

**Groton Community Preservation Committee
Minutes of Public Meeting of Monday, July 18, 2011**

Location: Senior Center

Time: 7:00 PM

Present: Robert DeGroot (Chairman), Dan Emerson, Bruce Easom, Carolyn Perkins, Laura Smigelski, Richard Hewitt

Presenter: Valerie Jenkins (Town Accountant), Fran Stanley (Housing Coordinator)

Guests: Mike Bouchard, Jon Strauss, Al Collins, Pat Dufresne

Public Meeting

Meeting called to order at 7:05 by Robert DeGroot.

I. Action Items

Mr. DeGroot: Finalize draft of Community Preservation Plan for review by CPC.

II. Project Updates:

2006-11 Basketball Court - Jon Strauss reported the that to the best of his knowledge the project has been completed.

2007-13 Nashua Rd. – Mr. Emerson said they are waiting to consult with Bob Pine on the RFP before proceeding.

2010-01 Field of Dreams – Mr. Strauss said the field is currently becoming overgrown with weeds and is still not usable due to a water supply problem as a result of the Cow Pond well going dry. Solution still being sought.

2010-04 Grange - Mr. Easom reported that the wheelchair access is complete. Remaining work at the back of the building will have

to wait until the fall when Nashoba Tech will become available again.

2011-05 Millstone – Mr. Strauss said there is no action currently underway. Parks Com. may go to Town Meeting for seed money in the future but there is no decision at this time. Consensus of CPC members is that Parks needs to decide soon (current CPC approval is good until end of FY2012). Set Sept 30, 2011 as a timeline for Parks to decide whether to proceed or not.

- III. Housing Coordinator:** Fran Stanley gave the Commission an update on her activities. 1. 134 Main St. proposal filed today for the “expedited approval” process. 2. Speaking with the Town Accountant about putting funds from CPC into an interest bearing account. 3. Several affordable properties at Academy Hill and 698 Townsend Rd. were offered in a lottery but, as there were an insufficient number of applicants, the state has approved offering them on a first-come, first-served basis.
- IV. Procurement & Invoice Review:** Valerie Jenkins passed out a memo on “General Guidelines for Use of CPC Funds”. Ms. Jenkins said basic guidelines have not changed (amounts of \$5,000 - \$24,999 require three bids, over \$25,000 require closed bids and under \$5,000 require only a good business quote). Private groups (i.e. Groton Historical Society) do not have to follow state guidelines but Ms. Jenkins recommended that they use good judgment and follow good business practices. Ms. Jenkins addressed the issue of bill payment. She cautioned that the process can take 3 weeks or more (though the process can be expedited in emergency situations) for collecting necessary signatures from CPC members and the Board of Selectmen. She offered her assistance to any recipients if needed.
- V. Project Kick-offs:** Mr. DeGroot said that contracts will be sent out to be signed and returned to CPC for signatures and, then, on to the Board of Selectmen final approval. This should be completed by the end of Aug.
- VI. Unkety Brook Close-out letter:** Close out letter signed by CPC members.

- VII. **Community Preservation Plan Review:** Postponed until next meeting.
- VIII. **Invoices:** Field of Dreams invoice for soil delivery signed.
- IX. **Other Business:** Close out letter to file for 2010-05 (Historic Documents). Close out letter to file for 2005-09 (Fitch's Bridge)
- X. **Minutes of June 7, 2011:** Ms. Perkins moved to accept the minutes from June 7, 2011. Seconded by Mr. Easom. Approved unanimously.
- XI. **New Business** - Next CPC Meeting - Tuesday August 2, 2011
- XII. **Old Business** – Mr. Easom met with DCR to discuss completing Squannacook Rail Trail using volunteer labor for a stone dust trail. These are preliminary discussions.

Mr. Easom moved to adjourn the meeting. Seconded by Mr. Emerson. Unanimous vote. Meeting adjourned at 8:35.