



TOWN OF GRAFTON

GRAFTON MEMORIAL MUNICIPAL CENTER
30 PROVIDENCE ROAD
GRAFTON, MA 01519

RECEIVED TOWN CLERK
GRAFTON, MA

2023 MAR -9 | AM 11:28

Community Preservation Committee

Meeting Minutes January 26, 2023

The meeting was called to order at 7:02pm by Chairperson John Stephens. In attendance were John Stephens, Kristen Belanger, Paul Scarlett, Eric Swenson, Sandy Brock, Justin Wood, and Jim Gallagher. Not present: Brook Padgett. Staff in attendance: Joann Duncan.

John stated there were members online so all votes would be by roll call.

Welcome New At Large Member

This item was passed over as the Select Board postponed their appointment of a new member.

Treasurer's Report

Paul reviewed the Treasurer's Report with the committee highlighting the increase in the state match. A motion was made by Jim and seconded by Sandy to accept the Treasurer's Report as presented. The motion passed by roll call: Belanger, aye; Scarlett, aye; Swenson, aye; Brock, aye; Wood, aye; Gallagher, aye; Stephens, aye.

Clerk's Report

Joann explained the need for the draft minutes from 2018. Sandy pointed out a wording issue in the 2018 minutes. A motion was made by Jim and seconded by Paul to approve all the meeting minutes presented with the amendments mentioned. The motion passed by roll call: Belanger, aye; Scarlett, aye; Swenson, aye; Brock, aye; Wood, aye; Gallagher, aye; Stephens, aye.

Annual Spring Town Meeting Grant Proposals

Joann informed the Committee of the two projects she was aware of and that the deadline for submitting them is February 1st. John asked that Justin follow up to see if there would be a grant request for the next phase of the Cisco Homestead.

Project Signage

John stated he would like for the CPC to have temporary signs they can place at projects in progress. Joann got a quote from sunshine and explained it to the committee. John indicated he would like a sign sturdier than the typical yard sign. Justin raised a concern about the sign bylaw and suggested either John or Joann have a discussion with Bob Berger. Joann will follow up with Bob Berger on whether or not a change would need to be made to the bylaw.

John asked if CPC has ever received a permit from the Town to erect the permanent signs currently in place. Joann will look into this as well.

CPC Annual Town Report Submission

Joann has written a draft annual report and provided it to John for review. Justin made a motion seconded by Jim the committee approve the annual town report with the additional final review being done by the Chairman. The motion passed by roll call: Belanger, aye; Scarlett, aye; Swenson, aye; Brock, aye; Wood, aye; Gallagher, aye; Stephens, aye.

Resignation of CPC Administrative Assistant

John stated Joann would be resigning from the admin position. Joann reviewed the role and stated she would call the Community Preservation Coalition to see if they have a job description. John did email the Town Administrator regarding the posting of the position but has not heard back.

Project Updates

Affordable Housing Trust Update –RFP for 25 Worcester Street. He provided details on the parameters of the proposal adding that a copy of it is the January AHT meeting packet on the town website. It will go live on February 1st. Jim mentioned the annual report the AHT provides to the CPC each year on the use of CPA Funds in the Trust and the \$10,000 grant proposal the AHT planned to submit for funding that would create a program allowing housing authority residents to stay in their apartments. Joann reviewed with Eric the report needed on an annual basis from AHT and stated the \$10,000 should be a separate request. He stated he would have it to Joann by February 1st. John stated he could have a two more weeks if needed. Eric stated he would get it to the committee by the 1st. Eric also provided an update on the land on Upton Street and the status of the agreement with GSX.

Institute Woods Trail Feasibility Study - Justin stated the study is now complete and the town planner is looking to initiate the next phase. Joann will send the final report out to the committee members.

Town Records Archival Project – No update.

Historic Gravestones – No update.

Grafton Common Restoration – Paul stated the granite posts are in and have been installed. The contract has been signed to have the telecommunication lines put in place. There will be a ribbon cutting in the Spring. Paul also mentioned a sign will be on the electrical panel indicating where the funds for the project came from as well as a history of the Common. Events will be able to resume at the Common this summer including the Farmer's Market. A complaint was received from a disability advocate that there is a need for a handrail on the regular entrance to the bandstand. By building code, it would need to extend a foot beyond the entrance and there would need to be a railing in the center given the width of the opening. They are applying for a variance for this handrail so that the center handrail is not needed.

Justin asked if there is enough money remaining to cover this cost. Paul stated there is.

Weights and Measures – John stated the cabinet will be staying in the Municipal Center. Hopefully the CPC money spent to create an electrical outlet in the library will be returned to CPC.

Lions Club Property Recreational Improvements (Phase II and III) – Jim stated the RFP went out for construction of the bathrooms and was awarded to a local company, K&N Construction Service. Construction will begin as soon as the weather permits.

Cisco Homestead – no update. Justin stated he would reach out to Rae Gould.

Recreation ADA Projects - Kristen stated there is \$13,000 left in the account and \$6,000 of that is outstanding in one of the contracts. They are planning to cancel this contract and complete the work in house. They anticipate completion this Spring and that no money will be returned to the CPA Fund. Justin would like confirmation that we are getting back the money from the contractor who did not properly install the equipment.

Weed Abatement – Joann stated this project is complete and that the committee recieved a thank you letter from the Lake Quinsigamond Commission. She added she would send the note to the committee members.

UUSGU Universal Accessibility Project – No update. Justin asked Paul to get an update as he heard the elevator would not fit in the location they intended to put it. Paul stated he would follow up on this item.

SGES Playground Accessibility Project – Justin state he had no update.

95 North Street Accessible Passive Recreation Park – Kristen stated she did not have an update. Sandy stated she would follow up on this at her next Commission meeting.

Robinson Property Purchase – Joann stated the Town has not yet closed on this property.

Baseline Reports – no update. Joann and Sandy explained the purpose of baseline reports.

Joann stated she needed to get the grant agreements to the appropriate committee members. She had intended to print them out tonight, but there was a printer problem. She will send them out to the members.

Joann stated once the property closes, Eric can follow up with the Grafton Land Trust on the baseline report.

A motion was made by Jim and seconded by Paul to adjourn the meeting at 8:04pm. The motion passed by roll call: Belanger, aye; Scarlett, aye; Swenson, aye; Brock, aye; Wood, aye; Gallagher, aye; Stephens, aye.

Respectfully submitted by,
Joann Duncan

The meeting can be viewed at:

[https://www.youtube.com/watch?v=3bcALMA4K4s&list=PL1QHaxGDk2RXD9JzPXyqO71gk
WFTL8hG&index=1](https://www.youtube.com/watch?v=3bcALMA4K4s&list=PL1QHaxGDk2RXD9JzPXyqO71gkWFTL8hG&index=1)