

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

**FINAL Minutes, June 22, 2009**

**Community Preservation Committee Meeting**

Present: *Community Preservation Committee members:* Bob Wilber (Chairman), Kathy Sferra, Mike Busch, Linda Stokes, Dave Walrath, Bill Byron, John Bolton, Bob Larkin\*. *Member appointed but not sworn in yet:* Kathleen Willis (joined meeting at 9:50pm). *Administrative Assistant:* Deb Seith

The meeting began at 7:35pm with a quorum in Town Building.

**BILLS & MINUTES**

**VOTE:** Mike moved to accept the Minutes from May 11, 2009 as amended, Kathy seconded, five votes were to approve and John and Bill abstained because they were not present.

*Bob L. arrived. (7:40pm)*

**Site Specifics LLC Quote:** Mike and Bob W. believe this is just a quote but will make sure it does not need to be paid.

**Invoice Stow Housing Trust (SHT):** Mike Kopczynski submitted an invoice for \$4600 from Karen A. Sunnaborg for work completed to date on Stow's Housing Production Plan (HPP). The CPC had voted to pay half of the cost of the HPP up to \$9000. Mike expects the total cost to be \$9000-\$10,000 he said the HPP will pay the balance. Mike said he would email Bob W. a copy of the first draft. The second draft is due on July 6<sup>th</sup>. The SHT plans to distribute the second draft to other groups in town and solicit feedback. The goal is to have a completed version in time to be approved at the Fall Special Town Meeting.

Kathy asked how the HPP would fit with Stow's Master Plan. Mike explained that the Master Plan Committee is planning on taking sections from the new HPP to use in the Master Plan and will make sure that the HPP is consistent with the Master Plan.

**VOTE:** Linda moved to approve payment out of administrative funds for \$4600 to Karen A, Sunnaborg for the Stow HPP, contingent on Bob W. reviewing the HPP first draft and approving of the work done to date, Bob L. seconded, and approval was unanimous.

**STOW CEMETERY UPDATE with G.H. Gledhill**

GH received advice from Bill Barry at Mount Auburn Cemetery. It will be very expensive to have a consultant assess Stow's cemeteries and create a plan for them (consultants charge \$150 or more per hour). In general the Stow Cemetery Commission (SCC) feels G.H. is the best person to make a plan for the town cemeteries. The issues are time and budget to have G.H. do the work. Right now he has to work over-time to complete his regular work. G.H. has been in contact with Kathy O'Keefe (Stow's Girl Scout coordinator) and is hoping to have the Girl Scouts and Boy Scouts help with part of the project.

In general the CPC is very supportive of getting the headstones fixed and upright as long as it falls under historic preservation/restoration and not general maintenance. They are also in favor of having the community (Girl and Boy Scouts) volunteer and part in the project(s).

The CPC felt G.H., the Cemetery Commission, and the Historical Commission should work together to assess what is historic, qualifies for CPC funds, and prioritize the work. Mike offered his help, time, and services. Mike also asked if G.H. could qualify to be the project manager if this moves forward and Bob said it was a possibility.

**AFFORDABLE HOUSING APPLICATIONS:** Stow Community Housing Corporation (SCHC) Greg Jones and Ellen Cataldo from the SCHC submitted 2 applications for affordable housing projects.

New things in the application from the last time they approached the CPC:

1. Conceptual Plans from Engineering Company
2. Appraisals done of both properties.

3. Verbal agreed upon price with owner adjacent to Pilot Grove.
4. Close to an agreement with owner at Plantation.

#### Discussion Points:

- Receiving CPA funds will show support from the Town and will aide in applying for and receiving grants/funding.
- Will someone live on site at Plantation?
- What will the “support” for supportive housing include?
- What happens if the project is stalled or cancelled?
- Can the Town buy an option on the properties until funding is in place?
- Does Plantation property include the house?
- There is a risk that the Town could end up owning 2 properties and the projects may not go forward.
- If SCHC owns the properties there is not as much of a risk to the Town funds.
- Can the Pulte money be put towards this? Does it require a Town Meeting vote?
- State funding from DHCD is looking very limited.
- It seems the need is there for Plantation – is this true at Pilot Grove?
- There is not enough CPA money to support both projects (without bonding).
- Can the Town do one project at a time? Is it even possible for the Town to do 2 projects simultaneously?
- Who will pay for the services and supportive housing?
- If you had to pick one project – which would it be – or would you rather scale back on both?
- How do you feel about an Option vrs. Purchasing the land?
- Need to do outreach to immediate neighbors and residents prior to Town Meeting.
- Figure out the tax income to the Town over 10 years from this project.

In general the CPC was supportive of the project but needs to know that the probability of success is high before any CPA funds are committed. Closing on the land should take place after the funds and questions have been resolved.

Ellen stated that both Pilot Grove and Plantation were started with an Option on the Land. She believes that having what is considered “site control” is sufficient as long as the Option has reasonable time frames.

Bob Wilber, Dave Walrath, and John Bolton will work with SCHC to help develop this project a little more.

#### **NEWS AND VIEWS**

- Linda reported that the West School roof is leaking and doesn’t look good. The Building Dept is putting a tarp over it for the short term. The Historical Commission took a vote and they do not want asphalt shingles used – they propose wood shingles with a cedar breather under the roof. The Building Inspector has asked for quotes. He believes one side needs to be replaced the other side might be able to get by with repairs. The Building Inspector has \$3000-\$4000 in his budget to buy shingles. He would like to have the work done before the weather gets too bad. In 1990 one side was replaced with cedar shingles (should have lasted 30 years) but they are not in good condition & the Historical Commission does not believe there is a warranty for them. The Historical Commission will meet with the Finance Committee as soon as possible.

*(During this discussion at 9:50pm Mike left the meeting& Kathleen Willis joined)*

Next CPC meetings: July 13<sup>th</sup> and August 31<sup>st</sup>.  
The meeting adjourned at 10:05pm.

Respectfully submitted by, Deb Seith (CPC Administrator)