

Groton Community Preservation Committee Minutes of Public Meeting of September 7, 2010

Location: Town Hall
Time: 7:30 PM
Members Present: Bruce Easom, Carolyn Perkins (Chair), Mike Roberts, Jon Strauss (Vice-Chair), Robert DeGroot (Secretary)
Members Absent: Dan Emerson,
Guests: George Moore, Brad Smith, Ana Eliot

Public Meeting

1. Action Items

Mr. DeGroot:

- Write announcement for new applicants

Ms. Miller:

- Contact Mr. Haddad with Millstone vote

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

2. Grange Update

Mr. Moore of the Groton Grange reported that the Grange roof is complete and has been inspected by both Bruce Easom and the Building Inspector. A meeting is going to take place with the Nashoba Technical School to discuss the handi-cap access. There have been a few problems regarding the lift that need to get ironed out. They reported they are still running on time and within their budget. An invoice for \$10,050 was submitted for signing.

3. Richard Hewitt – CPC Applicant

Ms. Perkins introduced Mr. Hewitt to the Committee. Mr. Hewitt stated to the Committee that he was interested in learning more specifics concerning the CPC. He understands the Legislation, but would like to know more about the approval/disapproval process and how recommendations to Town Meeting are performed. Mr. Roberts recommended reading the Community Preservation Plan which is available online. Mr. DeGroot gave a brief explanation on the process. First projects are thoroughly reviewed by the Committee to make sure they meet the criteria established through the Community Preservation Act. Projects are then reviewed for adequate Management Plans as well as specific requirements set forth by Policies contained in the Community Preservation Plan. In the event there are more applications than funding, the Committee will establish a precedence that will be voted on and the outcome will be relayed during Town Meeting. Discussion continued with the Background of the CPA, current policies, and goals for the future.

4. Millstone Management Plan

Mr. Strauss gave a brief background of the Millstone Project, and distributed an updated Management Plan for review. Mr. Strauss reminded the Committee that a time-line had been e-mailed last week. It was explained that the money requested for this project will be used for an appraisal on the Millstone property. Legal fees as well as miscellaneous fees have already been incorporated into the final amount requested. This appraisal is the first step needed in order to put forth a grant application. Members discussed the application and management plan and took the following vote:

Mr. Roberts moved that the Millstone Project 2011-05 is eligible according to the requirements of the Community Preservation Plan. Mr. Easom seconded. The motion passed by unanimous vote.

Ms. Perkins asked the Committee to take a few minutes and fill in the Score Sheet. The scores were as follows:

Bruce Easom – 37 Mike Roberts – 42 Bob DeGroot – 40 Carolyn Perkins – 38

Mr. Easom moved to recommend Project 2011-05, Millstone Field Project to Town Meeting for funding in the amount of \$20,000 to be paid from unallocated reserve. Mr. Roberts seconded. The vote was unanimous in favor.

5. FY2012 Project Application Calendar

A discussion was had on the upcoming applications regarding project deadlines. The following Calendar was decided:

October 29, 2010..... Initial 1-2pg. summary
November 2, 2010.....Feedback on Summary
January 7, 2010.....First draft of application
January 17, 2010.....Feedback on first completed draft of application
February 11, 2010.....Final Deadline
March 1, 2010.....Public Hearing
March 21, 2010.....Final Vote for warrant article

It was also decided that we will start accepting application late September/ Early October. Mr. DeGroot volunteered to write a letter to the editor stating the CPC is now accepting applications. This letter will also be put in all Department Mailboxes.

6. CPP Review of Section 7 “Review & Recommendation Criteria”

Handouts were distributed by Ms. Perkins, so members could decide on corrections and updates. It was recommended that if there are not enough funds to fund all applications, we should prioritize and relay this information at Town Meeting. It was also recommended that we could send all projects that meet the CPA criteria but inform Town Meeting that although they meet the required criteria, we do not support. Ms. Elliot stated her opinion that the Town relies on the CPC to be a filter and make the best possible decision on what is brought forth to Town Meeting.

Discussion ensued as to the criteria. It was decided that the bulk was good and what was needed was to expand the eligibility and add clarity. Ms. Strauss added his concern that there was not enough due diligence in researching various grants and we could add a section on “what investigations have been done”.

The conclusion was to break the recommendation criteria into sections. Each member will update their section and bring to the next meeting for review. Ms. Perkins took the first half of section 7.1.2 “function”, and the second half will be completed by Mr. Roberts. Mr. Strauss will oversee section 7.1.3 “Value”.

7. Minutes

Mr. Easom moved to accept minutes of August 17, 2010 as amended. Mr. Roberts seconded. The motion passed by majority vote with all in favor.

8. CP-3

Mr. Easom distributed a copy of an e-mail he sent out that chronicles the steps needed to view or update the CP-3 online. It's his opinion that we have met the criteria for reimbursement on October 15th. He explained that the CP-1 is the year end amount of how much money has been received from the local trust fund. The CP-2 is an account by account balance and the CP-3 keeps track of spending.

Mr. Easom distributed copies of budget documents he has been working on. He explained that they are different than what has been produced in the past, and these spreadsheets are traceable to the CP-2 form that Ms. Jenkins, Town Accountant uses.

9. Invoices & Misc. Documents

The following invoices were signed by the Committee:

Inv. #42	Sargent Electric LLC	\$227.83	Field of Dreams
----------	----------------------	----------	-----------------

2009 Community Preservation Plan – Pg.39, 40 &41

Analysis of Groton's FY2010 Form CP-2 by Transaction

Spreadsheet “Project Funds Appropriated at Town Meeting”

Groton Community Preservation Committee's Unencumbered Fund Balance Forecast as of 21 August 2010

10. Closing

The next meeting will be Monday September 20, 2010

Mr. Roberts moved to adjourn the meeting. Mr. Easom seconded. All were in favor and the meeting adjourned at 9:59 PM.

Respectfully Submitted by,
Kathy Miller