

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

**Minutes, December 14, 2009**

**Community Preservation Committee Meeting**

*Community Preservation Committee members:* Bob Wilber (Chairman), Dave Walrath (Vice-chairman), Kathleen Willis, Kathy Sferra, Bill Byron, and Mike Busch\*, John Bolton \*\*. *Admin. Assistant:* Deb Seith

The meeting began at 7:32pm in the Town Building.

**BILLS AND MINUTES**

**VOTE** Kathleen made a motion to accept the minutes from November 9, 2009 as amended, Dave seconded, and 4 votes were to approve (Kathy abstained because she was not present).

**BUDGET FY2011**

The Committee reviewed the proposed FY2011 budget. Members agreed that it makes sense to combine the lines items for Legal, Appraisal, Engineer, and Consultants into one line item for Consultants. In general the committee felt that this would reflect more accurately what administrative funds are available.

**VOTE:** Bob L. moved to accept the proposed budget as amended (consolidation of line items), Kathleen seconded and approval was unanimous (final budget attached to minutes).

*\* Mike joined the meeting at this time.*

The Committee briefly discussed the Red Acre Road affordable housing and open space project(s). The project is no longer in litigation and the appropriated funds can be returned to the appropriate unreserved CPA accounts at the next Town Meeting.

The Committee discussed adjusting the unreserved buckets (Historic, Affordable Housing, and Open Space/Recreation) to reflect the greater State Match that Stow received in October. The appropriation to the buckets had been based on an anticipated 35% match and Stow received over 51%. Deb will figure out the calculations for the Annual Town Meeting warrant.

**QUICK RESPONSE TEAM FOR CHAPTER 61 LAND**

In general the committee agreed that, according to protocol, the CPC is not a necessary participant at this stage of the process. Should the Quick Response Team need to communicate with the CPC it is probably best to do so by contacting Deb.

**NEWS & VIEWS**

- Mike reported that he walked the land next to the Stow Highway Department (SHD) and determined it is not a good site for recreation. He thought it might be a good site for storage for the SHD.

*\*\* John Bolton arrived at this time.*

**MEETING SCHEDULE FOR CPC**

The Committee set the dates for their next meeting: January 11<sup>th</sup> and 25<sup>th</sup>

**HISTORICAL COMMISSION (SHC) Ralph Fuller and Susan McLaughlin**

Historic Property Inventory Update

- The SHC met with Bill Wrigley, Town Administrator, and spoke with the Massachusetts Historical Commission (MHC) about the Request for Proposal (RFP) process. The MHC said they would advise and review things for the Stow Historical Commission although it is not required. MHC

thought the Inventory should be divided into 2-one year projects instead of a 1-two year project. MHC advised structuring the contract so that the Town retains the option to not re-new the contract should the first year of work not be acceptable. MHC also advised setting deliverables for the consultant so SHC can monitor the progress of work.

- Ralph and Susan agreed to be the joint-coordinators and keep the CPC informed of their progress.
- Kathleen invited Ralph and Susan to make use of Planning Board maps as a resource.
- Ralph mentioned that the SHC is considering a Historic Plaque project for residences.

#### Blacksmith Shop Update

- CPA funds have been used on the structure and that may put some restrictions on the building.
- The building can be designated by the Board of Selectmen as surplus property and go thru that process to change ownership.
- Someone asked if it could be moved to some land at the West School.
- If ownership changes, the Town can put some restrictions on the agreement (i.e. if the building becomes derelict the Town can take possession of it.)

#### **LAKE BOON UPDATE Associate Member Lake Boon Commission, Kent Seith**

Kent gave a brief overview of the CPA Lake Boon project. He explained that CPA funds were approved for a 3 year project to eradicate non-native weeds from Lake Boon. The first year a big treatment was done in basins 2,3,4. The second year only spot treatments were needed. The final year they used concentrated pellet treatments.

Kent explained that once lake gets these weeds it will always have them but this project was very successful at getting the issue under control. Kent is now working with Bill Wrigley, Town administrator, to have the Town annually fund a maintenance program for the non-native weeds at Lake Boon.

Kent thanked the CPC for their support and guidance throughout process (application to completion). Bob expressed his opinion that Kent did a very good job managing the project and keeping the CPC informed of the progress each year.

Kent also reported that the project came in under budget. This is because the first basin did not have to be treated, they had expected the lake to be tougher to treat, and the technology keeps getting better.

Kent submitted a final invoice for \$3333.33 for the project (total amount \$5,000, Hudson's portion \$1666.67).

**VOTE:** Bob Larkin made a motion to approve payment of \$3333.33 for the Lake Boon project, Kathy seconded and approval was unanimous.

**VOTE:** Kathy made a motion to adjourn at 9:30pm, Bob L seconded, and approval was unanimous.

Respectfully submitted by,  
Deb Seith  
Administrative Assistant

**CPC FY11 BUDGET PROJECTION**

**28% Match**

\$ 430,000.00	FY10 CPA Surcharge Tax
\$ 10,750.00	2.5% tax increase
\$ 440,750.00	Estimated FY10 CPA tax surcharge
\$ (9,000.00)	Estimated abatements
\$ 431,750.00	Net FY10 CPA tax surcharge (estimate)
\$ 117,880.00	State match (based on FY09 actuals minus 10,000 in abatements)
<b>\$ 549,630.00</b>	<b>Total estimated FY09 CPA funds</b>
\$ 54,963.00	10% appropriation for affordable housing, open space, historic preservation
\$ 27,481.50	5% administrative appropriation

	FY09	FY09 Spent	35% Match FY10	28% Match FY11
<b>ADMINISTRATIVE COSTS SUMMARY</b>	\$ 37,500.00		\$ 28,000.00	<b>\$ 27,500.00</b>
Administrative Assistant	\$ 7,903.00	\$ 5,400.00	\$ 9,000.00	<b>\$ 8,500.00</b>
Dues	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	<b>\$ 1,500.00</b>
Appraisal Services	\$ 5,700.00		\$ 4,000.00	\$ -
Legal Services	\$ 6,000.00		\$ 3,000.00	\$ -
Due Dilligence	\$ 500.00		\$ 500.00	<b>\$ 500.00</b>
Recording Fees/Closing Costs	\$ 3,000.00		\$ 500.00	<b>\$ 500.00</b>
Advertising	\$ 50.00		\$ 50.00	<b>\$ 50.00</b>
Printing	\$ 400.00		\$ 100.00	<b>\$ 100.00</b>
Postage	\$ 100.00		\$ 50.00	<b>\$ 50.00</b>
Engineering Services	\$ 12,000.00	\$ 5,600.00	\$ 4,000.00	\$ -
Supplies (Office & Computer)	\$ 200.00		\$ 200.00	<b>\$ 200.00</b>
Consultants			\$ 5,000.00	<b>\$ 16,000.00</b>
Other Expenses	\$ 147.00		\$ 100.00	<b>\$ 100.00</b>

Open Space Reserves	<b>\$ 55,000.00</b>
Historical Reserves	<b>\$ 55,000.00</b>
Affordable Housing Reserves	<b>\$ 55,000.00</b>