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**MINUTES
of the
Sandwich Historical Commission
Meeting Date: February 01, 2012**

Present: Terry Blake, Carolyn Crowell, Bill Daley, Don Bayley, Jonathan Shaw, Ellen Carlson, Jennifer Madden. Observer Bill Burbank.

1. REVIEW & APPROVAL OF MINUTES: Jonathan Shaw suggested amending the January minutes to reflect the fact that a reporter from the Sandwich Broadsider named Paul Gately attended the meeting. Bill Daley moved that the commission approve the minutes and amended and Don Bayley seconded. The motion passed unanimously.
2. CORRESPONSE, STATEMENTS, ANNOUNCEMENTS, FOLLOW UP: The commission discussed a letter from Robert and Ursula Leahy of 9 Water Street regarding First Church of Christ's proposed plans to expand their parking lot beyond their property line. The proposed parking lot would encroach upon a portion of the historic "Parson's Walk" that stretches from School Street to the church. Jonathan Shaw moved that the commission send a letter to the selectman, Historic District Committee, Conservation Commission and the Leahys informing them about the Parson's Walk as a historic feature of the town, that it appears on current property maps, it has a historic asset file in the town archives, and the commission is interested in preserving it for the future. Carolyn seconded the motion. The motion passed unanimously. Terry will draft the letter and send it to Jonathan for comments.

Ellen Carlson announced that she presented at the Board of Selectmen meeting on January 19 regarding hosting a public forum about the Sand Hill School. The Board of Selectmen made a motion during the course of the meeting to place a preservation restriction on the building regarding the front façade only, and stated that the Sandwich Historical Commission was in favor of this proposal. In fact, the commission is interested in preserving at least three sides of the building. Terry will talk to the Board of Selectman to clarify.

3. PUBLIC FORUM: There were no comments in public forum.
4. STAFF MEETING: Jennifer Madden presented progress on the Request for Bids project regarding the Old Town Burying Ground. Ivan Myjer had provided the commission with sample documents to use for RFP/RFB for gravestone resetting and gravestone conservation. Jennifer combined these documents for our purposes. She met with Doug Lapp earlier in the day, emailed him the documents required, and he emailed back a

complete bidding packet. The next step will be to determine who to ask to bid on the project.

Ellen Carlson reviewed the proposed plans for the public forum regarding the Sand Hill School. The commission reviewed possible dates and times, locations, invitees, goals, agenda and outreach.

5. OLD BUSINESS: Bill Daley reminded the commission of the State Ethics Commission test that all commission members must take before March 1.

6. NEW BUSINESS: Bill Daley announced that the Friends of Town Hall will be showing a 1920s silent movie version of Dracula on Saturday, February 18 at 7:00 pm. Tickets are available at the door are \$5 each.

7. PUBLIC FORUM: There were no comments during public forum.

8. Ellen Carlson moved that the meeting be adjourned. Bill Daley seconded. The motion passed unanimously.

Minutes prepared by Jennifer Y. Madden