

TOWN OF STOW
Community Preservation Committee

Minutes, August 28, 2017

Community Preservation Committee Meeting

Community Preservation Committee members present: Cortni Frecha (chair), Bill Byron (vice chair), Rick Connelly (arrived 7:41), Atli Thorarensen, Mike Busch (arrived 7:34), Ernie Dodd, Vin Antil, Andy Crosby

Not Present: Bob Larkin

Audience Attendees: Stow Independent

Admin. Assistant: Krista Bracci

Liaison: Jim Salvie for part of the meeting

The meeting began with a quorum at 7:31 pm

MINUTES

VOTE: Ernie made a motion to approve the amended minutes of July 17, 2017, Vin seconded. The vote was 5 - 0 with Bill abstaining. The following members were not present for the vote: Mike and Rick.

Mike arrived at the meeting

INVOICES

VOTE: Ernie made a motion to approve invoice #4358 from McGinley Kalsow in the amount of \$57.94, Andy seconded. The vote was unanimous, 7 - 0 with Rick not present for the vote.

VOTE: Ernie made a motion to approve invoice #A165650 from ARTEX in the amount of \$3,415.00, Vin seconded. The vote was unanimous, 7 - 0.

Quick Discussion: The items are going to be stored in a facility in Somerville, MA and the CPC will be getting a storage invoice every two months. The first invoice including the packing up of all the artifacts.

Rick arrived at the meeting

CP- 3 REPORTING DISCUSSION

There was some concern that the committee needed to have SMAHT (Stow Municipal Affordable Housing Trust) complete a worksheet and supply it to Krista in order for her to complete the mandatory CP-3 State Report that is due in September. Krista explained that this was incorrect and also mentioned

she reached out to the coalition regarding the issue just to make sure. Some members still seemed uneasy about the explanation so Krista will contact Stuart directly at the coalition to double check. She is also going to ask why the Conservation Commission does not have the same requirements as Housing Authorities.

PROJECT SIGN DISCUSSION

Rick received a quote from TSS Graphics for a new more permanent CPC sign. The sign will be placed in front of projects currently in progress. TSS Graphics is located in Stow and when compared to other companies in surrounding towns and online they were the cheapest and quickest. Rick will have the company make up one sign for the next CPC meeting. He will also bring various stand options for the committee to review and decide upon (4x4 wood post, L bracket, screw in stand). The following are the specifics on the sign that will be purchased:

- 18 x 24 and printed on only one side
- Aluminum with vinyl lettering - wears very well
- Approximately 1/4 inch thick
- Cost is around \$50 per sign

Additional Comments:

- Krista requested Rick bring the invoice to the meeting
- Some members thought writing on both sides may be better
- Maybe we should purchase multiple signs if a discount is offered
- Why not use a holder similar to real estate signs so you can see the information from two different directions

STOW CP PLAN - SECOND REVIEW

Pages from 1 to 6 were reviewed again (red corrections from previous meeting). The following was discussed/agreed upon:

- Page 1: Mike agreed with Atli's number, Krista will make some minor changes that were discussed.
- Page 2: Krista will obtain from Julie the total interest earned from 2001 (inception of the CPC) through 2016. The figure needs to be added to the paragraph below the pie chart.
- Page 3: The second paragraph will be removed.
- Page 4: Krista will make some minor edits and updated the account balance section. Atli is going to redo the project chart to make it more legible.
- Page 6: Krista will make a few minor edits to the first paragraph.

For the next couple of meetings:

- **Preservation Goals** (page 6): Cortni rewrote this section, but Ernie is going to try and make some changes and forward them to Krista.
- **Historic Preservation** (page 6 - 9): Andy will review this section and give the revisions to Krista.
- **Conservation of Open Space & Land Recreation** (page 9 - 11): Vin will review this section and Mike is going to work with him to incorporate more about Recreation. They are going to focus on what the priorities will be.
- **Community Housing** (page 11 - 16): Krista is going to ask Laura Spear (SMAHT) to review this section for the committee.

Note: The committee stopped reviewing the document half way down page 16.

APPLICATION SAMPLE REVIEW

This was not discussed and will be reviewed at a future meeting.

PROJECT UPDATES:

Krista is going to bring a list of open projects to the next meeting for review. Some projects have not taken off and may need to be rescinded at the Spring town meeting.

NEWS AND VIEWS

- Cortni reviewed the project application process for Andy's benefit since he is new to the CPC. She mentioned how the CPC is reactive and not proactive in bringing projects to town meeting. Cortni also mentioned how we are responsible in guiding applicants through the process.
- Krista mentioned that a new town website will be launching in early September and she has some work to get the CPC site up and running.
- The committee would like to review the sample press release for this year's application deadline. Krista will bring the press release to the next CPC meeting.
- A member mentioned that a future project that should be on our radar is the renovation of the original town hall. It was mentioned the roof is in very poor condition and the project to renovate the building could expend most or all of the current CPA funds.

MEETING SCHEDULE

September 11

September 25

Rick made a motion to adjourn at 9:35 pm, Bill seconded, and approval was unanimous.

Respectfully submitted by: Krista Bracci