

# Groton Community Preservation Committee

## Minutes of Public Meeting of April 9, 2009

**Location:** Town Hall

**Time:** 7:00 PM

**Members Present:** Bruce Easom (Chairman), Dan Emerson, Mike Roberts,

Carolyn Perkins (Secretary), Robert DeGroot (Vice-Chair),  
(Vice-Chair), Jonathan Straus

**Members Absent:** Rick Hughson

## Public Meeting

### Joint Meeting with the Selectmen

Mr. Easom called meeting to order at 7:29

Mr. Easom gave a brief overview on how CPA funds are allocated. The proper allocations being 10% to open space, 10% for historic, 10% for housing, 5% for administration and the remainder is put into un-allocated reserves. Mr. Easom explains how the un-allocated funds provide the most flexibility and states there are approximately \$475,000 that will remain in the budget if all projects are voted in during Town Meeting.

The Board of Selectmen vote unanimously to support article #15 being the entire CPA budget.

An overview is given on each of the 8 projects that have been recommended to Town Meeting by the CPC.

The Selectmen vote on all of the accepted project proposals.

## **CPC Meeting**

The CPC reconvened for their regular scheduled meeting. At 8:58 P.M. Mr. Easom called the meeting to order.

The votes of the March 16<sup>th</sup> meeting are reviewed and corrections are made that will be implemented before the next CPC meeting in which the minutes are to be approved.

It is decided to have the next CPC meeting on Tuesday April 21, 2009 @7:30 in Legion Hall.

## **Submittal Schedule/Process Review**

Mr. Strauss questions scoring projects that are not even viable and seeks feedback as to incorporating changes to next years schedule so that more time is allotted to the process. Mr. Strauss mentions that during the last meeting when the scores were given out, there was valuable information that was brought forward that may have had an impact in his scoring had he been aware beforehand. Examples that were brought forward were the cables at the Field of Dream site, the DOR ruling on the Library and the handicap accessibility at the Grange.

Ms. Perkins agrees that there were some issues that came up at the end of the time frame and maybe there should be more time allowed to receive answers. Mr. Emerson stated that a one page summary 5 months in advance be considered as other Towns have used a similar method successfully. Mr. Easom adds that we should make early submittal mandatory.

It was decided that a modification to the plan be added to a future agenda.

### Project Supervision

Mr. Easom mentions the quality of the past project supervision and Ms. Perkins recommends that supervision be defined. Ms. Perkins suggested that we make it mandatory that all accepted personnel attend meetings.

Mr. Roberts recommends a meeting on the process which entails the Role of the manager, procurement procedures and the duty of the project liaison. Mr. Easom suggests separating the "Project Management Guidelines" from the plan.

### Re-Evaluate requirements of the Management Plan

Mr. Strauss stated there is a need to have professional assessments in place especially on older building as they should have build in contingencies. Mr. Emerson suggests having specific criteria put together. Mr. Easom agrees and adds that a section be created in the plan on “How to Deal with Contingencies”.

Mr. Roberts offered to write a draft process and have the committee review.

Ms. Miller is to draft denial letter containing the reasons for denials. Mr. Easom suggested scheduling the declines to a meeting for debriefing.

## **Project Updates**

### 2006-11 Basketball Court

Mr. Roberts will invite Don Black to our next meeting for an update.

*Mr. Strauss moved that we confirm procurement guidelines in the basketball construction and provide letter to Don Black that Ms. Jenkins produced which established procurement guidelines. Ms. Perkins seconded, and the motion carried by unanimous vote.*

### 2007-3 Squannacook Hall

Mr. Easom will prepare close-out letter

*Ms. Perkins moved to send a close out letter to Michelle Collette and the Building Committee for project 2007-3 Squannacook Hall. Mr. Roberts’s seconded, and the motion carried by unanimous vote.*

### 2007-08 Conservation Fund

Mr. Easom states that an announcement will be made on MATTBOB before Town Meeting.

### 2007-11 Rail Trail

A portion of the stimulus money has been awarded. A recreation trails grant will be pursued. The goal is to be ready if another round of stimulus money is made available.

### 2007-13 GHA- Nashua Rd.

ANRAD and MESA still need to be done and a project proposal needs to be written.

**Other Business:**

Invitees to next meeting.

It is decided that an invite to Don Black should be issued to discuss the status of the Basketball project. Mr. Easom will invite Valerie Jenkins to discuss future funds and Surrenden Farms.

*Mr. Strauss moves to adjourn and this is seconded by Mr. Roberts. All were in favor and the meeting adjourned at 10:30 PM.*