

Groton Community Preservation Committee Minutes of Public Meeting of July 6, 2010

Location: Town Hall

Time: 7:30 PM

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

Guests: Don Black, Mark Haddad, Sally Hensley, George Moore, Todd McGillivray

Public Meeting

1. Action Items

Committee:

- Update score sheet
- Designate Treasurer

Ms. Perkins:

- Letter to Editor regarding Rick Hughson

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

Agenda is reviewed.

2. Basketball Court – Don Black

At the last meeting there were concerns with signing a landscaping invoice for the Lost Lake Basketball Court until further information was supplied. Mr. Black explained that this invoice was for landscaping and re-setting the memorial/dedication stone for the Rider family. The invoice for this service was misplaced and that was why the date on the invoice was old. The CPC was satisfied, and with adequate funds available, the decision was made to sign the invoice.

3. Housing Coordinator Update – Mark Haddad, Town Manager

Mr. Haddad reviewed a memo that he had supplied to the CPC requesting additional hours for Carolyn Fischer, Housing Coordinator. The memo also included updates and accomplishments of this position to date. Special mention was made to Carolyn's work in establishing an Affordable Housing Trust and the creation of a Declaration of Trust which has already been adopted by the Board of Selectmen. She is currently working on updating the Town's Affordable Housing Production Plan. She will be finalizing a needs assessment and assisting with the housing lottery. This position has already proven to be invaluable as the Town pursues additional affordable housing in Groton.

Committee members expressed their support of this request and there was a brief discussion on the best way to proceed. An article for the Fall Town Meeting will have to be put forth. Mr. DeGroot made a request to have some of these documents provided to the CPC for review. The following vote was taken:

Mr. Emerson moved that we appropriate additional funds of \$4,417 for an additional 4 hours for the Housing Coordinator Position effective July 6, 2010. Mr. Roberts seconded. The vote passed by majority vote with all in favor with the exception of Mr. Easom who opposed.

4. Grange – Sally Hensley, George Moore, Todd McGillivray

Grange Members provided a project update and requested signatures on two invoices by the Committee. One invoice was for the heating system and the other invoice was for electric services. Mr. Easom verified the work had been completed and recommended the invoices be signed. Mr. Easom will put the invoices in the mailroom for signatures. Once there are 4 signatures, he will make a copy for the CPA files and provide Valerie Jenkins, Town Accountant with the original.

5. Policy Update

Mr. Easom began by stating there are certain practices such as scoring that have been adopted for specific reasons and believes these practices are not always followed. He would like to see more consistency. Mr. Roberts replied that in his opinion scoring comes more into play when there isn't enough money to fund all applications. Mr. Strauss added that scoring isn't necessary as the Town ultimately decides. In Mr. Emerson's opinion, scoring should only come into play when there isn't enough money to fund all applications and we need to advise the Town of our precedence. Various opinions were discussed and Mr. DeGroot suggested defining our decision-making process in the Community Preservation Plan so the public is more informed. Ms. Perkins also made mention that we should make sure it is documented in the policy that "Meets Master Plan". Ms. Perkins asked the Committee to focus on criteria and scoring for the next meeting.

6. Minutes

Mr. Easom moved to accept minutes of June 1, 2010 as amended. Mr. Roberts seconded and the vote was unanimous in favor.

Mr. Easom asked to have minutes sent to the Committee Members one week prior to each meeting.

7. Active Project Updates

2011-03 Unkety Brook Phase II – No updates

2011-04 Communitywide Survey – Agriculture – No updates

2010-05 Historic Document Preservation – Documents have arrived and Mr. Roberts distributed them for review.

2010-04 Groton Grange – Running on time & under budget. Invoices will be in the mailroom for signatures.

2010-03 Communitywide Archaeological Survey – Phase III is almost complete.

2010-01 Field of Dreams - Light towers are up and ground prep is being performed. Mr. Strauss will take over project management.

2007-13 GHA-Nashua Rd. – Working with Barbara Ganem for revised RFP's. CD's are being put together consisting of all work to date which has been performed to better prepare future Engineering.

2007-12 Affordable Housing Implementation – Final Report reviewed & project is ready for close-out.

2006-11 Lost Lake Basketball Court – Lights are up, and project is almost ready to be closed out.

2005-09 Fitch's Bridge – Not updates. Ms. Perkins will be taking over project for Mr. Hughson.

8. New Business

-Various memos are reviewed such as information on the new open meeting laws. Dept vouchers for Surrenden Farms were signed by the Committee.

-Mr. Hughson's resignation to the CPC was discussed. Ms. Perkins verified with the Town Manager, Mark Haddad that the CPC can advertise for the open seat. The proper procedure such as interviewing and a joint meeting with the Board of Selectmen was reviewed. A decision was made to send a Thank You letter to the Editor of the Groton Herald to thank Mr. Hughson for his contribution to the CPA. It was also decided to designate a new Treasurer to the Committee.

-Mr. Strauss read a summary of a possible out of sequence application and asked for feedback. He reviewed the number of children in various sports within Groton and the current fields available to them. Even with help from the local private schools it is apparent that additional athletic fields are needed. Mr. Strauss reviewed 3 possible locations and the pros and cons to each of the locations. Two of the properties were Town owned and the third was the Millstone property across from the Cow Pond Fields. Mr. Degroot suggested accumulating more information on all the sites, and stated that on the Town owned properties, appraisals were not needed. After additional conversation the consensus was to put forth an out of sequence application on the Millstone property. This property is not Town owned and there is some urgency because of a possible Grant. Due to this urgency it meets CPA criteria.

9. Closing

Mr. Easom reviewed various financial spreadsheets and charts regarding trending and future expectations of the CPA. Spreadsheets included "Summary of monies received from Commonwealth's Community Preservation Trust Fund", "CPA Trust Fund Deposits from Registry of Deeds" and "Cumulative CPA Trust Fund Deposits from Registry of Deeds". The Charts reviewed were: "Comparison of CPA Local Revenue to State Match", CPA Local Surcharge and State Match Revenue", "State CPA Trust Fund Revenue by Month", Cumulative Deposits to CPA Trust Fund from Registry of Deeds". Among other documents were Trust Fund Data, Trust Fund Data Source and a link to Massachusetts Department of Revenue blue book.

The next meeting will be Tuesday August 3, 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