

Groton Community Preservation Committee

Minutes of Regular Meeting of 7 February 2005

Location: Groton Town Hall, 2nd Floor Lunch Room

Time: 7:30 PM

Members Present: Robert DeGroot, Bruce H. Easom (Secretary), Rick Hughson, Carolyn Perkins (Vice Chair) and Mike Roberts (Chair)

Members Absent: Dan Emerson and as of yet unnamed representative of the Parks Commission.

Attendees: Peter DiFranco

The Chairman called the meeting to order at 7:42 PM.

The draft meeting minutes from the meeting of 14 January 2005 were reviewed and discussed. Bruce H. Easom moved to approve the meeting minutes of the 14 January 2005 meeting as amended. Bob DeGroot seconded the motion. The motion carried by unanimous vote.

Rick Hughson reported the following from his conversation with the Town Accountant.

1. The effective date of the CPA surcharge will be 1 July 2005 which is the first day of fiscal year 2006
2. Patriot Properties and Point Software indicate that the CPA surcharge will not appear on first tax bills until the 3rd tax bill of fiscal year 2006.
3. The required initial CPA forms have been filled out by the Town Clerk and sent to the state.
4. Personal property will not be subject to the CPA surcharge.
5. Form CP-1, which summarizes the amount of CPA funds raised locally, needs to be turned into the Department of Revenue by the 15th of September of each year and should not be a problem.

Rick handed out an email sent to him from the Town Accountant summarizing the above issues.

Rick volunteered to ask the question at the upcoming Community Preservation Coalition meeting in Wellesley, MA on 12 February 2005 about whether or not the CPA surcharge could appear on the first quarterly tax bill of fiscal year 2006 which was due on 1 August 2005.

Bruce H. Easom reported that no selectmen had been designated our contact person with the Board of Selectmen. Bruce also reported that he had not had any additional contact with the Assessors Office since 2 February 2005, the date their exemption application rush was over. Bruce reported on his conversation with the State Attorney General's office about the open meeting law and our planned trip to Wellesley, MA to attend the Community Preservation Coalition's conference. The conference is for CPC members in towns that are new adopters of the CPA. The meeting does not have to be posted and specific policies regarding Groton cannot be discussed or decided.

Rick Hughson reported on significant schedule dates that need to be kept in mind as we implement the CPA. The Initiatives Report (DOR Form CPC-3) is due on 15 August of each year and goes to the Executive Office of Environmental Affairs (EOEA). The CPA Annual Report is due on 15 February of each year for inclusion into the Town's Annual Report. The CPA Surcharge Report (DOR Form CP-1) is due on the 15th of September of each year and the Fund Report (DOR Form CP-2) is due on the 31st of October of each year.

Bruce H. Easom moved to appoint Rick Hughson as the CPC's contact person with the Finance Committee. Mike Roberts seconded the motion. The motion carried by unanimous vote.

The committee discussed a time for the next meeting. The committee agreed to meet next on the 21st of February 2005 which is President's Day. If that date was not possible then the alternate date would be Monday the 28th of February 2005. After that, the committee agreed to meet on the first Monday of the month. The Secretary agreed to check with the Town Clerk about meeting on President's Day, to schedule a meeting room for the upcoming meetings and properly post them.

The Chairman described the upcoming meeting on 12 February 2005 at the Wellesley Town Hall sponsored by the Community Preservation Coalition. The meeting starts at 8:30 AM. The Chairman encouraged members to think about questions to ask at the conference as Chris Saccardi and other CPA experts would be there to answer CPA related questions.

The committee discussed adding another member to the Community Preservation Committee to represent the Recreation Department. Mike Roberts volunteered to contact Virginia Wood to discuss this topic.

Carolyn Perkins handed out a draft of the Community Preservation Committees' submission for the Town's Annual Report. The Committee approved the draft and thanked Carolyn for her efforts in preparing it. Carolyn also handed out some information describing Groton's community housing status. The handout was for the information of the Committee members but it was not discussed in detail.

Bob DeGroot handed out drafts of the work he had been doing to prepare his section of the draft Community Preservation Plan.

Bob DeGroot moved to adjourn the meeting. Mike Roberts seconded the motion. The motion carried by unanimous vote and the meeting adjourned at 9:45 PM.

Respectfully submitted,

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Bruce H. Easom	4 March 2005 Date

Secretary
Groton Community Preservation Committee

These minutes were approved as amended by unanimous vote on 28 February 2005.