

# Groton Community Preservation Committee

## Minutes of Public Meeting of June 15, 2009

- Location:** Legion Hall
- Time:** 7:30 PM
- Members Present:** Bruce Eason (Chairman), Dan Emerson, Mike Roberts, (Vice-Chair), Rick Hughson (Treasurer), Carolyn Perkins (Secretary), Robert DeGroot (Vice-Chair), Jonathan Strauss
- Guest Speaker:** Valerie Jenkins (Town Accountant)
- Guests:** Amanda Gavazzi (Footstone), Thomas Orcutt (Unkety Brook), George Moore (Groton Grange), Micheal Bouchard (Historical Documents), Marshall Giguere (Conservation Fund), Don Black (Field of Dreams), Sally Smith (Grange), Todd McGillivray (Grange), Debbie Normandin (Footstone), Al Horton (Grange), Carl Flowers (Grange), Eleanor Gavazzi (Footstone)

## Public Meeting

### 1. Action Items

Ms. Miller:

- Invite David Manugian to next meeting.
- Cancel 7/6/09 meeting and change to 7/7/09

Mr. DeGroot:

- Incorporate changes and provide copies of the agreement to Town Manager and Town Counsel .

Mr. Eason:

- Invite Peter Morrison to next meeting

Ms. Perkins:

- Invite Mark Haddad to next meeting to review Housing Coordinator position.

## **2. Minutes**

Minutes of June 1, 2009 are reviewed.

*Mr. DeGroot moved to accept the minutes of June 1, 2009 as amended. Mr. Roberts seconded the motion. All were in favor with Mr. Strauss abstaining. The motion carried by majority vote.*

*Ms. Perkins moved to accept the minutes of May 18, 2009 as drafted. Mr. Easom seconded, and the vote was unanimous.*

## **3. Pre-Kick-off with Project Managers**

Mr. Easom introduces Project Managers to their CPC Liaisons.

Mr. Easom explains that this project kick-off meeting is new this year and discusses the purpose.

Ms. Jenkins begins with discussion on the time period change. In the past timing was not an issue, but this year votes at Town Meeting were taken in the spring. As a result the money is not available. Projects cannot begin and no contracts can be signed until July 1, 2009.

### **3a. Procurement Guidelines**

For sums between \$5,000 - \$25,000 there should be a minimum of three written quotes. For sums greater than \$25,000 closed bids are required. Ms. Jenkins belief is that most projects will not require closed bids. Under \$5,000 the only requirement is a good business quote, however if you follow the procurement law you can never go wrong.

Ms. Jenkins states that the closer you work with your Liaison the smoother the project will go. When a bill is submitted it requires proof that the work has been completed. Also, invoices must go through the CPC then once signed by the Committee can be turned over to the Accountant's office. This may take several weeks.

### **3b. Prevailing Wage/ Contracts**

Ms. Jenkins states that only Selectmen can sign contracts. There will be some projects that may require several contracts such as the Field of Dream project and projects such as the footstone project that do not require a contract.

It is mentioned that if anyone needs additional information they can contact Valerie Jenkins, Mark Haddad, Town Manager or Tom Delaney, Acting Director of Public Works.

In most cases prevailing wage will apply. There are some exceptions such as the Groton Grange and Field of Dreams where private money is being used so therefore prevailing wage does not apply. Ms. Jenkins stresses that prevailing wage is for labor only. If additional facts are needed, it is mentioned that the Procurement General's office is a great source.

Ms. Perkins asks for feedback regarding advertising. Ms. Jenkins responds that you can use the state periodical to solicit quotes. The following guidelines are helpful: Supply the same criteria to all parties on RFQ's and interview all your selected choices. You do not need to choose the lowest bid, however you do need to make sure the choice is supportable.

It is Mr. Easom's opinion that the better the RFQ, the easier it is to review and compare bids, and you will also receive more accurate quotes.

Ms. Jenkins would like copies and summaries of bids to be retained in her office, as she would like to keep a paper trail. This does not need to be elaborate. A summary page of the RFQ's with a star next to the one chosen would be acceptable. Ms. Jenkins would like to have as much of a permanent record as possible.

### **3c. letter stating approval to begin**

Mr. Easom stated that each project will be individually reviewed and voted on by the CPC. Once the project is reviewed and the ability to proceed is voted on, a "green light" letter will be issued. Ms. Jenkins would like to receive a copy of this letter.

Mr. McGillivray wanted to know if the Grange spends their own money after 7/1/09, could they be reimbursed. Ms. Jenkins replied that this could be done but they would have to be very careful.

## **4. Project Contract**

Mr. Easom distributed copies of the project agreement to the CPC. The contract was reviewed page by page and corrections were performed. Mr. Roberts requested a paragraph regarding payment be added to the agreement. Mr. DeGroot drafted a paragraph to be approved by the CPC, and added to the agreement. It was decided that a copy of this agreement should be forwarded and signed by Town Council and Town Manager, Mark Haddad.

Newly drafted paragraph 15 is reviewed by the CPC.

*Mr. Hughson moved to accept the Town of Groton funding agreement as amended. Mr. Strauss seconded and the motion carried by a unanimous vote.*

*Mr. Emerson moved to approve no more than \$1,000 to legal counsel for purposes of reviewing the funding agreement. Ms. Perkins seconded, and the motion carried by a unanimous vote.*

## **5. Active Project Updates**

2005-9 Fitch's Bridge

No updates per Rich Hughson

2006-9 Wharton Bridge

Mr. Easom will invite Peter Morrison to the next CPC meeting.

2006-11 Basketball Court

Mr. Strauss has relayed the CPC's concerns over funding to Don Black. Mr. Black is confident the numbers are still accurate and the project will come in on budget. The tree removal has come in below budget. The court prep is still on target, and there is some leeway built into the line painting, and we can opt to go less extravagant if necessary.

2007-09 Communitywide preservation project segment #3

Project close-out letter still needs to be done.

2007-12 Housing Implementation

No updates per Carolyn Perkins

2007-13 GHA – Nashua Rd.

Mr. Emerson stated that per a discussion with Lisa, he has found out that MESA is awaiting a significant design plan. Mr. Emerson stated that plans have been filed and there is some confusion regarding the MESA filing. Mr. Easom replied that a plan is submitted for their review, not for opinions. MESA would also like to receive a copy of the ANRAD. Per Mr. Emerson we are not just waiting to hear back from MESA.

## **6. Closing**

*Mr. Hughson moved to have CPC meet one Monday a month during the Months of July and August. Mr. Strauss seconded and the motion carried by unanimous vote.*

Mr. Strauss would like a copy of the Conservation Commission's letter regarding Surrenden Farms brought to the next meeting for discussion.

*Mr. Hughson moved to adjourn the meeting. Mr. DeGroot seconded the motion. All were in favor and the meeting adjourned at 9:12 PM.*

Respectfully Submitted by,  
Kathy Miller