

Groton Community Preservation Committee Minutes of Public Meeting November 1, 2011

Location: Town Hall

Time: 7:04 PM

Members Present: Bob DeGroot (Chairman), Bruce Easom (Vice-Chair), Dan Emerson, Mike Roberts
Richard Hewitt (Clerk)

Members Absent: Carolyn Perkins, Laurie Smigelski

Meeting called to order at 7:05 PM.

1. Historic Records – Funding Agreement

Mr. DeGroot delivered a brief summary regarding the funding agreement for the Historic Records Preservation project. An invoice was submitted by Mike Bouchard, Town Clerk for advertising in the Groton Herald in the amount of \$38.25. There is currently a policy in effect that prevents these types of miscellaneous expenses to be paid out of the administrative fund. A discussion then followed on whether or not to amend the current policy or rescind the policy and create a new one. After much consideration, the following votes were taken:

Mr. Hewitt moved to rescind the administrative fund reimbursement policy #11.3.3 of the 2011 Groton Community Preservation Plan. Mr. Roberts seconded and the motion carried by unanimous vote.

Mr. Roberts moved to pay Mr. Bouchard's Groton Herald invoice in the amount of \$38.25. Mr. Emerson seconded and the motion carried by a unanimous vote.

Mr. Hewitt moved that the administrative fund reimbursement policy in the 2011 Groton Community Plan, Section 11.3.3 read as follows: That unanticipated incidental project expenses can be reimbursed from the administrative fund only if the applicant receives prior majority approval from the CPC before the expenses are incurred. Mr. Roberts seconded and the motion carried by a unanimous vote.

2. 2007-13 Nashua Rd.

Mr. DeGroot re-confirmed that after speaking to Stuart Saginor of the Community Preservation Coalition, their belief is that a site plan falls within the scope of the original application. Mr. Emerson responded that he was hoping for a supplied list of expectations and some insight on how to proceed.

Mr. Easom suggested as a first step that Mr. Emerson meet with him and Barbara Ganem, Conservation Commission to review the RFP. Mr. DeGroot was in agreement and suggested a meeting take place before the next CPC meeting. Ms. Miller was asked to keep this as an agenda item for the next meeting for further discussion.

3. Community Preservation Plan 2011

The Committee thanked Mr. Emerson for all his work on the 2011 Community Preservation Plan.

For release 1-2 a suggestion was made to put a color photo of Surrenden Farm on the cover. Everyone was in agreement and Ms. Perkins will be contacted to see if she has one available. Mr. Emerson asked the Committee what they would like to do regarding links to the Master Plan and other associated materials. The Committee agreed to scratch the links, as some of the referenced links such as the Open space/ Recreation plan and the Housing Plan are in hard copy only.

Ms. Miller will keep a copy of the Historic Preservation Plan, Open Space/Recreation Plan, Community Housing Plan and the Master Plan in her office. A copy of these 4 plans will also be brought to the Library to be used as reference materials.

4. Budget Review

Mr. Easom began the budget review by stating that we are currently down approximately 11%. This year may be one of our lowest funded years since Groton has adopted the CPA. Mr. Easom recommended a decrease of 10% when forecasting for FY2013.

Mr. Easom stated that he has reviewed the budget with Valerie Jenkins, Town Accountant and the spreadsheet being handed out is based on the CP-2 Form that Ms. Jenkins sends into the state each year. Brief explanations of the three state forms that are supplied to the state were reviewed. The CP-1 is filled out by the Assessors and verifies the amount of money the Town has raised through the CPC tax. The CP-2 is filled out by the Town Accountant and lays out the status of the various bins. The CP-3 is filled out by the Community Preservation Committee, and is an update of new projects accepted during the prior year.

5. Project Updates

2006-11 Lost Lake Basketball Court – N/A

2007-13 GHA-Nashua Rd. – See #2 above

2010-01 Field of Dreams- N/A

2010-03 Communitywide Archaeological Survey – The final report has been received although there is no farmer's manual yet. An invoice will be supplied shortly in the amount of \$6,000 for phase III. Still trying to determine the best way to distribute the farmer's manual. There is still a balance of \$13,000, and there may be some revisions they will try to get done by the end of 2012.

2010-04 Groton Grange – Mr. Easom confirmed that the Grange deed restriction has been filed at the Registry of Deeds.

2011-04 Communitywide Survey – Agriculture – N/A

2012-01 Housing Trust Fund – FY2012 - The advisory Committee has rejected the current plans. It is recommended to invite Fran Stanley to the next meeting for an update.

2012-04 Historic Records Restoration, Phase 4 – N/A

2012-05 Prescott Reuse Feasibility Assessment – The Preferred Vendor has been identified. The bidding process is getting started and the goal is to have a final product for Spring Town Meeting.

2012-08 Rehabilitation for Governor Boutwell House – Mr. Roberts read an e-mail that he received from Al Collins. Various repairs to the Carriage House and roof have already been completed. A group of Veterans are on board to help with some repairs as the Nashoba Technical School was not available. There are no invoices yet and Mr. Roberts will have more of an update after his meeting with Mr. Collins.

6. Minutes

Mr. Easom moved to accept the minutes of October 17, 2011 as amended. Mr. Hewitt seconded and the vote was unanimous in favor.

7. Invoices/Documents

Prescott School use survey

8. New Business

The Committee will discuss at the next meeting how the additional funds received will be allocated.

Mr. Easom will meet with Valerie Jenkins, Town Accountant to coordinate a new budget due to the forecast/actual discrepancy.

The next CPC meeting will be Tuesday, November 4, 2011.

9. Closing

Mr. DeGroot moved to adjourn the meeting. Mr. Easom seconded. All were in favor and the meeting adjourned at 8:15 PM.

Respectfully Submitted by,
Kathy Miller