

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

**Minutes, November 28, 2016**

**Community Preservation Committee Meeting**

*Community Preservation Committee members present:* Cortni Frecha (chair), Dot Spaulding, Mike Busch, Bill Byron (vice chair), Vin Antil, Rick Connelly, Ernie Dodd, Bob Larkin, Atli Thorarensen

*Admin. Assistant:* Krista Bracci

*Liaison:* Brian Burke

The meeting began with a quorum at 7:33 PM

**MINUTES**

**VOTE:** Rick made a motion to approve the minutes of November 14, 2016, Dot seconded. The vote was unanimous.

**INVOICES**

**Discussion on Pine Bluff Invoice:**

Mike explained that the lines were painted on the basket ball court a long time ago. The vendor just sent the invoice. Bill felt that the invoice was pretty high for the work that was done. Mike said that detailed measurements were needed and that may be why the cost is high.

**VOTE:** Bob made a motion to approve an invoice from New England Sealcoating Company for \$600.00 associated with the Improvements at Pine Bluff Project, Rick seconded. The vote was unanimous.

**Discussion on Mapping of Invasive Species Invoice:**

Cortni explained that this invoice represents about 25% of the project. The invoice was for treatment of Japanese Knotweed in one area of Captain Sargent Conservation Land. This was the second area treated. There was great success on the first area with only slight vegetation coming back. She also noted that it takes several years to completely kill off Japanese Knotweed.

**VOTE:** Bob made a motion to approve an invoice from Polatin Ecological Services for \$6,000.00 associated with the Mapping of Invasive Species Project, Mike seconded. The vote was unanimous.

**ANNUAL BUDGET REVIEW**

Krista explained that our match this year was about 29% (\$158,462) and is expected to go down the next few years. She recommended basing the budget on a 20% state match. The recommendation was to have administrative expenses total \$34,000 and each bucket to receive \$70,000. Cortni mentioned that

more communities have joined CPA and this may increase awareness. Atli needed clarification on what the consultant line was under the administration section of the budget. Krista and Cortni explained that these funds are available for small projects. It was also explained that the CPC can approve the use of these funds without going to town meeting.

**VOTE:** Bob made a motion to approve the FY2018 budget with a 20% match, Mike seconded. The vote was unanimous.

**REVIEW RELEASE OF FUNDS POLICY**

Cortni supplied everyone with a revised policy. There were some minor changes suggested by committee members and Brian Burke. Bill was concerned that we are having an increase in regulations that may not be needed for a small town like Stow. Cortni explained that this document may be needed from time to time to help clarify any issues with vendors. For example, the CPC does not vote for payment of an invoice unless work has been completed. This just came up regarding the camera system needed at Pine Bluffs.

**VOTE:** Bob made a motion to approve the revised release of funds policy, dot seconded. The vote was unanimous.

**ACTION ITEM:** Krista will correct the document and have Cortni review it one final time. The document will then be placed in the CPC files and posted on the website.

**REVIEW AWARD LETTER**

The committee reviewed the letter and suggested a number of changes. Brian Burke submitted some requests as well. Krista is going to make the changes and send it to Cortni for review. The letter will be placed on a future CPC agenda to be reviewed by the members one last time.

**REVIEW LETTER OF CONDITIONS**

Postponed until a CPC meeting in February.

**PROJECT UPDATES**

The was a quick discussion about the town center renovation project (not yet a CPC project).

**NEWS & VIEWS**

Cortni and Krista informed the members that they have one project proposal and are expecting a few more by the 12/1 deadline for Spring Town Meeting.

**MEETING SCHEDULE**

The committee decided to cancel the December 12th meeting since Cortni will not be able to attend. They also discussed the matter of invoices that may come in prior to the next CPC meeting which will be held in January. The members were fine with Cortni signing off on some invoices without their approval (a new policy was approved at a previous CPC meeting).

**VOTE:** Bob made a motion to cancel the December 12th CPC meeting, Mike seconded. The vote was unanimous.

December 12th - cancelled  
January 9th  
January 23rd

Bob made a motion to adjourn at 8:40 PM, Mike seconded, and approval was unanimous.

Respectfully submitted by: Krista Bracci