



Town of Ayer
Community Preservation Committee
Town Hall * One Main Street * Ayer, MA 01432
Minutes for 6/28/2023

Location: Remote meeting via Zoom, accessible to the public

Members present: Janet Providakes, Chair (Housing Authority); Julie Murray, Vice-Chair (Planning Board); Barry Schwarzel (Historical Commission); Jess Gugino, Clerk (Conservation Commission); Colleen Krieser (At Large, Affordable Housing Trust)

Not present: Beth Suedmeyer (At Large); Jason Mayo (Parks & Recreation);

APAC taped: Yes

7:16 PM – Open Meeting

- **Confirmation of Agenda**

- J. Providakes clarified that the agenda for this meeting should have stated its starting time as 7:15 p.m. instead of 7 p.m.
- C. Krieser asked to include an item from the Affordable Housing Trust under New Business.
- **VOTE:** C. Krieser moved to confirm the agenda as amended; B. Schwarzel 2nd.
 - Motion approved unanimously by Roll Call Vote 5-0.

- **Approval of Meeting Minutes**

- **VOTE:** B. Schwarzel moved to accept the minutes for 4/4/2023 as written; C. Krieser 2nd.
 - Motion approved unanimously by Roll Call Vote 5-0.

- **Correspondence / Bills**

- Town Email
 - J. Providakes reminded members, via correspondence from IT consultant Cindy Knox, that the Town's email system will be moving to Microsoft Mail, with 2-factor authentication.
 - They should respond asap to Ms. Knox's instructions.
- Ayer Affordable Housing Inventory
 - J. Providakes received an email from Alicia Hersey, Town of Ayer Office of Community and Economic Development, regarding the Town's Inventory of Affordable Housing Units.
 - Revised in the wake of the 2020 Census results, the Town's inventory has dropped from 8.69% to 6.74%.
 - The Town needs to achieve the 10% affordable housing goal set by the State in order to qualify for State grants.
- CPA Grant Agreements
 - J. Providakes was reminded after a correspondence from the new Library Director that CPC needs to prepare and finalize a number of Grant



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Agreements for Town Meeting approved CPA projects, including the one for the Library.

- J. Providakes will prepare the drafts and have J. Gugino review and edit them before bringing them before CPC.

- **Public Participation**

- Other than resident Pauline Conley stating that she was only observing the meeting but had no questions, there was no public participation.

- **CURRENT BUSINESS**

- Pirone Park Phase II (Spring Town Meeting 2023, \$750,000)
 - J. Providakes identified this project, which has now gone out to bid, as one of those needing to have a finalized Grant Agreement.
 - She noted that no invoices have yet been received from this project, including for the remediation work under Phase I covered by a previous CPA Grant.
 - She also spoke of getting more detailed blueprints so that CPC can keep a record of what exactly it is funding.

- **NEW BUSINESS**

- Historical Preservation Plan
 - J. Providakes asked B. Schwarzel if the Historical Commission was moving forward on developing a new Preservation Plan, identified as an implementation goal in the current Town Master Plan.
 - B. Schwarzel said the Commission will probably have to engage a consultant to prepare this plan, and is looking into options.
 - J. Murray, who is involved with current evaluations on how well the Town is doing in implementing its goals, said the Town is at the halfway point of the 10 year Master Plan and has been doing a great job.
 - There are still 5 years to go for the Historical Commission to implement its particular goal.
- Affordable Housing Trust
 - The Trust had 3 questions for C. Krieser to bring before CPC:
 - First, per the requirements of its bylaws, the Trust needs to perform an annual audit.
 - The Trust's current Chair, Geoff Tillotson, is checking to see whether an internal audit is sufficient given the relatively small amount of funds in the Trust's budget, or whether an external audit is required.



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- If it is the latter, would CPC funds be an allowable use to pay for the audit?
 - J. Providakes will check with the Community Preservation Coalition.
- Second, the Trust will be submitting an application to CPC in August for a Fall Town Meeting funding request.
 - This would be to expand the Rental Assistance Program that currently uses \$60,000 to assist 10 families, to a \$72,000 grant to assist 12 families in the next round.
- Third, the Trust also wants to submit an application to CPC to start an Affordable Housing Reserve Fund, comparable to the Conservation Fund established several years ago.
 - The purpose of the Reserve Fund would be to allow a fast response for the purchase of properties to be used for affordable housing, avoiding the delay of waiting for Spring or Fall Town Meetings.
 - The Trust is considering asking for an initial \$100,000 to begin building up this Reserve Fund.
- Regarding the second and third items above, J. Providakes advised that the Trust submit a single application in August, for \$200,000 in CPA funding, broken down into \$72,000 for the Rental Assistance Program, and the remainder to go to a new Reserve Fund.
- C. Krieser said the Trust would be working on the application at its July meeting in order to have it ready to submit to CPC for its next meeting on August 2.
 - From there, CPC would plan to hold a Public Hearing in September and, if approved by CPC, have the article ready for submission to Fall Town Meeting 2023.
- **7:45 P.M. Adjournment from Open Session to enter into Executive Session**
 - **VOTE:** J. Gugino moved that the CPC enter into Executive Session pursuant to MGL Chapter 20A, Section 21A, Exemption # 6 for the purposes of the CPC to discuss the potential purchase of real property as to discuss in Open Session would be detrimental to the Town's negotiating position and for the CPC to adjourn for the evening at the conclusion of the Executive Session; C. Krieser seconded.
 - Motion approved unanimously by Roll Call Vote (J. Murray Aye; C. Krieser Aye; B. Schwarzel Aye; J. Gugino Aye; J. Providakes Aye).
 - **Note: CPC adjourned from Executive Session and Open Session at 8:52 P.M.**



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- **Executive Session recorded in a separate set of minutes to be made public at a later time when appropriate.**

Minutes Recorded and Submitted by Jessica G. Gugino, Clerk

Date / Signature Indicating CPC Approval: 8/1/2023 *Jessica G. Gugino*