Groton Community Preservation Committee
Minutes from August 12, 2013 at 7:00pm
Town Hall, 2nd floor conference room

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

Chairman Hewitt called the meeting to order at 7:02pm.

1. **Boutwell House Project Update** – Present: Al Collins
   Mr. Collins said that he was present to submit a couple of invoices for approval. He said that they had planned an official opening for Monday, October 5th. He added that they were working on plans for the ADA ramp and would be going before various boards and committees for approval in the coming weeks.

2. **Community Preservation Plan**
   Ms. Dunbar explained the changes/updates she had made to the Community Preservation Plan for the upcoming plan release. After a brief discussion of the application deadlines,

   **Member Easom moved that the Committee adopt the following schedule for the 2013-2014 Community Preservation Plan:**
   - Submission of one or two page Required Project Summary (RPS): October 28, 2013
   - Feedback regarding RPS: November 18, 2013
   - Deadline for Complete Draft Proposals (CDP) submitted to CPC by: 4 PM on January 13, 2014
   - Prepare written feedback to be provided to applicants – February 10, 2014
   - Public Hearing to discuss feedback on CDPs: February 24, 2014
   - Deadline for Final Proposal (no further changes accepted) by 4 PM on: March 10, 2014
   - Final Vote - Deliver Recommendations for Town Warrant by: March 24, 2014
   - Vote at Spring Town Meeting: April 21, 2014

   **Member Haberlin seconded the motion. The motion carried unanimously.** Member Emerson was not present for the vote.

   Member Hewitt said that he remained uncomfortable with how the Fitch’s Bridge application/approval had transpired and didn’t want to see out of cycle applications take precedent over those applications going through the routine cycle. He stated that he would like to discuss possibly adding some wording to make applicants aware of the out of cycle application procedure. Member Burke said he was inclined to leave it unstated as it would require approval from the Committee anyway. Member Easom said he had the opposite opinion adding that the plan should explain the entire process including the out of cycle application process. He said that an out of cycle application, for example, had to present a compelling time frame in order to be considered. Member Haberlin said she could see both sides adding that it had always been their policy that projects be brought to the floor of Town Meeting leaving the out of cycle applications process as more of an internal criteria. Discussion ensued as to whether or not the Fitch’s Bridge application could have waited. Member Smigelski thought it made sense to have something in writing that stated the expectations of an out of cycle application adding that the Committee could be consulted with at any time to discuss potential projects.

   **Member Burke moved to include the following wording with regard to out of cycle applications into Section 5.2 & 5.4 the Community Preservation Plan:**
   “The Community Preservation Committee may consider Out-of-Cycle applications due to extraordinary circumstances and when there are compelling time constraints.”

   **Member Easom seconded the motion. The motion carried unanimously.**
Member Emerson said that it would be helpful to include verbiage guiding applicants to seek support from other town boards and committees. It was decided that a line item would be inserted under Section 5.3.

3. Project Updates
   - 2013-03 Cons Com Fund – FY13
     Member Easom said that the Conservation Commission should be receiving their Land Grant funds this month adding that he would let the Committee know when they received it.

   - 2013-04 - Fitch’s Bridge
     Member Haberlin said they were looking at installing additional granite slabs, to be funded out of the general fund, to help keep motorized vehicles off the bridge. She added that there would be about $10K returned to the general fund and that all CPC money had been spent. Member Easom asked about the 20% contingency built into the CPA funded amount and asked if they would receive a final accounting. Member Haberlin said she had requested a final accounting summary. Member Easom asked Ms. Dunbar to prepare a close out letter for the project.

   - 2014-03 – Lowell Road Generator Replacement
     Member Emerson said that a meeting required under the warranty was supposed to have happened. Ms. Dunbar said that Ms. Larrabee would be in at their next meeting to submit invoices and provide an update.

   - 2014-05 – Ledge Rock Fields
     Member Easom said that a walk of the property was scheduled as part of the process and would be done by the end of the month. Member Hewitt asked who would be attending the site walk. Member Easom said that he would be there along with Town Manager Haddad, Jon Strauss and Phil Jordan of the Groton Dunstable Recreation Association.

4. Budget Update
   Member Easom said preliminary numbers for June 2013 came in showing an increase of 11.2% from this time last year. He added that potential for a $400K state match (80% match) in November 2013 was looking good at this time due to the surplus in the State’s budget.

5. Other Business
   Member Easom said that he talked with the Conservation Commission and the Commission was planning on submitting an application in the fall. He said that he was trying to get the Trails Committee to submit but was having no luck yet.

   Member Burke said they had talked about connectivity at their last meeting and ways in which to connect the Country Club to downtown Groton. The Planning Board was questioning eligibility. Member Easom suggested that the Planning Board submit a 2 page summary for Town Counsel review.

   Member Haberlin said that it had been difficult for her to arrange a meeting with the Country Club but interest was there.

   Member Burke moved to adjourn at 8:30pm. Member Easom seconded the motion. The motion carried unanimously.

Respectfully submitted,

Dawn Dunbar
CPC Administrative Assistant