



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, February 11, 2019
Time: 7:00 PM
Location: Town Hall, 1st Floor Meeting Room, 173 Main Street
Members Present: Carolyn Perkins, Daniel Emerson, Brooks Lyman, Robert DeGroot, Richard Hewitt, and Bruce H. Easom
Absent Members: Timothy Siok
Others Present: Please See Sign-In Sheet Attached

The meeting was called to order by Chair, Carolyn Perkins at 7:02 PM.

Carolyn went over agenda packet provided to the public (attached).

Chair Perkins also provided brief update to Committee on information found regarding any CPA project applications involving the purchase of artificial turf.

FY2020 Proposals * - PUBLIC HEARING

2020-01 2019 HOUSING PRODUCTION PLAN funding request totals \$20,400.

Fran Stanley was present and provided a brief overview of project details. The current Housing Production Plan expires in June of this year. They would like to have a new plan in place for the next five years. Ms. Stanley informed Committee members of update in which they may be able to get this done free of charge if grant signed off by the Select Board is approved by the Montachusett Regional Planning Commission. They will receive the decision made by March 7th.

Richard Hewitt asked if the grant would cover the full cost. Ms. Stanley confirmed that it would cover the full cost.

Brooks Lyman asked if they would lose any control over the process if this does go through Montachusett. Ms. Stanley replied that the Town would not lose control and that the plan would still be produced under our terms.

2020-04 COUNTRY CLUB HOUSING FEASIBILITY STUDY funding request totals \$75,000.

Fran Stanley was present and provided a brief overview of project details.

The Select Board has hired an engineer firm to perform a preliminary review of the proposed site.

Bruce Easom stated that Ms. Stanley will need a letter of support or co applicant since the Town owns the land being studied.

The Committee typically tries to encourage applicants not to submit out of cycle applications.

Also, based on current discussions they do not believe it meets the standard criteria to qualify as an out of cycle application. They suggested that if all information is not available in time to be submitted Ms. Stanley could consider withdrawing and reapplying during the next cycle of applications.

2020-12 HOUSING COORDINATOR FY20 funding request totals \$48,882.

Takashi Tada was present on behalf of Town Manager, Mark Haddad and provided a brief overview of project details. The Housing Coordinator position was established back in 2009 and has received approval for funding during the last five or six application cycles.

Richard Hewitt asked about benefits cost. Mr. Tada provided rough estimates but informed Committee members that the Final Proposal Application will have all of the final values.

2020-02 HISTORIC VOLUMES STORAGE CABINET funding request totals \$5,627.

Michael Bouchard, Town Clerk was present and provided a brief overview of project details. Historic volumes that were previously restored have taken up half of the space in the vault they currently have. CPA application being submitted is requesting to purchase a fire rated lockable cabinet in order to create more room for these historic volumes. It is also a good opportunity to showcase the historic volumes and restoration of these which was funded by the CPA several years ago.

Daniel Emerson thinks this project proposal is a good idea.

Carolyn Perkins asked if the public currently has access to the historic volumes. Mr. Bouchard informed Committee that they do and are asked to provide proof of identification before obtaining access to view them. Also, the historic volumes are currently enclosed in plastic for protection.

Robert DeGroot asked that Mr. Bouchard provide a response for Item 15 – CPP Objectives. Codes can be found in Section 5 of the CPP Plan.

2020-03 CONSERVATION FUND FY20 funding request totals \$100,000.

Nik Gualco, Conservation Director and Pete Morrison from the Conservation Commission were present and provided a brief overview of project details.

They need to maintain \$750m - \$1 million in their Conservation Fund. Balance is currently at \$650m.

Mr. Gualco and Mr. Morrison informed Committee members of three potential parcel purchases in the near future.

Richard Hewitt stated that the Conservation Commission has been very willing to meet halfway in past years due to competing applications.

Daniel Emerson is in support of their application.

2020-06 1893 HISTORIC LIBRARY PRESERVATION – NEW ROOFING SYSTEM funding request totals \$395,000.

Vanessa Abraham from the Groton Public Library was present and provided a brief overview of project details.

Bruce Easom asked how the extension of the library was funded in 1999. Ms. Abraham said that it was through a state grant and some town funding. She looked into any funding options available through the state but was informed that project has to fall under new construction in order to qualify for funding.

Mr. Easom recommended that she list and define which part(s) of the project they are looking to have funded and provide breakout of costs. Ms. Abraham is in the process of gathering this data.

Brief discussion ensued regarding current condition of roof.

Richard Hewitt asked whether there was a back up plan in place in the event that the capital project plan does not go through with the Select Board. Carolyn Perkins recommended that all of this be addressed and included in the Final Proposal application.

2020-10 FITCH'S BRIDGE WALL REPAIR funding request totals \$45,000.

Tom Delaney from the Department of Public Works was present and provided a brief overview of project details.

Per the CPC's suggestion at their last meeting Mr. Delaney referenced similar projects funded by the CPA from the Community Preservation Coalition website in his application. He believes his application meets the criteria required for funding.

The funding being requested is to pay for the costs of the material.

Richard Hewitt recommended that if the Town will be providing the labor that this should be included in the application details.

Bruce Easom informed Mr. Delaney that a management plan needs to be included to show who will be supervising each part of the project, detailed timeline and so forth.

Carolyn Perkins suggested that Mr. Delaney obtain letters of support from other Committees. Also, Item 15 – CPP Objectives should be completed. Codes can be found in Section 5 of the CPP Plan. Robert DeGroot suggested focusing on open space and recreation sections when reviewing these codes.

2020-13 CEMETARY RENOVATION/PRESERVATION funding request totals \$49,000.

Donald Black was present and provided a brief overview of project details.

Per the CPC's suggestion at their last meeting Mr. Black found similar projects on the Community Preservation Coalition website to include as examples in his application. He is appearing before the Historic Commission next week to see whether this proposal meets the historic requirements.

Brief discussion ensued regarding clarification on which sections of the cemetery the proposed project would cover.

Mr. Black would like to hire a surveyor for this part of the process.

Bruce Easom feels doing a survey of the area is always a good idea to avoid boundary disputes and easements.

Brooks Lyman and Daniel Emerson stated that this project proposal was a good idea.

Richard Hewitt suggested that the details and exact locations be stated clearly in the application such as which part of the cemetery this proposal is covering, which areas are being surveyed and so forth.

Robert DeGroot recommended obtaining a letter of support from the Select Board as public funds are being requested to support a private entity.

Carolyn Perkins suggested that as much detail be included in the Final Proposal as possible to avoid any confusion, particularly the description section. Item 15 – CPP Objectives should also be completed. Codes can be found in Section 5 of the CPP Plan. Obtaining any letters of recommendations is strongly encouraged as well as including a detailed management plan. The list of criteria and added value handout provided at this Public Hearing may also serve as a valuable resource.

2020-14 RESURFACING OF GDHS TRACK funding request totals \$112,607.

Michael Knight from the Groton-Dunstable High School was present and provided a brief overview of project details. In response to Carolyn Perkins follow up regarding the purchase of artificial turf Mr. Knight will exclude anything related to this from future applications as it does not qualify for CPA funding.

Mr. Knight did go before the CPC in Dunstable and was able to gain partial support. He will have to meet with their assessors regarding the regional agreement.

Robert DeGroot recommended including as much detail as possible in the Final Proposal. The current Complete Draft Proposal does not contain enough information.

Richard Hewitt asked who would pay for the recoating of the track once it surpasses the 10-year lifespan. Mr. Knight replied that the School district does and the request goes through the capital plan.

Bruce Easom suggested providing a detailed management plan and including any alternative options or back up plans in the event they do not receive funding from Dunstable.

Carolyn Perkins informed Mr. Knight that he should consider adding objectives and obtaining letters of support. He should also provide any information related to additional funding if applicable and include examples of similar projects that were successful in the past. The list of criteria and added value handout provided at this Public Hearing should also be reviewed.

Robert DeGroot told Mr. Knight to contact the CPC with any questions on the level or amount of detail that should be included in the Final Proposal.

CPC FEEDBACK FOR EACH PROPOSAL APPLICATION

2020-01 2019 HOUSING PRODUCTION PLAN

Committee members will wait to hear on decision made by Montachusett on March 7th. Applicant encouraged to continuing obtaining any additional letters of support.

2020-04 COUNTRY CLUB HOUSING FEASIBILITY STUDY

Committee members recommend applying during the next fiscal year cycle of applications if all relevant data is not available in time.

They also recommend including a detailed management plan, more details in the Project Description, breakdown of costs and obtaining a letter of support from the Select Board since they own the land being studied.

2020-12 HOUSING COORDINATOR FY20

Committee members recommend that applicant includes a detailed management plan and an annual report showing progress on housing goals.

2020-02 HISTORIC VOLUMES STORAGE CABINET

Applicant needs to complete Item 15 – CPP Objectives using the codes from Section 5 of the CPP Plan.

2020-03 CONSERVATION FUND FY20

Committee members would like applicant to provide any updates on the pending parcel purchases prior to Final Proposal deadline of March 11th as well as purchase strategies if they are allowed to share this information.

2020-06 1893 HISTORIC LIBRARY PRESERVATION – NEW ROOFING SYSTEM

Committee members advised that applicant provide a breakdown of the amount of funds being requested and sort by which parts qualify for funding by the CPA.

Applicant should also obtain letter of support from the Select Board.

2020-10 FITCH'S BRIDGE WALL REPAIR

Applicant should provide project objectives, a detailed management plan and obtain any letters of support including ones from abutting properties.

2020-13 CEMETERY RENOVATION/PRESERVATION

Applicant needs to provide as much detail as possible for work being proposed, include a detailed management plan that shows funding schedule and a detailed financial breakdown. Application should also address whether historic requirements have been met. Applicant should obtain any letters of support as well as a letter of vote from property owners showing approval to proceed with each stage of the proposed work.

2020-14 RESURFACING OF GDHS TRACK

Applicant needs to provide as much project detail as possible such as what public access to the High School track is available as well as a breakdown of what funding will cover, breakdown of costs and a detailed management plan. Final Proposal should also include any alternative and / or backup plans in the event Dunstable does not approve the request for their portion of the funding as well as next course of action if they do not receive any funding.

DISCUSS GRANT APPLICATION TO MASSACHUSETTS PRESERVATION PROJECTS FUND

Bruce Easom is requesting a Letter of Support from the CPC in relation to applying for a grant to be used towards the installation of a sprinkler system at the Prescott School.

Robert DeGroot moved that the CPC provide a Letter of Support for the grant application to the MA Preservation Projects Fund to request matching funds for a sprinkler system in the Groton Historic Prescott School.

Richard Hewitt seconded and the motion carried by unanimous vote.

CPC BILLS

Committee members reviewed and signed three invoices. The first invoice was for Duck Pond, the second invoice was for the Public Posting fee from the Groton Herald newspaper and the last invoice was for the JD Murals Preservation Project.

MEETING MINUTES

Committee members reviewed minutes from the January 28th meeting.

Robert DeGroot moved to approve the meeting minutes from Monday, January 28th. Brooks Lyman seconded and the motion carried by unanimous vote with Bruce Easom and Richard Hewitt abstaining.

Robert DeGroot moved to adjourn the meeting at 8:54PM. Brooks Lyman seconded and the motion carried by unanimous vote.

Respectfully submitted by Sammie Kul, Inter-Departmental Assistant

APPROVED: FEBRUARY 25, 2019



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 - February 11, 2019

PRINT NAME	ADDRESS
Ryan Violette	230 Gre
Michael Bouchard	69 MILL RD
Tom Debnay	402 Chicopee Ave
Nancy Wilder	33 Worthen Dr
Michael Knight	744 Main St GDRSD
Fran Stanley	19 COURT ST.
Pete Morrison	37 Brook Meadow
Joe Turmy	38 Main St Rd
Nikolas Gualco	Town Hall
Don Black	573 Longley Rd
Vanessa Abraham	Public Library
Takashi Tada	Town Hall



TOWN OF GROTON

173 Main Street
Groton, MA 01450

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

PUBLIC MEETING NOTICE

DATE: February 11, 2019

TIME: 7:00 pm

LOCATION: **1st Floor Meeting Room**, Town Hall, 173 Main Street, Groton

7:00 PM FY2020 Proposals * - **PUBLIC HEARING**

- 2020-01 2019 Housing Production Plan funding request totals \$20,400.
- 2020-04 Country Club Housing Feasibility Study funding request totals \$75,000.
- 2020-12 Housing Coordinator FY20 funding request totals \$48,882.
- 2020-02 Historic Volumes Storage Cabinet funding request totals \$5,627.
- 2020-03 Conservation Fund FY20 funding request totals \$100,000.
- 2020-06 1893 Historic Library Preservation – New Roofing System funding request totals \$395,000.
- 2020-10 Fitch's Bridge Wall Repair funding request totals \$45,000.
- 2020-13 Cemetery Renovation/Preservation funding request totals \$49,000.
- 2020-14 Resurfacing of GDHS Track funding request totals \$112,607.

DISCUSS GRANT APPLICATION TO MASSACHUSETTS PRESERVATION PROJECTS FUND *

NEW/OLD BUSINESS *

- Sign Invoices
- Minutes from January 28, 2019

*Votes may be taken

FY2020 CPA PROJECT PROPOSALS

2020-01 2019 HOUSING PRODUCTION PLAN \$20,400

Summary: *This application is seeking funds to contract with a planning consultant to draft a new Housing Production Plan for the Town of Groton.*

2020-04 Country Club Housing Feasibility Study \$75,000

Summary: *This project is seeking funds to contract for expert advice and work aimed at defining the development potential for a senior, mixed income housing project sited at the Groton Country Club. The housing development would include an affordable component.*

2020-12 Housing Coordinator FY20 \$48,882

Summary: *This application is requesting CPA funding from the Community Housing category to fund the wages and benefits of the 25-hour per week Housing Coordinator position.*

2020-02 Historic Volumes Storage Cabinet \$5,627

Summary: *This application is requesting funding to purchase a lockable fire-resistant FireKing Storage Cabinet with a 1-hour fire rating to store the historic volumes from the Town Clerk's vault.*

2020-03 Conservation Fund FY20 \$100,000

Summary: *The Conservation Commission is requesting \$100,000 in CPA funds to be added to the Town's Conservation Fund to help preserve open space, protect water resources and wildlife habitat, and preserve land for agricultural, recreational, and forestry activities.*

2020-06 1893 Historic Library Preservation – New Roofing System \$395,000

Summary: *The Groton Public Library is applying for CPA funds to preserve the 1893 building from further water damage due to insufficient drainage and snow and ice protection.*

2020-10 Fitch's Bridge Wall Repair \$45,000

Summary: *This application is requesting funding to disassemble and rebuild existing retaining wall on historic Fitch's Bridge where it is beginning to fail.*

2020-13 Cemetery Renovation / Preservation, Grave Marking and Cataloging	\$49,000
---	-----------------

Summary: *This application is requesting funding to accurately determine the boundaries of the Groton Cemetery area, clean, repair and reset damaged headstones and grave markers, GPS the locations of all of the headstones and grave markers and map them accordingly, and restore the outer boundary fence to its original 1847 condition.*

2020-14 Resurfacing of Groton – Dunstable High School Track	\$112,607
--	------------------

Summary: *This application is requesting funding to resurface the track at the Groton – Dunstable High School. The track has worn down and is in need of some base layer crack repair as well as relining and resurfacing with a rubberized coating.*

<u>TOTAL AMOUNT OF CPA FUNDS BEING REQUESTED</u>	\$851,516
---	------------------

Criteria for Evaluating CPA Projects

1. Projects must be eligible for CPA funding according to the Requirements described in the CPA Legislation.
2. Must be consistent with the 2011 Groton Master Plan and the 2012 Groton Open Space and Recreation Plan.
3. Project application contains detailed management Plan and itemized project scope, describing items and estimated cost (exception Conservation Commission Fund and Affordable Housing Trust).
4. Has multiple funding sources, leverages additional public and private funds. If none included, then describe what actions were taken to seek public or private funds, such as grant programs explored, what groups in Town were approached for donations, what state programs were investigated to provide matching funds.
5. What endorsements by other municipal boards or departments do you have through letters of support. For historical preservation, properties must be on the list of Massachusetts Historic Properties or the National Registry of Historic Properties. If not, the Historical Commission must vote that the property or artifact is of historical significance to the town.
6. Establishes that the proponent has site control of the project, written consent of the property owner, or in the case of municipal property, approval of the Select Board.

Added Value Criteria

1. Proponent has a history of managing successful projects or can demonstrate their ability and competency to manage the project.
2. Serves more than one CPA purpose or serves multiple goals of the Groton Master Plan and/or the Open Space and Recreation Plan or demonstrate why it would not be feasible to do so.
3. Acquires, conserves, protects, preserves, restores or reuses resources, buildings, history threatened by inappropriate development, damage, decay, loss, etc.
4. Serves an underserved population.
5. Preserves the essential character of the Town.
6. Produces an advantageous cost/benefit value to the Town.

Community Preservation Committee Funding Overview - 11 February 2019

Funds Available	Community Housing Reserve		Historic Reserve		Open Space & Recreation Reserve		Unallocated Reserve		Total
Opening balance (1 Jul '19)	\$495,142.48		\$31,917.43		\$29,962.56		\$266,858.65		\$823,881.12
Local surcharge revenue	\$67,000.00		\$67,000.00		\$67,000.00		\$469,000.00		\$670,000.00
State match (Nov. '19)	\$6,700.00		\$6,700.00		\$6,700.00		\$46,900.00		\$67,000.00
Interest	\$100.00		\$100.00		\$100.00		\$700.00		\$1,000.00
Total	\$568,942.48		\$105,717.43		\$103,762.56		\$783,458.65		\$1,561,881.12

Obligations					
CPC operating expenses				(\$5,000.00)	(\$5,000.00)
Surrenden Farm debt service				(\$381,659.38)	(\$481,659.38)
Total	\$568,942.48	\$105,717.43	\$3,762.56	\$396,799.27	\$1,075,221.74

Requests	Amount Requested				
Housing Production Plan					\$20,400.00
Country Club Housing Feasibility Study					\$75,000.00
Housing Coordinator					\$48,882.00
Historic Volumes Storage Cabinet					\$5,627.00
Conservation Fund					\$100,000.00
Historic Library Preservation					\$395,000.00
Fitch's Bridge Wall Repair					\$45,000.00
Cemetery Renovation					\$49,000.00
High School Track					\$112,607.00
Total					\$851,516.00

Remaining balance