

TOWN OF STOW
Community Preservation Committee

Minutes, May 18, 2015

Community Preservation Committee Meeting

Community Preservation Committee members present: Kathy Sferra (chair), Dot Spaulding, Mike Busch, Cortni Frecha, Louise Nejad

Admin. Assistant: Krista Bracci

Liaison: Brian Burke

Not Present: Rich Eckel, Bill Byron, Bob Larkin, Vin Antil

The meeting began with a quorum at 7:35 pm

BILLS & MINUTES

VOTE: Dot made a motion to approve the minutes of April 13, 2015, Mike seconded. The vote was unanimous.

VOTE: Cortni made a motion to approve the minutes of April 27, 2015 as amended, Dot seconded. The vote was unanimous.

VOTE: Cortni made a motion to approve an invoice for \$2,361 from UMASS Center for Economic Development associated with the Phase I Town Center Planning Project, Dot seconded. The vote was unanimous.

VOTE: Cortni made a motion to approve an invoice for \$800 from Marshall Gary, LLC associated with the Pine Bluff Design Fund Project, Mike seconded. The vote was unanimous.

Note: The committee decided to hold off on paying a balance of \$890 that was submitted with the \$800 of new charges until the Conservation Commission work is complete. This matter will be discussed at their next meeting on 5/19/15.

VOTE: Cortni made a motion to approve an invoice for \$52,292.25 from Marino Construction (Pine Bluff Recreational Facilities Project) contingent on Laura Greenough's signed approval, Mike seconded. The vote was unanimous.

PROJECT UPDATES

Historic Document Preservation: Linda Hathaway attended the meeting and provided the committee members with a Request for Proposals Draft. She would like the committee members to review the document and get back to her with any changes they feel necessary. She is going to have Bill review the RFP and then will fill in the date and time areas that were left blank. She estimated it will take

approximately ten months for the project to be complete. Linda also suggested that the Town of Stow should have an individual who can draft the RFP's for all the various departments. She felt the learning curve was lengthy and drafting the RFP took a great deal of time. Linda hopes to spend the entire \$100,000 which may include other items not mentioned in the original bid.

Discussion Topics:

- There were a number of suggestions on where to place the RFP in order to obtain a good number of quotes. Some suggestions were: Central Register, Compass, Stow Website and local newspapers. Cortni mentioned the Action Unlimited has a high volume of readers.
- There are not many companies that offer this service.
- This is the first phase of the project. Other phases would involve new shelving and having other departments inventory their items. It is vital that the Annual Reports and Selectman minutes are also documented.
- There will be a need to hire an individual to scan all the documents.
- It is vital that documents should be PDF searchable.

Historic Randall Library Proposed Restoration: Melissa Fournier attended the meeting and provided the committee members with a hand out showing cost estimates and potential suppliers. She feels the total cost of the restoration will be approximately \$150,000. This amount is not taking into account a 10% contingency, which Kathy suggested as being a good idea. Melissa hopes to have a drawing of the finished restoration prior to requesting funding from the Community Preservation Committee. She intends to have everything in order for Fall Town Meeting. There was some discussion that the design funds that have already been approved (\$25,000) can be rescinded and then re-appropriated if need be.

Discussion Topics:

- An RFP may be needed in order to do some of the renovations.
- A Historic Preservationist will be working with the Contractor and Architect to make sure the renovations are historically accurate. The Preservationist was a suggestion from the CPC and their cost is approximately \$5,000.
- The staff stairway to the third floor needs to be more accessible and easier to climb. They would like to expose the stairwell and bring in more natural lighting while meeting all the code guidelines. Mike mentioned that since the public does not use this stair case then ADA compliance does not get triggered. He also said that historic grandfathering may be available as well.
- There are approximately 12 windows that need to be replaced. The new windows are going to stay within the historic feel of the library and will be much more energy efficient. The arch window is going to be the most expensive to replace. Melissa explored the option to just do new inserts, but the windows would not flow with the historic charm they have now.
- They are going to try and save some money by using some hard wood flooring that is in the attic. There is some historic wood that is currently under the rugs. Mike made a comment that you can age new wood to blend with old wood.
- More lighting and storage is needed throughout the library.
- Work needs to be done on the fireplace and in the kitchen.
- Dot mentioned that pine baseboards will mark easily. Melissa is going to ask about maybe using another wood that can match the baseboards that do not need to be removed. It was also brought up that painting the baseboards may help preserve the look longer.

Tuttle Lane Land Acquisition: Kathy informed the members that the Brewers would like to close as soon as possible.

Historic Property Inventory: Dot informed the members that the Historical Commission has been working hard on this project.

Mapping of Lower Village and Hillside Cemeteries: Dot mentioned that some work has already been done on this project. Topographix started to work on the plot line and the maps. They are going to start the bulk of the work after Memorial Day. The next step is to start marking the gravesites that are unmarked.

323 Great Road: Brian requested some information where this project is at the moment. Kathy mentioned the following items:

- The Open Space and Housing proposals are being refined.
- The Selectman will be given a presentation of 3 or 4 different options for the land around mid June.
- It will be up to the Selectman if the project should go out to bid and if there is going to be a public meeting.
- Most likely there will be a new request for CPA funding.

STOW COMMUNITY PRESERVATION PLAN

Dot will supply Krista with changes on the Historical section. Kathy requested that all committee members review the plan and bring any comments to the next meeting. The goal is to finalize the document at the next meeting so that the document can be placed on our website and distributed prior to the public forum meeting on June 22nd.

NEWS AND VIEWS

Both CPA projects passed at the Annual Town Meeting.

Kathy informed the committee members that one of the new CPC signs disappeared from the Track Road entrance.

Cortni mentioned watching a blasting session at the airfield. She also mentioned the owners would love some of the town officials to come and watch future blasting that is scheduled.

Kathy will be stepping down as the chair in July.

MEETING SCHEDULE

June 8th

June 22nd - Public Forum on Community Preservation Plan

Cortni made a motion to adjourn at 9:17 pm, Mike seconded, and approval was unanimous.

Respectfully submitted by: Krista Bracci

