

Groton Community Preservation Committee
Minutes from June 5, 2012 at 7:00pm
Town Hall, 1st floor conference room

Members Present: Bob DeGroot, Carolyn Perkins, Laurie Smigelski, Bruce Easom,
Members Absent: Dan Emerson, Richard Hewitt, Gineane Haberlin
Others Present: Dawn Dunbar, CPC Administrative Assistant

Meeting called the meeting to order at 7:02pm by Chairman DeGroot.

Chairman DeGroot welcomed Dawn Dunbar as the new CPC Administrative Assistant and asked the committee if there were any amendments to be made to the agenda. There were no additions/changes to the agenda.

1. Town Meeting Update - Project 2013-01

Chairman DeGroot briefly discussed the chain of events for this project leading up to the Town Meeting vote said that he was happy to have received the \$75K for the project. Member Easom said that he didn't think a Memorandum of Agreement was necessary and said that it was his obligation to report to the CPC on the Conservation Commission's finances.

2. Project Close Out Letters

- a. **Groton Grange–2010-04** – Chairman DeGroot said that Sally Smith had returned the executed close out letter and the Town Accountant had received theirs and closed out the account.
- b. **Historic Records - Phase 4–2012-04** – Chairman DeGroot said that Michael Bouchard had signed and returned the close out letter and the Town Accountant had closed out the project after returning \$5K to the Historic Fund.
- c. **Prescott Reuse Feasibility Study–2012-05** – Chairman DeGroot said that Member Hewitt delivered the final report to Dawn Dunbar. He said that they could decide to close out the project that night or take their time and have Mr. Platt present the final report at a future meeting. It was agreed by all that they would move forward with the close out letters.
- d. **Communitywide Survey–2011-04** – Chairman DeGroot asked if the committee was prepared to close out this project. It was agreed by all that they would move forward with the close out letters.
- e. **Millstone Field Project–2011-05** – Member Easom said that he took the liberty to prepare close out letters for the Millstone Field Project. **Member Easom made a motion to issue the close out letter to Jon Strauss for the Millstone Field Project #2011-05. Member Smigelski seconded the motion. All were in favor with a unanimous vote.** Member Easom made a note that \$20K would be placed back into the Unallocated Reserve Fund.

3. New Meeting Schedule

Chairman DeGroot said that he wanted to discuss setting a new meeting schedule. He asked if the second Tuesday of the month would work for everyone. Member Easom said that he had Conservation Commission meetings that night. Member Perkins suggested that they wait until Russ Burke of the Planning Board was available to discuss. She then explained that this was to be her last CPC meeting as the Planning Board Representative and that Russ Burke would be taking over for her. There was discussion about meeting on the second Monday of the month and if July 9 was good for all. All in attendance were in agreement. Member Perkins asked Ms. Dunbar to notify Mr. Burke and absent committee members.

4. Project Updates

- a. **2006-11: Basketball Court** – Member Smigelski said that the basketball court project was almost complete. A trench was needed to be dug for the electrical wires. Member Easom suggested giving the Department of Public Works until mid-fall to complete the trench. There was discussion about how much was left in the budget for the project and whether or not there was enough money to hire out. Dawn Dunbar said that there was \$15K left in the budget. Member Perkins said that there was more than enough to hire someone to dig the trench and that a quote should be obtained.
- b. **2007-13: GHA Nashua Road** – Chairman DeGroot said that Member Emerson was unable to be at the meeting but that he had received an email update on the project. Chairman DeGroot read the email and entered it into record. It was reported that Meisner Brem was moving forward with the final report/ANRAD for the property. There was discussion as to whether or not the town's filing fee could be waived. Member Easom said that it would be a question for Barbara Ganem, Conservation Administrator.
- c. **2010-01: Field of Dreams** – Member Smigelski said that Dig Safe had been called and that the scoreboard could be put up once they were allowed to according to Dig Safe's rules and regulations. She also said that the lights were on and revolved around natural light. Chairman DeGroot asked if this project could be closed out or if it was too premature. It was decided that it was premature and that they should wait until all work was completed.
- d. **2010-04: Groton Grange** – Member Easom suggested that they strike the Groton Grange Project from all future agendas as the project was considered completed and closed out. All were in agreement
- e. **2012-01: Housing Trust Fund – FY2012** – Chairman DeGroot said that there was no need to discuss this and suggested that it be stricken from all future agendas. Member Perkins said that the project was moving along and that the money was there for the Housing Trust.
- f. **2012-04 – Historic Records Restoration, Phase 4** – Chairman DeGroot suggested that they strike the Historic Records Project from all future agendas as the project was considered completed and could be closed out.
- g. **2012-05 – Prescott Reuse Feasibility Assessment** – Chairman DeGroot suggested that they strike the Prescott Reuse Project from all future agendas as the project was considered completed and could be closed out.
- h. **2012-08 – Rehabilitation for Governor Boutwell House** – Chairman DeGroot said that according to an email he had received from Al Collins, they were in a holding pattern waiting for the State to issue paperwork for the sprinkler system. He read and entered the email from Al Collins into the record. Member Easom asked if Jon Ott was the project manager or if Al Collins had taken over as project manager. Chairman DeGroot said that he was not sure and suggested that they invite Jon Ott to their next meeting for an update.

5. Meeting Minutes

Member Easom made a motion to approve the meeting minutes from April 23, 2012 as written. Member Perkins seconded the motion. Member Smigelski asked that "2012" be added to the top of the page. Member Easom amended his motion to approve the minutes from April 23, 2012 "as amended." Member Smigelski seconded the motion and all were in favor with a unanimous vote.

6. Tarbell School Project

Present: Robin Kane, Director/Owner of Country Kids Preschool

Ms. Kane explained that she was before the Board to discuss the possibility of receiving CPC funds to help with the rehabilitation and renovation of the Tarbell School in West Groton. She talked about the history of the Tarbell school, the history of Country Kids, and her renovation plans to include, renovating the windows instead of replacing them, lead abatement and asbestos removal, a new roof, updated HVAC and repairs to the exterior stairs with an addition of a handicap accessible ramp. She said her goal was to occupy the premise by January 2013. Member Perkins asked if she was requesting to qualify under the Historic Resource category and if the town was going to be leasing or selling her the building. Ms. Kane said that she thought the project would fall under the Historic Resource category and that the Selectmen were willing to sell or lease her building.

Chairman DeGroot explained that Ms. Kane was asked to present this summary to see if the Committee was willing to accept her project as an out of process application due to the sense of urgency. Ms. Kane said that her clients were excited about the move and that she had not had any negative feedback from them.

Member Perkins made a motion to approve the proposed project as meeting the requirements of an out of process project. Member Easom seconded the motion and all were in favor with a unanimous vote.

Chairman DeGroot said that a timeline was going to be needed in order to bring the project to the fall town meeting for a vote. Discussion ensued. It was decided that a rough draft of the application be presented to the committee on July 30, a final application submitted by September 10, and that a placeholder be placed on the warrant for the fall town meeting. Member Perkins asked that the final application be submitted prior to their meeting on September 10 so that the committee has time to review and prepare any feedback they may have. Chairman DeGroot asked that the final application be submitted to Dawn Dunbar to be signed in by September 3, 2012.

Member Easom made a motion to adjourn at 8:30pm. Member Perkins seconded the motion and all were in favor with a unanimous vote.

Respectfully submitted,

Dawn Dunbar
CPC Administrative Assistant