



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, May 13, 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

The meeting was called to order by Chair, Carolyn Perkins at 7:08 PM.

2019-03 PRESCOTT SCHOOL PRESERVATION

Request for a Change of Project Manager

Bruce Easom informed Committee members of his request to replace Mark Haddad as the Project Manager for the Prescott School Sprinkler System CPA Project 2019-03. Mr. Easom spoke with Mr. Haddad about this last week and they both agreed due to Mr. Haddad's time constraints from his current commitments and Mr. Easom having a broader knowledge of the project details that the project would be more suitable for Mr. Easom to oversee.

Robert DeGroot moved that the current Project Manager for the Prescott School Sprinkler System CPA Project 2019-03 Mark Haddad be replaced with Bruce Easom. Brooks Lyman seconded and the motion carried by unanimous vote.

Request for a Separate Bid for Design Engineering

Bruce Easom provided brief overview of project details. The Prescott School did not receive any bids for the Request for a Proposal for the design installation of the sprinkler system. After gathering some feedback from professionals within the business the best approach would be to divide the bids into two separate pieces (design engineering separate from the installation) versus the single bid package to avoid taking on a lot of risk.

Because this request is more in depth and involves money it should be submitted as a written request. Committee members do not foresee an issue with it but best practice to put everything in writing.

Brooks Lyman moved to approve the division of the Prescott School Sprinkler System CPA Project 2019-03 into two parts: design engineering and installation of the design pending written request.

Richard Hewitt seconded and moved to amend the motion to read:

The CPC moved to approve the division of the Prescott School Sprinkler System CPA Project 2019-03 using the already allocated funds into two parts: design engineering and installation of the design pending written request.

Robert DeGroot seconded the amended motion and the amended motion carried by unanimous vote.

Mr. Easom will submit the request in writing.

PROJECT LIASION ASSIGNMENTS

The FY2020 CPA Project Liaisons have been assigned as follows:

2020-02 Historic Volumes Storage Cabinet – Robert DeGroot
2020-03 Conservation Fund FY20 – Bruce Easom
2020-06 1893 Historic Library Preservation – New Roofing System – Robert DeGroot
2020-10 Fitch’s Bridge Wall Repair – Richard Hewitt
2020-12 Housing Coordinator FY20 – Daniel Emerson

Richard Hewitt will still be assigned as the Project Liasion for Baddacook Pond, consistent with previous years.

FY20 PROJECTS’ CONGRATULATIONS LETTERS

Committee members reviewed and approved outgoing letters to CPA awardees.

REVIEW PROJECT UPDATES IF ANY

PROJECT UPDATES – PRESCOTT SCHOOL UPGRADES

Bruce Easom provided brief overview of work completed for the gym. Mr. Easom will draft closeout letters with details for Prescott School FY17 and FY18 for review and signatures.

REVIEW CPC BUDGET

Bruce Easom went over budget. All FY2020 CPA Projects were approved at the Spring Town Meeting.

We will not know the state match until November after the Fall Town Meeting.

Richard Hewitt moved to approve the budget as presented by Bruce Easom. Robert DeGroot seconded and the motion carried by unanimous vote.

OLD / NEW BUSINESS

Bruce Easom provided brief overview of the CPA and Community Housing Training he attended.

Many towns have the most difficulty with creating affordable housing money using CPA funds.

The training also covered the different projects completed. Some other towns have been able to build sub divisions with 20-30 units with their CPA money.

There are grants available to assist with building affordable housing units. The seminar went on to cover different options that can be taken to help alleviate some of these issues as well as statistical data available for the state on a couple of different websites.

One of the attendees at the seminar was a contact from the Community Opportunity Group. Members from this group serve as consultants for assisting with affordable housing needs. It may be worth having someone from there come in to provide more information on their services.

Mr. Easom mentioned the Affordable Housing Trust at the seminar. Brief discussion ensued.

Bruce Easom moved that the CPC send a letter to the Affordable Housing Trust requesting an accounting of the CPA funds in the amount of \$412K approved for CPA Project # 2012-01 in 2011 so that the CPC can meet its reporting obligations under Form CP-3 as required by the Department of Revenue.

Richard Hewitt seconded and the motion carried by unanimous vote.

CPC BILLS

Committee members reviewed and signed four invoices: two were for the Prescott School Upgrades and the other two were for the Duck Pond Restoration.

MEETING MINUTES

Committee members reviewed minutes from April 22nd.

Brooks Lyman moved to approve the meeting minutes from Monday, April 22nd. Robert DeGroot seconded and the motion carried by unanimous vote with Richard Hewitt abstaining.

Bruce Easom moved to adjourn the meeting at 8:19 PM. Robert DeGroot seconded and the motion carried by unanimous vote.

Respectfully submitted by Sammie Kul, Inter-Departmental Assistant

APPROVED: JUNE 10, 2019
