

TOWN OF STOW
Community Preservation Committee

Minutes, April 11, 2016, amended

Community Preservation Committee Meeting

Community Preservation Committee members present: Cortni Frecha (chair), Dot Spaulding, Mike Busch, Kathy Sferra, Bill Byron, Bob Larkin, Vin Antil, Louise Nejad, Paul McLaughlin

Admin. Assistant: Krista Bracci

Liaison: Brian Burke - arrived at 7:35 pm

The meeting began with a quorum at 7:32 pm

MINUTES

VOTE: Bob made a motion to approve the minutes of March 14, 2016 as amended, Bill seconded. The vote was 8 - 0.

Mike arrived at 7:40 pm

INVOICES

There were no invoices to approve.

PROJECT APPLICATION PROCESS

Comments/suggestions given by the CPC Committee Members:

- The project application process is confusing and needs to be simplified.
- Applicants should plan to meet with the CPC Committee at least twice.
- The project deadlines need to be changed to an earlier date for all Town Meetings.
 - January 1st for Annual Town Meeting
 - July 1st for Special Town Meeting
- All applicants should come in prior to the deadline with a completed pre-application. This way the CPC members can guide applicants on what needs to be done next before the final application is due on January 1st or July 1st.
- CPA funds are not allowed to be requested at Town Meeting without prior approval from the Community Preservation Committee. All requests need approval from the CPC Committee.
- The original application and instructions were borrowed from another town. This will be the first time the materials have been revised since the CPA adoption in Stow.
- Parties applying for administrative funds should fill out the same application.
- Press releases need to be edited and put in the paper much sooner.
- It was suggested that an email should be sent out to all Town Departments, Boards and Committees that the application process has changed.
- The website should indicate the application process has changed.

- Sometimes the CPC will request applicants to obtain a couple of bids to ensure their numbers requested are good.
- The second or final application will indicate the exact amount of what is requested for CPA funding.
- Waiving the pre application was brought up and the Committee decided they could waive this requirement on a case by case basis.
- A Grant Agreement should be signed for every CPA project that is awarded funds. The agreement should require annually or biannually report(s) given to the CPC.

Action Item: Krista will work on making the changes to the various documents and bring the revisions to the next CPC meeting for further review. She also will do some research on other town websites to provide samples of Grant Agreements.

PROJECT UPDATES

Cortni mentioned to the members that the Randall Library had a meeting tonight regarding the Historic Renovation. Krista provided the members with an email from Melissa that stated the three companies they were doing reference checks on.

MEETING SCHEDULE

April 25th

May 2nd @ 6:30 - Hale Cafeteria

Bob made a motion to adjourn at 8:55 pm, Mike seconded, and approval was unanimous.

Respectfully submitted by: Krista Bracci