Groton Community Preservation Committee  
Minutes from December 23, 2013 at 6:30pm  
Town Hall, 2nd Floor Meeting Room  

Members Present: Russ Burke, Bruce Easom, Gineane Haberlin, Richard Hewitt,  
Not Present: Bob DeGroot, Kenneth Bushnell  
Others Present: Regina Beausoleil, Interdepartmental Assistant  

The meeting was called to order by Chairman Richard Hewitt at 6:34PM  

**Housing Coordinator Position** – Town Manager, Mark Haddad, Land Use Director, Michelle Collette, Parks Housing Coordinator, Fran Stanley  

Town Manager, Mark Haddad and Land Use Director, Michelle Collette were before the committee to request guidance on a proposal to increase the Housing Coordinator’s hours. Mr. Haddad stated that during budget review all part-time positions were reviewed. In a memo to the Committee dated December 19, 2013, Mr. Haddad is requesting to increase the Housing Coordinators 19-hour per week position to 25 hours per week. He is asking if the Committee will support the request and if so, which bucket it would be taken out of the housing bucket or the Administrative. He went on to state the job description was derived directly from information through the state. He asked if the proposal would require a formal application from him. Chairman Hewitt asked if the increased hours would mean offering Benefits. Mr. Haddad stated it would be entitled to Vacation and sick time, Health and County Retirement. He estimated it to be a 50-55K total range. Michelle Collette stated that Fran Stanley had been very instrumental working with the Department of Housing a Community Development (DHCD). She further stated that she can think of many closings that would have fallen apart had Ms. Stanley not been a part of them keeping. Ms. Stanley understands the complicated issues and has great empathy. Her duties often go unseen due to the confidential nature of the position, but she is really about providing for the community needs. Mr. Haddad stated she will be working with the Squannacook Hall project as some of those units were proposed to be affordable. Member Easom asked if there are any other hours that Ms. Stanley works that is not for the Housing Coordinator position. Mr. Haddad answered she works for the Parks Commission under a separate budget.  

*Member Easom moved to accept an out-of-sequence application from the Town Manager regarding the increase in hours for the Housing Coordinator. Member Haberlin seconded the motion and the vote was unanimous.*  

Mr. Haddad stated that he did not want to take money from the Administrative bucket to fund hours for the former CPC Assistant now the newly formed Interdepartmental Assistant. He stated the position is fully funded under his budget. This frees up administrative funds.  

*Member Haberlin made a motion to let the Town Manager fully fund the Interdepartmental Assistants position. Member Easom seconded the motion and the vote was unanimous.*  

*Member Easom stated he would update the budget to reflect the changes.*  

> **Member Burke arrived at 7:05P**  

**Parks Commission – Groton Pool and Golf Center Fields Proposal (GPGC)** – Jonathan Strauss, Parks Commission  

Jonathan Strauss was present to give the Committee an update on possibly identifying the Groton Pool and Golf Center as an alternative sight for fields. He stated it was becoming clear the fields were not going to become an economic savior. There were wetland delineation issues that made it difficult to decide its feasibility. So the proposal has been removed from the table. Also, the GPGC are currently interviewing for a new Golf Pro and they felt it would be hard to have this discussion without hampering business. After further investigation, the original Ledge Rock site looked more attractive.
What the Parks Commission would like to do is take 41K and move forward with a Level II Site Plan review with National History focus and an Engineering Study. This way the project would be shovel to reapply for the State and PARC grant again. Chairman Hewitt stated he was very comfortable with the idea but concerned about using the money. He asked Mr. Strauss when he expected it to be completed. Mr. Strauss stated they would shoot for fall 2014. Member Easom suggested they apply for FY 14 funding from unallocated funds. He stated the Fitch’s Bridge project had done so in the past. Mr. Strauss asked member Burke as a member of the Planning Board for an approximate time frame for a Level II Site Plan Review. Member Burke estimated it would be about 4-8 weeks. Mr. Strauss asked if the Parks Commission would have to reapply to change the dates of the request. He stated they would like to re-encumber the 309K with a provision and approve another 41K, to be separate. Member Easom suggested language be drafted by Town Counsel to amend the warrant article to present to Town Meeting to allow for performance to extend to another year.

**CPC Operating Budget**

Member Easom stated the 5% of funds set aside for operating costs may amount to about 50K. He estimated the CPC would only need about 20-30K to operate. Currently there are more projects than funds available. A couple of options to figure out priorities would be to look at projects then rank them. Chairman Hewitt suggested the Committee talk to Town Manager Haddad to see if the Ledge Rock Language amendment can be put first on the warrant. Then it can be withdrawn on Town Meeting Floor if need be. Member Haberlin stated she couldn’t see a language change not passing. She stated the Parks Commission is just going for another to try again next year.

**Letters regarding changes to the Community Preservation Legislation**

On the December 9th meeting it was discussed that letters should be sent out to various recreation groups within the town. A draft letter was presented to the committee at this meeting for a discussion on what the Committee really would like to convey. Member Easom stated, the meeting with Stuart Saginor seemed to stress that the most significant change was the influx of recreation applications which would not have been allowed before. This is evident in this years applications The Committee needs to decide whether they want to implement or not.

In the past, the Committee would identify priority based on a scored system. The best application received the funding. He stated he is in favor of a merit based system. The applications would be scored based on a number of objectives that needed to be met. Member Easom urged the Committee think about what we want to do first before we ask for feedback from any recreation groups within town. Member Emerson agreed and the draft letter was no longer needed.

**Minutes**

*Member Easom made a motion to approve the minutes of October 28, 2013*
*Member Emerson seconded the motions and the vote was unanimous.*

*Member Easom made a motion to adjourn at 8:00P.*
*Member Burke seconded the motion and the vote was unanimous.*

Respectfully submitted,

Regina Beausoleil
Interdepartmental Assistant