



Town of Ayer
Community Preservation Committee

Town Hall * One Main Street * Ayer, MA 01432

Minutes for 11/7/2018

RECEIVED
DEC 14 2018

TOWN OF AYER
TOWN CLERK

12:15PM lf

Location: Town Hall, 1st Floor

Members present: Janet Providakes (JP) [Housing Authority]- Chair, Richard Durand (RD) [Parks & Recreation], Jess Gugino (JG) [Conservation Commission]- Clerk, Julie Murray (JM) [Planning Board], Colleen Krieser (CK)[At Large]

Not present: Barry Schwarzel (BES) [Historical Commission], Beth Suedmeyer (BAS) [At Large]
APAC taped: NO

7:03 PM – Open Meeting

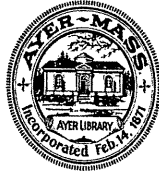
- **Approval of Meeting Minutes**

- JM moved to accept the minutes for 10/3/2018 as written; CK 2nd.
 - Motion approved unanimously.

OLD BUSINESS

- **Ayer Community Garden (ACG)**

- Sheila Carman, Claudia Abbes, and Maryjane Linscott, members of ACG Inc., were present to discuss their application for CPC funding.
 - This project was previously discussed with Ms. Carman at CPC's 9/5 meeting, and more briefly by JG at CPC's 10/3 meeting.
- Ms. Carman presented a draft of the funding application and updated CPC on latest developments in the project.
- A License Agreement has been reached with the Town for leasing a parcel of Town-owned land on Barnum Road.
 - The Agreement has been edited to incorporate some ACG recommendations and ACG will be signing the document shortly.
- Because of close proximity to Grove Pond, the project will need to be reviewed and permitted by the Conservation Commission.
 - The DPW likely will be assisting with the provision of flood elevation data as well as informal delineation of the wetlands.
 - Ms. Carman said she is still awaiting word from the DPW as to whether the State will allow the use of the Barnum Road parcel for purposes other than Water Department use.
- Regarding tree-clearing and stump-grinding to prepare the land, Ms. Carman has contacted Zachary Flagg, of H. M. Flagg Tree Services.
 - She said Mr. Flagg has indicated strong support for the project and has offered free labor from his company (as an in-kind gift) to clear vegetation and trees.
 - In addition, Mr. Flagg indicated he would be willing to give ACG the same charge-rate that Flagg would be charged for the subcontractor that does stump-grinding.

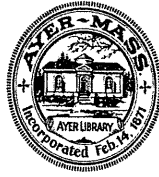


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- ACG has been told that the DPW will help with grading the site following this clearing.
- Ms. Carman is meeting on-site with Mr. Flagg on Fri., Nov. 16, at 9:30 a.m.
 - JG and JP will try to attend as well.
- Regarding letters of support, JP said she has a draft letter ready for the Town Manager, Robert Pontbriand, and she will also be talking with Ayer Housing for a letter of support.
 - Alan Manoian, Director of Ayer Office of Community & Economic Development and present in the audience, said he would be “joyfully” writing a letter of support.
 - JG will be getting a letter of support from the Conservation Commission.
- JP asked what people participating as gardeners in the ACG would have to do to fulfill their contract.
 - Ms. Abbes said these details are covered in the License Agreement as each gardener whose application has been accepted by ACG will have to sign a release with the Town.
 - A copy of the License Agreement, once signed, will be provided to CPC.
- When they are finalized, ACG gardener applications will be advertised in a number of venues, likely including Town Hall and the Library, the Town’s social media pages, and perhaps Action Unlimited as well as the Council on Aging.
 - A detail yet to be worked out is where completed applications will be dropped off.
- DPW Superintendent Mark Wetzel has invited ACG to attend a presentation that DPW is giving to the Grove Pond neighborhoods regarding an upcoming DPW project.
 - This would be an opportunity for ACG to advertise its project to these neighborhoods which are in close proximity to the Barnum Road location.
 - This event is scheduled for 6 p.m. on Monday, Nov. 26, in the Church Hall at St. Andrew’s Episcopal Church.
- Regarding the budget, the application asks for a total sum of \$39,240 in CPA funding.
 - This includes construction materials, storage shed, equipment, growing medium, fencing, beautification, handicap & walkway material, landscape cloth, administrative expenses, and provision for expanding the ACG in the following 2 years.
 - The priority is to enable the ACG to be up and running in spring 2019.
 - While a CPC grant cannot be voted on until that time (May 2019), in order to have the garden ready for 2019, a certain amount of work needs to be done over the winter and into early spring.

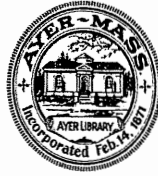


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- The mechanism for funding the work that must be done prior to Spring Town Meeting (May 2019) is still be worked out with the Town Manager.
 - It is currently estimated that up to approximately \$11,000 will need to be available prior to May 2019.
- CPC members were unanimous is being comfortable with the ACG application as is, and including the understanding that the budget request may be revised upward to include stump-grinding.
 - It is also understood that the funding application amount may be revised upward to account for stump-grinding costs.
 - This will be known after the upcoming Nov. 16 on-site meeting with Mr. Flagg.
- CK moved to accept the ACG application as complete and move the process forward to CPC holding a Public Hearing; RD 2nd.
 - Motion approved unanimously.
- JP will aim for scheduling a Public Hearing on the project on Wednesday, January 9, 2019, weather permitting.
 - (Because of the close proximity to the New Year's holiday, CPC thought it best to aim for Jan. 9 rather than Jan. 2.)
- **Historic Ayer Central Fire Station Roof and Cupola Project (\$30,000, FTM 2017)**
 - Alan Manoian, Director of Community & Economic Development, was present to provide CPC with a video presentation and update on progress.
 - As previously discussed on 10/3, the project to restore the George Ernest Robinson historical structure is going forward under the new ownership of Calvin Moore.
 - Mr. Moore plans a total of 4-5 residential units once the building is fully restored.
 - In pursuing a Community Development Block Grant, Mr. Moore has indicated he is comfortable with all of the planned units being low to moderate income housing.
 - Regarding the historical preservation aspect for which CPC funds were awarded, Mr. Manoian showed video of the work that has begun to restore the raised stepped gables.
 - The work is being done by a masonry company, Scala & Sons, out of Worcester.
 - Great care is being taken to grind out old mortar where it needs to be removed, and then to analyze it so that replacement mortar can match the original color and texture of the mortar elsewhere in the building.
 - Matching bricks will also be used to replace those bricks that are badly degraded.



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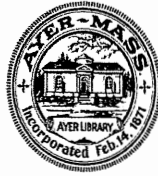
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- Mr. Manoian is comfortable that this work is being performed in accordance with the highest standards in historic preservation.
- The stepped gables will be stabilized and the cornice sealed up for the approaching winter.
- Work on the cupola, which looks bad but has been assessed as structurally sound, won't take place until next spring.
- An invoice for work performed thus far was submitted – see below.

• **Correspondence / Bills**

- Historic Ayer Central Fire Station Roof and Cupola Project (\$30,000, FTM 2017)
 - **Scala & Sons:** \$16,550, for work on the Fire Station.
 - Invoice dated 10/4/2018.
 - JM moved to approve payment of \$16,550; RD 2nd.
 - Motion approved unanimously.
- Pleasant Street School Pocket Park
 - JP said this project is currently working on the remaining \$13,000 left in the CPC grant.
 - The remaining work involves removal of some trees that had grown into an existing fence, and then restoration of fencing – for insurance purposes.
 - **Powell Stone & Gravel:** \$5800, for stump removal, re-grading, added topsoil, hand-raking, hydroseeding, excavation and labor.
 - Invoice # 179006, dated 10/1/2018.
 - A second invoice is forthcoming upon completion of the fence.
 - RD moved to approve payment of \$5800; CK 2nd.
 - Motion approved unanimously.
- Pleasant Street School Emergency Generator (CPCL \$120,000), Ayer Housing
 - **Nangle Engineering:** \$36,833.88
 - JP said the generator has been installed and electronically it works.
 - However, because of an ongoing National Grid strike, it hasn't been connected to the gas line running to it.
 - As a result, it has not been possible to test the generator completely yet.
 - According to the Town Accountant's office, the Town can go ahead and approve payment to Nangle Engineering, but hold the check until National Grid finishes its approval process.
 - RD moved to approve payment of \$36,833.88; CK 2nd.
 - Motion approved unanimously.
- Pirone Park Perimeter Path
 - **Lowell Sun:** \$315, to advertise opening the project for bidding.



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- JP has not heard back from Jeff Thomas, Ayer Parks Director, as to whether the CPC grant should be used for payment of this invoice.
- No further action taken therefore at this time.
- **Putnam Pipe Corporation:** \$1077.00, for installation of erosion controls (straw wattles).
 - Invoice # 4317721, dated 10/26/2018.
 - JM moved to approve payment of \$1077; CK 2nd.
 - Motion approved unanimously.
- CPC current budget status
 - JP reported the following amounts:

• Open Space	\$939,010
• Historic Preservation	\$51,776
• Community Housing	\$168,849
• Reserves	\$257,886
- Meeting with Stuart Saginor
 - Mr. Saginor, the Executive Director of the Community Preservation Coalition, has given JP a number of dates at which he would be available to meet with CPC.
 - After discussion, CPC will seek a special meeting date of Nov. 28th.
 - JP will contact CPC members once this date is confirmed.

NEW BUSINESS

- **Old newspaper preservation**
 - Ruth Rhonemus, who is on the Ayer Historical Commission, met recently with Samantha Benoit, Assistant Director of the Ayer Library.
 - The library recently received a box of old newspapers, dating to the early 1900s and in very fragile condition.
 - There may be an interest in having the newspapers preserved in digitized or microfilm form.
 - Ms. Rhonemus asked how funding for such a project would be run through the CPC process.
 - She was advised that the specialized company that handled restoration of the Ayer Fire Station photos was Northeast Conservation Center, Andover, MA.
 - JP outlined the CPC application process and stressed that the timeline for having such a request be voted on at Spring Town Meeting would require a completed application by CPC's February 2019 meeting at the latest.



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- This would allow time for CPC to review the application, and then, if approved, to hold a Public Hearing the following month.
- **8:25 PM – Adjourn Meeting**
 - CPC's Next Meeting: December 5, 7 p.m.
 - A special CPC meeting with Stuart Saginor, Executive Director of the Community Preservation Coalition, may be scheduled for November 28.
 - JG moved to adjourn; RD 2nd.
 - Motion approved unanimously.

Minutes Recorded and Submitted by Jessica G. Gugino, Clerk

Date Minutes Approved by Community Preservation Committee: 12/5/2018

Signature Indicating Approval: 