

Groton Community Preservation Committee

Minutes of Public Meeting January 3, 2012

Location: Town Hall

Time: 7:00 PM

Members Present: Bob DeGroot (Chairman), Bruce Easom (Vice-Chair), Dan Emerson, Mike Roberts, Laurie Smigelski

Members Absent: Richard Hewitt (Clerk), Carolyn Perkins

Guests: Michelle Collette, Mark Haddad, Al Collins, Anna Eliot, Tricia Dufresne, Valerie Jenkins

Meeting called to order at 7:20 PM.

Mr. DeGroot announced there would be some amendments to the agenda. The Housing Coordinator position would be moved to first on the agenda followed by a Boutwell House update.

1. Housing Coordinator – Mark Haddad & Michelle Collette

Mr. Haddad began by apologizing, because he was unaware that he had to put forth an application each year to fund the Housing Coordinator position. Mr. DeGroot explained some concerns the Committee has regarding the administrative funds. Funds received through the CPA have been on the decline. Five Percent of the money received through the CPA goes into the Administrative Fund. The concern lies with both the CPA Administrative Assistant and the Housing Coordinator positions both being paid out of this account. With pay increases and additional hours there are concerns in the future, there may not be enough money to fund both positions and keep a reasonable balance of \$5,000 for other necessities. It was suggested to have some communication and discuss options.

Mr. Haddad was understanding and let the Committee know what an outstanding job that Fran Stanley, Housing Coordinator has been doing. Ms. Stanley has been such an advocate for affordable housing. She has been working with applicants as well as helping them through difficult banking issues. She has developed a waiting list, has helped establish a lottery and has been working and consulting with other housing agencies as well as assisting with the 134 Main Street development.

Mr. Haddad stated that since Ms. Stanley's hours have increased from the original 15 hours to 19 hours, he will meet with the Selectmen and ask that they pay for the additional 4 hours. Ms. Jenkins offered up an additional suggestion. Ms. Jenkins stated that the Community Preservation Act states that CPA funds may be used for the acquisition, creation, preservation and "support" of Community Housing. The Housing Coordinator position may fall under the guidelines as "support". Mr. Haddad offered to seek Town Counsel's opinion and he will report back to the Committee with the outcome.

2. Boutwell House – Valerie Jenkins, Al Collins

Ms. Jenkins asked the Committee for direction concerning payments for the Boutwell project, due to the fact it is being funded from two different accounts (unallocated & historic). Ms. Jenkins stated that for accounting reasons, it would be easier for her to use up the smaller account which is the unallocated fund and be able to close that account out. On the other hand, the unallocated fund has more flexibility. If the project were to come in under budget it would be better to have the extra funds returned into the unallocated account. After the pros and cons were discussed the Committee was in agreement that they would rather use the historic funds first for the flexibility that the unallocated fund allows if the project were to come in under budget.

Ms. Jenkins also asked the committee for guidance regarding the recent invoices that were submitted. They were currently on schedule to be paid out of the unallocated account and wanted to know if we would like the accounting altered so that it would be taken out of the historic fund..

After a brief discussion, the following vote was taken:

Mr. Easom moved to request the Town Accountant to execute the journal entry so that all expenditures so far on the Boutwell House project come from the historic reserve. Mr. Roberts seconded and the vote was unanimous in favor.

Ms. Jenkins reviewed several invoices regarding this project that were recently submitted by Al Collins. Ms. Jenkins stated the Historical Society is a private organization and there is no contract on hand between the Town of Groton and Mr. Collins. Although Mr. Collins has been submitting an excellent paper trail there is no documentation as to what the Town is paying Mr. Collins or Clerk of the Work payment. After a review of the application, Ms. Jenkins came across a contract between the Historical Society and Al Collins. It was Ms. Jenkins's suggestion to acknowledge this contract and accept this contract as a source document.

Mr. Roberts moved to accept the contract dated September 9, 2011 between the Historic Society and Al Collins at a rate of 13% for the duration of the Boutwell House project 2012-08. Ms. Smigelski seconded. The motion carried by a majority vote with 3 members in favor and 1 against.

Ms. Jenkins explained to the Committee that she has asked Mr. Collins to add a line item for miscellaneous materials. It is understood that there will be small incidentals in which individual receipts are not necessary.

3. Application Process Review

A brief discussion took place regarding whether or not to change the current application process, as there was only one application submitted this year. There were some who felt the process was lengthy, especially given the fact that the applicant is a veteran to the process. It was agreed by the members that keeping the process as originally designed is in our best interest.

February 7th is the date of the public hearing. Mr. Easom suggested when advertising for the public hearing, take the opportunity to also advertise the CPA to future proponents.

4. Project Updates

2006-11 Lost Lake Basketball Court – N/A

2007-13 GHA-Nashua Rd. – N/A

2010-01 Field of Dreams- Fencing has been received, and the posts have been put in the ground.

2010-04 Groton Grange – The last invoice has been received and has brought the account balance down to zero. Sally Smith will be supplying a final report and then the project will be ready to close-out.

2011-04 Communitywide Survey – Agriculture – The project is complete. There are a total of 35 hardcopies and 250 CD's for distribution. There will be a meeting scheduled at the Grange where these will be handed out. Ms. Smigelski suggested a power point presentation of the highlights to get people interested enough to read the whole report.

2012-01 Housing Trust Fund – FY2012 – See #1 above

2012-04 Historic Records Restoration, Phase 4 – Mr. Easom supplied a handout that documented all the volumes that the Town Clerk has sent to Browns River. There had been a previous question on how this was kept track of.

2012-05 Prescott Reuse Feasibility Assessment – First invoice has been received. Mr. Haddad reported that the project is moving along, and there have been many good ideas received already. There are plans for a February 28, 2012 public hearing.

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

5. Minutes

Mr. Roberts moved to accept the minutes of December 19, 2011 as drafted. Mr. Easom seconded and the vote was unanimous in favor.

6. Invoices/Documents

Invoice #6704	R.D. Fence Co.	\$7,635	Field of Dreams
Invoice #17629	Bargmann Hendrie	\$3,000	Prescott Reuse
Miscellaneous	Habitat Advisory Group	\$4,157.41	Boutwell House

List of inventory supplied to Brown's river Co. for Historic Records Restoration Project

7. New Business

Mr. Easom suggested cancelling our next meeting scheduled for January 16th as there is no pressing business and meet on February 7th which is the date set for our public hearing. The Committee was in agreement and the next meeting is scheduled for February 7, 2012.

8. Closing

Mr. Roberts moved to adjourn the meeting. Mr. Easom seconded. All were in favor and the meeting adjourned at 9:02 PM.

Respectfully Submitted by,
Kathy Miller