

TOWN OF STOW
Community Preservation Committee

Minutes, November 14, 2016

Community Preservation Committee Meeting

Community Preservation Committee members present: Cortni Frecha (chair), Dot Spaulding, Mike Busch, Bill Byron (vice chair), Vin Antil, Rick Connelly, Ernie Dodd

Not Present: Paul McLaughlin, Bob Larkin

Other Attendees: Atli Thorarensen - will be replacing Paul McLaughlin as the Fin Comm Rep

Admin. Assistant: Krista Bracci

Liaison: Brian Burke - not present

The meeting began with a quorum at 7:30 PM

MINUTES

VOTE: Mike made a motion to approve the minutes of October 24, 2016, Dot seconded. The vote was 6 - 0 with Ernie abstaining.

INVOICES

Discussion:

Committee members strongly discussed the need to have a more detailed description on what they are being asked to approve and vote on. They explained that the invoice needs to be broken into different phases and have more descriptive notes. The idea was suggested to have each line signed off by the individual overseeing the work being done at the library. Krista will speak with Craig Martin and request that future invoices be more detailed or have Craig attend the meeting so that members can ask questions. Krista will also obtain a copy of the contract for the project file.

VOTE: Mike made a motion to approve an invoice from McGinley Kalsow dated 11/14/16 for \$6,957.02 associated with the Randall Library Restoration Project, Rick seconded. The vote was unanimous.

REVIEW AWARD LETTER

The committee reviewed the letter and suggested a number of changes. Krista is going to make the changes and run it by Cortni. The final draft will be part of the November 28th CPC meeting.

REVIEW LETTER OF CONDITIONS

Postponed until the next CPC meeting

REVIEW INVOICE PAYMENT POLICY/RELEASE OF FUNDS POLICY

This new policy was written by Cortni and critiqued by all committee members. Cortni will revise the document to be reviewed a final time at the next CPC meeting.

Suggested Changes:

- The word segment should be written as sub-task or task
- There needs to be detailed information on what the invoice amount is for (parts/labor) and at what % it is complete
- Need to mention that the CPC may need additional information before an invoice is paid
- Who for the project is signing off on the work that has been done
- Be more specific on who is the proponent

PROJECT UPDATES

Pine Bluffs:

Mike informed the members that the cameras have not been installed yet at Pine Bluffs. It turns out that there is a cheaper way to install the cameras that is being investigated (no trench needed). He also mentioned that the other bids were higher due to additional overhead. Rick researched the company and found them to be very reputable with good ratings. Krista informed the members there has been no invoice submitted, but the Recreation Commission will be sending a reimbursement request once the work is complete.

NEWS & VIEWS

Kathy Sferra gave a presentation to the Board of Selectman about the Town Center Park. This is a potential future CPA project.

Bill Byron has requested to step down as vice chair of the CPC. Cortni asked the members to think about who could take over the role.

The By-Law change is on hold until Rick speaks with the Assessor's office about allowing him to stay on board for a few more years. He is going to try and have a letter drafted for the CPC files.

There was some discussion about who would fill Bob Larkin's position on the CPC (Housing Authority). Cortni suggested talking about this at a later date when Bob was present. Some of the members felt that someone from SMAHT would be a good choice. However, there is some investigating that will need to take place regarding the statute requirement. Cortni is going to look into this matter.

MEETING SCHEDULE

November 28th

December 12th

January 9th and 23rd

Mike made a motion to adjourn at 9:37 PM, Vin seconded, and approval was unanimous.

Respectfully submitted by: Krista Bracci