

**Members**

Richard Pilla, Chair  
Cliff Barnes, Vice Chair  
Christine Cochrane, Secretary  
Ron Fucile  
Beth Pelick  
Mark Trudell  
Roger Turner

**Town Hall Re-Use Committee**

Walpole Town Hall  
135 School Street  
Walpole, MA 02081

<http://www.walpole-ma.gov/town-hall-re-use-committee>

A meeting of the Walpole Town Hall Re-Use Committee was held on June 19, 2018 at 6:30pm in Room 116 at Walpole Town Hall.

**The following members were in attendance:**

Richard Pilla, Chair(Arrived 6:45pm)  
Christine Cochrane, Secretary  
Roger Turner  
Mark Trudell  
Ron Fucile  
Cliff Barnes, Vice Chair  
Beth Pelick

**The following guests were in attendance:**

Sam Obar - HC Chair and Support member  
Patrick Shield - Asst. TA  
Mike Amaral

Cliff Barnes calls the meeting to order at 6:39pm.

**Minutes June 5, 2018**

Ron Fucile makes a motion to accept and approve the minutes of 5/15/18. Mark Trudell seconds the motion. **The motion is approved 6-0-0.**

**Summary**

- Patrick Shield presents a draft scope of Professional Services prepared by Mark Almeda to help guide the committee for discussion. See attached.

Christine Cochrane makes the motion to authorize Patrick Shield, Assistant Town Administrator, to prepare a Scope of Services regarding the Old Town Hall. Mark Trudell seconds the motion.

**The motion is approved 7-0-0.**

- Ms. Cochrane presents Deed Restriction Review Subcommittee Memo of Findings and Recommendations. See Below.

**Subcommittee Memo of Findings and Recommendations**

On June 5, 2018, the Old Town Hall Reuse Committee appointed a Deed Restriction Subcommittee, with the directive to review the current preservation deed restriction for the Old Town Hall, and to make recommendations for further deed restrictions to be established.

To aid in the subcommittee's understanding of the existing preservation restrictions, Christine Cochrane had a conversation with Paul Holtz, Historical Architect for the Massachusetts Historical Commission.

The preservation restrictions are an agreement between the Commonwealth of Massachusetts, by and through the Massachusetts Historical Commission and the Town of Walpole. It is on file at the Norfolk County Registry of Deeds, as filed March 14, 2000.

The preservation restrictions apply to both exterior and interior alterations to the structure. Major alterations, as defined in the preservation restrictions, must be reviewed and approved by the Massachusetts Historical Commission, with the likely input of the Walpole Historical Commission. Minor changes do not need review or approval, if they are part of "ordinary maintenance and repair." According to Mr. Holtz, major alterations can include changes to the functioning clock in the tower, and the Civil War plaques.

According to Mr. Holtz, the MHC's review process for major alterations is known as a Preservation Restriction Review. The MHC will typically need to review current photos of existing conditions, a proposal with a description of the proposed work, and designs and plans. Flexibility is given to areas of the structure that will be altered to return them to their original state.

Mr. Holtz noted that he is generally supportive of efforts to improve, rehabilitate and reuse the structure, and is available to be contacted and to provide further guidance to the Old Town Hall Reuse Committee.

As part of the Agreement, the Town of Walpole also agreed to assume the total cost of "continued maintenance, repair and administration of the Premises so as to preserve the characteristics which contribute to the architectural, archaeological and historical integrity of the Premises in a manner satisfactory to the Mass. Historical Commission according to the Secretary of Interior's 'Standards for the Treatment of Historic Properties.'" A link for these standards can be found here: <https://www.nps.gov/tps/standards/treatment-guidelines-2017.pdf>

Mr. Holtz stated a building with this type of Preservation Restriction Agreement would be more difficult to sell to a private party, but it has been done in the past. Mr. Holtz also suggested if the reuse was to be municipal or nonprofit, that the Committee should consider the Massachusetts Preservation Projects Fund (MPPF) which is a state-funded 50% reimbursable matching grant program established in 1984 to support the preservation of properties, landscapes, and sites (cultural resources) listed in the State Register of Historic Places. Applicants must be a municipality or nonprofit organization. According to Mr. Holtz, an application for this structure would be roughly 30% easier because of the agreement already established.

Round 24 of this program is going to be awarded in the next week and Round 25 would be coming up in November/December.

The link for this program is here:

<https://www.sec.state.ma.us/mhc/mhcmppf/mppfidx.htm>

Paul Holtz's contact information is here:

617-722-8470 Ext. 347

[paul.holtz@sec.state.ma.us](mailto:paul.holtz@sec.state.ma.us)

The Subcommittee makes the following recommendations of areas/items for further deed restrictions, particularly in the event that the building is sold to a non-municipal entity.

This is intended to be a broad "wish list," as many of these items will reduce the resale value and also put significant burden on future owners. Ideally, all of these restrictions would be enacted on the structure.

The two Civil War Plaques located on the first floor in the entrance hall should remain intact and maintained.

The functioning 1881 clock and mechanism located in the tower should continue to be maintained on a day-to-day basis (meaning it would be wound and will display the correct time.)

The weight chamber of the clock should be maintained in its original state.

The exterior lights that illuminate the clock should remain and be maintained in working condition.

The video camera/traffic control system should remain on the coupler platform and be accessible to Town Employees and or their agents.

All plaques shall be kept in place and maintained.

In the event of any remodeling, all hardware, doors, windows, wood and wood trim should remain intact.

The doors in the foyer should be maintained in their original state. All oak doors and hardware on first floor shall be preserved in their original location. Any restoration should be in keeping with the perceived original design and materials.

The two rooms with fireplaces should be restored and kept in place.

The main double staircase should remain functional and woodwork should be maintained.

The existing original jail cells which are quite rare and interesting should remain intact.

All work and modifications should be reviewed and approved not only by the Massachusetts Historical Commission, but also by the Walpole Historical Commission and town government (Board of Selectmen.)

The Town of Walpole should have access to the property, potentially to include public access, on occasion, to the Civil War tablets (such as for the 300th Anniversary of Walpole.)

The time capsule should be kept in place and made accessible for the Town's 300th Anniversary in 2024.

- Richard Pilla presents a Draft table of contents of the Committee's eventual report to BOS and Town Meeting. See below.

# WALPOLE TOWN HOUSE

## OTH Reuse Committee Report to The Board of Selectmen and Town Meeting

### Table of Contents

1. Introduction
  - a. Historical Background (From beginning to present)
  - b. Key Elements
2. Committee's Mission
3. Project Objectives
4. Committee's Approach
  - a. Building Community Support – “Friends of Walpole Town House”
5. Due Diligence
  - a. Existing Conditions Plans
  - b. Impact of Historic Preservation Guidelines
  - c. Building Structural and Systems Audit
  - d. Environmental Assessment
  - e. Highest & Best Use Analysis
  - f. Building Expansion Options
6. Re-Use Options

- a. Physical and Financial Feasibility
7. Disposition Options
  - a. What is in Town's Best Interest
8. Funding Sources
9. Development Budget and Proforma
10. Conclusions & Recommendations

**Deliverables:** Slide Presentation and Hard Copies Including Graphics

- Mr. Fucile informs the committee that Jim Timility would like to tour Old Town Hall with the potential of future use for the Norfolk County Retirement Board.
- The next meeting of the ReUse Committee is July 10, 2018 at Town Hall on School Street at 6:30pm.

**Adjourn**

Mr. Fucile makes a motion to adjourn at 7:53pm. Mr. Trudell seconds the motion. **The motion is approved 7-0-0.**

**Old Town Hall Reuse Committee  
Recommended Framework (Spring – Fall 2018)**

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**Charge of the Old Town Hall Reuse Committee:**

*“To review the Town’s options for the current Police Station once the Walpole Police Department moves their operations over to the new building on South St. and to provide the Board of Selectmen with a recommendation within 6 months from their first meeting as to what the Town should do with this building once it is vacant.”*

*(Voted by Selectmen 11/06/16)*

<b>Goal 1. Reuse Determination</b>	
<b>Objectives</b>	<b>Timeline</b>
<ul style="list-style-type: none"> <li>➤ <b>Objective 1A.</b> Consult Architect to provide initial consulting services for the Reuse of the Old Town Hall.               <ul style="list-style-type: none"> <li>○ Objectives / Deliverables for Architect:                   <ul style="list-style-type: none"> <li>▪ Make initial recommendations for investments and reuse</li> <li>▪ Compile cost estimates to bring the building to a baseline level, and cost estimates to outfit the building for specific uses (municipal use, function facility, mixed use commercial, private, etc.)</li> <li>▪ Prepare conceptual renderings for the various uses of the building (1. Governmental; 2. theater/restaurant usage, 3. etc.)</li> </ul> </li> </ul> </li> </ul>	Summer / Early Fall
<ul style="list-style-type: none"> <li>➤ <b>Objective 1B.</b> OTH Reuse Committee to prepare written report and recommendations to the Board of Selectmen outlining options and costs to pursue each option based on the cost estimates provided by the Architect</li> </ul>	October 2018
<ul style="list-style-type: none"> <li>➤ <b>Objective 1C.</b> Selectmen to take OTH Reuse Committee’s findings and Town Administrator’s financial recommendations under advisement.</li> </ul>	Fall / Winter 2018 / 2019

<b>Goal 2. Restoration / Conditions Assessment</b>	
<b>Objectives</b>	<b>Timeline</b>
<ul style="list-style-type: none"> <li>➤ Based on OTH Reuse Committees findings and TA’s financial recommendations, Selectmen to make determination for the future and reuse of Old Town Hall</li> <li>➤ Depending on selected usage, request appropriation / seek financing / apply for grants for design and construction services for Old Town Hall restoration</li> <li>➤ After usage is determined, Old Town Hall Reuse Committee to proceed with Environmental Assessment</li> </ul>	TBD: 2019 (?)

<b>Goal 3. Long-Term Reuse</b>	
<b>Objectives</b>	<b>Timeline</b>
<ul style="list-style-type: none"> <li>➤ Execute Option for Reuse               <ul style="list-style-type: none"> <li>○ Town/Governmental/Public use</li> <li>○ Town-owned, privately operated;</li> <li>○ Town-owned and managed;</li> <li>○ Privately owned and managed</li> </ul> </li> </ul>	TBD