Groton Community Preservation Committee

Minutes of Regular Meeting of 5 November 2005

Location: Groton Town Hall, 2nd Floor Lunch Room

Time: 7:30 PM

Members Present: Jim Cantrill, Robert DeGroot, Dan Emerson, Rick Hughson, Carolyn Perkins (Vice Chair) and Mike Roberts (Chair)

Members Absent: Bruce Easom (Secretary).

The Chair, called the meeting to order at 7:35 PM.

No minutes were available to be reviewed.

Correspondence
The committee received the budget from the town accountant. Maria Casey of the Board of Selectman’s offices sent us a comprehensive permit application.

Valerie Jenkins, Town Accountant, has notified the committee that the Recreation Commission has let the contract for the docs. Liza Judge needs be contacted to inform here the CPA committee needs an agreement as per the approval letter. Jim Cantrill will contact Liza to put the breaks on. The committee will not release funds without the agreement.

Discussion of procurement process was had. Valerie Jenkins presented a summary document, “General Guidelines for Use of CPA funds.”

It was suggested meeting 11/21 to continue work on
• Finalizing agreement documents for accepted projects
• Have guidelines in place to help people get projects completed.

All present agreed to meet 11/21/2005.

Valerie Jenkins agreed to send her guidelines to applicants. The committee will review Valerie Jenkins guidelines and amend if necessary. This will be published at a later date.

Bob DeGroot will write a letter informing applicants they will be receiving guidelines from Valerie Jenkins. Applicants should be hearing from the committee regarding a contract by January 1, 2006.

The chair acknowledged the emails sent by Rick Hughson regarding agenda items.
The Chair suggests Rick Hughson contact Bruce Easom to discuss what to do about exemption notification.

Project Initiation and Management
The Chair presented his “Draft project CPC MOA.doc.” Discussion ensued. Committee discussed modifications and amendments.

Mike Roberts submitted resignation as Chairman. The committee responded with great appreciation and noted the high quality of his leadership.

NRWA Meeting, Mike Roberts presented a report about what went on at the CPA informational meeting at the Nashua River Watershed Association.

Motion to adjourn Dan Emerson, seconded by Rick Hughson

Adjourn 9:15pm

Respectfully submitted,

______________________________  22 November 2005
Bruce H. Easom                  Date

Secretary
Groton Community Preservation Committee

These minutes were approved as drafted by unanimous vote on 21 November 2005. Bruce H. Easom abstained.