

**Town of Ayer**  
**Community Preservation Committee**

Town Hall \* One Main Street \* Ayer, MA 01432

Minutes for 1/6/2016 - Approved 2/3/2016

Location: Town Hall, 1<sup>st</sup> Floor

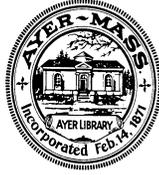
Members present: Janet Providakes (JP) [Housing Authority]- Chair, Beth Suedmeyer (BAS) [At Large], Barry Schwarzel (BES) [Historical Commission], Richard Durand (RD) [Parks & Recreation], Jess Gugino (JG) [Conservation Commission]- Clerk

Not present: Jenn Gibbons (JRG) [Planning Board], Vacancy [At Large]

APAC taped: NO

**6:05 PM – Open Meeting**

- **Discussion: Sandy Pond School Association (SPSA) Restoration Project**
  - Irving Rockwood, Vice President of SPSA, and Randall Boutelle, President of SPSA, were present.
  - On behalf of SPSA, Mr. Rockwood presented the Association’s application for CPC funding for its “Proposal for Conditions Assessment & Treatment Plan” for the historic schoolhouse.
    - The Proposal seeks \$16,750 of CPC funds: \$1750 for historical research and report; \$13,500 for the Conditions Assessment and Treatment Plan; and \$1500 additional for the preparation of a site plan.
    - The goal of the Conditions Assessment is to identify recommended physical repairs and restoration work needed, establish priorities for this work, and provide cost estimates.
    - Mr. Rockwell said the SPSA Board is in the process of reviewing the final draft of their submission for the schoolhouse to be nominated to the National Register of Historic Sites.
      - This nomination was prepared by Historic Preservation Consultant Stacy Spies and will be ready for submission to the Massachusetts Historical Association next week.
  - CPC members reviewed the application for CPC funding.
    - The application provided historical background to the schoolhouse and SPSA, project description, goals, timeline, and budget detail.
    - The schoolhouse was constructed in 1869, closed in 1906, and has been owned and maintained by SPSA since 1908.
      - Mr. Rockwood said it has not been opened to the public in recent years partly due to deterioration in the interior of the building.
      - SPSA’s goal is to both preserve the building and be able to open it again to the public for a variety of purposes.
      - Mr. Boutelle said SPSA would like the schoolhouse to be preserved in the condition it was in when it closed in 1906.

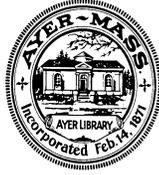


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- The Conditions Assessment, encompassing architectural, structural and engineering analysis, will enable SPSA to develop a plan of action by identifying necessary restoration and repair work, prioritizing those projects, providing cost estimates, and developing an ongoing cyclical maintenance schedule for the schoolhouse.
  - It will also address recommendations for improvements to fire detection, mechanical, plumbing and electrical systems, and accessibility.
  - Prioritization would be according to whether recommended treatment work was deemed ‘emergency’ (to be done within 1-2 years), ‘short term’ (3-5 years), or ‘long term’ (5 years and beyond).
- As an example of the type of information sought in the Conditions Assessment, Mr. Rockwood described how a September meeting with architects identified something previously unknown about the schoolhouse:
  - The rafters are spliced, perhaps from damage above at some point, and there is a slight sag in the roof.
  - An eventual goal would be their replacement with full-length rafters.
- The \$16,750 funding figure was reviewed.
  - In developing the application, only Ms. Spies was approached for performing the historical research, given the previous and overlapping work she has done in preparing the National Register nomination material.
  - An RFQ was issued in the fall and mailed to 11 vendors for the rest of the project.
    - Out of that, SPSA received only one proposal by its 12/11/15 deadline, from Spencer & Vogt Group (SVG).
    - SPSA also received 3 negative responses from companies currently booked up, and a 4<sup>th</sup> response from a vendor who said he did not want to get into a bidding war.
  - The \$16,750 funding request to CPC is therefore based on Ms. Spies’ fee for the historical report and on SVG’s proposal for the Conditions Assessment and site plan.
    - JP will check to see whether 3 proposals/quotes are required, or if the attempt to solicit multiple quotes for very specialized work is itself sufficient.
- On reviewing SVG’s proposal, CPC members asked for more precise information on how the company came to its \$13,500 estimate for the Conditions Assessment.
  - BAS asked for an indication of how the company would respond, including handling costs, if an unforeseen emergency construction plan was required based on the Assessment.



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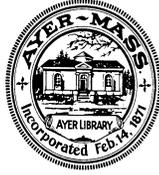
- CPC also asked for a detailed breakdown of the cost-estimates for each of the tasks identified in SVG's proposal.
- Mr. Rockwood will contact SVG to address CPC questions and report back to CPC at its February meeting.
- He will also try to have letters of support from other committees (Historical Commission, Board of Selectmen, etc.) ready at that time.
- JP said CPC will aim to hold a Public Hearing on the SPSA application at its March meeting.
  - Assuming CPC approval, this will allow time to prepare a Warrant Article for vote at Spring Town Meeting in May.

**Approval of Meeting Minutes**

- BES moved to accept the minutes for 12/2/2015 as written; BAS 2<sup>nd</sup>.
  - Motion approved unanimously.

**Discussion: Open Space**

- Steve Sifakis has offered the Town first consideration for the purchase of 5 undeveloped/wooded lots, totalling approximately 2 acres, behind his mother's old house at 27 High Street.
  - Mr. Sifakis appeared before the Conservation Commission on 12/10/2015 to discuss this.
    - ConCom subsequently performed a site walk on 12/12 to evaluate whether the Commission would be interested in sponsoring an application for CPC funding.
    - JG said ConCom's next meeting following the 12/12 site walk would not be until next week, on 1/14/2016.
- Various parcel maps received from the Town Assessor's office were reviewed.
  - Some of the streets indicated on the maps are undeveloped, hence 'paper streets', and the Town Assessor indicated that ownership of the land in those cases is usually attributed to abutters, up to the central line.
- The use of the land for a pocket park was suggested by several nearby residents at ConCom's 12/10 meeting.
  - BAS suggested having DPW Superintendent Mark Wetzel and the Town Engineer visit the site to offer suggestions on how it could be used.
  - JP will contact Parks & Recreation Supervisor Jeff Thomas to have him evaluate the property as well.
- An initial due diligence step in considering the land for purchase would be an appraisal.



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- BAS was not comfortable with okaying CPC expenditure for an appraisal prior to there being a sponsoring group behind a potential purchase.
- CPC members agreed to be available for a brief meeting on 1/20 if ConCom were to support moving forward after its 1/14 meeting.
- **Discussion: CPC Application form review**
  - JP asked members to review CPC's current application forms and process and get back to her with comments and suggestions by 1/22.
    - This will be discussed at CPC's February meeting.
- **Committee Updates**
  - Historical Commission
    - BES said the Commission recently addressed the issue of the accessibility of archival materials for the restored Fire Station photos.
      - The Commission plans to look at a more comprehensive program of accessibility for all historical photographs of Ayer, not just those from the Fire Station project.
  - Housing Authority
    - The Authority has met with Jeff Thomas, Parks & Rec, regarding the area of the planned Pirone Park perimeter path where it abuts a steep embankment behind the Council on Aging parking area.
      - Under discussion is how to prevent runoff from the embankment onto the walking path once constructed.
  - Parks & Recreation
    - No new updates.
  - Conservation Commission
    - No new updates.
  - Planning Board
    - No Report.
  - Open Space & Recreation Plan Update Committee
    - No new updates.
- **7:37 PM – Adjourn Meeting**
  - CPC's Next Meeting: February 3, 2016, 6 p.m.
  - RD moved to adjourn; BES 2<sup>nd</sup>.
    - Motion approved unanimously.