



**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, October 28, 2024
Time: 7:00 PM
Location: Groton Electric Light Dept, 23 Station Ave Groton
Members Present: Russell Burke, Dan Emerson, Anna Eliot, Richard Hewitt, Aubrey Theall, Carolyn Perkins, Bruce Easom
Members Absent:
Others Present: Katie Berry

The meeting was called to order by chair, Russell Burke at 7:00 PM.

Review of FY26 Preliminary CPA Applications- The committee reviewed and discussed the following (18) FY26 CPA Preliminary applications, looking to determine potential permissibility under the allowable use of CPA funds. Katie Berry will contact Stuart Saginor of the Community Preservation Coalition to ask about permissibility for projects 2026-7, 2026-10, & 2026-16. There was discussion around project 2026-17, as written, it would not be allowable. The Committee discussed the amount of requested funds for FY26 which exceeds \$3.6 million, also briefly discussing the scoring process.

2026-01	West Groton Rail Trail
2026-02	Conservation Fund 2026
2026-03	FY26 Housing Funds Request
2026-04	Cutler Field Softball Field Improvements
2026-05	Improvements at Cow Pond Fields
2026-06	Housing Coordinator FY26
2026-07	Prescott Family Educational Project
2026-08	Prescott House Preservation
2026-09	Bancroft Castle Preservation Phase 2
2026-10	Prescott Community Center
2026-11	GDYBL Batting Cages Remodel, Backstop Netting
2026-12	GDYBL Cow Pond Dugouts
2026-13	Cow Pond Field 4 Drainage and Mounds Rebuild
2026-14	Town Field Improvements
2026-15	Provide Curatorial Storage
2026-16	Townwide Digital Preservation Assessment
2026-17	Town Center Development Vision Plan

PROJECT UPDATES

2025-01 Conservation Fund FY25 (BRUCE EASOM)- Bruce Easom shared that the Conservation Commission is working on potentially acquiring a new parcel, more information next meeting hopefully.

2025-02 Cow Pond Play Fields (ANNA ELIOT)- The Committee reviewed the following email response from Mark Haddad, “The Town has awarded the RFP for the conceptual design of Cow Pond Play Fields to Activitas, Inc. We held a kick off meeting with Megan Buczynski, who is the principal of Activitas. Attached are the meeting minutes from the Kick-Off Meeting. The primary issue we are dealing with right now is whether or not we need to remove the hill on the conservation property. This issue is the key to any formal design. We have submitted the two-page preliminary application for funding in FY 2026. We will continue to meet and refine improvements to Cow Pond Brook Field.”

2025-03 Milestone Markers Restoration (AUBREY THEALL)- Aubrey Theall shared that one marker is in process of being replaced and the other had been located but needs to be found.

2025-04 Sustainable Groton Funding (CAROLYN PERKINS)- Carolyn Perkins shared that the project is moving nicely, that the plantings are in, it was also added that irrigation will be completed in Spring.

2025-05 Prescott School Building Assessment (RICHARD HEWITT)- The Committee review the following email response from Mark Haddad, “I have a meeting scheduled with HKA architects next week on their draft Assessment. I will provide the CPC with the report once it is finalized. I should have something to the CPC by the end of November, which is about a month earlier than our original estimate.”

2025-07 Squannacook River Rail Trail Phase II Permitting (BRUCE EASOM)- Bruce Easom shared that the freight rights still need to be released, which has been challenging, working with the railroad company.

2025-08 Bancroft Castle Preservation Study (AUBREY THEALL)- Aubrey Theall shared that he is expecting the study report in the next 30 days or so.

2025-09 Property Security, Safety, and Preservation (CAROLYN PERKINS)- Carolyn Perkins shared that vendors are sending project bids, though they have not chosen a vendor as of yet.

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)- Russ Burke shared that tools are being purchased, project well underway.

2024-04 Rebuild Major League Baseball Diamond (ANNA ELIOT)- The Committee reviewed the following email response from Mark Haddad, “We issued the RFP for the redesign of Town Field (pursuant to the Town Meeting Vote that changed the purpose of the project from rebuilding the major league diamond to the redesign of the entire Town Field). We awarded contract to Warner/Larson. We held a kick-off meeting on October 21st and are in the process of reviewing preliminary designs. You can find the preliminary proposals here: <https://www.dropbox.com/scl/fi/3sj4xqx28a93yencbonow/2024-10-21-Groton-Town-Field-Improvements-Mtg-1.pdf?rlkey=drphpdw9f945ejd28wj204t3g&st=7xqvgq19&dl=0>. We filed a preliminary application for CPA Funding in FY 2026 at a total estimated cost of \$1.6 million. We plan on finalizing the redesign sometime in January, 2026. It is our intention to have bids in hand for the final design in time for the CPC to make a decision prior to the 2025 Spring Town Meeting.”

2024-05 Construct 2 Softball Diamonds at Cutler (ANNA ELIOT)- The Committee reviewed the following email response from Mark Haddad, “Work is almost done on the constructing the two new diamonds at \$48,000. I have asked the CPC for permission to spend the remaining funds (\$42,000). Please see attached email request to the CPC on how we would like to spend the remaining \$42,000.” Bruce Easom also shared that he was requested to review the boundary between Cutler Field’s homerun fence and the railroad property, which he determined there was 4 feet of room, enough space for fencing.

2019-08 Duck Pond Restoration (RICHARD HEWITT)- No updates

2022-02 Feasibility Study for Cow Pond Fields; Woitowicz Field; Cutler Field (ANNA ELIOT)- Anna Eliot stated that this project can be closed out, the Park Commission made a motion at their last meeting to return the balance to the CPC.

2022-04 Affordable Housing Site Assessment Study (DANIEL EMERSON)- Dan Emerson shared the following email response from Fran Stanley, “. The Housing Trust keeps working on the Hoyts Wharf parcel. The CPC will be reviewing an engineering invoice. And in the near future the CPC will also be seeing a Town Counsel invoice related to research on a powerline easement. There is a good chance that the easement has been extinguished and it would be beneficial for the future development of the parcel if the Town can clarify that before the land is put out on offer in an RFP.”

2022-09 Groton Dunstable Natural Field Restoration Plan (BRUCE EASOM)-Bruce Easom shared that in an attempt to post a CPA funding sign at the High School, he has gone to the School Committee, and to the Dunstable CPC which also provided funds for the project, and a potential joint sign was discussed, though this will not be pursued.

2023-04 Nashua Riverwalk (CAROLYN PERKINS)- Carolyn Perkins shared the following email update from Paul Funch, project manager “Yes, there is progress! Contractor was going to start around 10/13 but that got delayed due to my being notified that I also needed to get a Construction Access Permit from DCR before the work could start. That took a few weeks and so now Ream Design plans to start the week of November 3rd. I had four volunteer work days (2 hours each) to get the trail ready for the contractor. It's ready and looks great. I've also delineated the work site per the CAP and just need the DCR Ecologist to sign off on the flagging. So far, the educational signs are moving along between NRWA and DCR's Interpretive Services. The signs will require an NOI amendment but even though that might take a couple of months or more, the DCR process will undoubtedly be the long pole. Just about everyone I spoke to in DCR at the Mass Trails Conference that was held Friday and yesterday in Worcester told me I should not be optimistic that the signs will ever see the light of day! Their reputation is legendary. But we will persevere as best we can.”

NEW/OLD BUSINESS

- **Budget Discussion**- Bruce Easom stated that there has been an increase at the Registry of Deeds for collection. Mr. Easom also shared that he would like to assess the percentage of funds that Groton receives from the Registry, over the years, as the percentage is shared by many more towns now than at Groton's adoption of CPA. The state match is due to be announced in mid-November.
- **Sign Invoices/ Project letters**- 11 invoices and 3 project close outs were signed by the committee members.
- Next public meeting will be Monday November 18, 2024 at 7pm.
- **Reorganization**- Richard Hewitt nominated Anna Eliot for Chair, Bruce Easom seconded, and the motion carried unanimously. Anna Eliot nominated Aubrey Theall for Vice Chair, Richard Hewitt seconded, and the motion carried unanimously. Russell Burke nominated Bruce Easom as Clerk, Carolyn Perkins seconded, and the motion carried unanimously. Carolyn Perkins nominated Bruce Easom as Treasurer, Russell Burke seconded, and the motion carried unanimously.

MEETING MINUTES

Committee members reviewed minutes from September 23, 2024. Anna Eliot moved to approve the meeting minutes from Monday, September 23, 2024 as submitted, Dan Emerson seconded and the motion carried with Bruce Easom and Carolyn Perkins abstaining.

Anna Eliot moved to adjourn the meeting at 8:26PM. Richard Hewitt seconded, and the motion carried by unanimous vote.

Respectfully submitted by Katie Berry, Inter-Departmental Assistant

Approved: 11/18/2024