



**TOWN OF  
GROTON**  
173 Main Street  
Groton, MA 01450

**Community Preservation Committee**  
Russell Burke, Chair – Planning Board  
Anna Eliot, Vice Chair – Parks Comm.  
Bruce Easom, Treasurer – Conservation Comm.  
Aubrey Theall, Clerk – Historical Comm.  
Daniel Emerson – Housing Auth.  
Carolyn Perkins – at large  
Richard Hewitt – at large

## MEETING MINUTES

Date: Monday, September 23, 2024  
Time: 7:00 PM  
Location: 1<sup>st</sup> Floor Meeting Room, Town Hall  
Members Present: Russell Burke, Dan Emerson, Anna Eliot, Richard Hewitt, Aubrey Theall  
Members Absent: Carolyn Perkins, Bruce Easom  
Others Present: Katie Berry, Paul Funch, Judy Anderson

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**The meeting was called to order by chair, Russell Burke at 7:02 PM.**

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**Finalization of the 24-25 Community Preservation Plan-** The Committee reviewed the final draft of the 2024-2025 Community Preservation Plan for FY26 project applications. Dan Emerson moved to nominate Aubrey Theall as Clerk, Richard Hewitt seconded, and the motion carried unanimously, the previous Clerk was Bob DeGroot. The Committee reviewed updates to Appendix A & B Application Forms, making them more user-friendly. Richard Hewitt moved to approve the 2024-2025 CPP as amended, Aubrey Theall seconded, and the motion carried unanimously.

**Discussion of Tools Purchases with Paul Funch-** Paul Funch of the Trails Committee was present in order to request a change in purchase plans for the 2025-12 Tools and Equipment project, originally looking to purchase a self-propelled walk behind trencher, though the expense is too high, he would like to purchase a list of additional tools for creating trails in lieu of the expensive trencher. The Committee listened to the request and agreed that the request is permissible within the scope of the project. Katie Berry will save the provided list and email correspondence to the record. Dan Emerson moved to accept the amendment to the 2025-12 Tools and Equipment project substitute tools instead of the trencher, Richard Hewitt seconded, and the motion carried unanimously. Mr. Funch shared with the Committee that he has made about \$6,000.00 in purchases so far, and has begun storing them at the Town Field shed, which has worked well, after the recent Town Field Shed renovations paid for by the Park Commission.

**Other Discussion-** Russ Burke shared the response provided to the Committee from Town Manager, Mark Haddad, on the Town Field and Cutler Field projects, members reviewed. Mr. Burke also shared an update provided by Bruce Easom regarding the track signage, who stated that he had met with the Dunstable CPC members.

### PROJECT UPDATES

**2025-01 Conservation Fund FY25 (BRUCE EASOM)-** No updates.

**2025-02 Cow Pond Play Fields (ANNA ELIOT)-** No updates.

**2025-03 Milestone Markers Restoration (AUBREY THEALL)**- Aubrey Theall shared that 1 of 2 milestone markers has been estimated for repair, and another marker is buried, more updates to come.

**2025-04 Sustainable Groton Funding (CAROLYN PERKINS)**- No updates.

**2025-05 Prescott School Building Assessment (RICHARD HEWITT)** No updates.

**2025-07 Squannacook River Rail Trail Phase II Permitting (BRUCE EASOM)**- No updates.

**2025-08 Bancroft Castle Preservation Study (AUBREY THEALL)**- Aubrey Theall shared that engineers were on site last week for field work.

**2025-09 Property Security, Safety, and Preservation (CAROLYN PERKINS)**- No updates.

**2025-10 Housing Fund Request FY25 (DAN EMERSON)**- No updates.

**2025-11 Housing Coordinator FY25 (CAROLYN PERKINS)**- No updates.

**2025-12 Tools and Equipment for Building and Enhancing Trails (RUSS BURKE)**- See above discussion with Paul Funch.

**2024-04 Rebuild Major League Baseball Diamond**- Mark Haddad, Town Manager & Project Manager shared, "As discussed with the CPC in August, I have drafted a Warrant Article for consideration at the 2024 Fall Town Meeting to repurpose the funds for this project. The funding is not enough to design and construct the improvements as originally proposed and approved by the CPC and Town Meeting. I proposed taking these funds to hire a consultant to conduct a comprehensive study of Town Field and come back with proposed improvements to enhance the recreational facility. It is my intent submit a formal project to the CPC for Fiscal Year 2026. I issued an RFP to hire a consultant for this purpose (subject to Town Meeting and CPC Approval of the transfer of funds). We received four high quality proposals. An interview Committee made up of me, Kara Cruikshank, Charlotte Steeves, Tom Delaney, Brian Callahan, Katie Berry and Brenden Mahoney interviewed the four applicants and determined that Warner/Larson should be hired to conduct the Study. Should Town Meeting approve the transfer of Funds, we will start the work ASAP and be prepared to submit the initial two-page summary for FY 2026 Project Consideration/Approval at the end of October." Anna Eliot stated that she would like to continue on as project liaison.

**2024-05 Construct 2 Softball Diamonds at Cutler (ANNA ELIOT)**- Mark Haddad, Town Manager & Project Manager shared, "Former Project Manager Don Black submitted three quotes for this work to me as Chief Procurement Officer. The quotes all came in under \$50,000. Based on this, I awarded the contract to build the two softball diamonds to New England Sports Turf. Work is under way and should be completed in the next month or so. I have taken over as Project Manager as Don Black resigned. I will keep the CPC apprised of our progress with this project."

**2019-08 Duck Pond Restoration (RICHARD HEWITT)**- Richard Hewitt shared that pumping will continue for another month.

**2022-01 Maintenance Shed Restoration (AUBREY THEALL)**- Aubrey Theall shared that the shed has finally been painted.

**2022-02 Feasibility Study for Cow Pond Fields; Woitowicz Field; Cutler Field (ANNA ELIOT)**- No updates.

**2022-04 Affordable Housing Site Assessment Study (DANIEL EMERSON)**- No updates.

**2022-09 Groton Dunstable Natural Field Restoration Plan (BRUCE EASOM)**- No updates.

**2023-04 Nashua Riverwalk (CAROLYN PERKINS)**- No updates.

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## NEW/OLD BUSINESS

- **Budget Discussion**- No updates or discussion.
- **Sign Invoices/ Project letters**- 1 invoice was signed by the committee members.
- Next public meeting will be Monday October 28, 2024 at 7pm at GELD.

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## MEETING MINUTES

Committee members reviewed minutes from September 16, 2024. Anna Eliot moved to approve the meeting minutes from Monday, September 16, 2024 as corrected, Dan Emerson seconded and the motion carried unanimously.

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**Richard Hewitt moved to adjourn the meeting at 7:48PM. Dan Emerson seconded, and the motion carried by unanimous vote.**

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Respectfully submitted by Katie Berry, Inter-Departmental Assistant

Approved: \_\_\_\_10/28/24\_\_\_\_\_