

Minutes of the Patton Homestead Incorporators Mtg. - June 9, 2015

Attending: M. Lombardo, S. Maddern, C. Kale, G. Keefe-Feldman, R. Barbato, P. Reffett, J. McWane and B. Burridge

- **Welcome**

Carin welcomed everyone including the newest member, Bill Burridge, Town Manager Michael Lombardo and BOS Chair Scott Maddern, who is the liaison with the Board of Incorporators. A contact sheet was distributed. Everyone briefly introduced themselves. Location of future meetings was discussed. Since the Homestead is not ADA compliant it was decided to hold future meetings at the Public Safety Building, Town Hall or the Senior Ctr.

- **The Role of the Incorporators**

Carin led a discussion of the mission of this Committee. We are following in the footsteps of the Patton Homestead Committee and working to implement the recommendations of Bevara consultants – to establish a nonprofit to manage the Homestead. This is the nuts and bolts phase. However, because the paper work to establish a nonprofit requires a statement of purpose, the Incorporators will have to make recommendations on the use of the Homestead. Once the 501c3 is established a full Board of Directors will move forward with the recommendations from the Incorporators regarding usage, hire an executive director etc. The Town will always own the property; the nonprofit will manage the day-to-day operation.

- **Discussion of the Open Mtg. Law**

Scott led this discussion with input from Michael, Patrick and others. Maureen is available to post our meetings agenda on the Town website. Post must be up 48 hrs. prior to the mtg. Now that the full Committee has been elected by the BOS, they should be listed on the website as well. Patrick will contact Maureen about this. Carin shared that there is a problem posting online; she had to bring the posting to Town Hall. Michael L. will look into this.

Minutes do not have to be a record of everything said – record key things and votes. Once circulated to the full Comm. for comments, edits etc. they will be adopted at the next mtg. and become public documents. Attachments do not have to be included. Drafts are available to the public upon request. Any requests for public records can be run by M. Lombardo and/or Town Counsel. Paper copies of Minutes get filed at the Town Clerk's Office.

Deliberations cannot be conducted privately- anything that will require a vote or decision. M.Lombardo will send Carin and Georgina some material. John McWane suggested checking out the Open Mtg. website for more detail. The overall concept to keep in mind is transparency.

- **Member Updates - Capacity based on building codes**

Patrick Reffett had been charged with trying to determine the capacity of the Homestead re: people. Patrick explained that the usage, still to be determined, will be a major factor in this determination. Also, the lack of a sprinkler system, plumbing /restroom availability and ADA issues factor in. Right now meetings of up to 50 people inside would be permissible.

Outside event numbers could be higher, but plumbing/restrooms are an issue still. Requiring porta-potties may be necessary. Parking is another big issue. Large events in the stable would need a fire-suppression system. They could probably go with the 50 person limit now.

Michael Lombardo reported that once the housing development is done the Town will still have access to the field by the road, plus other options near the stables are being weighed by Bill Redford Town DPW Director. At the pig roast that M. Lombardo sponsored last week at the Homestead people parked on the shoulder of Asbury St. going towards Topsfield. He will talk to the Police Chief about this. Events with large numbers will probably need a police detail, especially night events.

Georgina reported on an Wenham Museum upcoming event planned at the Homestead for July 18th from 10 AM to 2 PM. (Town has not given final approval yet) It is their annual Military Day that attracts about 150 reenactors and 40 local Vets. G K-F has been working with the Museum's Exec. Director to help make this happen, her feeling being that it will be a good "test case" for the Homestead. To address the bathroom needs the Museum has reserved 2 porta-potties and an interior bathroom will be labeled the "family bathroom." As to parking, neighboring Green Meadows Farm has granted permission to use the field near the tennis courts, as long as the Museum pays for a police detail. Normally there is a charge for this parking but they are waving the fee for this free event. Food was going to be an issue since they had planned to grill hot dogs for the gang. Board of Health was not in favor (not a proper kitchen) so they have decided to give the attendees a bagged lunch. Carol Mori, Archivist, has agreed to offer limited Archives tour.

Carin asked Patrick if a 100 person wedding outside would be permitted, or in the stables if cleaned up. Usually a certificate of insurance would be required, as is the case with the Wenham Museum. Guidelines needed. M. Lombardo has written a draft and asks for comments.

Carin also asked Patrick about the kitchen. M. Lombardo and Patrick were certain it would not pass muster with health officials. Carin asked about food prepared off-site by a caterer and brought in – how would that change things?

- **Staffing** – As more events take place at the Homestead it seems likely that someone from the Town will need to be on premises. This is not Peter Nichols job. John McWane said a short-term event coordinator might be needed. This should be part of the use policy as well. John offered to take in everyone's comments on the usage policy and feed over to M. Lombardo. **Comments needed to John by June 23rd**. They will eventually go before the BOS.
- **Zoning** - Patrick also reported in on zoning. The property is in a residential/agricultural district, which allows for a broad number of uses such as educational, museum, library, playground, athletic fields, nonprofits and public events. A boarding house is allowed but only for 4 lodgers. That would seem to indicate that a B&B would need a zoning variance. Patrick will provide the Committee with a written document summarizing his research.

Special permits from the Planning B'd would allow clinics, cemeteries, private and public clubs etc. There are two types of overlays – one involving residential development to existing homes and the other is commercial use. Patrick reported that the Town is currently looking at modifying some zoning which may or may not come into play at the Patton property. This Comm. could make recommendations regarding zoning changes if so desired.

Michael Lombardo added that existing zoning does allow construction on this property as long as it is for permissible uses.

- **CPC Funds**

John McWane attended the recent CPC public hearing where future funding projects were identified and discussed. John testified that the Homestead met CPC interests/criteria and asked that they keep the Homestead in mind for future funding.

- **Carin Kale Update**

Carin had a productive meeting with Melissa from the Community House. They are enthusiastic about a nonprofit running the Homestead; Melissa thinks the Comm. House could steer wedding ceremonies to the Homestead, with a reception at their place. Melissa explained that if an exclusive caterer was contracted with, that person would serve as an event planner/coordinator for catered events at the Homestead. -Follow-up needed down the line.

Carin has also been contacted by the people at Willowdale. (Briar Forsythe) They want to meet with the Committee to discuss ways to work together. There was much discussion about the fact that any partnership opportunity would likely require a bid. For example, any talk of a long-term lease would have to go out to bids, not just Willowdale. It was decided that Patrick and Carin would meet with the Willowdale people.

The meeting was running long and other agenda items will go over to the next meeting. A regular meeting date of the 1st and 3rd Tuesday of the month was agreed on, at 4 PM. Georgina will call Maureen Hickey to see about reserving at the Public Safety Bldg.

New member Bill Burrige asked for a tour of the house and close property as he had never been there. Carin wanted another look as well. Bill, Carin and Georgina will coordinate and make that happen.

The meeting was adjourned @ 5:20.

G K-F
6/15