**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, July 25th, 2022

Time: 7:00 PM

Location: Virtual Meeting via Zoom

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

Member Absent: Robert DeGroot

Others Present: Robert Anderson

The meeting was called to order by Chairperson Richard Hewitt at 7:05 PM.

**REVIEW INVOICE # PI-A00816994 RECEIVED FROM SOLITUDE FOR CPA PROJECT # 2022-07 DUCK POND RESTORATION & PRESERVATION, PHASE 2**

Robert Anderson, Project Manager of CPA Project # 2022-07 Duck Pond Restoration & Preservation, Phase 2, was present.

Upon reviewing the last couple of invoices from Solitude in further detail Mr. Anderson believes there was an error made on the vendor’s part with regard to the work details listed and a possible overlap in charges. Mr. Anderson has reached out to Solitude for clarification and is waiting to hear back from them.

**DISCUSS WHETHER THERE ARE ANY CPC ARTICLES THAT NEED TO BE ADDED TO 2022 FALL TOWN MEETING WARRANT**

As previously noted, there was an error in the CPA funding amount listed for CPA Project # 2023-04 Nashua Riverwalk on the 2022 Spring Town Meeting Warrant Article. As a result of this CPC members anticipated adding a Warrant Article to the 2022 Fall Town Meeting to correct the shortage difference. However, the Project Manager informed Richard Hewitt that they have received a state grant for approximately $30-$35K therefore they have sufficient funds.

With regard to CPA Project # 2022-14 GDRSD Middle School Track Construction Bruce Easom stated that they have not received a debt service payment plan for this project yet.

Brief discussion ensued regarding next course of action.

**Russell Burke moved to advise the Town Manager that the CPC members would like to request a placeholder for a Public Hearing Article on the 2022 Fall Town Meeting Warrant Article in order to receive a determination as to what the debt service obligation for the GDRSD Middle School Track construction will be.**

**Bruce Easom seconded and the motion carried by unanimous vote.**

**ANNUAL BOARD REORGANIZATION**

The Committee reorganized for the ensuing year as follows:

* Bruce Easom – Chairperson
* Carolyn Perkins – Vice Chairperson
* Russell Burke – Clerk
* Bruce Easom – Treasurer

**Russell Burke nominated Bruce Easom to serve as Chairperson. Daniel Emerson moved the nomination made. Anna Eliot seconded the nomination and the motion carried by unanimous vote.**

**Russell Burke moved to nominate Carolyn Perkins to serve as Vice Chairperson. Richard Hewitt seconded the nomination and the motion carried by unanimous vote.**

**Russell Burke volunteered to serve as Clerk. Carolyn Perkins moved to nominate Russell Burke to serve as Clerk. Anna Eliot seconded the nomination and the motion carried by unanimous vote.**

**Bruce Easom volunteered to continue as Treasurer. Richard Hewitt moved to nominate Bruce Easom to continue serving as Treasurer. Anna Eliot seconded the nomination and the motion carried by unanimous vote.**

**REVIEW CPC BUDGET**

Bruce Easom provided updates on the budget.

The fees collected at the Registry of Deeds is down by approximately 15% or 20% from what was collected last year in FY2022 due to the real estate market activity decreasing.

The CP-1, CP-2 and CP-3 forms will be updated and submitted to the state.

The budget will be updated once we receive the figures from the Town Accountant. Conservative estimates are being used. We anticipate receiving the state match from the state around November 15th.

**REVIEW PROJECT UPDATES IF ANY**

**PROJECT UPDATES – 2020-03 CONSERVATION FUND**

The Conservation Commission is currently working on a land grant application which would be applied towards acquisition of approximately 100 acres of the Casella parcel located behind the Groton-Dunstable Regional High School.

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

Bruce Easom informed members that the $90K grant was awarded and the project will start in mid-November.

**PROJECT UPDATES – 2022-12 GROTON COUNTRY CLUB RECREATION COURTS PROJECT**

Anna Eliot informed members that this project received one bid and they are currently working through the bidding details.

**PROJECT UPDATES – 2023-05 PRESCOTT ELEVATOR DESIGN AND ENGINEERING**

Bruce Easom informed members that the Request for Proposal has been sent out for this project.

Anna Eliot requested that the code be included somewhere in the documentation. Mr. Easom confirmed that there is a line item addressing this in there.

**NEW / OLD BUSINESS**

**CPC INVOICES**

Committee members reviewed the following invoice(s):

1. **Russell Burke moved to approve the invoice from the Town of Groton for the Housing Coordinator (CPA Project # 2022-08) in the amount of $4,590.30 for April 2022 – June 2022. Carolyn Perkins seconded and the motion carried by unanimous vote.**
2. **Richard Hewitt moved to approve the invoice from the Groton Electric Light Department for Duck Pond Restoration & Preservation, Phase 2 (CPA Project # 2022-07) in the amount of $352.80 with an Invoice Date of 6/30/2022. Russell Burke seconded and the motion carried by unanimous vote.**

**MEETING MINUTES**

Committee members reviewed minutes from June 27th, 2022.

**Anna Eliot moved to approve the meeting minutes from Monday, June 27th, 2022.** **Carolyn Perkins seconded and the motion carried by majority vote with Richard Hewitt and Russell Burke abstaining.**

**Richard Hewitt moved to adjourn the meeting at 8:05 PM. Carolyn Perkins seconded and the motion carried by unanimous vote.**

Respectfully submitted by Sammie Kul, Inter-Departmental Assistant

**APPROVED: AUGUST 22, 2022**