

**Paul Revere Heritage Commission
Minutes of January 13, 2020
Salah Meeting Room
Memorial Hall**

Meeting was called to order by the Chairman at 7:00 pm.

Introduction of newest volunteer:

Emily Bhatti, a resident of Canton and public relations professional for Oxfam America.

Introduction of other members and PRHC volunteers present:

Victor Del Vecchio, Chairman PRHC

Lisa Lopez, Chair of the Open Space Committee and PRHC Sources of Revenue

Mike Nourse, Historical Commission and PRHC Marketing

Chris Connolly, Board of Selectmen

John McCourt, Chairman Parks & Recreation

Melissa Mayer, Conservation Commission

Emily Prigot, PRHC Wayfinding/Interpretive Signage

Acceptance of prior Commission meeting minutes

Motion was made by Chris Connolly and seconded Mike Nourse to accept the minutes of October 21, 2019 and December 4, 2019.

Voted: 5-0-0

Wayfinding / Interpretive Signage Project

Emily Prigot reported that the entire process for the project signage is nearly complete. She brought a copy of the final proofs of the ten panels, delivered by the designer on 1/11/2020. The last several months have been spent fine-tuning the images and text. She is hoping that the designer will send the final full-sized hard copies for review within the next few weeks. Upon final approval of the full-sized versions, arrangements will be made for fabrication. All of the bases (except for one) have been installed courtesy of DPW and it appears that most of the conduit and utilities to the barn have been installed. Once this has been confirmed, PRHC can give the go-ahead to DPW to install the last sign base. The signage grand opening will take place at the same time as the grand opening for the entire site.

Creation of a Grand Opening Event Planning Committee

Chairman Del Vecchio introduced the idea of creating of an event planning committee for the grand opening of the Paul Revere site. Anticipated to be held in June, this event would celebrate the moment when the Board of Selectmen will open the site to the public for the first time. The

restaurant will be ready, as well as the mill's second floor preview room. The grand opening will also include the unveiling of the newly completed signage. The goal for the grand opening is to show-off the project to the public. Chairman Del Vecchio suggested that the event committee will not only decide how the opening will unfold, but also how we should view this as a fundraising opportunity. He asked PRHC members to consider who should be the chair of this new committee and start working on the event and coordinating with the Board of Selectmen, DPW, the restaurant, the sign installation, and with the Marketing Group. Ms. Lopez suggested that Ms. Emily Bhatti and Ms. Melissa Mayer would be the most qualified, in terms of skillset and experience, to co-chair the grand opening event committee. Ms. Lopez added that event planners at Trillium (Brewing) expressed an interest in participating in the event. Mr. Nourse and other members agreed that the grand opening event is an excellent opportunity to provide supporters an update and generate excitement for the local residents and businesses. Ms. Mayer pointed out that the planning of the event and the fundraising aspect are two separate and detailed processes. Members suggested Mr. Bruce Beckham would be able to support the fundraising aspect. This event currently does not have a budget, so based on what type of event it is (how elaborate or simple) the committee would also have to raise money to host the event itself. It will be up to the committee chairs to decide what the event entails and how to fund it.

Administrative Assistant Search

Chairman Del Vecchio updated PRHC members that the person selected previously for the PRHC Administrative Assistant decided to accept another position. The job search was redone, with an increase to the number of hours, and produced four strong candidates for the position. Hopefully, there will be an announcement at the next meeting once details are finalized with Human Resources. Chairman Del Vecchio also developed a list of the tasks for the new Administrative Assistant.

Status of the Rolling Mill Renovations

The construction team is currently framing the first floor and has completed the hearth and bathrooms. The first floor sub-floor and conduit is in. The second floor framing has not been started. The first and second floor framing should be complete in approximately three weeks. The developer would like the Committee to start focusing on the finished flooring materials. The first floor is being worked on by an architect hired by the restaurant and they have the details decided. The second floor is less clear and is largely the responsibility of the town. As a shared space, the second floor will host a variety of events (parties, weddings, etc.) controlled by the town. The second floor is also the preview exhibition space to display information about the upcoming museum in the Barn. For the second floor, the Committee needs to choose such things as flooring, electrical placement and lighting. To that end, Chairman Del Vecchio has been in contact with three lighting designers to determine how to properly light the space. The PRHC is also looking at flooring samples that are good quality and value and will fit within the budget previously set. Finally, the PRHC spoke to an electrician who suggested conducting a walk-through once the framing is complete to determine the placement of outlets and other electrical items.

Board of Selectman Approvals

The developer is going before the Board of Selectmen (BOS) on January 14 for some changes that need to be addressed. These changes don't impact the Paul Revere site. The developer is proposing to increase the number of three bedroom units on the townhouses, while reducing the number of town houses. The developer also wants to switch the last two lots of the site, resulting in the commercial site being located closer to the core and the residential site being on the corner closest to the train station. Finally, the developer wants to change the orientation of some of the buildings for better views.

At the December 17, 2019 meeting, the BOS approved the latest draft of the non-profit proposal. They also approved matching a grant (if awarded) from the Massachusetts Cultural Council. The PRHC is applying for \$35,000 to be matched by the town for a total of \$70,000. This would provide the funding for the schematic design of the museum. In addition, the BOS approved to fund the fiber run, as requested by Louis Jutras with the town's IS Department, which would be approximately \$8,500. This would allow a fiber line to be run from the fire station to the second floor of the mill, to more easily film municipal uses for cable TV. Finally, the BOS signed the contract for the new museum designer, The Square Office.

Public/private Legislation - update

PRHC appeared before the Board of Selectman (BOS) on December 3, 2019 and requested more time to develop the draft of the proposal. The PRHC had a negotiating session with the BOS on December 16 and then appeared before the BOS on December 17. The BOS approved the draft, which was a nice compromise on a variety of topics. The Town Administrator, Charles Aspinwall, requested an additional meeting to resolve some outstanding issues. Primarily, Mr. Aspinwall wanted to clarify the use of the revenue from the restaurant and the approval role of the BOS. Mr. Chris Connolly explained that they also agreed to a one stop Town Meeting process for the new corporation to apply to be the sole spending authority. Mr. Connolly wanted to clarify that the way the legislation is currently written, all money from the two revolving funds would go to the museum. Chairman Del Vecchio confirmed that the order of commitment was first the museum, then other buildings or site needs, with all spending requiring BOS approval. Mr. McCourt raised the question of what would happen if another building besides the museum needs a repair or maintenance. Mr. Nourse added that the funds would need to be used in the most appropriate manner to prioritize more urgent repairs/maintenance over something non-urgent needed for the museum. Chairman Del Vecchio suggested that repairs should be covered by appropriations and go before Town Meeting. These issues will be discussed further and worked out at tomorrow's BOS meeting.

Establishment of Grant Writing Subcommittee (Sources of Revenue Committee)

Ms. Lisa Lopez summarized that the main goal of establishing a restaurant at Rolling Mill was to generate funds for the operating costs of the museum. However, consultants advised that this would still be insufficient, so this subcommittee was established to find other sources of revenue. Before donors can be approached, the PRHC needs a master plan for the museum. Town Planner, Ms. Laura Smead, has spearheaded this effort with her application to the Massachusetts Cultural Council. The PRHC will know in three to four months the grant decision, which if

awarded, will be accompanied by a very detailed schedule of activities to begin immediately. The materials from the application to MCC can be used to apply for future grant opportunities to continue the planning and design process.

Preview / Exhibition Room

George Comeau and Nichola Gallagher were not in attendance, however Ms. Gallagher provided a written update read by Chairman Del Vecchio. Work continues on the core narrative(s), which are the story lines for each of the bays in the Preview Room. Examples of core narratives are “Military Complex”, “Adaptive Reuse of the Property”, “Power Systems of Wood and Water” and “The Patriot Innovator”. The team has produced a list of forty-eight core artifacts and images, which can be used to tell the story. The list was shared with Dan Wallace at The Square Office, the museum designer, and he is building initial concept sketches, which will be received this week. The goal is to have a full concept design to be shared with the PRHC by the end of the month.

Meeting was adjourned by Chairman Del Vecchio at approximately 7:45 pm.

Respectfully submitted,

George T. Comeau

George T. Comeau (Mar 26, 2020)

George T. Comeau
Clerk

Next meeting has been proposed for Monday, February 24, 2020