



TOWN OF GROTON

173 Main Street
Groton, MA 01450

Community Preservation Committee

Russell Burke, Chair - Planning Board
Bruce Easom - Conservation Comm.
Daniel Emerson - Housing Auth.
Matthew Frary - Park Comm.
Robert DeGroot – Historical Comm.
Richard Hewitt - at large
Michael Roberts - at large

MEETING MINUTES

Date: Monday, March 14, 2016
Time: 7:00 pm
Location: Town Hall, 2nd Floor Meeting Room, 173 Main Street, Groton
Members Present: Russell Burke, Bruce Easom, Dan Emerson, Bob DeGroot, Richard Hewitt,
Mike Roberts
Absent Members: Matthew Frary
Others Present: Robin Eibye and Al Collins

Pending invoice from Ehrlich totaling \$9,950.00 for project 2016-03 First Parish Church/Old Meeting House was reviewed and approved.

The meeting was called to order by Chair, Russ Burke at 7:08 p.m.

2016-03 FIRST PARISH CHURCH/OLD MEETING HOUSE

Al Collins began his update on the First Parish Church/Old Meetinghouse project stating that three sets of bids were reviewed. Because the bids were quite high, the plan was clarified and then put out to bid again. Two additional bids were received. Once again the quotes were higher than expected. Because of the high cost, it was decided that the project would be broken into two phases. Phase I would include the bell tower, interior and structural aspects leaving the façade of the church in phase 2. The project was put out to bid yet again.

Collins alleged that Phase I will end with two-thirds of funding coming from the CPA grant and the remaining one-third from the NFPP. Collins went on to explain that he expects there will be approximately \$30,000 remaining in the Phase I budget.

American Steeplejacks has been chosen as the contractor for this project. Collins anticipates the contract with Steeplejacks will be signed next week and is excited to move forward.

A brief discussion ensued about the needed repairs. Collins noted that one challenge they face is the stripping of lead paint and the children attending school at the church. American Steeplejacks is aware of the issue and will begin with interior work until school lets out for summer break at which time the outside work will begin.

Collins delivered a brief update on the architect's role moving forward. Member Emerson then inquired about the building's foundation to which Collins noted that foundation work has been done in the past.

Member Hewitt inquired about the Phase II timeline of the project.

Member Easom questioned if there's been a scope change since the initial presentation and requested an updated project schedule be provided. Collins agreed and will provide an updated schedule once the contract is signed.

American Steeplejack noted that the building is in extremely good shape.

Chairman Burke inquired as to the amount of funds needed from the CPA for Phase I. Collins clarified that the Phase I budget totals \$450,000 of which two-thirds or \$135,000 will be paid with CPA funds; phase II will total approximately \$60,000. Chairman Burke requested that an updated budget be provided. Collins agreed to provide such.

The project is expected to start in early May.

2017-01 HOUSING COORDINATOR

Chair, Burke began with an update on the Housing Coordinator project noting the final Housing Coordinator's CPC application form reflects a decrease in the number of hours per week from 27 to 25. The decrease is due to committee feedback and returns the hours to the FY2015 and FY2016 levels. The Town no longer plans to enter into an agreement with Devens to provide two hours a week of Housing Coordinator services.

Member Hewitt expressed that he would like a yearly status report, which includes information to help determine if the town is meeting its housing goals. The objective is that the report would provide a sense of progress and help determine if Groton is making or not making progress in regards to affordable housing.

Member Easom noted that in regards to the yearly status report, a board member should sit down with the Housing Coordinator to determine what information should be included. Members Hewitt and Emerson agreed to meet and work with the Housing Coordinator on such report.

Member Roberts moved to approve application #2017-01 for funding in the amount of \$52,500 to town meeting for approval.

Member DeGroot seconded and the motion carried 6:0 (Matthew Frary, absent).

2017-02 GROTON MIDDLE SCHOOL TRACK

Chair, Burke noted that the board recommended a management plan to Jon Strauss at the last meeting. In addition, there was a question as to whether or not the applicant has the permission of the property owner to have the work done. It was determined that the owner is the Town of Groton. Chair, Burke noted the receipt of a letter from Town Manager, Mark Haddad confirming his and the Board of Selectmen's support of the proposed application to rehabilitate the middle school track

Member Hewitt elucidated that he is uncomfortable with the fact that the two school districts have yet to work out an agreement on these types of projects; he would like to see coordination between the two districts.

It was determined that the application is requesting the full amount for repairs and that Dunstable is a possible funding resource. A discussion ensued about the CPA and how applicants may attempt to leverage funding although the full amount may not be needed.

Member Hewitt clarified that he is uncomfortable moving forward without Dunstable's financial support.

Chair, Burke countered stating that Hewitt's concerns are well noted.

Because bid clarification was needed, the board contacted Jon Strauss via telephone. Member DeGroot began the discussion inquiring about the funding request totaling \$160,000. Strauss clarified that he added approximately 15% to the Track Lite Systems quote of \$140,000 bringing the total amount of the funding request to \$160,000. Strauss also confirmed that the Track Lite quote should be included with the final application.

Member DeGroot moved to approve application #2016-02 GROTON MIDDLE SCHOOL TRACK for funding in the amount of \$160,000 to town meeting for approval.

Member Roberts seconded and the motion carried 5:1 (Richard Hewitt, opposed; Matthew Frary, absent).

2017-04 MONUMENT RESTORATION

Member Roberts recused himself from the discussion and stepped out of the room as he would be the project manager for this project, if approved.

Member DeGroot explained that the final application amount has increased by approximately \$10,000 due to the project no longer being broken into multiple phases.

Member Hewitt inquired about the project management plan. DeGroot replied that the goal is to have the project complete by the end of this year.

Easom proposed the funds for this project come out of the Historic Reserve bin.

Member Hewitt moved to approve application #2017-04 MONUMENT RESTORATION for funding in the amount of \$38,000 to town meeting for approval.

Member DeGroot seconded and the motion carried 5:0 (Michael Roberts and Matthew Frary, absent).

2017-05 FRIENDS OF PRESCOTT

Member Roberts recused himself from the discussion and stepped out of the room as he currently sits on the Friends of Prescott committee.

Member Easom recused himself from the discussion as he is a member of the Friends of Prescott committee.

Chair, Burke mentioned that the final application has reduced their funding request. He also noted the application is well prepared and seems to have a lot of community support.

The board discussed that they are uncomfortable to approve funding with the presumption that future funding will be forthcoming. A brief discussion ensued about the capital investments required by this historic building.

Member Hewitt noted that he's in favor of the project.

Member Emerson moved to approve application #2017-05 FRIENDS OF PRESCOTT for funding in the amount of \$165,071 to town meeting for approval.

Member Hewitt seconded and the motion carried 4:0 (Bruce Easom, Michael Roberts and Matthew Frary, absent).

2017-06 GROTON CENTER NATIONAL REGISTER

Member DeGroot confirmed that the application has been withdrawn.

MINUTES

Draft minutes from February 22, 2016, were reviewed.

Member DeGroot moved to accept the February 22, 2016, minutes as written. Easom seconded and the motion carried 6:0 (Matthew Frary, absent).

A discussion ensued about CPA's available funds.

Member Easom moved to approve the following sources of funding for the FY2017 CPA projects:

- **2017-01 Housing Coordinator - \$52,500 from the Community Housing Reserve bin**
- **2017-02 Middle School Track - \$160,000 from the Unallocated Reserve bin**
- **2017-04 GHC Monuments Restoration - \$38,000 from the Historic Reserve bin**
- **2017-05 Friends of Prescott - \$100,000 from the Historic Reserve bin and \$65,071 from the Unallocated Reserve bin for a total of \$165,071**
- **The transfer of \$10,000 from the Unallocated Reserve bin for the FY2017 Community Preservation Committee operating expenses**

Chair Burke seconded and the motion carried 6:0 (Matthew Frary, absent).

Member Easom moved to pay the FY2017 Surrenden Farm debt. payment using \$80,000 from the Open Space Reserve bin and \$396,144 from the Unallocated Reserve bin for a total of \$476,144.

Member Roberts seconded the motion and the motion carried 6:0 (Matthew Frary, absent).

Chair, Burke moved to adjourn the meeting at 9:03 p.m. Bruce Easom seconded and the motion carried 6:0 (Matt Frary, absent).

Respectfully submitted by Robin Eibye, Executive Assistant