CPC MEETING MINUTES

Date: Monday, June 12, 2017
Time: 7:00 PM
Location: 2nd Floor Meeting Room, Town Hall, 173 Main Street
Members Present: Bruce Easom, Daniel Emerson, Mike Roberts, Richard Hewitt, Carolyn Perkins
Absent Members: Robert DeGroot, Timothy Siok
Others Present: Robin Eibye, Executive Assistant

The meeting was called to order at 7:07 p.m.

ANNUAL BOARD REORGANIZATION

Bruce Easom opened the nomination for Chairman. Carolyn Perkins nominated Bruce Easom. Michael Roberts seconded and the motion carried 5:0. (Tim Siok, absent; Robert DeGroot, absent)

Bruce Easom opened the nomination for Vice Chairman. Dan Emerson nominated Carolyn Perkins for Vice Chairman. Michael Roberts seconded and the motion carried 5:0. (Tim Siok, absent; Robert DeGroot, absent)

Bruce Easom opened the nomination for Treasurer. Bruce Easom volunteered. Carolyn Perkins nominated Bruce Easom for Treasurer. Michael Roberts seconded and the motion carried 5:0. (Tim Siok, absent; Robert DeGroot, absent)

Bruce Easom opened the nomination for Clerk. Carolyn Perkins nominated Dan Emerson for Clerk. The motion carried 5:0. (Tim Siok, absent; Robert DeGroot, absent)

2018 PROJECT KICK-OFF PROCUREMENT TRAINING

Patricia DuFresne introduced herself and reviewed Public Procurement guidelines and procedures. Ms. DuFresne specifically noted the M.G.L. c. 30B – Procurement of Supplies and Services handout included in the public procurement packet from the Office of the Inspector General. Ms. DuFresne reviewed the contract terms and conditions checklist as well.
It was confirmed that the following applicants were present and received procurement training.

- 2018-01 Housing Coordinator – Takashi Tada
- 2018-02 Baddacook Pond – James Luening
- 2018-04 Groton Library Entrance – Vanessa Abraham
  - A written contract and quotes are required
- 2018-05 Groton Library Building – Vanessa Abraham
  - Will fall below prevailing wage threshold
- 2018-07 National Register Nomination, First Parish Church – Steve Lieman
  - Will fall below the $10K threshold
- 2018-08 Conservation Fund FY18 – Takashi Tada
- 2018-09 Prescott School Restoration – Bruce Easom
  - A written contract and quotes are required

**BOYNTON MEADOWS UPDATE**

The Committee noted that no new information was available to share.

**2017-2018 COMMUNITY PRESERVATION PLAN REVIEW**

Dan Emerson provided an update on the 2017-2018 CPP.

A discussion ensued about marketing the CPC and placing signs at CPC funded sites. Michael Roberts requested that a “Signs” discussion be placed on the CPC’s next meeting agenda.

**COMMUNITY HOUSING FUNDING USE**

A discussion ensued on how the Committee could fund Community Housing. Carolyn Perkins said she recently attended a housing seminar that provided quite a few ideas and possibilities. A discussion ensued about rental properties and affordable housing.

**CPC BUDGET**

Bruce Easom provided an update and said the State is running on a deficit.

**ONGOING PROJECT UPDATE**

- 2015-04 Milestone Restoration is complete and officially closed out.
- 2016-03 Old Meeting House project will be complete pending installation of the weathervane.
- 2016-07 Milestone Engraving project is expected to be completed by the end of the summer.
- 2017-05 Friends of Prescott project’s top priority is to install doors on the top floor. Tom Delaney is managing the project.
- 2017-04 GHC Monuments Restoration project (53 monuments) will be repaired this summer.
- 2017-07 Williams Barn project received Mass Historical approval.

MINUTES
Draft minutes from May 22, 2017, were reviewed.

Dan Emerson moved to accept the May 22, 2017, minutes as written.

Carolyn Perkins seconded and the motion carried 5:0. (Tim Siok, absent; Robert DeGroot, absent)

Carolyn Perkins moved to adjourn the meeting at 8:45 p.m., Michael Roberts seconded and the motion carried 5:0. (Tim Siok, absent; Robert DeGroot, absent)

Respectfully submitted by Robin Eibye, Executive Assistant

APPROVED: MONDAY, JULY 10, 2017