

# Groton Community Preservation Committee

## Minutes of Public Meeting of June 1, 2009

**Location:** Legion Hall

**Time:** 7:38 PM

**Members Present:** Bruce Easom (Chairman), Dan Emerson, Mike Roberts, Rick Hughson (Treasurer), Carolyn Perkins (Secretary), Robert DeGroot (Vice-Chair), Jonathan Strauss

**Guests:** Al Collins, Sally Smith, Todd McGillivray

## Public Meeting

### 1. Action Items

Ms. Miller:

- Invite Dave Manugian to the July 6<sup>th</sup> meeting.
- Access Coalition website and get example of Deed Restriction
- Scan Basketball project to Committee

Mr. DeGroot:

- Award Agreement

**The Chairman called the meeting to order at 7:38 PM.**

### 2. Invitees and Guests

#### **Al Collins – Historical Commission**

Mr. Collins presents the final invoice for segment #3 of the communitywide preservation project 2007-09. The final segment contains 3 volumes, which have all been digitalized. Mr. Collins presents a map showing the properties which were completed this year. He stated that he would like to have the two previous years added to the map with different colors. As of now the Library and Planning Board have received complete copies. Mr. Easom stated that it may be a good idea to supply the GIS committee with a copy, and then it was discussed whether the CPC

would prefer a hard copy or a CD. It was decided by the Committee that they would rather received their copy on a CD. The final invoice was signed by the CPC. The Communitywide preservation project now contains 13 volumes in total.

## **Sally Smith & Todd McGillivray – Groton Grange**

Ms. Smith begins by stating that the Grange has hired Atty. Ray Lyons and they are currently in the process of negotiating. There are 3 main issues that have to be clarified. The three issues are the Deed Restriction, ADA, and prevailing wage. Ms. Smith mentioned that she has met with Mark Haddad and he said that prevailing wage does not apply to this project. Ms. Smith has requested this in writing. As for the ADA there is an updated work plan and distributed a summary of the meeting they had with the Building Inspector.

Mr. McGillivray asked for verification of the Committees expectations regarding the scope of work and the updated management plan. Mr. Easom would like a schedule which includes itemizations and the associated cost. It is mentioned that the second floor does not need to be ADA and they could always apply for a lift next year. Ms. Smith replied that they plan on making the second floor accessible and are gearing their plan towards these requirements. Mr. Strauss would like to be provided with the correspondence that took place with the Building Inspector.

Deed restrictions are discussed and it is decided that Kathy Miller will access the Coalition website and get samples of deed restrictions. Ms. Smith then invited the CPC to view the Grange and a tentative date of June 15<sup>th</sup> @ 7:00 PM before the next scheduled CPC meeting is made.

## **2006-11 Lost Lake Basketball Court**

Ms. Perkins stated that she had driven by the proposed basketball site and noticed that trees have been removed. Mr. Easom reads the invoice which was supplied by Don Black for the tree removal and discussion ensued as to how this sum compares to the original allocation.

Conversation as to whether the original proposed budget of \$50,000 is discussed among the Committee. At the last CPA meeting Mr. Black insisted that they were still on target and plan to be on target for the remainder of the project. It is recommended that Mr. Strauss investigate and report back to the CPC. Mr. Strauss requests a copy of the project application and budget be E-mailed for his review. Ms. Miller will scan application and distribute to the entire CPC. There is concern of over-run and a request for additional funds as the quotes for this budget are several years old.

*Mr. Roberts moves to request the Parks Department to re-submit a quote on currently inactive line items for basketball project 2006-11. Mr. DeGroot seconded. Six members were in favor and one member was opposed (Strauss), and the motion carried by majority vote.*

### **3. Pre-Kick Off Meeting**

Mr. Easom begins by stating that he has sent out letters to the awardees and requested they attend the pre-kick off meeting on June 15, 2009. Mr. Easom then requested that each member state the Topics they feel should be addressed at this meeting.

Mr. Roberts would like to have Valerie Jenkins, Town Accountant review procurement and money expenditures. His opinion is there should also be time frames established with repercussions, such as there may be a need to re-bid. Ms. Perkins would like to have the proponents introduced to the project liaison and have invoice and payment instructions reviewed.

Mr. Degroot distributed an award agreement draft that he has worked on and it is decided that the CPC will review and supply feedback and re-review at the next CPC meeting.

Mr. Strauss requested information as to the proper procedure when there is not enough money to complete a project. Mr. Hughson replied that first the project must stop and then the applicants have the option to fill out another application or they can seek an alternative source for funding. Ms. Perkins believes this should be part of the management plan especially on construction projects. Mr. Roberts suggests that the Coalition most likely has some guidelines. In Ms. Perkins opinion it is the Proponents responsibility to come back to the CPC and suggests that contingencies be part of the agenda on the June 15<sup>th</sup> meeting for construction projects. Mr. Easom would like to see line items for contingencies, approximately 15%-20% be part of the contract.

### **4. Active Projects**

#### **2005-9 Fitch's Bridge**

Mr. Hughson responded that he has forwarded the committee recent updates via E-mail.

#### **2006-2 Sawtell School**

The fence is almost complete and project is ready for close-out.

#### **2007-13 GHA – Nashua Rd.**

There has been a filing regarding MESA and we are awaiting feedback. Mr. Emerson states that he will supply this information once it is received.

#### **2007-12 Housing Implementation**

Ms. Perkins stated that we are still waiting for a decision on the Prescott School, as the school

was gifted with specifications that it must be used for educational purposes. Ms. Perkins will see if there have been any further updates.

#### 2006-9 Wharton Bridge

Mr. Easom reported that Pete Morrison was invited to give an update but was unable to attend. Mr. Easom will re-invite Mr. Morrison to the July 6, 2009 meeting.

### **5. Closing**

It is decided that the invitees to the next CPC meeting will be Valerie Jenkins, Town Accountant, Mark Haddad, Town Manager and all the project managers.

*Ms. Perkins moved to adjourn the meeting. Mr. Roberts seconded the motion. All were in favor and the meeting adjourned at 8:59 PM.*

Respectfully Submitted by,  
Kathy Miller