

TOWN OF STOW
Community Preservation Committee

FINAL Minutes, March 9, 2009

Community Preservation Committee Meeting

Present: *Community Preservation Committee members:* Bob Wilber (Chairman), Kathy Sferra, Mike Busch*, Linda Stokes, Laura Spear, Dave Walrath, and Bob Larkin.
Administrative Assistant: Deb Seith

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

BILLS & MINUTES

VOTE: Laura made a motion to accept the Minutes from February 23, 2009 as amended, Bob L. seconded, and approval was unanimous.

Sontag Pump Company Invoice for Well - Community Recreation Facility Project

The Committee reviewed and approved an invoice for \$7515. Dale Harris from Coler and Colantonio and Eric Bachtell from the Recreation Implementation Team both approved the invoice for payment.

The Committee reviewed and approved Deb's hours for February.

HISTORICAL COMMISSION (Susan McLaughlin) – PROPERTY INVENTORY

The main purpose of the Historical Commission is to keep a historic property inventory. At the CPC meeting on February 23, 2009 Susan submitted a proposal for CPA funds to update Stow's historic properties inventory. The CPC suggested hiring a consultant to scope the project prior to Town Meeting.

Susan said the Historical Commission received 3 quotes to scope the inventory. The Historical Commission proposed hiring Anne Forbes. Her quote is \$5200 and the work will be completed in time for Annual Town Meeting. The other 2 quotes did not address the work that the Historical Commission wanted done.

** Mike joined the meeting at this time.*

Discussion:

- Bob W. mentioned that if Anne is hired to do the scope then he believes she will not be eligible to do the inventory. Susan said she would look into that.
- Bob W. asked if Bill Wrigley had seen the 3 quotes. Susan said yes.
- The scope will include a map with a list of the potential properties in priority order.
- Susan explained when the inventory is done the Massachusetts Historical Commissions standard property inventory form will be used.
- The Committee asked what Anne charges per hour. Susan was not sure but one of the other quotes was submitted for a rate of \$80/hour.
- The Historical Commission will oversee and project and consultant(s).
- In general the committee felt if the scope is very detailed then the RFP can be more defined and the inventory itself should be easier to complete.

VOTE: Kathy made a motion to allocate \$5200 from administrative funds to pay for a consultant to scope the historic properties inventory, Bob L. seconded, and approval was unanimous.

VOTE: Laura moved to support the Historic Property Inventory, Dave seconded, (further discussion: Anne will finish her work prior to Annual Town Meeting (ATM) but the RFP process will not be done until after ATM. Anne should be able to give a reasonable estimate of what the project will cost prior to ATM), approval was unanimous.

VOTE: Bob L. moved to put the Stow Historic Musket on the agenda as an emergency item, Mike seconded, 5 votes were to approve, and Linda and Dave abstained.

STOW HISTORIC MUSKET – Ralph Bernklow from Stow Minutemen

Ralph explained that a 1765-era French musket, once owned by the Stow family, is for sale. The cost is \$13,500. Ralph explained that the Town would own the musket, the Stow Minutemen will contribute half the funds (\$6,750), and the Stow Minutemen are requesting CPA funds be used for the other half.

Discussion:

- Ralph will get a copy of the appraisal that estimates the value of the musket at \$15,000.
- Ralph believes the musket was owned by Steven Stow who served in the battle at Lexington and Concord. The musket was passed down through the family but written documents haven't been found to verify this.
- If the Town purchases the musket: where will it be stored? Can residents view it? Will the Town need special insurance?
- Ralph said that a member of the Minutemen has offered to make a fine wood cabinet for the musket.
- Stow owns two other historic muskets – on display in the library (the library is alarmed).
- This was the musket that was used for Stow's bicentennial drawing.
- Ralph believes that the musket is in excellent condition.
- Susan McLaughlin said the Historical Commission approved that the musket is a historic artifact but they would like to see some more documentation about its history.

Bob L. made a motion to recommend to Town Meeting that the CPC supports a warrant article to pay 50% of the cost of the Stow musket up to \$6750, Mike seconded,

Further discussion: Ralph will get a copy of the appraisal and talk to the library to determine if that is an appropriate place to display it.

Ralph read from a transcript between Alex Gray (prior owner of the musket) and Thomas Wolfe (previously offered to purchase the musket for \$13,000).

Kathy moved to amend the original motion to make CPC support contingent upon receiving copies verifying documentation and confirmation of where the musket will be displayed, Laura seconded, Bob L moved to amend his original motion as reflected, 5 votes were to approve, and Linda and Dave abstained.

Historic Documents Preservation – Linda Hathaway Town Clerk

Linda would like to use CPA funds to preserve vital records (birth, death, and marriage) and annual reports. She estimates the cost to be \$100,000. She did not submit a formal proposal at this meeting but wanted to have a discussion with the members of the CPC and get their feedback.

Discussion:

- At what time are documents considered historic? Linda H. feels that all public documents are historic when they are created. The CPC agreed this needs to be sorted out.
- If there is a need to digitize documents that are not yet considered historic then perhaps a project that uses CPA and municipal funds would be appropriate.
- The \$100,000 would include software with OCR to convert the documents to micro fiche.
- Linda H. said that micro film/ micro fiches are the only acceptable back-up because other methods can be destroyed and the information lost.
- How long will the project take?
- Who will oversee the project?

- Are the vital records and annual reports the top priority? What is the Historical Commission's opinion? What is the Ancient Documents Committee's opinion?
- Linda H. said the Ancient Documents Committee was established to aid the Town Clerk; so she does not believe their approval is necessary.
- In general members questioned how and who decides which documents should have first priority for preservation – is it the Town Clerk, Historical Commission, or Ancient Documents Committee?
- Can Stow contract with other Towns to hire the same consultants and get a better rate?
- Preservation is keeping documents from injury, harm, or destruction - but preservation is not maintenance.
- The Committee discussed 3 necessary parts to the process: 1. restoration of deteriorating documents, 2. digitizing, and 3. Microfilm/fiche.

Action Items:

- Deb will talk to the State Community Preservation Coalition and ask their opinion about when a document is considered historic.
- The Historical Commission should set parameters for what they feel is historic.
- Linda H. should work with the Historical Commission to get 3 quotes for scoping the project. Kathy asked that maps be included in the scope. The CPC asked that they have consultants scope the work for repairing, cataloging, digitizing, and prioritizing Stow's historic documents.

WARRANT ARTICLES

Dave moved to recommend to Town meeting warrant articles X1 and X2 as written below, Kathy seconded, and approval was unanimous.

ARTICLE X1 COMMUNITY PRESERVATION EXPENSES

To see if the Town will vote to appropriate from Fiscal Year 2010 Community Preservation Fund Annual Revenues the sum of Twenty-Eight Thousand Dollars (\$28,000.00), or any lesser sum, to be expended for wages and expenses associated with the creation, implementation and maintenance of Community Preservation programs, in accordance with the provision of Massachusetts General Laws Chapter 44B, the Community Preservation Act, including but not limited to office supplies, clerical assistance, property surveys, appraisals, attorney's fees, and other professional services, recording fees, printing and all other necessary and proper expenses for the Fiscal Year 2010, in accordance with a budget to be prepared for the Town Administrator; or take any other action relative thereto.

ARTICLE X2 COMMUNITY PRESERVATION RESERVES

To see if the Town will vote to reserve for later appropriation monies from the Community Preservation Fund Balance collected from both the Community Preservation Act Surcharge and the State Trust Fund Distribution and collected from Fiscal Year 2010 Community Preservation Fund Annual Revenues, in accordance with the provision of Massachusetts General Laws Chapter 44B, the Community Preservation Act, for the undertaking of Community Preservation projects; or take any other action relative thereto.

Fiscal Year 2010

Reserves:

Annual Revenues:

- | | |
|---------------------------------------|-------------|
| 1. Preservation of Historic Resources | \$60,000.00 |
|---------------------------------------|-------------|

- | | |
|--------------------------------|-------------|
| 2. Preservation of Open Spaces | \$60,000.00 |
| 3. Affordable Housing | \$60,000.00 |

(Community Preservation Committee)

Laura moved to recommend to Town Meeting warrant article X3 as written below, Bob L seconded, and approval was unanimous.

Article X3 Community-wide Historic Properties Inventory

To see if the Town will vote to appropriate and transfer the sum of Fifty Thousand Dollars (\$50,000), or any lesser sum, from the Community Preservation Fund Reserve for Historic Preservation purposes, in accordance with the provisions of Massachusetts General Laws Chapter 44B, the Community Preservation Act, to be expended under the direction of the Historical Commission for the purpose of creating a town-wide historic properties inventory, or to take any action relative thereto.

(Community Preservation Committee)

Laura moved to recommend to Town meeting warrant article X4 as written below, Bob L seconded, and 5 votes were to approve (Linda and Dave abstained).

ARTICLE X4 PURCHASE OF HISTORIC MUSKET

To see if the Town will vote to appropriate and transfer \$6,750, or any lesser sum, from the Community Preservation Fund Reserve for Historic purposes, in accordance with the provisions of Massachusetts General Laws Chapter 44B, the Community Preservation Act, to be expended under the direction of the Stow Historical Commission, in combination with private funds raised for this purpose, for the purchase of the 18th-century Stow family musket understood to be used in the American Revolution; and to authorize the Town to accept the gift of private funds donated for this purpose; or to take any action relative thereto.

(Community Preservation Committee)

The CPC members reviewed a letter to the editor thanking Stow's senator and representative for their recent support of CPA legislation. Action Item: Deb will submit the letter to the Stow paper.

The meeting ended at approximately 10:20pm.
Respectfully submitted by,
Deb Seith (CPC Administrator)