

TOWN OF STOW
Community Preservation Committee

Minutes, January 13, 2014

Community Preservation Committee Meeting

Community Preservation Committee members present: Kathy Sferra (chair), Bill Byron (vice-chair), Cortni Frecha, Mike Busch, Bob Larkin, Louise Nejad, *Vin Antil, and *Rich Eckel

Not Present: Dot Spaulding,

Admin. Assistant: Deb Seith

The meeting began with a quorum at 7:34pm.

* Rich and Vin arrived after the approval of the minutes and joined the Gleasondale Phase III discussion.

BILLS & MINUTES:

VOTE: Bob made a motion to approve the minutes of October 7, 2013 as drafted, Mike seconded, and approval unanimously in favor for the 6 members present at the time of the vote.

GLEASONDALE PHASE III (see attached application)

- Karen Kelleher from the Planning Board submitted an administrative fund request for Phase III of the Gleasondale Project – a physical plan/representation of the project. (see application attached to these minutes)
- In general the committee felt this was an appropriate use of CPA funds and the amount asked for (\$7500) was a reasonable amount for the work being done.
- Kathy requested that CPC members Dot Spaulding & Bill Byron be included on the advisory board.

VOTE: Bob made a motion to fund the Gleasondale Phase III project from CPA Administrative Funds for Engineering Services, Cortni seconded, and approval was unanimous.

REVIEW CPA PROJECT PROPOSALS FOR ANNUAL TOWN MEETING

Randall Library Project Proposal (see attached application)

- The committee briefly discussed this application. The committee agreed to invite the project proponents to the CPC February 24th meeting.
- Members agreed that the proponents should meet with the Historical Commission prior to the CPC meeting on Feb 24th to discuss the project. The CPC will depend on the opinion of the Historical Commission as to what portions of the project would be considered historic preservation/rehabilitation and supported by the members of the Historical Commission.

Recreation Pine Bluff Proposal (see attached application)

- The committee briefly discussed this proposal. Mike Busch (CPC member and Recreation Commission appointee) said the commission would like to develop a plan that encompasses everything they are hoping to accomplish but would likely complete the project in phases.

- A few years ago the Recreation Commission looked into the possibility of a project at Pine Bluff. They still have this report, and although they are looking to do a scaled down version, they believe a lot of the information is still relevant.
- Kathy asked if it would make sense to first request CPA money to fund a design project, build community consensus, and then bring a design and project to a future Town Meeting (possibly in the Fall 2014).
- The Committee suggested that the Recreation Commission reach out to the Lake Boon Commission / Lake Boon Association for their input.
- The CPC will invite the Recreation Commission to their January 27th meeting for further discussion.

MEETING SCHEDULE

January 27th

February 10th

February 24th

NEWS & VIEWS

- Kathy plans to step down as CPC chair after the annual town meeting (ATM)
- Deb will draft a warrant article for ATM to allocate funds to each “bucket” based on the increased State CPA Matching Funds that were awarded in October 2013.

Current CPA Fund Balances:

Unreserved: \$2,352,125

Historic: \$267,700

Affordable Housing: \$474,637

Open Space/Recreation: \$244,800

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

Respectfully submitted by:

Deb Seith

TOWN OF STOW COMMUNITY PRESERVATION COMMITTEE

PROJECT SUBMISSION FORM COVER SHEET

Submitter: Karen Kelleher

Submission Date: December 23, 2013

Group or Committee Affiliation (if any): Planning Board

Submitter's address and phone number:

380 Great Road

Stow, MA 01775

978-897-5098

Submitter's email address: planning@stow-ma.gov

Purpose (please select all that apply):

Open Space

Affordable Housing

Historic

Recreation

Project Name: Gleasondale Village Planning – Phase III

Project Description: *The University of Massachusetts has proposed a contract between the Town of Stow Planning Board and the University of Massachusetts to implement a physical plan for Gleasondale Village and cost analysis for the project. It will serve as the third phase of the project and will become part of a Comprehensive Gleasondale Village Plan.*

Project elements will include the four purposes of the Community Preservation Act:

1. Historic Preservation

- a. Architectural Design options for the regeneration of the Mill and surrounding property. Design options will reflect the Slater-esque mill form, restoration of the historic dam and historic bridge. Design options will be in keeping with the historic character of the existing structures and input from village residents.*
- b. Methods to finance the restoration of the Village will include approximate cost estimates and funding sources to restore and revitalizing the mill structure, the mill yard including the landscape design, parking, access and flow improvements.*
- c. The Historical Commission supports these efforts.*

2. Affordable Housing

- a. Architectural options for regeneration of the mill for a mix of uses including affordable housing. The Stow Municipal Affordable Housing Trust has voiced an interest in the Mill for affordable housing.*

3. Open Space and Recreation

- a. Landscape Design options for the creation of walkways and bikeways.*
- b. Landscape Design options for the creation of boat portals along the Assabet River.*
- c. Landscape Design options for the creation of a passive micro-park near the dam and recreational park alternatives on the Town-owned School lot parcel; examination of Kane Well site for potential open space, passive recreation and public water supply.*

- d. *Landscape Design options for safe street design to accommodate pedestrian and bicycle crossing.*
- e. *Methods to finance the recreational opportunities will include cost estimates and funding sources for construction of boat portals, park and recreation areas and safe street improvements.*

The project will be undertaken by faculty members Professor Joseph Krupczynski, School of Architecture (Architecture Element), Professor Frank Sleeper, Landscape Architecture Program (Landscape Architecture Element), Professor Henry Renski, Regional Planning Program (Financial Cost Element), Professor John Mullin, Regional Planning Program (Planning and Project Management Elements). Approximately 20 students, working under the supervision of faculty will be assigned to the project. Each is expected to work ten hours per week over the fourteen week Spring semester.

The Planning Department will provide administrative support. The project will require an Advisory Committee that will meet three times throughout the semester. Two Village wide meetings will be held to further refine citizen concerns, thoughts and ideas.

The cost of the project is \$7,500.00 (\$1,500.00 for School of Architecture, \$1,500.00 for Department of Landscape Architecture and \$1,500.00 for Department of Regional Planning)

It should be noted that the Historic Gleasondale Mill was the main reason Stow was chosen to take part in this program. Professor Mullen has been instrumental in the redevelopment/rehabilitation of many historic mills throughout the state and will be intimately involved the students' project. As proven by the Phase I and Phase II projects completed in the Spring and Fall of 2013, we are convinced that the end product will be a quality, professional product that will guide the Town of Stow toward revitalization of Gleasondale's historic character. The final Phase I is complete and can be found on the Planning Board website. Phase II will be complete in January 2014. This project has proven to be so successful that the mill owners, Rock Bottom Farm property owner, have been a integral partners in this effort. Neighbors to these two key parcels have been energized to organize a neighborhood group. The cost of the Phase 1 project was \$7,500.00, funded by the Planning Board and Phase II was \$8,500.00, funded by the Planning Board, Board of Selectmen and Community Preservation Committee. To date, the final product was of a quality that a consultant could have easily charged \$100,000.00+.

This project is also in keeping with the 2010 Master Plan Goals to create a Gleasondale Mill Overlay District, preserve Rock Bottom Farm and produce affordable housing.

Background

Over the Spring and Fall semesters the Industrial Practicum class at the University of Massachusetts assisted the Town of Stow in its efforts to develop a master plan for the Village of Gleasondale. In the Fall, the class undertook an assignment to inventory the critical

elements, analyze the conditions and create a conceptual master plan of the Village (The plan can be found on the Town of Stow Planning Department web site). In the Spring semester, the class developed a comprehensive citizen participation effort that included interviews with key staff and municipal board members, focus group sessions, and a charette that was designed to obtain the thoughts, ideas and concerns of stakeholders. Over 50 residents attended the charette. In January of 2014 a “ground truthing” (peer review) workshop where professionals from other communities will evaluate the results and provide further insight. The net result is that the Town will have a comprehensive draft master plan of the Village.

Costs:

Fiscal Year	Total Project Cost	CPC Funds Requested	Other Funding Sources (amount and source)
2014	\$7,500.00	\$7,500.00 Administrative Funds project related to encompass Historic Preservation, Recreation, Open Space and Affordable Housing	
2015			
2016			
2017			
Total			

Does this project fall within the jurisdiction or interest of other Town Boards, Committees or Departments? If so, please list the boards, committees or departments, whether applications and/or presentations have been made, and what input or recommendations have been given.

The project falls within the jurisdiction of the Planning Board, led by Planning Department Staff and will involve the Board of Selectmen, Board of Health, Conservation Commission, Historic Commission, Open Space Committee, Recreation Commission, Highway Department, Police Department and Fire Department.

TOWN OF STOW COMMUNITY PRESERVATION COMMITTEE
PROJECT SUBMISSION FORM COVER SHEET

Attached you will a copy of the request form for consideration by the CPC for funding for a restoration of the "historic" area of the Randall Library. As per a couple of e-mails that were sent around in the last month, I would love for this to be but on the agenda of an upcoming CPC meeting. Originally I had thought that this project would not be ready for consideration for the May town meeting, but a recent meeting of the Board of Trustees (with their support) has vitalized interest in getting this project up for consideration for May rather than the Fall meeting. So....please find the attached form.

I am still awaiting more quotes from vendors and contractors on the cost of refinishing and painting as well as window repair (adding storms that remain historically accurate while decreasing fuel costs and "staying green") and electrical, but hopefully I will have them in hand for a meeting but I think that the costs would fall under what has been requested for funding. The "old" section of the library, not only would benefit the library services by having a much needed (and beautiful) additional space for presentations, programs and patron use (our attendance due to increased programing jumped up by 7,858 from last year) but bringing the "old girl" back to her former beauty would have a real impact on how citizens perceive of the building as a town icon and I think would revitalize interest in historic preservation around town, benefiting not only the library, but town moral and the Historical Society and Historical Commission as well. So it should impact in a positive way a lot of public service in general. And "if we stay or if we go" I still have to make better use of library spaces in our existing building for many years to come.

Please add the library project to any available upcoming meeting and let me know the date. I will have to co-ordinate the schedules of any Board of Trustees members who would like to attend the meeting with me, so advance notice would be appreciated.

Thanks so much. Yours, Melissa

Submitter: **_Melissa Fournier** Submission Date: **Friday, January 10, 2014**

Group or Committee Affiliation (if any): **Randall Library**

Submitter's address and phone number: Purpose (please select all that apply):

_____ Open Space
_____ Affordable Housing
380 Great Road, Stow, MA 01775 Historic
_____ Recreation

Submitter's email address: [__randalllibrary@gmail.com](mailto:randalllibrary@gmail.com)

Project Name: Renovation of Randall Library

Project Description:

This project is designed to renovate the badly neglected second floor of the original Randall Library building to restore it to its original luster and usefulness. In doing so, badly needed functionality will return this historic treasure to usefulness for years to come, no matter who occupies the building

Costs: Estimated \$60K – 90\$K

***Fiscal
Year 2014-01-09***

***Total Project
Cost \$60K - \$90K***

***CPC Funds
Requested \$60K – \$90K***

Other Funding Sources (amount and source)

In 2014, there may be possibly help from Friends of Randall Library and fund raising.

Does this project fall within the jurisdiction or interest of other Town Boards, Committees or Departments?

Yes:

If so, please list the boards, committees or departments, whether applications and/or presentations have been made, and what input or recommendations have been given.

Cultural Council; Finance Committee; Historical Commission; Randall Library and Trustees; Randall Library Building Committee; Selectmen

The Historical Commission chair has attended Trustee Board meeting; Randall Trustees have been apprised and voted approval of this effort; We plan to attend meetings of all interested boards and committees to inform, get input, and get approval.

APPLICANT INFORMATION

A-1 Organizational goals and Objectives of the Applicant.

The goal of this project is to make the original building of continuing use for many years to come, regardless of the inhabitant of the building. As an immediate goal, the Randall Library intends to provide crucial storage space now lacking. The planning includes readying the meeting room useful in finding storage for the chairs by eliminating one bathroom and the kitchen. It also seeks to clean out potential molds and other contaminants that may lurk in the walls and woodwork. There has been no cleaning or repair of this upstairs area within living memory. The new-found space this request covers will allow the Town to utilize a beautiful building which today is underused.

A-2 History of the Applicant within the organization.

The Director has served for two years. Prior to that she received her Master's of Library Science from xxx.

A-3 Names of the members of governing board of organization (if applicable).

Barbara Wolfenden (Chair)
Tim Reed (Treasurer)
Kathy O'Brien
Amante Coppes
Harry Donahugh
Marianne Sharin
Jane Epstein (Secretary)

A-4 Legal and tax status of applicant and organization.

The town library is a non-profit organization, with appropriate tax certification.

A-5 Description of previously completed projects similar to proposed project.

There have been none except for painting one wall on the first floor since the addition and structural changes made to the Library in 1975.

A-6 Completed Tax Compliance Certification & Certification of Non-Collusion Form.

To be provided.

PROJECT DESCRIPTION

P-1 Summary and Goals: Provide an Executive Summary of the Project, including but not limited to:

1) a description of the property involved and its proposed use

Randall Library property was bequeathed to the town in 1898 when funds by the Randall family were provided to build the building. The family also created a trust fund that relieves the town a significant cost by providing for the purchase of a state-mandated amount of books and materials. By careful husbanding of these funds over the years, the Library's trustees save the town a significant burden. In 1975 an addition added space and the entrance was moved to the ground level. The grounds are maintained by the Garden Club.

Today the Library enjoys new growth after many years of benign neglect. Several factors point to the new life breathed into the Library.

1. The hire of a new Director. The Director and newly created position of children's and teens' director has led to continuous and effective programming, that has allowed significant growth in circulation and usage. Part of the reason for the successes of the Library within the town in recent times has been a redistribution of job responsibilities within the staff.

2. Addition of one staff member. In 2012 the Town approved the addition of one more part-time staff position, when need was proven through statistics that compare Stow's library with other towns'.

3. Revitalization of the Friends of Randall Library organization. This organization has re-instituted annual fundraising along with its customary services that include rental and maintenance of the copy machine, free or discounted passes to many cultural sites in the greater Boston area, and annual free gifts to the town such as the ice cream social.

2) a description of how the projects meet the requirements of the Community Preservation Act

In searching for the requirements of the CPA, we have found the following:

“(b)(1) The community preservation committee shall study the needs, possibilities and resources of the city or town regarding community preservation. The committee shall consult with existing municipal boards, including the conservation commission, the historical commission, the planning board, the board of park commissioners and the housing authority, or persons acting in those capacities or performing like duties, in conducting such studies.”

We believe with the broad representation of town interests on this committee, we can meet the CPA requirements. For example, the Stow public will be invited for an informational hearing and exchange in February, 2014, in order to make transparent the decision-making processes of both the Library community (Trustees, Director, Friends) as well as the Town.

3) a description of the project and its benefits to Stow.

By creating storage space for chairs, the meeting room will become even more of a desirable location not only for the many programs the Library offers the town, but also for local groups needing meeting spaces.

In addition, repointing the fireplace will offer a unique site for special gatherings.

The children's area will also be well-cleaned, leading to a healthier site for children's programs.

Removal of the obsolete carpeting will also remove a possible health hazard, allowing for easier cleaning. Today the area tends to suffer from infrequent attention from the overworked custodian. Children sit on the floor for many of the activities.

The Randall Library is the icon of the Town of Stow and appears on all public materials. This much loved building would deeply benefit from a restoration of the historic part of the building in order to bring it back to its former glory. Great care will be taken to restore the facility using the advice of a qualified historic preservationist supplied by the Massachusetts Board of Library Commissioners and the Massachusetts Historical Commission as well as using archival materials supplied on site to reproduce the paint colors and stain colors of the original structure.

4) information indicating how this project can be used to achieve additional community benefits.

TBD

P-2 Community Need: Why is this project needed? Does it address needs identified in existing Town Plans?

TBD

P-3 Community Support: What is the nature and level of support for this project? Include letters, petitions, and other documentations of support. Provide information about how the project will involve public outreach, and seek to disseminate information on project goals, results, project partners, and the sources of funding and other support provided, or otherwise compliment or encourage other local projects.

Since this is a relatively new initiative, we have not had time to provide formal evidence of need and support, however it will be provided in time for the Committee to evaluate.

P-4 Timeline: What is the schedule for the project implementation, including a timeline for all critical elements including commencement and completion dates?

To be provided, although, depending on availability of contractors, it may be only a three-month timeframe.

P-5 Credentials: How will the experience of the applicant contribute to the success of the project?

The Director's professional credentials and experience more than satisfy the Board of Trustees in guaranteeing a successful outcome of the project.

P-6 Success Factors: How will the success of this project be measured? Be as specific as possible.

The success factors may include unmeasurables, such as delight with new esthetics and comfort with the new standard of cleanliness. However, increased enrollment in projects and monitoring of the usage of the meeting room over time will also provide measurement of success.

P-7 Budget: What is the total budget for this project, and how will the CPA funds be spent? All expenditures must be clearly identified. Provide detail specifying if the funds will be used for actual project implementation or program support such as administration. Include actual project quotes if possible (Note: CPA funds can not be used for maintenance).

The following factors include some educated guesses. Firmer numbers will be forthcoming.

- 1. Strip floors and refinish. \$2K; additional work may be needed to cover cement and other areas not yet discovered +/- \$1K***
- 2. Repoint fireplace to make it functional. \$3K***
- 3. Paint walls and ceiling \$2K - \$3K; (Within colors from original historic structure)***
- 4. Clean woodwork \$1.5K***
- 5. Redo lighting; replace with eco-friendly lighting. The system is so old that librarians have to go to eBay to find appropriate bulbs. \$2K***
- 6. Tear out kitchen, one bathroom to convert to storage area \$50K.***
- 7. Upgrade AC \$2K***
- 8. Redesign and implement improved access to third floor for staff usage, if possible. \$8K***
- 9. Fees for Preservationist's evaluation – est. 5 hours work @ \$100/hour = \$.5***

P-8 Other Funding: What additional funding sources are available, committed, or under consideration? Include commitment letters, if available, and describe any other attempts to secure funding for this project.

The Randall Library Friends already contributes extensively to the Library in tangible ways including furniture and labor (e.g.,book sale). If necessary, we could ask them for more, but that would be a last resort in that we would be unwilling to ask them beyond their ability to pay. But it is an issue that could be looked into.

P-9 Multi-Year Funding: If the project is expected to continue over more than one year or if bonding the project is anticipated, detail the cost of the project on chart provided on the Project Submission Cover Sheet. If applicable include source of Matching Funds with documentation supporting whether the match is promised, in-hand, or requested. Include a work plan showing the anticipated milestones or phases for completion of the Project, the timing, and estimated costs associated with each milestone.

N/A

P-10 Maintenance: If on-going maintenance is required for your project, how will it be funded?

N/A

P-11 Control of Site: Documentation that you have control over the site, such as a Purchase and Sales agreement, option or deed. If the applicant does not have site control, please explain how public benefits will be protected in perpetuity.

N/A

P-12 Deed Restrictions: Provide a copy of the actual or proposed restrictions that will apply to this project.

N/A

P-13 Acquisitions: For acquisition projects, attach appraisals and agreements if available. Please set forth the name of the current owner, property address, assessor's identification Map, Block, and Lot Numbers.

N/A

P-14 Feasibility: Provide a list of all further action or steps that will be required for completion of the project, such as environmental assessments, zoning or other approvals, agreement on terms of any required conservation, affordability or historic preservation restrictions, and any other known barriers to moving forward.

TBD

P-16 Permitting: Provide evidence that the project does not violate any zoning ordinances, covenants, restrictions, or other laws or regulations. What permits, if any, are needed for the project? Provide list and expected dates of receipt of those permits. Provide copies of any permits already acquired. When applicable, consultation with Conservation Commission, Highway Dept, Planning Board, Historical Commission, Board of Selectmen, etc is strongly recommended.

No permits are required for this work, as far as we know. More information will become available once we have the Preservationist on-site.

P-17 Further Attachments as applicable: Assessor's maps, photographs, renderings/design plans, Historic reports/inventory sheets, names and addresses of contractors/consultants, etc.

To be supplied

TOWN OF STOW COMMUNITY PRESERVATION COMMITTEE

PROJECT SUBMISSION FORM COVER SHEET

Submitter: Recreation Commission Submission Date: January 8, 2014

Group or Committee Affiliation (if any): Town Commission

Submitter's address and phone number:

Laura Greenough

978-461-1411

recreation@stow-ma.gov

Purpose (please select all that apply):

Open Space

Affordable Housing

Historic

Recreation

Submitter's email address: recreation@stow-ma.gov

Project Name: Request for CPC Funding: Facility Improvement at Pine Bluffs

Project Description: see notes below

Costs:

Fiscal Year	Total Project Cost	CPC Funds Requested	Other Funding Sources (amount and source)
2013			
2014		\$100-\$150k	Eaton Grant, local donations
2015			
2016			
Total			

For Discussion: Stow Rec is seeking funding from CPC to address some long-needed improvements at the Pine Bluffs Recreation Area to benefit all resident of Stow. Many of these improvement have been requested over the years and we believe now is the time to undertake a number of these small projects as the area continues to see more use.

Except for a playground installation in (1996)...this recreation facility is received only maintenance improvements to the beach, road and grass areas.

In addition Stow Rec has completed its second successful season of Camp Stow and is in need of additional facilities to benefit campers and the residents of the town of Stow.

Timing: Summer of 2014 (and Summer of 2015 if a phased project)

Facility Improvement List (For discussion): see below

Project Management: 3rd party professionally managed under the supervision of Director of Rec. with input from Rec Commission and the Town Administrator.

Donations: Stow Rec will seek time, materials and \$ donations as it did with the development of Stow Community Park

Eagle Scouts: a number of smaller and separate Eagle Scout projects are also being discussed at this time to add to the improvements at Pine Bluffs

- examples: new benches overlooking beach/near pavilion and fields
- improve walking trails with signage
- move existing small storage unit to beach area
- improve area around grilling area (rec purchase new grills)

PRELIMINARY FACILITY IMPROVEMENT LIST:

- 20' by 30' covered pavilion (similar to Stow Park but smaller)
- 20' by 20' 1-story storage shed (similar to stow park but not 2 story) and adjoining changing area
- completion of existing road for separate entry and exit (safety...look for stow highway to assist)
- 30'-80' surface for basketball and hardcourt play
- perimeter fence separating road surface from fields, hardcourt and pavilion
- 25 by 15 deck area above beach area (overlooking beach area)

estimated \$\$ cost for above: awaiting preliminary estimates