**TOWN OF GROTON**

173 Main Street

Groton, MA 01450

**Community Preservation Committee**

Richard Hewitt, Chair – at large

Anna Eliot – Parks Comm.

Russell Burke – Planning Board

Bruce Easom – Conservation Comm.

Robert DeGroot – Historical Comm.

Daniel Emerson – Housing Auth.

Carolyn Perkins – at large



**MEETING MINUTES**

Date: Monday, December 13th, 2021

Time: 7:00 PM

Location: Virtual Meeting via Zoom

Members Present: Richard Hewitt, Anna Eliot, Russell Burke, Bruce H. Easom, Robert DeGroot, Daniel Emerson and Carolyn Perkins

Others Present: Fran Stanley

The meeting was called to order by Chairperson, Richard Hewitt at 7:03 PM.

**DISCUSS REQUEST FROM AFFORDABLE HOUSING TRUST TO EXTEND EMERGENCY RENTAL ASSISTANCE PROGRAM**

Fran Stanley, Administrator for the Affordable Housing Trust was present and provided details of their request in the email dated December 9th, 2021 below:

*The Affordable Housing Trust met on December 8th and they voted to extend the emergency rental assistance program so that eligible households could participate for a full 12 months. The proviso is that the program comes to a full stop on June 30, 2022 and so all grants would stop at that date even if a household had not availed itself of the full 12 months of support.*

*At this point, there are 9 households that are participating in the program. There are ample funds to cover existing need for 12 months and still have plenty of funds for any new households apply for help. Administrator Metro West accidentally made 2 additional months of payments for 4 households in the months of October and November. Those 4 households essentially received 10 months of support rather than the allowable total of 8 months of assistance. Metro West informed the town as soon as the error was found. The housing trust considered its response to this situation and decided to extend the program for all eligible recipients for up to 12 months.*

Brief discussion ensued regarding current program details and if there were any changes in applicant needs based on the recent decrease in unemployment rates.

**Carolyn Perkins moved that the CPC approve to extend the Emergency Rental Assistance Program from 8 months to 12 months.**

**Russell Burke seconded and the motion carried by unanimous vote.**

**REVIEW CURRENT LIST OF CPA APPLICATIONS STILL IN PROGRESS FOR FY2023**

**FY2023-05 PRESCOTT ELEVATOR**

Brief discussion ensued regarding whether a preservation restriction should be placed on the Prescott School and which party would be responsible for monitoring this if it is required.

Carolyn Perkins will check with the Board members from the Groton History Center to see if they have any information related to this.

**Russell Burke moved to authorize that the CPC request an estimate from Town Counsel to examine whether a historic preservation restriction is warranted for the Prescott School elevator CPA Project #2023-05 with the fee estimate not to exceed $540 and for the fee estimate to be provided by January 31st, 2022.**

**Anna Eliot seconded** **and the motion carried by unanimous vote.**

**FY2023-09 WALKING TRACK AND PARKING SAFETY (COW POND BROOK ROAD)**

The CPC members would like more details to be provided for this CPA Project including whether the Town (Groton DPW) has consented to the proposed plans and / or will be committing any funds to the project. A Letter of Consent from the Town will be required as part of the final application submission. This should outline the details of which party will be responsible for each part of the project as well as the funding amounts and the projected timeline of completion.

**FY2023-10 WOITOWICZ TENNIS COURT REPLACEMENT**

The CPC members would like more details to be provided for this CPA Project including specifying the location of the new tennis courts accompanied by clear plans of the proposed work.

**REVIEW PROJECT UPDATES IF ANY**

**PROJECT UPDATES – 2019-08 DUCK POND RESTORATION**

As has been done so in previous years Duck Pond will be shutting down for the winter.

**PROJECT UPDATES - 2021-02 OPEN SPACE AND RECREATIONAL RESTORATION OF KNOPS POND AND LOST LAKE**

The Project Manager will be attending a future meeting to discuss possible use for remaining CPA funds from this project possibly for a spot treatment.

**PROJECT UPDATES - 2021-07 HAZEL GROVE PARK INFIELD TOWER**

The Project Manager is currently working on renegotiating quotes with different vendors due to overestimating original costs.

**PROJECT UPDATES - 2022-06 SQUANNACOOK RIVER RAIL TRAIL**

The Rail Trail received $100K in earmarked funds for one of their bills versus receiving the Recreational Trails grant. The Project Manager will provide an update once all of this information has been finalized.

**NEW / OLD BUSINESS**

**CPC INVOICES**

Committee members reviewed the following invoices:

1. **Bruce Easom moved to approve the invoice from Solitude Lake Management for Duck Pond Restoration (CPA Project # 2019-08) in the amount of $2,445.00 with an Invoice Date of 11/30/2021. Carolyn Perkins seconded and the motion carried by unanimous vote.**
2. **Bruce Easom moved to approve the invoice from Solitude Lake Management for Duck Pond Restoration (CPA Project # 2019-08) in the amount of $1,105.00 with an Invoice Date of 11/30/2021. Carolyn Perkins seconded and the motion carried by unanimous vote.**
3. **Bruce Easom moved to approve the invoice from Groton Electric Light Department for Duck Pond Restoration (CPA Project # 2019-08) in the amount of $251.18 with an Invoice Date of 11/30/2021. Carolyn Perkins seconded and the motion carried by unanimous vote.**
4. **Bruce Easom moved to approve the invoice from Platt Builders for the Restoration of Original 1893 Oak Pocket Doors (CPA Project # 2021-06) in the amount of $372.80 with an Invoice Date of 11/8/2021. Russell Burke seconded and the motion carried by unanimous vote.**
5. Invoice from LandTech Consultants, Inc. for Feasibility Study for Cow Pond Fields, Woitowicz Field and Cutler Field (CPA Project # 2022-02) in the amount of $4,800.00 with an Invoice Date of 11/1/2021. CPC members requested that this invoice be reviewed and approved by the Park Commission first as the CPA applicants prior to it being reviewed by the CPC.
6. **Bruce Easom moved to approve the invoice from Mirick O’Connell for the Affordable Housing Site Assessment Study (CPA Project # 2022-04) in the amount of $67.50 with an Invoice Date of 11/5/2021. Carolyn Perkins seconded and the motion carried by unanimous vote.**
7. **Bruce Easom moved to approve the invoice from Solitude Lake Management for Open Space and Recreational Restoration of Knops Pond and Lost Lake (CPA Project # 2021-02) in the amount of $1,500.00 with an Invoice Date of 11/30/2021, contingent upon receipt of the year end reports. Carolyn Perkins seconded and the motion carried by unanimous vote.**

**FY2023-09 WALKING TRACK AND PARKING SAFETY (COW POND BROOK ROAD)**

**FY2023-10 WOITOWICZ TENNIS COURT REPLACEMENT**

Brief discussion ensued regarding feedback mentioned earlier during this meeting with respect to CPA Project Applications FY2023-09 Walking Track and Parking Safety (Cow Pond Brook Road) and FY2023-10 Woitowicz Tennis Court Replacement.

The CPC will send a letter outlining their comments to the Park Commission for the members consideration at the next Park Commission meeting.

**MEETING MINUTES**

Committee members reviewed minutes from November 8th, 2021.

**Anna Eliot moved to approve the meeting minutes from Monday, November 8th, 2021. Bruce Easom seconded and the motion carried by unanimous vote.**

**Bruce Easom moved to adjourn the meeting at 8:14 PM. Carolyn Perkins seconded and the motion carried by unanimous vote.**

Respectfully submitted by Sammie Kul, Inter-Departmental Assistant

**APPROVED: JANUARY 10, 2022**