



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

**Community Preservation Committee**  
Richard Hewitt, Chair – at large  
Aubrey Theall Vice Chair – Historical Commission  
Bruce Easom, Treasurer – Conservation Comm.  
Carolyn Perkins, Clerk – at large  
George Barringer– Planning Board  
Daniel Emerson – Housing Auth.  
Rob Foley– Parks Commission

## MEETING MINUTES

Date: Monday, September 8, 2025  
Time: 7:00 PM  
Location: 1<sup>st</sup> Floor Meeting Room, Town Hall 173 Main Street  
Members Present: Dan Emerson, Aubrey Theall, Bruce Easom, Carolyn Perkins, Richard Hewitt, Rob Foley, George Barringer  
Members Absent:  
Others Present: Micaela Moore

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**The meeting was called to order by chair, Richard Hewitt, at 7:05 PM.**

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Discussion of Revisions for the Community Preservation Plan 2025-2026- Dan Emerson went over the issues he believes the board needs to go over. Dan Emerson explained the change in layout of the plan; he then brought the issues of the examples to the board, asking about how many they should use. He also brought up the issue of codes that coincide with the town's new master plan.

Bruce Easom brought up the codes within the new master plan so that the board could see them and review. Mr. Easom believes they should rewrite the plan to reference these new codes with examples. Mr. Emerson stated how the new codes are less clear than the last plan.

Aubrey Theall explained that the codes' scope is more narrowly defined than the last master plan and would omit a lot of previous projects that have been done previously by the CPC. The board continued to discuss codes and how different projects would now be coded.

Mr. Easom likes the new narrow scope and thinks points should be given for projects that fit in the master plan. Carolyn Perkins expressed dislike for the narrowed scopes. Mr. Easom stated you can still propose projects outside of the master plan scopes; one will simply not get extra points in the scoring process.

Ms. Perkins gave the example of the Boutwell House and that even though the town does not own it, it contains town memorabilia. The board stated it would not get extra points. Aubrey Theall stated the next time the master plan is done they should focus on these scopes more.

Mr. Easom asked if the board wants to continue giving points based on the master plan. Mr. Easom wants to discuss this at the next meeting. Ms. Perkins expressed that using the master plan is still important.

Mr. Emerson listed all the items that should be looked at such as procurement law, the schedule, the project list, and updating the project examples.

Rob Foley would suggest just doing two examples from each category. Ms. Perkins suggested that the website is also a great resource for examples. Aubrey liked the idea of each group picking their examples and that the examples could rotate each year.

Mr. Emerson suggested they should do a write-up on the track; Ms. Perkins volunteered.

Richard Hewitt suggested that the schedule needs to be closer to the front of the plan. The board agreed to put the schedule on page four. Richard suggested that the plan should mention the recommendation to receive external funding and, when possible, that spending should be spent first.

Discussion of 2016-03 Housing Funds Proposed Grant Agreement- Carolyn Perkins stated that this is basically the same grant agreement that is signed each time, it goes to the Select Board first, then the CPC. Bruce Easom moved that they authorize the chairman to sign on the behalf of Community Preservation Committee the proposed grant agreement from the Community Housing Trust. Carolyn Perkins seconded the motion and the motion passed with a unanimous vote.

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#### **CONTINUED PROJECT UPDATES**

**2026-02 FY26 Conservation Fund (BRUCE EASOM)-** Still working on resolving the Westford Sportsman situation.

**2026-03 FY26 Housing Funds Request (DAN EMERSON)-** No update.

**2026-05 Accessibility, Renovation, and Restoration Improvements at Cow Pond Brook Fields (ROB FOLEY) –** They are waiting on Natural Heritage; the project is moving forward. The working group is planning to submit for CPC funding. The plans are still evolving.

**2026-06 FY26 Housing Coordinator (CAROLYN PERKINS)-** She is very busy.

**2026-09 Bancroft Castle Preservation Phase 2 (AUBREY THEALL)-** Negotiations are complete for the grant and clawback agreement. It will go to the next Select Board meeting.

**2026-10 Prescott Community Center (RICHARD HEWITT)-** The project is progressing well and may be completed by the end of October.

**2026-11 GDYBL Cow Pond Baseball Improvements (ROB FOLEY)-** Two pitching mounds have been completed; two more are planned. They are waiting for a third quote on the batting cages. Dugouts are under discussion.

**2026-14 Town Field Improvements (ROB FOLEY)-** The project has started. The infield is nearly complete. Drainage required changes, and the pitch of the diamond has been adjusted. Seeding may begin next week.

**2026-15 Provide Curatorial Storage (CAROLYN PERKINS)-** Most tasks assigned to the interns are complete. Once the physical work is finished, they may need to return for documentation. Remaining work includes insulation, venting, and wiring.

**2026-18 FY26 Williams Barn Renovation (BRUCE EASOM)-** Steve Woodin has met with engineers to set the bid specifications.

**2025-03 Milestone Markers Restoration (AUBREY THEALL)-**No update.

**2025-07 Squannacook River Rail Trail Phase II Permitting (BRUCE EASOM)-** No word yet on the MassTrails grant. They expected a response in July but have not received one.

**2025-09 Property Security, Safety, and Preservation (CAROLYN PERKINS)-** The handrails are being done.

**2024-04 Rebuild Major League Baseball Diamond (ROB FOLEY)-** Project to be closed out.  
**2023-04 Nashua Riverwalk (CAROLYN PERKINS)-** Waiting on signs.  
**2022-07 Duck Pond Restoration (RICHARD HEWITT)-** No update.  
**2022-04 Affordable Housing Site Assessment Study (DANIEL EMERSON)-** No update.

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#### **NEW/OLD BUSINESS**

- **Budget Discussion-** Bruce Easom brought up that the board had previously discussed using returned funds from Project 2026-01 West Groton Rail Trails to help pay down the middle school track debt. Mr. Easom expressed concern about spending the entire \$70,000 and suggested that a vote be taken on the decision. He noted that more funds could be allocated to the debt in the next application cycle.  
George Barringer suggested that half of the funds could be used, and Carolyn Perkins agreed with the idea. The board then discussed how much they would want to allocate toward the debt in the next funding cycle, as well as the timing of the debt payments.  
Carolyn Perkins made a motion to use \$33,000 from the unallocated reserve, previously allocated to Project 2026-01, to pay down the principal on the middle school track debt. George Barringer seconded the motion. The motion passed unanimously.
- **Sign Invoices/ Project letters-** The Board signed invoices.
- **Next public meeting** will be September 22<sup>nd</sup> 2025 7 PM
- **Upcoming Meeting Decision-** Not discussed.

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#### **MEETING MINUTES**

No minutes for review.

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**Carolyn Perkins moved to adjourn the meeting at 8:12PM. George Barringer seconded, and the motion carried by unanimous vote.**

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Respectfully submitted by Micaela Moore, Inter-Departmental Assistant

Approved: 10/27/2015\_\_\_\_\_