year. It will be a standard plaque on these houses that will be aided in McKnight. Robert asked Gloria are you making a motion that we go ahead with funding these small signs ourselves. Karen can modify the contract with the planning department. David second the motion.

All in Favor: Gloria, David, Ralph, Juanita and Robert **Opposed:** None

Robert stated that the other thing we have to talk about tonight is the Brookings Apartment. This is a major financial undertaking and Home City Housing which is the lead agency and the applicant has a subsidiary which has a technically doing the project and what they have asked is that we make a modification of our contract with them which allows them to take the money that we are giving them

and passing it on to a subsidiary of the project. The Law Department is comfortable with that and they said that the committee itself has to agree and that's like modification of the contract. Gloria made the motion to so move. David second the motion.

All in Favor: Gloria, David, Ralph, Juanita and Robert **Opposed:** None

Robert then stated that the third item we need to vote on is hiring a Preservation Consultant to do survey forms when needed. We require all of our historic assisted projects to be local historic district or become a local historic district. In order to become a local historic district there has to be a survey form that is done by a professional on record with Mass. Historic. The Trinity House Project at 51-53 Bay Street does not have a survey form. Therefore, in order to do the local historic report we need a survey form. The office of Planning and Economic Development doesn't have the capability of doing the survey forms. We need is a motion that whenever we need a survey form in order to do the local historic district process for a project we are authorized to hire them out or our administrative money. The average cost of doing a survey form is about $250.00.

Karen stated she was wondering if we should limit it Shannon is still with us and she is able to complete the projects that we already have in the pipeline but down the road we could have too many and she wouldn't be able to. Can we leave it a little open-ended that we need to hire a Preservation Consultant that we have permission to do so? Robert then stated that we need a cost figure I would not feel comfortable leaving it open-ended. If to do survey works costs to oversee the Secretary of Standards costs $50,000 the committee needs to know that. So I would rather have that as a vote. When we need to cross that bridge I would like to have a standard agreement that if we need survey work and it is in the $250.00 range we don't have to come back to the committee each time we have to spend that amount of money. Karen asked do we want to limit it to $250.00 or under $500.00? Shannon interjected by stating that if it was in the area form it would

be bigger I think $250.00 is standard for a property that is one building. If there was a property of multiple buildings it would be more than $250.00 I would think. You could get Greg to give you an estimate. Robert stated that he gave us an estimate of $250.00 for a single form. So Robert asked is there a motion for that affect? Gloria made the motion and David second the motion.
All in Flavor: Gloria, David, Ralph, Juanita and Robert **Opposed:** None

Robert stated that it we are up to our projects update.
Karen stated that there isn't a lot to share this time around.
Press releases were sent to local media for the announcement of the application workshops.

The AFAM point of view calendar page was placed in there.
Another article in Mass Live appeared
Workshop e-mail was sent to interested groups, city department and neighborhood councils
Facebook events were created for the workshops

<u>2018 - 2019 Projects:</u>
Develop Springfield - They submitted their remaining $20,000 and that was paid.
Drama Studio - Submitted their $50,000 and that was paid.

<u>Extensions Granted the Last Time</u>
We voted on McKnight Rail Trail and Signage
Recreate Springfield
These all went through and were signed.

<u>Twenty-Twenty Projects - The Last Three Projects</u>
Rockrimmon - Which can be signed hopefully this week
The Historic Homes - We just need to vote on the signage
The Brookings Apartment - We needed permission to assign the funds

<u>The Local Historic Districts</u>

Trinity House is approved for an LHD
The Brookings Apartment - requested their building in Historic District and
they submitted a preliminary report

Robert then stated that he would like to throw out of other matters is to get the committee's sense of the March meeting. Do we want to have a citizen presenter? Karen was not able to get one for this meeting. She has one lined up for the March meeting. My feeling on today's meeting was done well enough

that we don't have to add a link more time to have a successful applicant talk. That is my feeling. Gloria agreed as did Ralph.
Robert asked Karen to thank Steve Hayes for his willingness to be here but explain to him that we don't need him.

Karen asked do we still want to do a March Workshop? Robert said that is what we publicized and that is what we need to do. Next year we are only going to do one workshop. Juanita stated that because it is already out there we should do a March Workshop. Karen stated that there are four people who signed up.

Robert thanked those present for being present and we will see everyone in one month.

Gloria made the motion to adjourn, Juanita second that motion.
Robert asked those present "all in favor" it was a voice vote

The March meeting will be held on Tuesday, March second.