



**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 29, 2025
Time: 6:00 PM
Location: 1st Floor Meeting Room, Town Hall 173 Main Street, and Zoom
Members Present: Dan Emerson, Aubrey Theall, Bruce Easom, Carolyn Perkins, Rob Foley
Members Absent: Richard Hewitt, George Barringer
Others Present: Micaela Moore, Laura Fisher, Mark Haddad, Kara Cruikshank, Mary Jennings, Jeffrey Ohringer

The meeting was called to order by vice chair, Aubrey Theall, at 6:01 PM.

Discussion of Out of Cycle Application for Cow Pond Brook Fields- Town Manager Mark Haddad informed the board of the potential for the Town of Groton to be awarded a \$1,000,000 grant from the Federal Land and Water Conservation Fund (LWCF). He noted that the grant has not been formally announced yet, so the information must remain internal for the time being.

Mr. Haddad explained that the project will need to go out to bid in the spring and that \$115,000 is needed to initiate that process. He reported that discussions had taken place with Bruce Easom regarding the Community Preservation Committee (CPC) financials, and with Richard Hewitt regarding the possibility of an out-of-cycle application. Mr. Haddad proposed joint funding between the CPC and Free Cash. A draft email related to the application was prepared, and a meeting was requested for Thursday.

Mr. Haddad stated that he needed to know the CPC's decision tonight, as it would need to be presented at the Select Board meeting beginning at 6:30 PM (on 9/29) in order to open the warrant. Due to the last-minute nature of the request, Mr. Haddad had only just spoken with Mary Jennings, Chair of the Parks Commission, earlier that same day.

Dan Emerson noted that one of the criteria for an out-of-cycle application is time sensitivity, which he believes this situation clearly meets.

Aubrey Theall asked Mr. Easom whether the CPC has sufficient funds for the project. Mr. Easom reviewed the CPC accounts and shared the following projected unreserved fund balances through the end of Fiscal Year 2026:

- Community Housing: \$48,809.98
- Historic: \$30,072.74
- Open Space/Recreation: \$26,825.02
- Unallocated Reserve: \$220,492.64

Mr. Easom noted that the Unallocated Reserve may be reduced by \$33,000 if the CPC warrant article for the middle school track paydown is approved. He reviewed the assumptions used to develop these estimates and confirmed there would be enough available in the Unallocated Reserve to fund the requested \$115,000.

Carolyn Perkins asked for clarification that the funds would be spent before July 2027. Mr. Haddad confirmed that was the case and added that he would be submitting a two-page application, with the Parks Commission's approval, for the next application cycle. He also stated that if the CPC could not provide the full \$115,000, he would speak with the Select Board and Finance Committee to request use of Free Cash.

Rob Foley asked if the grant is guaranteed. Mr. Haddad confirmed that it is, although it cannot be publicly announced at this time. Ms. Perkins then asked what the funds would be used for. Mr. Haddad explained that the grant will be used for construction, and the \$115,000 is needed for bid specifications. He acknowledged that this funding is somewhat of a leap of faith, as the \$1,000,000 will not cover the full cost and future funding is not guaranteed.

Mr. Easom outlined the protocol required for an out-of-cycle application. It includes an applicant sending a formal letter requesting consideration, followed by submission of the application. Mr. Haddad asked that his previously sent letter be considered both the request and the application. Ms. Perkins supported this and asked that the letter be accepted as both the application and request.

Mr. Easom reminded the board that out-of-cycle applications should only be considered for once-in-a-generation opportunities, as they bypass other applicants waiting for the regular funding cycle. Mr. Theall stated that a \$1,000,000 grant qualifies under that criterion, and the entire board agreed.

Mr. Haddad emphasized that the only reason he needed a decision from the board tonight was because the Select Board meeting was the last opportunity to include this on the Town Warrant. Mr. Foley expressed a desire to ensure there would be no overlap in funding, which Mr. Haddad confirmed.

Mr. Haddad also shared that he would be attending the Parks Commission meeting on October 6th to discuss the project, and he asked that the CPC meet again before their next scheduled meeting on October 27th. The board agreed to meet on October 14th at 6:00 PM.

Carolyn Perkins made a motion to accept this request as an acceptable out-of-cycle application and to move forward with accepting a formal application at the October 14th meeting. Dan Emerson seconded the motion, and it passed unanimously.

Following this, Bruce Easom recommended that the board fund the full \$115,000 from the Unallocated Reserve. Dan Emerson made a motion to allocate the \$115,000 from the Unallocated Reserve, and Carolyn Perkins seconded. The motion passed unanimously.

NEW/OLD BUSINESS

- **Budget Discussion-** No additional discussion occurred beyond the conversation during the review of the Out-of-Cycle Application for Cow Pond Brook Fields.

- **Sign Invoices/ Project letters-** The invoices were signed by members in attendance and placed in the mailbox for those attending virtually to sign at a later time.
- **Next public meeting** will be October 14th 6 PM.
- **Upcoming Meeting Decision-** Not discussed.

MEETING MINUTES

No minutes for review.

Bruce Easom moved to adjourn the meeting at 6:30PM. Carolyn Perkins seconded, and the motion carried by unanimous vote.

Respectfully submitted by Micaela Moore, Inter-Departmental Assistant

Approved: 10/27/2025