

TOWN OF STOW
Community Preservation Committee

FINAL Minutes, November 1, 2010

Community Preservation Committee Meeting

Community Preservation Committee members present: Bob Wilber (Chairman), Pete McManus, Kathy Sferra, Wayne Fletcher, Dom Pugliese, Mike Busch, Bob Larkin. *Bill Byron arrived late: see note in Minutes.

[member(s) not present: Kathleen Willis] *Selectmen's Liaison:* Steve Dungan *Admin. Assistant:* Deb Seith

The meeting began with a quorum at 7:30 pm in the Town Building.

BILLS

G.H. Gledhill, cemetery superintendent, submitted an invoice for \$17,500 from Dave Clark Stone Masonry, Inc. G.H. reported that the Stone Wall restoration project at Lower Village Cemetery has been completed. Mike Busch (CPC representative for the project) agreed that the project had been completed and an excellent job was done. The contractor did some extra work and finished under budget. The gate is currently being sandblasted and painted; it will be returned to the cemetery when ready.

VOTE: Bob L. made a motion to pay the invoice for Dave Clark Stone Masonry, Inc. in the amount of \$17,500, Kathy seconded and approval was unanimous.

DESIGN PLANS FOR TRACK ROAD: Don Rising addressed several questions from the CPC

Q1 Have you (Don) talked to Acton/Maynard to make sure they will allow Stow to enter into the current contract?

A. Stow should make a formal request of Acton that it be included in the group with Acton as the lead community, per Roland Bartl, Acton Planner and Rail Trail contact person with the state, but there should be no problem getting the OK from Acton.

Q2 Does Stow have to do a Request for Proposal (RFP) or will the State allow us to join under the current contract?

A. The state and/or feds will probably require that the contract be put out for bid, as they are sensitive to the bidding and minority contractor rules.

Q3 Do we have a firmer estimate for the design costs (original # 210,000 - Stow 20% plus a cushion - \$46,000)

A. The estimate from AECOM this summer was \$210K. Don recently received an update from them, since the \$210K was actually a few years old. The new number from AECOM, based on a 3% annual increase, is \$230K, so Stow's share would be \$46,000.

Q4 Is it true if the Town accepts the design plans then all construction costs will be paid for with grants?

A. The Town pays 20% of the design cost. The rest of the design is paid with state and federal monies. The construction is funded by the Feds through MassDoT, unless the Town demands additional work outside the approved design. Money for construction is earmarked for the Rail Trail project; however, each year that the money is not used the government takes back 3%.

Q5 If Q4 is "yes" does this include parking areas as well?

A. Yes, if they are part of the design. That's why it's important that we get all our wants included in the design.

Q6. If Q4 is "yes" does this include the stipulation in the Easement Agreement regarding special paving requirements?

A. That all depends on what is in the design, how the engineers decide to handle the potential traffic conflicts on "Track Road", and how the Town goes along with and guides the design as it develops..

Q7. When will the design work be done?

A. Assuming that we'll have to go through the bidding process, the design won't start until next spring 2011 and will probably take more that a year to complete.

Q8. Would it be a Full Pave or Partial Pave & Stone?

A. The trail surface will be part of the design. We have asked that AECOM include surfacing options in the initial design, and will make that stipulation in any bid request.

Q9. Will commitments for opportunities for public input be built into the process going forward, should these funds be approved at this Special Town Meeting?

A. The state rules require community review and input at the 25% design stage. The Acton/Maynard contract includes a review at the 10% stage also. We can and should do the same.

* Bill Byron joined the meeting at this time.

Q10. What (if any) requirements that the feds/state will place on the town with regard to width and construction of Track Road -- is the surfacing a local decision? Is consistency with Acton/Maynard expected (and/or do they play a role in our decision)? Are there federal requirements?

A. The standards for a rail trail are 12' width plus 2' shoulders on both sides, with additional requirements for the details of construction like drainage and base materials. The state can and does waive those width standards in special situations. We supposedly can require whatever we want for surfacing, although the bicycling community likes to see a common surface on a multi-town trail.

Q11. What are our expectations with regard to construction funding? Who pays? When might we see the money? Is CPA funding expected?

A. We don't see any of the money, only its result. We pay our 20% share of the design, and MassDOT takes over from there paying for 80% of the Design and 100% of the Construction costs.

Q12 Can there be a Pre-RFP community forum?

A. Yes, it makes sense to have a Pre-RFP community forum. After that meeting there can be a decision point: "does the town proceed with the RFP process or cease moving forward?". If the town proceeds with the RFP then there will be another decision point when the RFPs are submitted and prior to awarding the job to a contractor: "does the town proceed or end the project?". Once the design process has started and government money has been committed to the project then the authority shifts from the town to the state and federal agencies.

VOTE: Bob L made a motion to endorse the warrant article for Design Funds for Track Road, the town will commit to a funding level of \$46,000 / 20% of the total design costs, Wayne seconded,

Discussion: The Committee agreed to support the \$46,000 level and the committee will have to vote at Town Meeting if anyone proposes a change to that amount at Special Town Meeting.

Approval was unanimous.

MINUTES:

Bob L. made a motion to accept the minutes as printed (fixing 2 typos), Wayne seconded, approval was unanimous.

NEWS AND VIEWS

- Stow received approximately 40% for the CPA state match: \$170,000.
- Deb drafted a press release for members to review.

Action Items:

- Deb will post a CPC meeting for 6pm on November 8, 2010 at Hale School (prior to Special Town Meeting).
- Steve will talk to Bill Wrigley and Jon Witten about the motions, incorporating a suggestion of a Pre-RFP community forum, and for advice as to what the Town's responsibility is if Track road is paved (as relates to the agreement with the owner).

VOTE: Bob L moved to adjourn at 9:20pm, Wayne seconded, and approval was unanimous.

Respectfully Submitted By:
Deb Seith