



**Town of Ayer**  
**Community Preservation Committee**  
Town Hall \* One Main Street \* Ayer, MA 01432  
Minutes for 3/3/2021

**RECEIVED**  
MAY 12 2021  
2:32 pm  
TOWN OF AYER  
TOWN CLERK  
5 pages

Location: Remote Meeting via Zoom, accessible to public, due to Pandemic State of Emergency

Members present: Janet Providakes (JP) [Housing Authority]- Chair, Julie Murray (JUM) [Planning Board] – Vice-Chair, Barry Schwarzel (BES) [Historical Commission], Jess Gugino (JG) [Conservation Commission]- Clerk, Colleen Krieser (CK)[At Large]

Not present: Beth Suedmeyer (BAS) [At Large], Jason Mayo (JAM) [Parks & Recreation]

**APAC Taped and Broadcast Live**

**7:00 PM – Open Meeting**

- **Approval of Meeting Minutes**
  - BES moved to accept the minutes for 2/3/2021 as written; CK 2<sup>nd</sup>.
    - Motion approved unanimously by Roll Call Vote 5-0.

**CURRENT BUSINESS**

- **Recognition of Sandy Pond School House**
  - Underscoring the importance of CPC's support for restoration work on the historic 1869 schoolhouse, the schoolhouse was recently highlighted as part of the State Historic Preservation Plan 2018-2022.
    - It was also placed on the National Register of Historic Places in 2017
- **Historic Preservation Restriction (PR) – Sandy Pond School Association (SPSA) Grant Agreement for Phase 2 Restoration and Preservation Work (FTM 2020, \$187,340)**
  - SPSA President Irv Rockwood participated via Zoom to provide an update.
  - SPSA is in the process of applying for another funding grant to support Phase 2, this one from the Massachusetts Preservation Projects Fund (MPPF).
    - The application deadline is March 19.
    - Notice of this grant program is usually made in spring, but in 2020, it was not announced until Dec. 14.
    - Mr. Rockwood said SPSA does not have the exact figure yet but will be applying for an MPPF grant in the \$50,000-70,000 range.
  - MPPF state grants also come with particular limitations and requirements.
    - While MPPF awards 50:50 matching grants, applicants must nevertheless show that they are capable of providing 75% of the funding for a project.
      - CPC's existing grant allows the application to meet both conditions as it not only would provide a 50:50 match, but also more than covers the 75% funding threshold.
    - MPPF grants also can be used to pay for some things but not others.
      - For example, MPPF grants require an architect be hired, however MPPF grant money cannot be used to pay for the architect.

05.24.2021



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- Nor will MPPF grants pay for things like heating work.
- If awarded, however, the MPPF grant could, for example, enable SPSA to upgrade the roof replacement from asbestos shingles (as are currently being used) to more costly, but more historically accurate, wooden cedar shingles.
- Another important requirement for an MPPF grant has to do with the Historic Preservation Restriction (PR).
  - MPPF requires grant recipients to sign a PR that specifically uses the MPPF approved form.
    - SPSA is currently preparing the paperwork for this.
  - At the same time, CPC's grant to SPSA also requires a PR.
  - Mr. Rockwood then asked if SPSA should therefore be preparing two separate PRs, one for MPPF and one for Ayer/CPC, or whether the MPPF version would be acceptable to CPC and the Town.
    - MPPF indicated a project can have two PRs attached to it.
      - However, if there is ever a conflict between the PRs, the State's version will be deemed as the legally "superior" document and hold precedence.
    - Mr. Rockwood put this question to Town Manager Robert Pontbriand but has not heard back from him yet.
    - JP brought up timing factors for CPC and SPSA to consider.
      - CPC's grant agreement (in process) will stipulate that work on a PR is moving forward in order for CPC funds to be fully accessed.
      - CPC funds are available now.
        - The MPPF grant announcement won't be made until June.
        - Mr. Rockwood said SPSA expects to start spending money on Phase 2 perhaps in April.
      - Therefore, CPC asked Mr. Rockwood to have SPSA continue to prepare the separate PR for the Town of Ayer.
        - BES said he has heard from the Massachusetts Historical Commission (MHC) that a version based on a sample Falmouth PR would be most acceptable.
      - Mr. Rockwood will therefore proceed with preparing separate PRs.
        - Both PRs regardless have to be reviewed by MHC, a process that can take 30-60 days.



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- JP will prepare a letter of support from CPC for the MPPF application.
- BES said the Historical Commission will also write a letter of support.
- **Status of Grant Agreements for CPC's Fall Town Meeting 2020-passed articles**
  - Town Counsel is still reviewing the draft Grant Agreements for:
    - Affordable Housing Trust (FTM 2020, \$30,000);
    - Sandy Pond School Association (SPSA) Grant Agreement (FTM 2020, \$187,340).
- **Scope of Work for Updating the Community Preservation Plan (CPP)**
  - Following CPC's discussion at its 2/3/2021 meeting, JP edited a final version of the Scope of Work.
  - Town Manager Pontbriand said CPC does not need to issue an RFP (Request for Proposals) but he did recommend soliciting 3 bids for the project.
    - CPC already has 2 names – Jen Goldson, who prepared the 2010-2014 CPP, and the Community Opportunities Group, which prepared the recent Master Plan update.
    - JUM will contact Town Planner Mark Archambault to see if he has any suggestions for a third bid solicitation.

**NEW BUSINESS**

- **CPC Warrant Articles for Annual Spring Town Meeting (STM), April 26, 2021**
  - CPC reviewed the two Articles that will be in the Town Warrant for STM.
  - Annual revenue distribution
    - With the 3% surcharge, the estimated local tax revenue for the year is \$667,796.
      - The estimated State match from the first round of matches is approximately \$177,000.
      - The total to be distributed via this Warrant Article is therefore \$844,796.
    - Also to note: in the first round of funding, the State awarded a 28% match.
      - With the 3% surcharge in place, Ayer now qualifies for 2 additional matching rounds, yet to come.
    - This Article prescribes the following distribution of the \$844,796 revenue:
      - \$5000 set aside for administrative fees;
      - \$84,480 to the Open Space category (10%);
      - \$168,959 to the Historical category (20%);
      - \$168,959 to the Community Housing category (20%);



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- \$405,398, the remainder, to the Undesignated Fund (aka General Fund, Reserve Fund).
  - CK moved to approve this Warrant Article as written; BES 2<sup>nd</sup>.
    - Motion approved unanimously by Roll Call Vote 5-0.
- Due diligence
  - Each year, CPC asks that \$12,000 be set aside for general open space purposes, i.e. performing due diligence such as assessments on potential purposes.
    - If this money is not used, it returns to the Reserve Fund at the end of the year.
  - CK moved to approve this Warrant Article as written; BES 2<sup>nd</sup>.
    - Motion approved unanimously by Roll Call Vote 5-0.
- **Committee Updates**
  - Historical Commission (BES)
    - The Historical Commission has not met the last two months, but did agree by email to draft a letter of support for SPSA's MPPF grant application.
  - Housing Authority & Affordable Housing Committee (JP)
    - The Housing Authority has not met recently.
    - The Affordable Housing Committee held a public information forum on February 24 and will be holding another such forum on March 24.
      - Data was presented from the Montachusett Regional Planning Commission (MRPC) showing that Ayer's population is aging.
        - Nineteen years ago, the average age in Ayer was 35; today it is 41.
      - MRPC is also working on preparation of a Housing Production Plan for Ayer, with the Planning Board.
      - It was also noted that some Ayer residents are being priced out of the housing market with rising costs.
        - JP said this underscored the need for people to understand how "friendly 40B" housing projects can be important to the future of Ayer and its residents.
    - Regarding the Affordable Housing Trust, the Select Board will be appointing the Board of Trustees.
      - The Board will need to have representatives from the Affordable Housing Committee, the Planning Board, and CPC, in addition to 3 At-Large appointees.



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- JP asked CPC members to consider who would be willing to sit on this Board.
  - The Board of Trustees, which will have the final say on money to be spent, is expected to meet at least 4 times per year.
    - The bulk of the lead-up work, however, will be done by the Affordable Housing Committee as well as Alicia Hersey, from the Ayer Office of Community & Economic Development.
- Parks & Recreation (JAM)
  - No report.
- Conservation Commission (JG)
  - ConCom will be applying for a Community Grant to the recently-announced RFP from the Nashua, Squannacook, and Nissitissit Rivers Wild & Scenic Stewardship Council.
  - At its last meeting, ConCom also was pleased to hear from and support a local Girl Scout seeking assistance with distributing her Silver Award project, a brochure on combatting non-point-source pollution affecting Ayer's ponds.
- Planning Board (JUM)
  - The Planning Board held a joint meeting with the Select Board on reviewing MRPC's draft Housing Production Plan.
  - The Planning Board has approved the preliminary subdivision plan for the proposed "Panther Place," on Washington Street.
- Open Space & Recreation Plan Update Committee (BAS)
  - No report.
- **7:58 PM – Adjourn Meeting**
  - CPC's Next Meeting: April 7, 2021, 7 p.m.
  - CK moved to adjourn; BES 2<sup>nd</sup>.
    - Motion approved unanimously.

Minutes Recorded and Submitted by Jessica G. Gugino, Clerk

Date / Signature Indicating Approval: \_\_\_\_\_

4/7/2021 *Jessica G. Gugino*