

Town of Ayer
Community Preservation Committee
Town Hall * One Main Street * Ayer, MA 01432
Minutes for 2/3/2021

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, Beth Suedmeyer (BAS) [At Large], Barry Schwarzel (BES) [Historical Commission], Jason Mayo (JAM) [Parks & Recreation], Jess Gugino (JG) [Conservation Commission]- Clerk, Colleen Krieser (CK)[At Large]

APAC Taped and Broadcast Live

7:00 PM – Open Meeting

- **Approval of Meeting Minutes**
 - CK moved to accept the minutes for 1/6/2021 as written; JUM 2nd.
 - Motion approved unanimously by Roll Call Vote 4-0 (BES, BAS, JAM abstained, not having been present).
- **Correspondence / Bills**
 - Community Preservation Coalition: \$875.00, annual membership dues.
 - CK moved to approve payment of \$875.00; JUM 2nd.
 - Motion approved unanimously by Roll Call Vote 7-0.
 - JP also noted that the 1/24/2021 Coalition email contained a 2020 year-end review.
 - The email also noted that home sales in Massachusetts during 2020 reached a 16 year high, which means CPA (Community Preservation Act) fund collections were 179% higher than the previous year – good news for CPA communities in terms of State matching funds.
 - Gerard O'Doherty: \$3468.34, for installation of track lighting in the Sandy Pond Schoolhouse classroom.
 - To be paid from the Phase 1 Schoolhouse Restoration grant (\$108,000, STM 2018).
 - BES moved to approve payment of \$3468.34; BAS 2nd.
 - Motion approved unanimously by Roll Call Vote 7-0.

OLD BUSINESS

- **Sandy Pond School Association (SPSA) Grant Agreement for Phase 2 Restoration and Preservation Work (FTM 2020, \$187,340)**
 - JP screen-shared the latest draft, with edits made by Irv Rockwood, President of the SPSA, for CPC members to review.



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- Mr. Rockwood had reviewed the amended draft from Town Counsel which contains much more detail than CPC's previous grant agreements.
 - The Town Counsel version will now serve as a template for future grant agreements.
- Historic Preservation Restriction (PR)
 - While #8 in Town Counsel's version had wording limiting the disbursement of funds to 75% until the PR has been completed and recorded, Mr. Rockwood asked that this be changed to 85%.
 - Mr. Rockwood has previously expressed concerns that he did not want the project to be held up if the Town, rather than SPSA, was behind any delays in completing the PR.
 - Regarding the PR, BES sent a copy of a PR done for another Ayer project to the Mass. Historical Commission to see if this could serve as the template for the Schoolhouse PR.
 - The State now uses a new form.
 - BES sent representative samples of the new form, used in Falmouth and Springfield, to SPSA for use in drafting the PR for this project.
 - In turn, Mr. Rockwood has given these samples to architect Lynn Spencer, of Spencer, Sullivan & Vogt, and will wait to hear from her before doing anything further.
 - BES reiterated he is happy to help with their drafting of the PR if they need it.
 - BAS said she would like there to be a good draft PR in the works before payments start being made on Phase 2 work.
 - In addition, given the size of the CPC grant and the Town's considerable investment, BAS asked if the Grant Agreement could be worded to allow the Town to put a lien on the property should the PR not come to fruition.
 - JG asked if imposing a lien was too heavy-handed?
 - JP doesn't think completion of the PR will be a problem, but also sees the need to protect the Town's large investment in this project.
 - She will check with Town Manager Robert Pontbriand to see:
 - if a lien is a viable condition to include in a grant agreement;
 - if the Town or Town Counsel had another remedy to suggest if a lien is not possible.
- Time schedule
 - The draft contains a deadline of Dec. 31, 2021 for completion of the project.



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- BAS asked if more time should be given.
 - JP said CPC has had no problem with granting extensions for good cause for other projects so would rather keep this as is.
- Next step
 - JP will send this latest draft to Town Manager Pontbriand for forwarding to Town Counsel to review Mr. Rockwood's changes.
 - CPC will wait for a final version before voting on approving the Grant Agreement.
- **Scope of Work (SOW) for Community Preservation Plan (CPP) Update**
 - BAS screen-shared JP's draft SOW, based on a 2017 initial draft.
 - The draft divides the SOW into two sections:
 - Phase 1 – Identify Community Needs and Resources
 - Phase 2 – Review and Prioritize Community Preservation Funds
 - A bullet item in Phase 1 asks the consultant to review prior Grant Agreements developed for Town-approved projects.
 - JG and BAS asked if this was necessary.
 - After discussion, and given the new Grant Agreement language provided by Town Counsel for the SPSA Phase 2 project (see above previous discussion), it was agreed that it would be useful to have the consultant compare the older Grant Agreement language with the new language in the draft SPSA Phase 2 Agreement and make comments or suggestions.
 - BAS suggested public input be solicited in not only Phase 2 of the SOW but also in Phase 1, to contribute to identifying community needs along with Town boards, departments, staff, and other groups.
 - The SOW will be revised to have the consultant facilitate public forums in both Phase 1 and 2.
 - The schedule for completion of the CPP update was changed from 4 months to 6 months.
 - JP will revise the draft and discuss the procurement requirements for bids with Town Manager Pontbriand.
 - A final version of the SOW should be ready for CPC's next meeting on March 3.

NEW BUSINESS

- **Preparing for Annual Spring Town Meeting, April 26, 2021**
 - JP probably won't get precise numbers from the Town Assessor to calculate the annual disbursement of CPC funds by CPC's March meeting.



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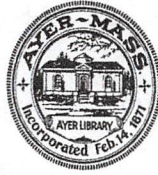
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- However, members agreed with the overall plan to distribute 10% to the Open Space category, 20% to both the Historical and the Housing categories, and the remainder to the General Reserve category.

- **Committee Updates**

- Historical Commission (BES)
 - Nothing new to report.
- Housing Authority & Affordable Housing Committee (JP)
 - The Housing Authority has not met recently.
 - Members of the Affordable Housing Committee recently participated in a virtual Ch. 40B conference focused on increasing affordable housing in communities while at the same time fostering good design.
 - The Affordable Housing Committee will also be holding a public forum as an evening session on February 24.
- Parks & Recreation (JAM)
 - With weather cooperating, the ice skating rink at Pirone Park is now up and operational.
 - With social distancing, approximately 20-30 skaters used it on the first day it was open.
 - The Parks Department is also keeping the Perimeter Path at the Park cleared of snow this year for walkers.
- Conservation Commission (JG)
 - At its meeting last week, ConCom passed an initial set of Regulations under its local wetlands bylaw (Article XXVI).
 - With several large subdivisions in the offing, ConCom moved forward to enact a regulation mandating 'No Disturbance' in the first 50 feet of buffer zone on land that is previously undisturbed and in a natural state.
 - ConCom has also been working with the Planning Board to fine-tune the process by which both boards review Open Space Residential Development (OSRD) subdivisions under the 2018 revised Zoning Bylaw (Section 10.1).
- Planning Board (JUM)
 - The Planning Board recently approved a preliminary plan with conditions for the 'Panther Place' OSRD subdivision (0 Washington Street, across from the High School).



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- Open Space & Recreation Plan Update Committee (BAS)
 - On February 1, the Nashua, Squannacook, and Nissitissit Rivers Wild & Scenic Stewardship Council launched a Request for Proposals for its 2021 Community Grants Program.
 - The application deadline is April 1, 2021.
 - Additional information, including eligibility requirements and application forms, is available at <https://www.wildandscenicnashuarivers.org>.
 - BAS will also send a blurb to Information Technology Director Cindy Knox for posting to the Town website.
- **8:04 PM – Adjourn Meeting**
 - CPC's Next Meeting: March 3, 2021, 7 p.m.
 - BES moved to adjourn; CK 2nd.
 - Motion approved unanimously.

Minutes Recorded and Submitted by Jessica G. Gugino, Clerk

Date / Signature Indicating Approval: 3/3/2021 Jessica G. Gugino