

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

**Minutes, December 14, 2015**

**Community Preservation Committee Meeting**

*Community Preservation Committee members present:* Cortni Frecha (chair), Dot Spaulding, Mike Busch, Vin Antil, Kathy Sferra, Paul McLaughlin, Bill Byron

*Admin. Assistant:* Krista Bracci

*Not Present:* Bob Larkin, Louise Nejad

*Liaison:* Brian Burke - not present

The meeting began with a quorum at 7:34 pm

**BILLS & MINUTES**

**VOTE:** Vin made a motion to approve the minutes of November 16, 2015, Paul seconded. The vote was 5-0 with Bill and Dot abstaining.

**VOTE:** Kathy made a motion to approve an invoice from Marino Construction in the amount of \$5,800 for the Pine Bluff Design Fund Project, Vin seconded. The vote was unanimous.

**VOTE:** Mike made a motion to approve an invoice from Polatin Ecological Services in the amount of \$1,000 for the Mapping Invasive Species Project, Vin seconded. The vote was unanimous.

**PRESS RELEASES**

**Community Preservation Funds Available:** Krista will make some minor changes that were discussed and add a line indicating that proper forms should be filled out if submitting a request for a new project. Cortni will review and make final edits prior to Krista submitting the press release to the Stow Independent.

**VOTE:** Mike made a motion to approve the Community Preservation Funds Available press release as amended, Kathy seconded. The vote was unanimous.

**State Match Received:** Krista will make some changes that were suggested by the committee members and have Cortni do a final review. Krista will then submit the press release to the Stow Independent for publication.

**VOTE:** Kathy made a motion to approve the State Match Received press release as amended, Mike seconded. The vote was unanimous.

## **FY 2017 BUDGET**

Krista put together a budget projection for the committee members to review, discuss and vote on. This information is needed to complete the FY 2017 budget. It was based on an approximate match of 30% which would give the administrative expenses \$35,000 and each of the three buckets \$72,000.

**VOTE:** Kathy made a motion to approve the FY 2017 Budget for submittal to the Town Administrator, Mike seconded. The vote was unanimous.

## **CAPITAL PLANNING DISCUSSION**

Krista requested that the committee members inform her of some future CPA projects they may be aware of. Krista needs to communicate this information to Capital Planning as part of the budget process. The committee members informed her of the following, but were not sure of the cost of each project at this time.

- Randal Library Restoration
- Pine Bluff Project
- Minister's Pond Project
- Replenish the Open Space Account
- Old Town Hall Restoration

## **KRISTA'S TIME SHEET DISCUSSION**

There has been some logistical issues getting Krista's weekly time sheet approved and to the accounting department on time. The Committee discussed Krista signing her own time sheet and submitting it to Julie and Cortni.

**VOTE:** Mike made a motion to approve Krista of signing her own time sheet, Kathy seconded. The vote was unanimous.

## **PROJECT UPDATES**

**Pine Bluffs Improvement Project:** Laura presented to the committee an update on where this project stands. She provided each member with a hand out that details donations, the budget breakdown and what is still left to be done. There were a number of items discussed during the meeting:

- Multi Purpose Court - the size is 65 x 45 (elementary) and currently has drainage. It is paved and hoops exist.
- Pavilion - the size is 20 x 30 and has a rustic style/look to it. The base is concrete and it can house 6 tables and 6 benches.
- Shade Structure - this is located on the beach near the steps and has a canvas top.
- Storage Shed - this has provided some much needed office space and storage. It has a large garage door and everything fit nicely.
- Horse Shoe Pits - this is going to be an Eagle Scout Project at some point and there will be a path and a bench.
- Tree Cutting - NE Tree Masters made a donation to the Town of Stow.
- Soccer Kick Wall - this has been moved and made larger. They are looking into doing a mural on it, but at the very least have it painted.
- Turn Around - this has not been completed yet. Grinding still need to be added.
- Guard Rail/Parking - the object was to use less of the field space.

- Security System - this is at the top of Laura's list. She is looking into having it donated.
- There is now a beach checker booth with a gate.
- The bocce court is near the volley ball area.
- The area near the stairs/restrooms has been leveled and cleaned up.
- Pine Bluff boundaries need to be reestablished. There was a suggestion about marking the boundaries with medallions that could be placed on the trees.
- It was mentioned that some of the work was done with Recreation funds and donations. Not all was funded with CPA funds.
- Laura is planning on requesting additional CPA funding for the 2016 Annual Town Meeting. The members mentioned to her that the timing is tight.
- The invasive species needs to be addressed.
- The turnaround needs to be reevaluated by a new architect. The town expected this to be part of the original funding and it was not done.

323 Great Road: Kathy informed the members that the Selectman had a meeting about the property after they walked it, but nothing has been decided at this point. It was brought up that the cost of putting four units of new affordable housing on the site would cost over \$800,000. It is much more cost effective to renovate existing housing.

Mapping of Invasive Species Project: Kathy mentioned to the members that the initial treatment has taken place. There will be two years of follow up and only the knotweed was addressed in the first treatment.

Mapping of the Cemeteries: Dot informed the committee that there were 373 unmarked sites found between both cemeteries. She also mentioned she is short on markers and will need to purchase more. She is currently working on a verification process and mentioned that the maps look great. Each site will have a GPS number and there will also be a directory with names and lot numbers. There is a continued problem with theft that she is trying to address. It was confirmed that there is a body located at the George Parks site.

### **MEETING SCHEDULE**

January 11th and 25th

February 8th and 2nd

Kathy made a motion to adjourn at 9:26 pm, Vin seconded, and approval was unanimous.

Respectfully submitted by: Krista Bracci