The meeting was called to order by Chairman, Robert DeGroot promptly at 7:01 p.m.

Robert DeGroot welcomed all to the meeting and the agenda was reviewed.

**2017-02 GDRSD TRACK PROJECT – TOM ORCUTT**

Tom Orcutt provided a project update and said the track was recently edged to prevent grass/weeds from growing under the track and damaging the track’s integrity. The edging left a 2-inch gap around the perimeter of the track that now requires a remedy. Mr. Orcutt said there’s been some discussion on how to best fill in the 2-inch gap, but a decision has not been made at this time. Mr. Orcutt explained that to date, all invoices have been submitted for payment; however, additional costs associated with fixing the 2-inch gap are expected. Mr. Orcutt and Committee members said they’ve received positive feedback from users/community members about the new track. Mr. Orcutt made note that the Town of Dunstable has paid their share of the project costs. It was confirmed that a balance of just under $6,000 remains. Robert DeGroot asked Mr. Orcutt if he expects the 2-inch gap to be fixed before winter. Mr. Orcutt replied and said if it’s not done prior to this winter, it will be done in the spring. Mr. Orcutt said he would submit a written request for review and approval to cover the costs to fix the gap around the track. The Committee agreed to review the proposal and agreed that there should be no issue covering the costs considering there’s close to $6,000 remaining balance. Committee members reviewed and approved two outstanding invoices that were submitted for payment.

**BADDACOOK POND – TOM ORCUTT**

Mr. Orcutt said the Water Commission recently discussed weed harvesting down at Baddacook Pond in lieu of using a chemical application. Mr. Orcutt asked if the Committee would be likely to approve funding for a two-year or three-year contract. A brief discussion ensued and the Committee agreed that a new application would be required each year. Carolyn Perkins asked if weed harvesting would fall under the CPC guidelines. Mr. Orcutt explained that research shows other CPCs have funded similar projects. Mr. Orcutt explained that the weed harvesting would be a collaborated effort, which would require intensive weed harvesting for 12-16 weeks and then hydro-raking to remove the roots. He went on to say that entire process could possibly take two to three years to eradicate the weeds.

**2017-07 WILLIAMS BARN – BRUCE EASOM**
Robert DeGroot said the Williams Barn project funding was approved at Town Meeting, and the project may be kicked off next spring. The Committee agreed to invite both Leo Wyatt and Tom Delaney to next CPC meeting on November 14, 2016, to discuss the project.

LIBRARY

Vanessa Abraham, Library Director introduce herself to the Committee and explained that Ice damming is causing damage to the Historic 1893 library building. Ms. Abraham noted that a structural engineer would be required for the restoration project. Carolyn Perkins said the Boutwell House did a similar restoration project and suggested that Ms. Abraham reach out to Albert Collins as he helped with the Boutwell House project. Ms. Abraham said that the front of the building also requires restoration work such as brick washing and repainting. Mrs. Perkins recommended that Ms. Abraham prioritize the projects before moving forward.

BOARD TERM LIMITS

A discussion ensued about Board Term limits and it was decided Board members will review the term limits as written, discuss and propose an update at the Spring Town meeting.

CURRENT PROJECT UPDATES

Tim Siok provided an update on the 2016-04 Cutler Field/Basketball Court project and said he expects the project will be closed shortly as they are just waiting for the last of the invoices to come through.

Robert DeGroot said that Michael Roberts is expected to provide a Colonial Milestone project update at the Historical Commission meeting on Tuesday, October 25, 2016, at 7:00 p.m. Mr. DeGroot also noted that the Historic Monuments project has been pushed off a full 12 months.

NEW/OLD BUSINESS

Mr. Easom provided a budget update to the Committee, and provided members with the FY2017 Form CP-2 Analysis by Transaction handout.

A brief discussion ensued about promoting the 2016/2017 CPP, and Mr. DeGroot agreed to submit a letter along with the 2016/2017 CPA Schedule to local newspapers for publication.

MINUTES

Draft minutes from September 26, 2016, were reviewed.

Richard Hewitt moved to accept the September 26, 2016, minutes as written. Richard Hewitt seconded and the motion carried 4:0:1 (Carolyn Perkins, abstained)

Carolyn Perkins moved to adjourn the meeting at 8:15 p.m. Richard Hewitt seconded and the motion carried.

Respectfully submitted by Robin Elbye, Executive Assistant

APPROVED: November 14, 2016