



# TOWN OF GRAFTON

GRAFTON MEMORIAL MUNICIPAL CENTER  
30 PROVIDENCE ROAD  
GRAFTON, MA 01519

## Community Preservation Committee

2023 AUG - 8 : PM 4 : 21  
RECEIVED TOWN CLERK  
GRAFTON, MA

### Meeting Minutes April 27, 2023

The meeting was called to order at 7:02pm by Chairman John Stephens. In attendance: John Stephens, Paul Scarlett, Brook Padgett, Kristen Belanger, Jack Kelley, and Ken Holberger. Absent: Justin Wood, Sandy Brock, and Eric Swenson. Staff in attendance: Joann Duncan.

### Treasurer's Report

Paul reviewed the report with the committee and stated the only change is the removal of the Institute Woods Trail Feasibility Study from the report. We still have not heard from the Department of Revenue regarding the state match amount. A motion was made by Ken and seconded by Jack to accept the Treasurer's Report. Motion passed.

### Clerk's Report

Joann reviewed with the committee the two sets of minutes. Jack stated he attended the Finance Committee Meeting. That needs to be added to the minutes. Also, he stated that Line 88 and 117 of March minutes has his name spelled incorrectly. A motion was made by Paul and seconded by Jack to accept the meeting minutes with the changes. Motion passed.

### Spring Town Meeting Logistics

Town Meeting is May 8<sup>th</sup> at 7:00pm. John reviewed Town Meeting logistics with the Committee. Joann stated the Town Moderator approved the distribution of the CPC pamphlets. She explained how she created it and that it could be easily passed on to the next Administrative Assistant.

### Project Signage

John discussed with the Committee the results of his meeting with Genevieve at Sunshine Signs. There was a large difference in the price between the first quotes for small lawn signs to the larger ones. The Committee discussed the estimates and decided to review more options.

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### Project Updates

#### Affordable Housing Trust Update

Eric was not in attendance to provide an update.

#### Town Records Archival Project

Paul stated there is no update. Town Clerk has not moved forward on this project.

#### Historic Gravestones

John stated the Gravestone Girls are doing a program at the library. John plans to attend and see if they have ideas on who could do this work. He stated they do gravestone restoration.

Richard had made a temporary structure to protect the stone. John stated Richard did not have any research/information to pass on to John.

#### Grafton Common Restoration

Paul stated a lot of progress has been made. An irrigation system has been installed. The telephone pole has been removed. Archway lights are now wired correctly. A new archway to replace the one destroyed in the car accident has been fixed. He stated there are a few punch list items remaining.

The only thing remaining is the complaint/concern raised about the transition from the ramp to the bandstand which will be addressed by JAM, the contractor. Handrails and/or grab bars will also be added to the steps up to the bandstand. They are currently working on a variance to allow for grab bars or if handrails must go in, the variance will ask to have only two handrails and not one in the middle as well.

Work is also being done to disguise the electrical panel and the placement of a sign somewhere on the common.

Brook asked about the fountain. Paul stated there is a concern about the sharp edges on the fountain.

John complimented Paul on the work he had done on this project.

Joann mentioned the committee has received the State Register of Historic Places 2022 and it is filed in the Town Administrator's office with the CPC files.

#### Weights and Measures

John stated he is still waiting for the reimbursement for the electrical work done at the library. He is following up on this item.

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Lions Club Property Recreational Improvements (Phase II and III)

The work on bathroom construction has started.

Recreation ADA Projects

Jen (Recreation Director) is expecting a quote tomorrow for the final upgrades. Paul stated he has received feedback that the mats are not wearing well. Weeds are growing through and there is a lot of maintenance needed on them.

UUSGU Universal Accessibility Project

Paul stated UUSGU met in January with Land Planning who presented a plan to the Board of Trustees. A variance was sought as the lift will only serve two of the floors (it will not go to the classrooms in the basement). A policy was written to address this issue.

SGES Playground Accessibility Project

John stated from reviewing the bills it appears all the CPA funds have been expended. He has sent a note to Justin asking him to clarify the expenditure of funds. These invoices did not come to the CPC for approval. The Finance Department is aware of this and will adjust the process going forward. John also sent a note to Justin requesting he investigate the blacktop recently laid that appears to have a hole in it.

95 North Street Accessible Passive Recreation Park

Kristen stated the soil testing has just begun. The parking lot is scheduled to be built this summer, and the picnic pavilion and trails will be built in the Fall.

Robinson Property Purchase

Sale was completed. This project can be closed out. Ken stated the next step now will be for the Grafton Land Trust to work with the Conservation Agent and apply for the conservation restriction.

Baseline Reports

Ken stated the Grafton Land Trust has automated the creation of baseline reports. The money allocated for this, most likely, will not need to be expended.

John asked Joann to add to the list of potential projects that there is a group interested in building a skateboard park. The committee began discussing various recreation items.

A motion was made by Ken and seconded by Brook to adjourn the meeting at 7:50 pm Motion passed.

Respectfully Submitted By: Beth Cultrera

The meeting can be viewed at: August 3, 2023