

**GROTON PLANNING BOARD
NOVEMBER 1, 2007
MINUTES**

Chairman Barringer called the meeting to order at 7:30 PM in the Town Hall

Members present: Barringer, Capes, Eliot, Giger, Hess, and Perkins

Member absent: Wilson

PERFORMANCE EVALUATIONS

The Board met with Personnel Manager Elizabeth Currier to discuss performance evaluations. Ms. Currier explained that this is a new tool with a standard form created for all Town employees. The employee must complete a self-evaluation form. The Chair of the Board compiles comments from other Board members. The Chair then completes the evaluation and meets with the employee. The Personnel Manager and Administrative Officer are available to participate in the process. A copy of the evaluation is kept in the employee's file. The process must be completed by the middle of January. Members of the Board had questions and comments and thanked Ms. Currier for her time.

STATION AVENUE UPDATE

The Board discussed the Station Avenue Overlay District and the Chapter 43D application for technical assistance. Groton Electric Light Department Manager Doris Chojnowski was present.

Town Planner Michelle Collette said she is meeting with Bonnie Biocchi of the Massachusetts Office of Business Development, and the MRPC on Friday, November 2, 2007 to discuss the application process. Board members had a number of questions including:

- Whether the funds could be used for a 21E Site Assessments;
- Whether the funds could be used for design engineering for a future PWED grant;
- If the funds were fixed for each task and whether the Town has flexibility to transfer funds from one line item to another;
- When does the Permitting Board meet and when are the applications due.

Member Hess asked if the Board could look into applying for Community Preservation Funds to purchase land at the end of Station Avenue for a park. The vision to create a civic space at the end of Station Avenue was articulated at many public participation forums and meetings. This is an opportunity for the Town to take a pro-active approach.

Member Perkins, the Board's representative on the Community Preservation Committee, said the Board would have to ask the Department of Revenue if this is an acceptable use of CPA funds. She said the Town can buy land for a specific purpose such as open space, but it cannot buy and sell land if CPA funds are used.

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Ms. Chojnowski said buying and selling land requires creation of a Community Development Corporation (CDC). The former Station Avenue Directions Advisory Committee looked into CDC's, but the community is not large enough and there is not enough land area available in this District to justify forming a CDC.

Member Eliot said the creation of a park/civic space is a design issue and the park area could be constructed at a later date.

Member Giger said it is important for the Board to make a near-term statement for the Townspeople and to set a benchmark for developers.

Chairman Barringer suggested the Board work with the Park Department on this initiative since the land would be owned by the Town and managed by the Park Department. The Board agreed.

The Board also discussed the need to provide parking and bathroom facilities for the Nashua River Rail Trail.

Meeting adjourned at 9:00 PM

Respectfully submitted,

Michelle Collette
Town Planner