

TOWN OF STOW
Community Preservation Committee

Minutes, November 19, 2018 - Amended

Community Preservation Committee Meeting

Community Preservation Committee members present: Vin Antil (chair), Cortni Frecha (vice chair – arrived at 7:39), Bill Byron, Andy Crosby, John Colonna-Romano, Mike Busch (arrived at 7:35 pm), Atli Thorarensen

Community Preservation Committee members not present: Bob Larkin

Admin. Assistant: Krista Bracci

The meeting began with a quorum at 7:33 pm

MINUTES

VOTE: Atli made a motion to approve the minutes of November 5, 2018, Andy seconded. The vote was 5 – 0, Mike and Cortni were not present.

Mike arrived at the meeting, 7:35 pm

INVOICES

VOTE: Atli made a motion to approve an invoice for \$2,200 from Kelly Designs (Pine Bluff Design Project), Andy seconded. The vote was 6 – 0, Cortni was not present for the vote.

VOTE: Atli made a motion to approve an invoice for \$489.50 from Kane-Perkins (Pine Bluff Recreation Area Project), Andy seconded. The vote was 6 – 0, Cortni was not present for the vote.

Cortni arrived at the meeting, 7:39 pm

VOTE: Mike made a motion to approve an invoice for \$1,406.70 from Powell Stone & Gravel (Pine Bluff Recreation Area Project), Andy seconded. The vote was unanimous.

Discussion: Mike mentioned that the soil is high quality for a great price.

BROOKSIDE WALL PROJECT PROPOSAL UPDATE

G.H. Glendhill was present at the meeting to give an update. He supplied a memo to the members from Susan Carter dated 11/19/18. Sue viewed the area needing work with an architect. The memo gave some detailed suggestions on how to stabilize the slope so that it does not destroy the Brookside Wall. No estimated cost was given in the report. Sue did label the wall as historic in her report.

Comments:

- Andy mentioned that the Historic Commission has not yet determined if the wall is historic. He will inform Dot Spaulding to have this item added to their next agenda.

- Cortni feels this project needs to be funded by multiple parties and could be a single article submitted for town meeting. She also mentioned she felt the wall is historic and most likely could be restored using CPA funds. The slope work should be funded by the town or other committees.
- GH informed everyone that he has put a place holder on the warrant for Spring Town Meeting.
- Mike asked GH if the Cemetery Commission has funds. GH answered that they do from perpetual care. GH explained this money is used to maintain and make the cemeteries attractive.
- GH informed the members that usually the cemetery is responsible for one side of the wall and the highway department is responsible for the other side.
- The committee mentioned that GH may need to contact Bruce Fletcher to see if removing some trees could increase the sunlight on the slope. With increased sunlight other vegetation can grow and hold back the slope naturally. Most likely a crane will be needed.
- The majority of the members felt that option D in the report should be the last option since it would be the most expensive.
- GH is still not sure if he will use a General Contractor or try and contract each job out separately.
- Cortni suggested GH call Kelly Designs who has done work at Pine Bluffs.

Action Items:

GH is going to obtain some quotes to see what it will cost for some tree work, new plantings and restoring the wall. He will then meet with the Historical Commission before returning to the CPA with an update.

Committee Comments (post update):

CPC members confirmed that they needed the Historical Commission on board before they would vote on this project. There was a small debate on if the wall was even historic. Cortni suggested that maybe a stone expert was needed to determine this and a site visit could be helpful. Most members felt that the wall did not seem all that bad. They did note that there were some holes and the turf was seen on top of the wall, but the wall was not falling down at this point. Vin mentioned the worse section was behind the building. Mike and Cortni are in agreement that the slope needs light and things will grow and maybe funding is not even needed.

MEETING REPORT DISCUSSION

Krista asked the members if they felt the report was useful or needed.

Conclusion: most of the members like the report and felt that Krista can make the decision on a case by case basis if it is needed. If the report is needed the members would like to omit the agenda items from the report.

FY20 BUDGET PROJECTION APPROVAL

Krista informed the committee of the FY2018 match details and her suggestion for the FY2020 budget/warrant article amounts (spread sheet was supplied). She informed new members about the 5% administrative minimum and the 10% requirement for each bucket stipulated in the Community Preservation Act. After a quick discussion the members decided that they would like to place more funds in the buckets this time around in order to avoid an adjustment article.

VOTE: Cortni made a motion to approve that \$100,000 should be placed in each of the three buckets for FY2020, Atli seconded. The vote was unanimous.

VOTE: Cortni made a motion to approve that \$40,000 should be placed in the administrative account for FY2020, Atli seconded. The vote was unanimous.

Action Item: Krista will put the FY2018 match details in the body section of the CPC webpage per Atli's request.

STATE MATCH LETTER APPROVAL

The committee decided to omit the accrued interest amount in the fourth paragraph. They also suggested the following changes prior to Krista sending the letter to the paper and posting it to the CPC site. Vin will approve the letter one final time after Krista makes the necessary changes.

- Put the projects in order – most recent at the top
- Replace Pilot Grove with Kunelius
- Second bullet should be the Library project instead of lower village
- Add Carver Hill to the line with Small Farm
- Delete the Boon Road project

REVIEW OPEN CPC PROJECTS

Krista requested the members to let her know if they wanted to rescind any projects at the Spring Town Meeting. She supplied to them a spreadsheet of all open CPC projects. It was decided that going forward the Fall is a better time to review all open projects. Krista will make note of this. Cortni suggested we may need some type of policy indicating a time limit a project can remain open. The following comments were discussed:

Rescind at town meeting?

- Krista informed the members she emailed Mike Kopczynski and has not heard back on the status of any of his projects. Vin mentioned he may contact him at some point.
- It was suggested that Krista check with the Planning Department and Jim Salvie to see where the Track Road project stands.
- Cortni mentioned she may be able to work on the Deed Restriction project now that she has more time in her schedule.

Close at year end?

- Andy will check with the Historical Commission on the West School project.

HISTORIC DOCUMENT PRESERVATION DISCUSSION

Linda Hathaway Project Manager – Town Clerk

Krista reached out for an update on this project and Linda requested that she ask the committee the following questions at their next CPC meeting:

- Q. Could CPA funds be used to pay for someone to help Linda get the RFP pulled together?
- A. Cortni felt this was a valid request and funds could be approved out of the administrative account (Consultants Line).

Discussion: Mike was opposed to this request feeling that she has adequate time and staff in order to write the RFP.

VOTE: Cortni made a motion to approve up to \$2,500 from the administrative account (consultant line) to help pay for someone to write the RFP for Linda Hathaway (HDP II Project) with the stipulation the funds need to be used by the end of the fiscal year (June 30, 2019), Atli seconded. The vote was 6 – 1 with Mike opposed.

Action Item: Krista will communicate this information to Linda and the Town Accountant.

Q. Could CPA funds be used to hire an Archivist to help organize historic documents in the vault, catalogue them, and decide what needs to be saved or disposed of?

A. The committee decided they needed more information from Linda regarding this request.

Discussion: Bill mentioned that he has been in the vault many times. Items are able to be searched, but it is in need of organization. He also mentioned that there are boxes all over the floor.

Action Item: Krista is going to ask Linda to come to a CPC meeting to explain in detail what her exact need is and how much it may cost.

PROJECT UPDATES

None were given

NEWS & VIEWS

Nothing was discussed

MEETING SCHEDULE

December 3rd

December 17th

Mike made a motion to adjourn at 9:50 pm, John seconded, and the vote was unanimous.

Respectfully submitted by: Krista Bracci