The meeting was called to order by Chairman, Robert DeGroot at 7:11 p.m., and the agenda was reviewed.

Chair, Robert DeGroot proposed an amendment to the agenda to discuss the 2018-02 Baddacook Pond Restoration application at 7:10 p.m.

**FY2018 PROJECT DISCUSSION**

**2018-01 Housing Coordinator:** Dan Emerson explained that Richard Hewitt proposed questions about affordable housing. The Committee reviewed the affordable housing memo dated December 19, 2016, from Fran Stanley answering Dan Emerson’s proposed questions about affordable housing.

**2018-02 Baddacook Pond Restoration:** Carolyn Perkins asked if the BOS approved of the project. James Luening said the BOS asked to review the application. Dan Emerson asked about a management plan and projected costs to sustain the pond. A discussion ensued about implementing long-term restrictions moving forward, and annual harvesting and maintenance of the pond. Mr. DeGroot made note to include the following items with the application: a management plan, designating a project manager who will be responsible for overseeing the project, letters of support and quotes, and a completed and signed application.

**2018-03 Cow Pond Safety & Track:** Tim Siok said the application will be withdrawn with hopes of applying again next year.

**2018-04 Groton Library Entrance** project is expected to move forward.

**2018-05 Groton Library Building** project is expected to move forward.

**2018-06 Groton Cemetery Association:** Mr. DeGroot confirmed that the proposed project falls under maintenance and thus would not qualify for CPC funding.
2018-07 National Register First Parish Church: Mr. DeGroot confirmed the application is alive and moving forward.

2018-08 Conservation Fund FY18 project is expected to move forward.

2018-09 Prescott School Restoration project is expected to move forward.

2018-10 Groton Herald Online Archive: A brief discussion ensued and it was confirmed that the project is out of compliance as the two-page required project summary was not submitted.

BYLAW DISCUSSION

The Committee discussed updates to the current Bylaws. The discussion was continued to the next meeting at which time Ms. Perkins will provide the Committee with updated regulations for review.

PROJECT UPDATE DISCUSSION

2017-01 Housing Coordinator: See above.
2017-07 Williams Barn: Bruce Easom was absent, no update provided.
2017-04 GHC Monuments Restoration: Bob DeGroot said the project is on hold until spring.
2017-05 Friends of Prescott: Bruce Easom was absent, no update provided.
2016-03 Old Meeting House/First Parish Church: The Committee reviewed the completion report and invoices provided by Al Collins.
2016-04 Basketball Courts: Tim Siok said they are in the process of closing out the project.
2016-07 Milestone Engraving: Mr. DeGroot said the project is close to being closed.
2015-04 Milestone Restoration: Mr. DeGroot said the project is close to being closed.
2017-04 GHC Monuments Restoration: Michael Roberts absent, no update provided.

NEW/OLD BUSINESS

Budget update continued to next meeting.

MINUTES

Draft minutes from December 12, 2016, were reviewed.

Dan Emerson moved to accept the December 12, 2016, minutes as written. Carolyn Perkins seconded and the motion carried 4:0 (Michael Roberts, absent; Bruce Easom, absent; Richard Hewitt, absent)

Carolyn Perkins moved to adjourn the meeting at 8:25 p.m., Daniel Emerson seconded and the motion carried.

Respectfully submitted by Robin Eibye, Executive Assistant

APPROVED: February 13, 2017