TOWN OF STOW
Community Preservation Committee

Minutes, May 8, 2017   **Community Preservation Committee Meeting**

Community Preservation Committee members present: Cortni Frecha (chair), Dot Spaulding, Ernie Dodd, Bob Larkin, Atli Thorarensen, Mike Busch (arrived at 8:35), Vin Antil, Rick Connelly

Not Present: Bill Byron (vice chair)

Admin. Assistant: Krista Bracci

Liaison: Brian Burke

The meeting began with a quorum at 7:30 pm

MINUTES

VOTE: Bob made a motion to approve the minutes of April 24, 2017 as amended, Dot seconded. The vote was 5-0. Mike was not present and Atli, Rick and Vin abstained.

INVOICES
None

CPA SIGN COLLECTION
Krista collected the CPA signs and will put them back in storage. The signs placed at the Brewer and Track Road projects were stolen. This is the second time the Track Road sign has been taken. The Library requested to keep two signs up for an extended period of time. Krista will inform Craig Martin.

REVIEW AND APPROVE PROJECT ACCEPTANCE LETTER
Committee members suggested the following corrections be made:
- First paragraph: Change the sentence starting with voters agreed and take out Krista's phone numbers under CPC contact person.
- Second paragraph: The sentence starting with, it is important will be kept and the balance will be rewritten.

VOTE: Atli made a motion to approve the project acceptance letter as amended (Cortni will do one final review), Bob seconded. The vote was unanimous.

ACTION ITEM: Krista will be sending out these letters to all the project applicants for articles that passed at town meeting.
REVIEW AND APPROVE LETTER OF CONDITIONS

Committee members suggested the following corrections be made:
- The word that will be removed from all the numbered bullets.
- #2 - should start by reading Any changes.
- #9 - will be removed.
- #10 - the word building will be added.
- #11 - where possible will be removed.
- #13 - the word full will be removed and the word the will be added.

VOTE: Rick made a motion to approve the letter of conditions as amended (Cortni will do one final review), Bob seconded. The vote was unanimous.

ACTION ITEM: Krista will be sending out these letters to all the project applicants for articles that passed at town meeting.

DISCUSSION ON SEHC MORTGAGE INTEREST PAYMENTS
Bill provided all members will a copy of the Plantation Expansion warrant article and some hand written notes for Cortni. Bill was not present, but Cortni explained to the members that he was concerned about the previous invoice we approved for SEHC. Specifically, the reimbursement of mortgage interest. Bill felt this was not part of the warrant article. The committee had a short discussion and wanted Cortni to check with Bill Wrigley and report back at their next meeting. Krista will list this topic on the next meeting agenda.

PROJECT UPDATES
- Krista asked the committee members if they would like to review and release the executive minutes from a prior meeting. The members said yes. Krista will post this on the next CPC agenda. One of the members said that the committee will need to go back into executive session and will need vote to approve the minutes and vote to release the minutes.
- Dot informed the committee members that she currently has seven binders of data to review for the Historic Inventory project. There are many new places to put on the registry. She also mentioned that Stow Acres was not recommended for the list.

NEWS AND VIEWS
- There was a short discussion relating to when are CPA funds available. The answer is, right after the project is approved at town meeting. However, Julie Costello (Town Accountant) does not set up new account numbers until July 1st. In the past, if funds are needed before July 1st a special request needs to be made to set up the account number early.
- After a small conversation the committee decided not to invite all project applicants back in unless there was a specific need.

MEETING SCHEDULE
May 22nd
June 5th

Bob made a motion to adjourn at 8:30 pm, Rick seconded, and approval was unanimous.

Respectfully submitted by: Krista Bracci