

Groton Community Preservation Committee Minutes of Public Meeting of June 1, 2010

Location: Town Hall

Time: 7:30 PM

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

Guests: Brooks Lyman, Alicia Hersey, Lisa Larrabee, Sally Smith, Valerie Jenkins (Town Accountant)

Public Meeting

1. Action Items

Ms. Miller:

- Send out list of policy updates from Rick Hughson

Mr. Easom:

- Submit Grange invoices to Town Accountant.
- Order embosser

Ms. Perkins called the meeting to order at 7:30

Agenda is reviewed.

2. Housing Authority

Ms. Perkins explained the background for the Housing Authority invitation. There was a vote taken at the last meeting which required the Housing Authority to submit a revised proposal to complete the MESA/ ANRAD filing which would contain three written quotes to three reputable companies. Lisa Larrabee responded that she has compiled a packet that outlines the project from beginning to present, along with a re-written proposal which addresses the project understanding and a new updated scope of services. RFP's are under discussion, but have not been sent out yet.

How to best proceed is discussed. The question was asked as to whether just the front portion should be developed or continue on the current path. Mr. Hughson's opinion was to continue with the entire parcel, as we should determine the maximization of the whole parcel. It was also mentioned that the wetland flagging had already been performed. As long as they are intact, this will not have to be repeated. Mr. Easom suggested picking one of the plans that has already been completed that is the biggest stretch and see under what conditions the Conservation Committee would allow.

Mr. Strauss moved to allow the Housing Authority to complete the remaining portion of the property evaluation for project 2007-13 with the remaining funds from the initial proposal. Mr. Roberts seconded. The motion passed by majority vote with all members in favor with the exception of Mr. DeGroot who was opposed.

3. Grange – Sally Smith

Ms. Smith relayed the progress to date of the Grange project. Architectural plans were distributed and reviewed by the members, and three invoices were submitted for signatures. Mr. Easom stated that he had performed a walk through with Ms. Smith on Sunday. Two of the invoices were 100% complete with the third being almost complete. All three items were discussed briefly. It was determined that the project was running smoothly, within budget and on time. Mr. Easom distributed a budget to the members for review. Mr. Easom took the signed invoices and stated he would take care of the submission to Ms. Jenkins and copies will be given to Ms. Miller.

4. Signs

An application to the sign committee has been submitted, and feedback was given to Mr. Strauss from Mike McElroy. Several meetings were held regarding the CPA signs, and it was determined that the signs were too big and did not meet commercial regulations. Ms. Perkins contacted Mark Haddad, Town Manager who reviewed the bylaws and determined that the CPA was exempt, because we are a public entity and provide a public service.

The Committee was satisfied with this determination and gave Mr. Strauss the go ahead to order additional signage using the original configuration.

5. Project Close-outs

Town Accountant, Valerie Jenkins wanted to know how many projects are ready to close-out. The projects ready for close-out are: Project 2010-08(Unkety Brook Phase I), 2007-01 (Historic Documents Preservation), 2010-03(Groton Communitywide Reconnaissance Archaeological Survey, Management and Interpretive Planning Project).

Project 2007-12(Affordable Housing Implementation) is almost complete. All invoices have been paid, and a final report for this project is due by the end of the week. 2010-05 (Historic Documents Preservation) is also almost complete. Once deliverables have been received which should be any day now, this project will be ready for close-out also.

6. Invoices

Invoices for U-Mass Amherst, Unkety Brook Phase I and Verizon were signed by the Committee. Invoices for lights at the Field of Dreams site and shrubbery for the Basketball Court were not signed until deliverables could be confirmed.

7. Minutes

Mr. Roberts moved to accept minutes of May 4, 2010 as drafted. Mr. DeGroot seconded and the vote was unanimous in favor.

Mr. DeGroot moved to rescind original vote and accept minutes of May 4, 2010 as amended. Mr. Roberts seconded and the vote was unanimous in favor.

8. Plan Updates

Ms. Perkins asked the Committee for feedback on taking one full meeting or a portion of one to discuss Policy changes. Ms. Miller was asked to re-send list of policies originally provided by Mr. Hughson for review and discussion at the next CPA meeting.

9. Active Project Updates

2007-12 Affordable Housing Implementation

Project is complete. Once report is received from Mark Haddad, project can be closed out.

2010-05 Historic Document Preservation

Still waiting for book delivery.

10. New Business

Ms. Perkins signed Acceptance/Denial letters drafted by Mr. DeGroot.

It was decided that Mr. Roberts will be the Project Manager for the Communitywide Agricultural Survey Project (2011-04). Ms. Perkins will be the Project Manager for the Unkety Brook Phase II project (2011-03)

Mr. Strauss had a question regarding a possible out of sequence application by the Parks Dept. on a piece of land adjacent to the Cow Pond athletic fields which is currently available. Ms. Perkins responded that out of sequence applications were based on emergency and felt the Parks Dept. should proceed with the application.

Ms. Perkins suggested that re-organizing the Committee should take place after elections. Certain elected positions if not voted in would alter the seat within the CPA. The suggestion met with approval.

Mr. Easom supplied information on a hand embosser that was discussed at a previous meeting and a vote was taken to purchase

Mr. DeGroot moved to authorize Bruce Easom to purchase on behalf of the CPC, a document embosser for a sum not to exceed \$70. Mr. Roberts seconded and the vote was unanimous in favor.

11. Closing

The next meeting will be Tuesday July 6, 2010

Mr. Roberts moved to adjourn the meeting. Mr. Easom seconded. All were in favor and the meeting adjourned at 9:23 PM.

Respectfully Submitted by,
Kathy Miller