



TOWN OF GROTON
173 Main Street
Groton, MA 01450

Community Preservation Committee
Carolyn Perkins - Planning Board
Bruce Easom - Conservation Comm.
Daniel Emerson - Housing Auth.
Robert DeGroot – Historical Comm.
Richard Hewitt - at large
Michael Roberts - at large

MEETING MINUTES

Date: Monday, August 8, 2016
Time: 7:00 PM
Location: 2nd Floor Meeting Room, Town Hall
Members Present: Richard Hewitt, Robert DeGroot, Mike Roberts, Daniel Emerson, Carolyn Perkins, Bruce Easom
Absent Members:
Others Present: Robin Eibye

The meeting was called to order by Chairman, Robert DeGroot promptly at 7:04 p.m.

2017-02 MIDDLE SCHOOL TRACK UPDATE – TOM ORCUTT

Tom Orcutt provided an update and stated that the track's top coat would be applied this weekend and then the track will be striped. The project is expected to be completed next week. Mr. Orcutt requested a project change order to add the service of edging 6-8" around the edges of the track. The edging would eliminate weeds from growing under the track and eventually damaging the track's integrity. The estimate to edge all newly paved edges of the track totals \$3,098.25. Carolyn Perkins asked Mr. Orcutt to submit his request in writing.

Michael Roberts noted that the 2017-02 Middle School Track was a very good project.

Michael Roberts moved to approve the 2017-02 Middle School Track change order at 77% of the \$3,098.25 estimate total, which equals \$2,385.62 for edging 6-8" of the perimeter of the track with the understanding that Mr. Orcutt will submit a written request for the change. Dan Emerson seconded and the motion carried unanimously 6:0.

CLOSE-OUT PROJECT UPDATE

- 2016-05 ADA Parks & Open Space project was closed on 8/8/16 per Michelle Collette's approval.
- 2015-07 Driving Range project was closed on 8/8/16 per Richard Hewitt's approval.
- 2016-01 Accessible Trails project was closed on 8/8/16 per Paul Funch's approval.
- 2015-06 Sargisson Beach will remain open until John Giger instructs otherwise.
- 2016-07 Mile Stone Marker project will remain open per Robert DeGroot.

Carolyn Perkins moved to close out 2016-05 ADA Parks & Open Space project with a remaining balance of \$150.00. Michael Roberts seconded and the motion carried unanimously. 5:0 (Bruce Easom, absent).

Carolyn Perkins moved to close out 2016-01 Accessible Trails project with a remaining balance of \$23,224.00. Michael Roberts seconded and the motion carried unanimously. 5:0 (Bruce Easom, absent).

Carolyn Perkins moved to close out 2015-07 Driving Range project with a remaining balance of \$768.17. Robert DeGroot seconded and the motion carried unanimously. 5:0 (Bruce Easom, absent).

2016-04 BASKETBALL COURTS UPDATE – EVAN BOUCHER

Evan Boucher provided an update on the 2016-04 Basketball Courts project stating that the project is just about complete. Mr. Boucher noted that motion detectors were recently installed so that the lights will only go on during specific hours and when players are present on the basketball courts. Mr. DeGroot requested that Mr. Boucher submit the invoice to install the motion detectors to the CPC for payment as there may be funds remaining to cover this expense.

Mr. Boucher said that Cutler Field should be complete soon as the playground equipment is scheduled to be installed this week.

A discussion ensued about CPC signage and the importance to publicize all CPC funded projects. Mr. Roberts suggested that the CPC have HDC approved signs designed and created to help publicize CPC funded projects.

2017-07 WILLIAMS BARN – LEO WYATT

Continued to August 22, 2016.

FY2017 PROJECT KICK-OFF

2017-05 Friends of Prescott representative, Mary Jennings explained that the project manager, Mark Haddad, was unable to attend this meeting due to the BOS meeting. Ms. Jennings said the project is in the design stage and explained that one quote was received, however, it was way over what was expected so they are meeting with other design firms.

Mr. DeGroot talked about the general guidelines for using CPA funds, procurement law and selection of vendors, and payment of vendor invoices.

2017/2018 PLAN UPDATE

Bruce Easom joined the meeting at 8:02 p.m.

A discussion ensued about the 2016/2017 CPA Schedule and the committee proposed the CPA 2016/2017 schedule as follows:

- 2016-2017 Community Preservation Plan released by: September 30, 2016
- Submission of a two-page Required Project Summary (RPS): November 10, 2016
- Verbal Feedback regarding RPS: November 28, 2016
- Deadline for Complete Draft Proposals (CDP) submitted to CPC no later than 4:00 p.m. on
January 26, 2017

- Public Hearing to discuss feedback on CDPs: February 27, 2017
- Written feedback to be provided to Applicants: March 10, 2017
- Deadline for Final Proposal (no further changes accepted) no later than 4:00 p.m. on
March 16, 2017
- Vote at Spring Town Meeting: April 24, 2017

Richard Hewitt moved to amend the CPA 2016/2017 project proposed schedule as discussed. Dan Emerson seconded and the motion carried unanimously. 6:0.

GENERAL DISCUSSION

A discussion ensued about the Park Commission Liaison to the CPC.

A discussion ensued about the CPA summary project form that was received today, August 8, 2016, for funding to repair the youth softball field located at the middle school. Ms. Perkins said that because the property is town owned, the town needs to be part of the process. It was also noted that because the field is on school property, the school district as well as the town of Dunstable should be included in the process. Members also commented that the Parks and Recreation Depts., for both the Town of Groton and Dunstable should be part of the discussion as well.

Mr. Degroot recommended that the CPC invite the applicant, Brad Bobzien to attend the next meeting on Monday, August 22, 2016, to discuss the project.

MINUTES

Draft minutes from July 25, 2016, were reviewed. CPC members noted changes were needed and the committee decided to review them again at next meeting.

Mr. DeGroot asked Mr. Emerson what the other CPC members can do to help with creating/updating the 2016/2017 plan. Mr. Emerson noted that photos of recent projects should be included in the 2016/2017 plan.

A discussion ensued about meeting on Monday, August 22, 2016. Members agreed to meet only if Brad Bobzien needs to meet to discuss his out of cycle application.

Mr. Roberts requested that a list of all CPC funded projects be compiled so the CPC can decide what projects should have CPC signage promoting CPC funded projects. A discussion ensued about CPC signage and the importance of publicizing CPC funded projects.

Mr. Easom noted a current lawsuit where the Town of Acton was recently sued by local taxpayers in an attempt to stop the town from using their Community Preservation Act funds on projects for local historic church buildings. Members agreed the law suit is something to keep an eye on.

Robert Degroot moved to adjourn the meeting at 8:41 p.m. Bruce Easom seconded and the motion carried.

Respectfully submitted by Robin Eibye, Executive Assistant

APPROVED