

TOWN OF STOW
Community Preservation Committee

Minutes, December 7, 2020 - Amended **Community Preservation Committee Virtual Zoom Meeting**

Community Preservation Committee members present: Vin Antil (Chair), Roger Zimmerman (Vice Chair), Erica Benedick, Bob Larkin, John Colonna-Romano, Barbara Clancy, Mike Busch

Community Preservation Committee members not present: Ingeborg Clark

CPC Liaison: Cortni Frecha (Board of Selectman & Town Hall Restoration Committee)

Other Attendees: Kathy Sferra (Conservation Commission)

Gleasondale Village Steering Committee (GVSC): Maura Sieller, Meg Costello

Town Hall Restoration Committee (THRC): Doug Hyde, Ed DeLuca, Atli Thorarensen, Andy Crosby

Admin. Assistant: Krista Bracci

The meeting began with a quorum at 7:00 pm

MINUTES

VOTE: Bob made a motion to approve the minutes of November 9, 2020, Erica seconded. A roll call was taken and the vote was unanimous.

Bob	Yes
Roger	Yes
John	Yes
Barbara	Yes
Erica	Yes
Mike	Yes
Vin	Yes

INVOICES

VOTE: Bob made a motion to approve Invoice #215468369 from W.B. Mason in the amount of \$18.49 (Admin Supply Acct), Roger seconded. A roll call was taken and the vote was unanimous.

Bob	Yes
Roger	Yes
John	Yes
Barbara	Yes
Erica	Yes
Mike	Yes
Vin	Yes

VOTE: Erica made a motion to approve Payment #3 from Green International in the amount of \$10,366.50 (Track Rd. Survey & Design), Vin seconded. A roll call was taken and the vote was unanimous.

Discussion: The question was raised on how much of this project was done. A closer look at the invoice shows that 70% of the project has been completed. Barbara questioned if she was able to vote on an invoice for a project that took place prior to her joining the CPC. The answer was given to you by a committee member, yes she can vote.

Bob	Yes
Roger	Yes
John	Yes
Barbara	Yes
Erica	Yes
Mike	Yes
Vin	Yes

VOTE: Bob made a motion to approve Payment #4 from Green International in the amount of \$6,911.00 (Track Rd. Survey & Design), Erica seconded. A roll call was taken and the vote was unanimous.

Bob	Yes
Roger	Yes
John	Yes
Barbara	Yes
Erica	Yes
Mike	Yes
Vin	Yes

VOTE: Bob made a motion to approve Invoice #I201240-IN from M.E. O'Brien & Sons in the amount of \$32,788.20 (Town Center Playground), John seconded. A roll call was taken and the vote was unanimous.

Bob	Yes
Roger	Yes
John	Yes
Barbara	Yes
Erica	Yes
Mike	Yes
Vin	Yes

VOTE: Erica made a motion to approve Invoice #I201334-IN from M.E. O'Brien & Sons in the amount of \$17,211.00 (Town Center Playground / Project Complete), Bob seconded. A roll call was taken and the vote was unanimous.

Discussion: A concern was raised on how much the playground cost. Mike explained that playground equipment is expensive due to the safety testing that is done, construction that needs to withstand weather and constant use, and freight to ship the equipment is very costly.

Bob	Yes
Roger	Yes
John	Yes
Barbara	Yes
Erica	Yes

Mike Yes
Vin Yes

PROJECT PRESENTATIONS

Applications for May Annual Town Meeting - 2021

Kane Land Project (request is for \$30,000)

Application and supporting documents given to CPC by Eve Fischer (can be found in the project file).
Presentation given by Maura Sieller from the Gleasondale Village Steering Committee.

Discussion Points:

- The Kane land is town owned and Selectman managed.
- The land totals 29.5 acres and sits along the Assabet River.
- Currently there is no access point to get to the land (entrance is near the white church, not the bridge).
- The largest expense would be for the culvert extension and the additional funds will be used to take care of the Japanese Knotweed and trail markers.
- The lumber for the board walks will be donated and Eagle Scouts will be helping with this project.
- The GVSC is applying for a Mass trail grant.
- There is no plan at this time to offer parking. The trail will mostly be used by the residents in Gleasondale Village. The residents have been working on this project for over seven years.
- One abutter did raise some safety concerns. The Stow Police declared it safe and the committee feels that the abutter will be fine after seeing the engineering plans.
- The trail can be posted on line so maps may not be needed.

VOTE: Bob made a motion to accept the Kane Land Application and to vote on it at a later CPC meeting, Mike seconded. A roll call was taken and the vote was unanimous.

Bob Yes
John Yes
Erica Yes
Roger Yes
Barbara Yes
Mike Yes
Vin Yes

Town Hall Restoration Project (request is for \$3.5 million)

Application and supporting documents given to CPC by Doug Hyde (can be found in the project file).
Presentation given by Doug Hyde from the Town Hall Restoration Committee.

Discussion Points:

- The existing engineering firm has provided new and better identified numbers to the THRC than the previous firm. The \$3.5 million reflects the full amount of the entire restoration project.
- Doug H mentioned inviting the lead architect to a future CPC meeting. He also mentioned he will keep us up to date and will come to additional CPC meetings.
- It was noted that ample committees are represented on the THRC. Cortni represents the CPC on that committee.
- The HVAC system is going to be discussed with the Board of Selectman this week at a meeting.
- Mike would like to see the firm numbers all laid out well before the annual town meeting. Atli T mentioned the construction drawing will be bid ready by May, maybe sooner.

- The price of this project was discussed and the THRC mentioned that restoration always is a large ticket item because compliance is involved.
- Mike is in favor of bonding this project; however, he would like to see other funding sources. Doug H mentioned that other funding sources will be looked into, but not promised.
- Atli T and Cortni feel that this is a perfect use for CPA funds. They also mentioned that CPA funds are town funds and we should not create a tax burden for the residents.
- Ed D made a comment that borrowing rates are less than interest rates right now and CPA funding to Historical projects have been lower than for other projects in Stow.
- Cortni has explored this project (on her own) and feels that the people in town will most likely contribute their own funds through private donations. She feels that it will be used by various organizations in town. For example, dance groups, yoga, children's programs and meeting space. She continued to add that this building would be very busy if it was in good shape and is a perfect use for historical CPA funding.
- Mike would like to find out how important this project is to the town. How many residents are in favor of it? Is it 10%, 20% or a higher number?
- Cortni mentioned that Denise feels that bonding this project is appropriate. She mentioned that the town of Concord has bonded and may be able to offer some guidance.
- Erica mentioned that the town does not have the money to fund this project and that the bonding schedule is full. She is also concerned that if we spend all the CPA funds now we will not have any funds to spend down the road on other projects.
- A question arose: is there a value in cutting some items to lower the cost? Doug said the THRC will listen to the pros and cons and decide as things come up. He did also mention there is an exit strategy if needed.
- Cortni would like the Board of Selectman to be involved and will bring the matter up at her next meeting.
- Kathy S mentioned when she was CPC chair the committee pushed to make sure there were multiple funding sources for all projects, especially larger ones. By doing this the project is more appealing to the public at town meeting.
- An important question was raised. Is the CPC comfortable in bonding a project without the Board of Selectman's approval? How do we cope with larger projects going forward?
- Krista informed the members that there are not enough CPA funds available to cover all project applications that were submitted.

Action Items:

- Krista and Vin have a number of questions to ask Denise (Town Administrator) at their meeting this week. Most importantly, if there is enough time to bond and if a project is bonded does it require a 2/3 vote? The question also came up if we should be working with the Board of Selectman? If yes, should they help prioritize projects? Krista will email the CPC members with a meeting recap.
- Krista will include an updated list of future projects in the next meeting packet.

VOTE: Mike made a motion to accept the Town Hall Restoration Application and to vote on it at a later CPC meeting, Bob seconded. A roll call was taken and the vote was unanimous.

Bob	Yes
John	Yes
Erica	Yes
Roger	Yes
Barbara	Yes
Mike	Yes
Vin	Yes

STATE MATCH PRESS RELEASE REVIEW

The committee reviewed the press release and had no changes. Krista will do the following:

- Submit the release to the local paper
- Send out an email blast to town employees
- Put the release under news and announcements on the town website and send it out to subscribers
- The release will also be placed on the CPC webpage

APPROVE THE FY2022 BUDGET WORKSHEET

Krista presented the budget as follows:

- Admin will be \$40,000: salary \$14,500, dues \$4,500, advertising \$300, Supplies \$400, consultants \$20,000, and other expenses \$300.
- Each bucket will be \$125,000.
- No adjustment articles are needed this year.

VOTE: Erica made a motion to accept the FY2022 budget (admin \$40,000 & each bucket \$125,000), Bob seconded. A roll call was taken and the vote was unanimous.

Barbara	Yes
Roger	Yes
Bob	Yes
John	Yes
Mike	Yes
Erica	Yes
Vin	Yes

Action Item: Krista will complete the budget and send it to the appropriate parties by the due date. She also needs to supply capital planning with a document.

PROJECT UPDATES

Krista informed the committee that Kathy Sferra gave her an update on the Hallock Point project (ATM 2021). The fundraising is underway and there will be meeting with the public shortly. Kathy has also met with a broker and has started to try and figure out how to sell the lots.

NEWS & VIEWS (Given by Krista)

- Received two additional project applications on or before the deadline of 12/1/20. One for a pickle ball court at the Town Center Park (\$65,000) and one for Stow Acres a phased project (\$1.5 million). Both applicants will attend the January 4th meeting and present their projects.
- Vin and Krista will be meeting with Denise (Town Administrator) this week to discuss a number of items. One being the question if you are able to spend CPA funds for a newly passed project before July 1st and also to gain further information on how you can get around this law if you need the funds sooner (STM within an ATM).
- Krista will be getting a Microsoft Surface for CPC business instead of using her own laptop. She explained that this would be better in case she left the CPC or is something happened to her.

MEETING SCHEDULE

January 4th
January 11th

Erica made a motion to adjourn at 9:09 pm, Bob seconded, and the vote was unanimous after a roll call was taken:

Bob	Yes
Roger	Yes
John	Yes
Mike	Yes
Erica	Yes
Barbara	Yes
Vin	Yes

Respectfully submitted by: Krista Bracci