

Community Preservation Committee

Meeting Minutes

October 12, 2017 7:00 pm

Present: Mike Dempsey, Kathy Prunier, Lisa Dube-Carpenter, Jim Scanlon, Pam Blaquiere and Claire Walsh

Absent: Jim Freer

Motion to open meeting at 7:00 pm by Mike, second by Jim, Unanimous.

1. Admin fund requests

Mike detailed a request by the Conservation Commission for an appraisal of three properties along Johnsons Pond. The Commission is interested in buying 2 properties in Groveland along the pond under Open Space category in the future. They need restricted appraisals to begin negotiations with the owner, City of Haverhill. The third parcel is located in Boxford. Boxford will reimburse a third of the cost. It will be less expensive to get all three done together. There were two estimates, one for \$8500 and the second for \$2000. Restricted appraisals cannot be used for grant applications. It will cost an added fee if we get to the point of applying for a grant to purchase the land.

Action: Motion by Lisa to spend up to \$2000 from the Admin fund for three appraisals on property along Johnsons Pond. Second by Kathy. Unanimous.

Mike detailed a request by the Groveland Square Committee for an updated appraisal on the gas station property. The last appraisal CPC funded was done in 2007 and is out of date. He expects the cost to be approximately \$1000 using the same vendor as above. The restricted appraisal will enable the committee to negotiate with the property owner and for an added fee a standard appraisal would be completed to be eligible for any grants requiring one.

Action: Motion by Kathy to spend up to \$1000 from the Admin fund for an appraisal on property at Groveland Square. Second by Pam. Passed 5-0, 1 abstain

2. Review of Process and Procedures

Mike explained the process and procedures for the Community Preservation Act and our implementation in Groveland by the Community Preservation Committee.

Handout: *2018 Process and Procedures*

A Process Requirement of CPA is the annual community needs assessment at public meeting. We need to have one this Fall.

CPA covers projects meeting state requirements for Open Space, Historic preservation, Community Housing and Recreation.

Our standard CPC Procedures include:

A Request for proposals for 2018 funding round was made public on September 12, 2017

We hold our needs assessment meeting in the Fall asking all groups and interested parties to bring us their needs and ideas for CPA projects.

All proposals for 2018 funding are due December 15, 2017. We can extend this if requested.

In January 2018 we will have meetings with project proponents and review the proposals to make sure they meet CPA requirements. We may ask some proponents to add or subtract from the project, collect more data, get more cost estimates or decide that certain projects can't be funded with CPA money.

In early February we will receive the final potential projects. We send copies to the Selectmen and the Finance Board for their review or comments. We vote on each project to recommend it to Town meeting vote and submit warrant articles to the Selectmen.

In March and April we advocate for the projects, answer Selectmen of Finance Board questions and attend Town Meeting for a vote on each project.

3. Reviewed RFP for 2018

Handout: *FY-2018 Groveland Community Preservation Committee Request for Proposals*

4. Reviewed CPC finances

Handouts: *2018 Project Spending Plan*
 Project Expenditures

The Spending Plan detailed the current funds in the CPC accounts. We have a total of over \$1,666,000 with set asides for Open Space \$215,000, Community Housing \$580,000 and Historic of \$55,000. The main account covering any of the categories has \$742,000 and the Admin fund has \$ 70,000. These are all uncommitted funds. We expect about another \$348,000 between now and April.

We reviewed the open projects and how much has been spent on each one.

5. Upcoming meetings

Thursday November 9, 2017 6:30 pm Town Hall – Fall Needs Assessment meeting

January meetings (2) to be scheduled at next meeting

February meeting to be scheduled at next meeting

Mike motioned to adjourn the meeting at 8:08 pm. Claire seconded it. Approved

Adjourned the meeting at 8:08 pm.