

**TOWN OF STOW**  
**Community Preservation Committee**

**Minutes, January 9, 2017**

**Community Preservation Committee Meeting**

*Community Preservation Committee members present:* Cortni Frecha (chair), Dot Spaulding, Mike Busch, Bill Byron (vice chair - arrived at 9:10), Vin Antil, Rick Connelly, Ernie Dodd, Bob Larkin (arrived at 7:45), Atli Thorarensen

*Admin. Assistant:* Krista Bracci

*Liaison:* Brian Burke - arrived at 8:30

*Other attendees:* Project Presenters, Library Trust Members, SCT Members

The meeting began with a quorum at 7:34 PM

**MINUTES**

**VOTE:** Ernie made a motion to approve the minutes of November 28, 2016, Dot seconded. The vote was 7 - 0 (Bob and Bill were not present).

**INVOICES**

**Discussion:**

*Invoice for Historic Document Preservation, balance of project.*

Dot mentioned that the Historical Commission thought the preserved documents looked great. Krista mentioned to the members that this is the second invoice for this project and once the invoice is paid the account balance will be zero.

**VOTE:** Mike made a motion to approve an invoice from Kofile Technologies dated 11/30/16 for \$95,095 associated with the Historic Document Preservation Project, Dot seconded. The vote was 7 - 0 (Bob and Bill were not present).

**2017 ATM PROJECT PRESENTATIONS**

**Restoration of the 2nd Floor Historic Interior of the Randall Library**

Melissa Fournier (Library Director) presented the project application and supplied the members with an updated design plan. The request is for \$363,395 of CPA funds (design and construction funds at the same time). Melissa and a few Library Trustees mentioned the following updates:

- The intent is to restore the old section of the Library to make it more energy efficient and provide more quiet space for adults. Meeting space is also needed and important for library programming.

- Melissa reminded the members that more space was recommended by the community when the library survey was done. There was also a side note that since programs are held right at the library the new community center space would not work.
- There is a possibility that there may be green community funding after the renovations.
- The architect is secure with the number, but there is no guarantee a surprise will not come up.

Member Questions:

1. Why is there an alternative 1 and 2 on the quote?

The lighting was not part of the original scope, but the Library Restoration Committee would like the CPC to approve this addition.

2. The contingency amount and admin lines seem to be excessive?

This is a standard practice and percent for most architects. They need to build in a cushion if something unexpected should arise. For example, what is behind the wall once they open it up? For example there could be some electrical issues.

3. Are the walls insulated?

No, if insulated it would cause more damage. Instead they are going to replace/repair doors and replace storm windows to save energy.

4. Will the second flight of stairs to the attic still be curved?

Yes, but there will be a platform for employees to get their balance before proceeding to the attic.

5. Why is the work going to be done in the winter?

They hope to get lower bids since contractors cannot work outside due to the weather.

Comments:

Jim Salvie (BOS) - he mentioned that this is a fairly small project and it needs to go to town meeting this spring. He mentioned that the contingency amount/percentage was not too high.

Cortni - she informed Melissa and the Library Trustees that the CPC will review all project submissions before voting. She noted that this has been the longest proposal on the books to date and encouraged Melissa to move forward with the open house and set up appointments with the other committees. She went on to let Melissa know that it will be a group effort pulling together the warrant article.

**Historic Document Preservation - Phase II**

Linda Hathaway (Town Clerk) started her presentation off by showing some examples of the first phase of the project that is now complete. She explained that the worn out pages are treated and preserved before placing them in books (vital records, annual reports, ledgers, selectman notes). All the material will be on microfilm, digitized and eventually online. Each book has a note on the inside cover that the funding came from CPA.

Along with the CPA application Linda provided some photos of other town documents in terrible condition. One document dates back to 1660 - Warning out notice. These documents were explained to the committee by Marilyn Zavorski. When you moved from one town to another your name needed to be added to the warned out list. The basis is that the new town did not want to be responsible for your care/cost.

Linda is requesting \$85,000 in CPA funds for phase II. This phase will try to preserve additional annual reports, town meeting minutes and indentures. The current documents are tearing, flaking and the ink is burning through the paper. Linda is not as concerned about the vital records because these are on file in Boston and on Ancestry.com. She has met with the Historical Commission and they support this project. She informed the members that the RFP process has changed since Kofile now has a federal contract. This means the process will be much easier. Linda went on to explain that the number she is requesting may vary slightly. There was a new law recently passed encouraging communities to get as many of their documents online as possible. Atli felt that we should try and make this part of phase II and not have an additional phase. Linda said she will do some research on this suggestion. A press release will be done so that the community is aware of how successful this project has been.

### **Protection of Small Farm Property & Carver Hill Property**

Kathy Sferra (Conservation Commission) and Bob Wilber (Stow Conversation Trust) made a presentation, supplied the members with an aerial map, and showed video of both farms filmed with a drone. They are requesting \$275,000 of CPA funds for Small Farm and \$1,400,000 for Carver Hill. The intent is to put a conservation restriction on each property. They hope to preserve this land from future land development. A CR does not mean the property has to remain a farm. However, it does mean that no homes can ever be built on the property if it ceases to be farmed. A CR is not held by the state and the land owner will work locally. A CR is different than an APR. It was explained that these farms would not be highly ranked by the state for an APR, due to their size and soil. Applefield and Shelburne already have a CR attached to them. Kathy added that there has not been much spent from CPA funds on large properties in Stow.

SCT Notes: The trust is celebrating their 40th anniversary and has initiated the Save Stow Farms Project. Their mission is to protect open space in Stow. Carver Hill was ranked as the top property to save by the Open Space Committee, with Pilot Grove a close second.

#### Small Farm Details:

- 24 acres of land, some is wet
- Appraisal for this property still needs to be done
- Owner is in a position to sell at a lower cost

#### Carver Hill Details:

- Approximately 80 acres of land with a brook
- The property has two buildings on it and a lot for a third will be retained (not part of the CR)
- Owner is willing to sell for \$500,000 less
- There have been over 2 years of discussion
- The property could sell for \$3.5 million to a developer

Additional Notes: Vin mentioned that the Open Space Committee has not voted yet, but there is significant support for saving both of these farms. Bob Wilber said he will supply additional specifics on Carver Hill for the next CPC meeting. Don McFarlane of Boxboro Road asked about the Cost of Community Services Study. Bob informed him that one needs to be done, but they are very expensive. The study shows the net drain on a community if there are additional houses built and shows the net benefit when you have more open space. Brian tossed out the question: how much in total will the town put into the farms of Stow?

## **NEWS & VIEWS**

Cortni told the members that we have three more project applications to review at our next meeting: Town Center Park, Habitat for Humanity building on Pine Point Road and SMAHT.

Krista asked if she should have a final applications submitted for all the projects that were presented tonight. The members said it was not necessary.

Krista asked the members if there were any projects they would like to rescind at the annual town meeting. The members requested she provide them with a list of projects that have not used any of their appropriated funds.

There was some discussion about Stow ever reaching the 10% Affordable Housing goal. The members felt this will not happen unless a developer comes in and creates a large number of affordable units like at Pilot Grove. Some members stressed it is important not to lose any affordable units that we do have.

Brian informed the members that the warrant closes on March 31, 2017.

## **MEETING SCHEDULE**

January 23rd

February 6th, 13th and 27th

*Krista left the meeting*

## **CPC ADMINISTRATOR SALARY DISUCSSION**

Cortni explained to the members that Krista provided her with some salary research and has requested an increase in her pay. Cortni has met with Bill Wrigley and discussed the matter. Cortni suggested to the committee that Krista's position as CPC Administrator be moved from the C schedule to the D schedule so that her pay rate is more in line with similar positions.

**VOTE:** Bob made a motion to approve the CPC Administrator position to be relocated onto schedule D and have Krista's pay rate changed to step 1 (\$20.19), Dot seconded. The vote was unanimous.

Bob made a motion to adjourn at 10:15 PM, Atli seconded, and approval was unanimous.

Respectfully submitted by: Krista Bracci