

Groton Community Preservation Committee Minutes of Public Meeting December 19, 2011

Location: Town Hall
Time: 7:00 PM
Members Present: Bob DeGroot (Chairman), Bruce Easom (Vice-Chair), Dan Emerson, Mike Roberts, Carolyn Perkins, Laurie Smigelski
Members Absent: Richard Hewitt (Clerk)
Guests: Don Black, Al Collins, Pierre Comtois

Meeting called to order at 7:04 PM.

1. Field of Dreams – Don Black

Mr. Black reported that the Field of Dreams is in its final stages. The Infield and Outfield have been graded and hydro-seeded. They are planning to open the field in April. It looks as though the project will come in approximately \$8,000 under budget. It was also mentioned that the new scoreboard was acquired by donation. The company that donated the scoreboard will be allowed to advertise for a determined amount of years in exchange for a free scoreboard.

Invoices were supplied for both lighting and irrigation. An invoice for fencing was put on hold, as the company was requesting a portion of payment before the order was processed. There may be state regulations that only final payments may be issued, once the product has been received. Mr. Black will contact Valerie Jenkins, Town Accountant for an opinion.

Mr. Black also gave a brief update on the Lost Lake Basketball project. Lights have been received, although they still have not been put up. There is a small hold up as trenches need to be dug by the Groton Highway Department. Despite the lack of lights, the court has been being used for several months.

2. Boutwell House – Al Collins

Mr. Collins distributed a 2pg. project update which itemized each repair that has been done so far. The Historic District Commission had given the green light for exterior repairs. Roofing on the main house and Carriage house has been repaired as well as work to the gutters and masonry work to the foundation. During a chimney inspection an old beehive oven was discovered and will be put on display when the house is complete. Work is being done to original designs that have been recently found. Interior demolition is just about complete. Mr. Collins was proud to relay that much of this work is being done by a Veteran who has just returned from his 3rd tour in Iraq.

Mr. Collins touched on the fact that some of the money received from the “Cultural Council Facilities Grant” of \$79,000 may have been used before CPA money, due to the nature in which the monies are being used. He is hoping this will not affect the deadline, and is still hopeful for a summer completion.

There was a small discussion on fees paid to Mr. Collins. It was Mr. Easom's belief that the line item for the "Clerk of Works" was zero and he feels that payments to Mr. Collins should not come from the CPC portion of money. Mr. Collins replied that as he is being paid on a percentage there was no exact amount that he could enter on that line item. He therefore opted to add his fees to the line item of "Fees, Permits and Contingencies". In his opinion Fees were inclusive of his fees and it is his license that is being used to take out permits. Ms. Perkins read a portion of the application that sited "employ for management" as a management fee. The consensus of the Committee with the exception of Mr. Easom was that it is implied in the application that Al Collins would be receiving a management fee.

Mr. Collins supplied several invoices. He explained his method of supplying several invoices onto an individual sheet along with a cover sheet. Ms. Perkins responded that each individual invoice will still need to be signed separately. The invoices were all signed by the Committee.

Mr. Easom had a suggestion to contact Ms. Jenkins, as the Boutwell project has funds coming out of both the historic reserve and the unallocated reserve. It would be our preference to use the historic reserve first, and he thought it would be a good idea to run it by Ms. Jenkins.

3. 2007-13 Nashua Rd.

Mr. Emerson informed the Committee that a letter has been sent to Meisner/Brem after review and approval by Barbara Ganem. They are still waiting on some feedback before they continue. Mr. Emerson believes they will receive some valuable information and be able to wrap this project up.

4. Project Updates

2006-11 Lost Lake Basketball Court – See #1 above

2007-13 GHA-Nashua Rd. – See #3 above

2010-01 Field of Dreams- See #1 above

2010-04 Groton Grange – N/A

2011-04 Communitywide Survey – Agriculture – Final copies of both reports will be received this week. Contact has been made with a person who can put this information on a disc that can be delivered to local farmers. A hard copy will also be available at the library.

2012-01 Housing Trust Fund – FY2012 - All permits have been voted on and signed by the various permit granting authorities. There were some concessions and a conservation restriction has been placed on the back portion of land.

2012-04 Historic Records Restoration, Phase 4 – Browns River has been awarded the contract. The books were picked up last week. The restoration will take between 4-6 months.

2012-05 Prescott Reuse Feasibility Assessment – N/A

2012-08 Rehabilitation for Governor Boutwell House – See #2 above

5. Minutes

Ms. Perkins moved to accept the minutes of November 21, 2011 as amended. Mr. Easom seconded and the vote was unanimous in favor.

6. Invoices/Documents

Invoice # N/A	Various	\$10,997.26	Boutwell House
Invoice # N/A	Habitat Advisory Group	\$928.42	Boutwell House
Invoice # S2644157.001	NESCO	\$386.81	Field of Dreams
Invoice #3303	Dawson Landscaping, LLC	\$18,334.00	Field of Dreams

CPC budget (spreadsheet) – Valerie Jenkins

7. New Business

Ms. Perkins asked the Committee their opinion on revising the application process due to there being only one applicant this year. The Conservation Commission has applied every year and is well versed in the process. Ms. Perkins mentioned that most of the process was designed to give applicants feedback which in this instance may not be necessary.

Mr. DeGroot read a letter that was drafted to Mark Haddad, Town Manager in regards to the Housing Coordinator position. The letter reviewed the current operating expense account and concerns over the state's match dropping and increases in the wages of both the CPC Administrative Assistant and the Affordable Housing Coordinator. Mr. Haddad was invited to the January 3, 2011 meeting to discuss.

Further discussion ensued. Some members believed this had never gone through the normal cycle and believed that Mr. Haddad had agreed to make this request on a yearly basis. There was a recommendation to have this application detail expectations and expenses so that this can be budgeted accordingly and be brought into the normal funding cycle.

Mr. DeGroot agreed to update the letter, so Ms. Miller can forward to Mr. Haddad.

Mr. Easom let the CPC know that the Greenway Committee is thinking about submitting a \$400,000 application to remove Fitch's Bridge and replace with a prefabricated pedestrian bridge. Mr. Easom gave a brief summary on how this could be potentially funded.

Mr. DeGroot reviewed Ms. Jenkins budget that was sent out earlier in the day by e-mail. He let the Committee know if there were any questions based on the spreadsheet, we can invite Ms. Jenkins to a meeting to review.

8. Closing

Mr. Emerson moved to adjourn the meeting. Mr. Roberts seconded. All were in favor and the meeting adjourned at 9:22 PM.

Respectfully Submitted by,
Kathy Miller