

Groton Community Preservation Committee  
Minutes from April 23, 2012

Location: Town Hall, 2<sup>nd</sup> floor Meeting Room

Time: 7:30pm

Members Present: Bob DeGroot, Carolyn Perkins, Laurie Smigelski, Dan Emerson,  
Bruce Easom, Gineane Haberlin, Richard Hewitt

Guests: Dawn Dunbar, Fran Stanley, Kelly Merrill (CPC Admin. Asst. position applicants), Don Black

Meeting called to order at 7:30 by Bob DeGroot.

Don Black was added to the agenda in order to give updates on current CPC projects.

Don presented the CPC with final invoices for fencing and equipment for the Field of Dreams project (2010-01). He reported that the project would be completed once the scoreboard is delivered (expected Monday) and installed. Don anticipates that the project will come in approximately \$6,000 under budget. The first game is scheduled for May 5 and the first night game for May 15.

Don also reported on the status of the Lost Lake Basketball project (2006-11). Final lighting is still pending due to lack of needed labor. Courts are presently being used. Don thinks this project, too, will come in under budget.

**I. CPC Admin. Assistant Interviews**

All three candidates for the position of Admin. Asst. were interviewed by the full committee using a standardized list of questions provided to the committee by Kathleen LeBlanc, Human Resources Director. At the conclusion of the interviewing process the committee discussed each candidate's attributes and skills vis-à-vis the duties required of the position. Several questions were developed during this initial discussion including:

- 1) Will the CPC be financially responsible for town benefits if they result from increased employee hours?  
B. DeGroot reported that it was his understanding that the town would be responsible for benefits.
- 2) If the increased hours resulted in more than 40 hours for a candidate would the CPC be required to pay overtime salary?  
C. Perkins informed the committee that Federal law defines anything over 40 hours as requiring time And a half.
- 3) If the selected candidate had a conflict with one of our meeting nights, would the committee changing our meeting schedule?

Committee members expressed a willingness to consider changing the CPC meeting schedule. After amending the salary figure utilized for budget projections the committee determined that there would be sufficient funds in the CPC Administrative Fund to cover additional overtime costs (\$857.12). At the conclusion of the discussion, Mr. DeGroot called for a vote on the candidates. Dawn Dunbar was selected as the candidate of choice, receiving 5 of the 7 committee votes.

*Motion: Mr. Easom moved that the committee authorize Bob DeGroot to make the final selection as to who will be the CPC Admin. Asst. after meeting with the Town Manager and the Town Accountant. Seconded by Ms. Perkins.*

*Passed on a unanimous vote, 7 – 0.*

*Action: Mr. DeGroot will notify the selected candidate.*

## **II. Town Meeting Update**

Discussion about how and what to include in the CPC's presentation at Town Meeting (April 30). Consensus was that a handout was more effective than an oral presentation. Committee recommended that information regarding CPC purposes (required categories of funding), funding sources, application process and timelines and approved CPC projects. The idea of using the handout as a marketing opportunity was discussed and recommended.

*Action: Mr. DeGroot will develop and prepare the handout.*

## **III. Project Close Out Letters**

Mr. DeGroot provided the committee with a Close Out Letter for the Historic Records – phase 4 project (2012 – 04) for signatures.

Mr. DeGroot provided the committee with a Close Out Letter for the Groton Grange Preservation project (2010 – 04) for signatures.

## **IV. Project Updates**

2007 – 13 Dan Emerson reported that the GHA received positive feedback from Barbara Ganem re: proposed letter to vendors for final RFP for project.

Carolyn Perkins moved that the minutes from April 3, 2012 as amended be accepted. Seconded by Bruce Easom. Passed 7 – 0.

New Business: Mr. DeGroot informed the committee of the possibility that Robin Kane of Country Kids may attend our next meeting to discuss the possibility of an out-of-sequence application for CPC funding.

Mr. DeGroot made available to the committee copies of “Summary Budget Comparison”, “Variance Report” and “Debt Service Report”

Mr. Easom made available to the committee a copy of the “CPA Trust Fund Deposits” report from the Registry of Deeds.

Mr. Emerson moved to adjourn. Mr. Easom seconded. Passed 7 – 0.