



TOWN OF GROTON
173 Main Street
Groton, MA 01450

Community Preservation Committee
Carolyn Perkins, Chair & Planning Board
Timothy Siok – Park Commission
Bruce H. Easom – Conservation Commission
Robert DeGroot – Historical Commission
Daniel Emerson - Housing Authority
Richard Hewitt - at large
Brooks Lyman - at large

MEETING MINUTES

Date: Monday, November 26, 2018
Time: 7:00 PM
Location: Town Hall, 1st Floor Meeting Room, 173 Main Street
Members Present: Carolyn Perkins, Daniel Emerson, Richard Hewitt, Brooks Lyman and Timothy Siok
Absent Members: Bruce H. Easom and Robert DeGroot
Others Present: Please see Sign-In Sheet attached

The meeting was called to order by Chair, Carolyn Perkins at 7:01 PM.

Carolyn Perkins let applicants know that CPC cannot consider projects that fall under maintenance work. Chair Perkins went over deadline dates within CPA Schedule.

2020-01 Housing Production Plan

Fran Stanley was present and provided brief overview of project details. The existing Housing Production Plan expires on June 30th of 2019. They would like another plan and update that is good for another 5 years. They would like to have it approved by DHCD and will most likely use the same consultants who already have the data. The cost range may fall somewhere under \$10K or as high as \$14K.

Brooks Lyman asked if this is something that could be completed in house. Ms. Stanley said that only certain parts of it would be able to be completed in house as the formula used is very specific.

Richard Hewitt stated that he thinks this is a great idea. Mr. Hewitt recommended that Ms. Stanley provide more details in the formal application regarding the type of units being included. Ms. Stanley said that they would need to make certain percentage points. Brief discussion ensued regarding whether Community Housing would fall under this. Ms. Stanley stated that focus is on what is considered as "affordable housing." Mr. Hewitt recommended that Ms. Stanley provide clarification between Community Housing and Affordable Housing and which is applicable here.

Daniel Emerson asked whether we have hired consultants to do this in the past. Ms. Stanley stated that this was completed as part of the Master Plan therefore we do not know the cost. All expenses were lumped in together then.

Carolyn Perkins asked Ms. Stanley whether she had a clear understanding of what they are looking for these consultants to accomplish. Ms. Stanley stated that she has a sense of what is needed and everything is rated by the DHCD anyhow.

2020-04 Country Club Housing Feasibility Study

Fran Stanley from the Affordable Housing Trust was present. Ms. Stanley provided brief overview of project details. She believes overall it would be good for market rates and tax revenue.

Daniel Emerson mentioned that there was a study completed on the 14 acres of land being discussed. They will need to have the site evaluated to meet certain standards. Brief discussion ensued regarding intention of Project.

Richard Hewitt asked about the number of units being considered. Ms. Stanley stated that they are not sure what figure would be considered feasible but she has spoken with Arthur Prest to discuss potential tax revenue. Mr. Hewitt's only other concern is traffic depending on the number of units.

Brooks Lyman expressed concern regarding the roadways in this area. Ms. Stanley stated that they may look at widening road which falls more under zoning.

Carolyn Perkins asked how this project would proceed if it is considered as part of Housing. Ms. Stanley stated that it would be a ground lease and municipally owned. The Town will have more control. The investment on the Town's part would be to see if a development can be done there. The Housing project portion would be aesthetically pleasing and also create affordable housing options. Brief discussion ensued regarding the 99-year lease. Ms. Perkins recommended that Ms. Stanley clarify costs associated with Project as well as detailed description of process afterwards and any benefits to the Town.

2020-02 Historic Volumes Storage Cabinet

Michael Bouchard was present. In 2011 a CPA project was completed to restore 100 volumes of historic books which is currently being stored in the Town Clerk's vault. The issue now is that the vault is beginning to reach its maximum capacity. Mr. Bouchard looked into filing cabinets that are fire proof and lockable. This will be installed in the Town Clerk's Office and will be used to store the historic volumes. Having this will free up space in the vault and provide access to users who need to pull records. Mr. Bouchard feels overall it will be a very user-friendly system.

Richard Hewitt thinks it is a good idea as it will reserve the historic volumes.

Brooks Lyman asked whether the filing cabinet will come with sprinklers as he is concerned about water damage. Mr. Bouchard confirmed that it will and that there are also sprinklers located within the vault where the books are currently stored. Brief discussion ensued about another vault option available for additional storage underneath the Assessor's Office. However, Mr. Bouchard is concerned about the humidity affecting the condition of the historic volumes.

Timothy Siok asked if there were any other companies who make these type of storage cabinets. Mr. Bouchard stated that there are not many. The vendor currently being looked at offers very competitive prices and the Town has used them before.

Daniel Emerson asked about capacity. Mr. Bouchard stated that the historic volumes will have been restored. Brief discussion ensued regarding whether there would be any additional volume added overtime and any concerns of weight limits. Mr. Bouchard indicated that if any volume is

added that it expected to be minimal. Capacity of the proposed vault is approximately the same size as the Town's current vault.

Carolyn Perkins said that this Project falls within the Historic Preservation requirements and sounds ready to go.

2020-03 Conservation Fund FY19

Nik Gualco from the Conservation Commission was present. Mr. Gualco provided brief overview of Project details. Funds requested would be used for priority projects such as acquiring land, preserving wildlife and also for managing land acquisition. The Conservation Committee would like to get back up to a minimum of \$100K.

The Committee members had no questions.

A gentleman in the audience stated that the Conservation Commission has been approached with numerous offers to purchase properties and anticipate being busy again for the next year. Also, in the past the Conservation Commission has withdrawn applications and stepped aside in light of other applications that required more attention.

2020-05 Groton History Center Display Cases

Carolyn Perkins was presenting on behalf of the Groton History Center. Ms. Perkins provided brief overview of project details. It will provide education, be a contribution from the Town and serve as a way to display memorabilia, letters and other artifacts.

As these items carry great historical significance they should be protected. The Town has had two glass cases donated from Fitchburg Art Museum. The Groton History Center would like to replace those cases since the Fitchburg Art Museum is asking that theirs be returned. The display cases currently being considered is comprised of a wooden steel base with a glass top. It will cost anywhere between \$2-4K each. The History Center is requesting \$2K as they may be able to raise enough money during fundraiser to meet the remainder of their goal.

Timothy Siok stated that this sounds like a good project idea.

Brooks Lyman asked where these display cases would be placed. Ms. Perkins informed him that they would be at the Groton Inn with the other displays. Brief discussion ensued regarding existing cases that are currently there.

Daniel Emerson stated that this sounds like a good project idea.

Ms. Perkins said that they are looking to raise about \$8-10K but are hoping that they will not need that much.

Richard Hewitt appreciates that they are doing fund raising to help come up with funds.

2020-06 Slate Roof Replacement for 1893 Library Building

Vanessa Abraham from the Groton Public Library and David Zeiler, Trustee were present. Ms. Abraham provided brief overview of project details.

She anticipates that the cost to replace the roof will be around \$1.125 million. Brief discussion ensued regarding funding availability.

Mr. Zeiler stated that the current roof is synthetic. The manufacturer failed and is out of business. The library feels that they need to either put the slate back on or use copper instead.

Brief discussion ensued regarding durability of different types of roof materials.

Daniel Emerson stated that it would be a good idea to explore slate but to also consider alternative systems to bring down the cost of this project. Mr. Zeiler stated that they will look into having an engineering firm do that for them. However there has not been a good substitute for slate that has lasted as long. Due to the high cost of this project Town Manager Mark Haddad has advised that the Library look into all available resources to help fund this project.

Richard Hewitt stated that funding this project in its entirety would deplete the CPC Budget. He asked about what other funding sources were available. Ms. Abraham has checked with the state and there is no funding available unless it is being used towards a new building. The trusts have very specific guidelines and as this is more of a municipal issue than trust-related the CPC came up as a last resort for funding.

Richard Hewitt asked about the Finance Committee. Ms. Abraham and Mr. Zeiler did have budget discussions with them. Ms. Abraham and Mr. Zeiler plan on attending the Town Meeting and bundling their proposal as a debt exclusion which will go for a vote in May.

Richard Hewitt suggested that the title of their application reflect all work being completed. Mr. Zeiler informed us that the work may not be divided into different parts and has to be completed all at once.

Tim Siok recommended that they look into all other funds available and then revert back to the CPC.

Carolyn Perkins stated that although this is a historic roof, she is not sure about the window repairs as the CPC cannot fund any projects related to maintenance. Project Application needs to state clearly that there is no maintenance work being requested.

2020-07 Restoration of Library Pocket Doors Hardware & Functionality

Vanessa Abraham and David Zeiler, Trustee of Library were present. Ms. Abraham provided brief overview of project details.

The oak sliding doors at the Groton Public Library broke many years ago and they have not been able to use them since.

Platt Builders can do these repairs and the hardware is still available. However, the roof is definitely the more pressing need between both library project applications.

Richard Hewitt asked whether the library's funds would cover this project. Ms. Abraham informed him that they have already used \$120K for space re-design. This is not a project that the library is usually in favor of as it has to do more with functionality. Mr. Hewitt recommended that they look into other partial funding sources available.

2020-08 Forge Village Basketball

Timothy Siok recused himself for this project.

Anna Eliot from the Park Commission and Marshall Giguere were present on behalf of this project application. Ms. Eliot provided a brief overview of project details.

The tennis courts in the Lost Lake area have not been used in decades. The Parks Commission would like to bring it back into a useable forum so that the neighborhoods in town can use it.

Richard Hewitt asked whether the lighting would be placed on an automatic timer. Mr. Giguere stated that the space can be used at night and that there will be lighting to cover the premises including the parking area.

Brooks Lyman thinks this is a good idea and does not have any issues with this.

Daniel Emerson said this sounds like a great idea. He also recommended that gaining any local support would be helpful towards the cause. Ms. Eliot plans on doing a public hearing with the neighborhood.

Carolyn Perkins confirmed whether this was the same location being used by the Senior Center. Ms. Eliot mentioned that the Senior Center does use it also. Ms. Perkins suggested running any issues involving lighting by the Planning Board. Brief discussion ensued regarding surrounding area. Ms. Perkins said that the Park Commission may pursue this as a project application but to keep in mind that there is a lot of competition this year.

2020-12 Housing Coordinator

Takashi Tada was present on behalf of Mark Haddad. Mr. Tada provided brief overview of project details.

This is the annual application for CPA funds for the salary of the Housing Coordinator position that has been submitted since 2009. There were no changes to the job description. The only change Mr. Tada foresees is the amount that will be paid out. Fran Stanley was formerly a 25-hour part-time employee but is now full-time.

Mr. Tada has received preliminary figures. Brief discussion ensued regarding estimated figures in relation to healthcare costs and benefits.

Richard Hewitt indicated that there should be an annual report provided on housing needs in town that would serve as a deliverable and illustrates the progress made. Mr. Tada informed Mr. Hewitt that the Housing Coordinator is aware of this and will be providing something. Mr. Tada will forward last year's copy to the Committee and is open to any formatting suggestions.

2020-11 Prescott School Fire Alarm Upgrade

Mary Jennings from Friends of Prescott was present. Ms. Jennings provided brief overview of project details.

Friends of Prescott is requesting a grant towards use of the space on the 2nd floor of the Prescott Building for non-public offices and other uses. Discussion ensued regarding layout of space. Ms. Jennings will withdraw this application if the Fire Dept does not provide approval for use of the 2nd floor.

Timothy Siok confirmed whether there were any costs associated with this project proposal yet. Ms. Jennings shared some preliminary costs for installing a sprinkler system.

Richard Hewitt stated that they will have to wait to see what feedback the Fire Dept has.

Daniel Emerson said it is a project worth pursuing.

2020-13 Cemetery Renovation

Donald Black was present along with Connie Sartini, President of the Groton Cemetery Association. Mr. Black provided brief overview of project details.

The Groton Cemetery is about 54 acres and has been around for 175 years. They have a Maintenance program in place that is covered in their annual budget.

The goal of this project application is to help improve and maintain the cemetery's grounds and survey the perimeters. The second goal is to perform wetland studies to see how long the land can serve the Town.

Brief discussion ensued about record keeping and a need for improving their database system.

The Cemetery Association is also hoping to restore the cemetery's outer boundaries as well as looking to maintain and repair the shed on the property.

Carolyn Perkins informed Mr. Black that the CPA cannot fund any projects related to maintenance unless the structure is listed on the Registry for the National State Historic Society.

Daniel Emerson referred Mr. Black to the Community Preservation Coalition as an excellent resource for guidance and to use them as a research tool. Brief discussion ensued regarding the type of organization the Coalition is and any assistance they may be able to offer.

Richard Hewitt stated that the wetland studies would fall under expansion.

Brooks Lyman has the same concerns as Ms. Perkins.

Mr. Emerson also recommended that Mr. Black narrow his project down to items that are specific to the historic component.

2020-14 Resurfacing of Track at Groton-Dunstable Regional High School

Michael Knight from the Groton-Dunstable High School was present. Mr. Knight provided a brief overview of the project details. The track should be resurfaced every 5-10 years and this has not been done since 2005. Discussion ensued about usage. Mr. Knight is searching for funding from both towns.

Carolyn Perkins stated that a decision with the Town is not made until later. Due to the large number of applications received the CPA has limited funding. Ms. Perkins advised that Mr. Knight keep this in mind depending on when the school is requiring funding by.

Timothy Siok recommended trying to find other funding sources aside from just the CPA.

Brooks Lyman asked whether adding this as an item to the school's budget was an option.

Mr. Knight stated that they cannot do a partial funding for the project.

Mr. Siok advised perhaps breaking the repair process up into different stages.

Mr. Knight is uncertain as to how that would affect the warrant articles if funding came from different sources.

Brief discussion ensued regarding funding requirements.

Daniel Emerson also recommended looking into using multiple funding sources.

Ms. Perkins stated that due to the large number of applications received the school will need to take into consideration the amount of competition.

2020-09 Lost Lake & Knops Pond Watershed Analysis Project

Arthur Prest withdrew his application on November 26, 2018.

2020-10 Fitch's Bridge Abutment Repair

Tom Delaney was not present.

CPC BUDGET

As Bruce Easom was unable to attend this meeting the Committee will review any budget updates at their next meeting.

CPC BILLS

Committee members reviewed and signed seven invoices: Four invoices were for Prescott, two were for the Duck Pond Restoration and one was for Baddacook Pond Restoration.

MEETING MINUTES

Committee members reviewed minutes from the October 22nd meeting.

Daniel Emerson moved to approve the meeting minutes as amended from October 22nd. Brooks Lyman seconded the motion. The motion carried with Richard Hewitt abstaining.

OTHER BUSINESS

There were no project closeouts.

Brooks Lyman moved to adjourn the meeting at 9:15pm. Daniel Emerson seconded the motion and the motion carried by unanimous vote.

Respectfully submitted by Sammie Kul, Inter-Departmental Assistant

APPROVED: DECEMBER 10, 2018



TOWN OF GROTON

173 Main Street
Groton, MA 01450
978.448.1140

Community Preservation Committee

Carolyn Perkins, Chair - Planning Board
Bruce Easom - Conservation Comm.
Robert DeGroot - Historical Comm.
Timothy Siok - Parks Comm.
Daniel Emerson - Housing Auth.
Richard Hewitt - at large
Brooks Lyman - at large

SIGN IN SHEET - CPC Meeting – November 26, 2018

PRINT NAME

ADDRESS

Marshall Giguere

230 Burntwood Rd

Kwan Bouch

409 Chicopee Row

Michael Burch

69 HILL Rd

Vanessa Abraham

Library Director, 99 Main St.

DAVID ZEILER

310 Old Ayer Rd

Nikolis Gnaleo

Conservation Administrator, 173 Main St.

Connie Sastini

Groton Cemetery Assn.

Ann H. Blot

Durks

Michael Knight

G.D.R.S.D

DONALD BLACK

573 Longley Rd

Mary-Jean Kp

62 Blossom Lane

Takashi Tada

Land Use Director