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FEB 21 2019

TOWN OF AYER
TOWN CLERK

2:30 PM *g*

Town of Ayer
Community Preservation Committee
Town Hall * One Main Street * Ayer, MA 01432
Minutes for 1/9/2019

Location: Town Hall, 1st Floor

Members present: Janet Providakes (JP) [Housing Authority]- Chair, Barry Schwarzel (BES) [Historical Commission], Richard Durand (RD) [Parks & Recreation], Jess Gugino (JG) [Conservation Commission]- Clerk, Colleen Krieser (CK)[At Large]
Not present: Beth Suedmeyer (BAS) [At Large], Julie Murray (JM) [Planning Board]
APAC taped: YES

7:07 PM – Open Meeting

- **Approval of Meeting Minutes**
 - BES moved to accept the minutes for 12/5/2018 as corrected; RD 2nd.
 - Motion approved unanimously.
- **Correspondence / Bills**
 - Ayer Community Garden
 - **Lowell Publishing Company:** \$219.88, for the running of 2 Public Hearing notices for tonight's meeting.
 - RD moved to approve payment of \$219.88; CK 2nd.
 - Motion approved unanimously.
 - Sandy Pond School Restoration and Preservation Project Phase I (\$108,000 funding, Spring Town Meeting 2018)
 - **Spencer, Sullivan & Vogt:** \$9240.00, for preparation of specs/construction documents for contractors. (Invoice 2018-4125, 12/11/2018).
 - Irv Rockwood, Vice President of the Sandy Pond School Association (SPSA), was in the audience.
 - He said SPSA is putting the project out to bid in early March.
 - They hope to have restoration work start at the end of June and finish by the end of August.
 - September marks the 150th anniversary of the historic school house and they want the scheduled restoration work completed prior to hosting a celebration.
 - RD moved to approve payment of \$9240.00; CK 2nd.
 - Motion approved unanimously.
- **PUBLIC HEARING: Ayer Community Garden (ACG)**
 - Sheila Carman, of ACG, Inc., presented the funding application, and fellow member Maryjane Linscott was also present in the audience.
 - The legal ad for this Public Hearing ran in the Nashoba Valley Voice on 12/21 and 12/28/2018.
 - Previously discussed in detail at CPC's 9/5, 11/7 and 12/5/2018 meetings.

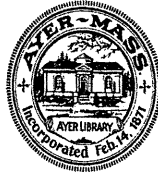


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- Plans for the ACG started early last year, with the formation of a committee that is now up to 9 members.
- The application requests \$41,000 in CPC funding, for construction materials and growing medium, a storage shed, equipment, chain link fencing, handicap & walkway material, and landscape cloth.
 - The funding request includes 20% contingency costs added on.
- Ms. Carman described the project in detail for the televised Hearing:
 - The 150 ft. x 100 ft. garden is to be located on a portion of Town land on Barnum Road (Assessor's Map 34, Parcel 137).
 - Tree and brush clearing will be donated in-kind by H. M. Flagg Tree Services.
 - The DPW will follow with removal of any remaining large stumps, grading the site and installing a water line.
 - The DPW has also offered ground-up asphalt to provide a stable surface for a parking area next to the garden.
 - Eleven regular raised beds and 3 elevated raised beds (for those in wheelchairs or otherwise handicapped) will be constructed for the first year.
 - Approximately 10 more raised beds will be added in the second year and then again in the third year, the costs of which are included in the proposed budget for CPC funding.
 - Ms. Carman provided copies of the Garden Plot Application as well as a chart of fees for plot rental, which will be on a sliding scale.
 - Those who receive plots will have to keep their own plot orderly and clean as well as contribute workdays for shared maintenance of the garden as a whole.
 - This includes the first day of opening, closing in the fall, and 2 other workdays at some point in between.
 - Two members of the ACG committee will be handling applications, probably to be considered on a first-come, first-served basis.
 - Perhaps having the Town Clerk's office receive applications, with a date/time stamp, was discussed.
 - Growing Places, of Leominster, has been offering valuable advice for the project, and will be assisting with the management during the first year, until the garden can achieve its own nonprofit status.
 - Additional support for the project – i.e. discounts, monetary gifts, labor, in-kind, free deliveries – have been received so far not only from H. M. Flagg, but also Catania Oil, Moore Lumber, New England Grassroots, Central Ave. Compassionate Care, Epic Industries, Powell Sand & Gravel, Pinard's Landscaping, and Great Road Farm & Garden.



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- Some of this support can be used toward building up a maintenance fund, as CPC money cannot be used for that purpose.
- Public outreach continues.
 - Ms. Carman recently gave a presentation at St. Andrews Church during their coffee hour, as a means of reaching people in the Grove Pond neighborhood nearby to the garden site.
 - She will be giving a presentation to the Rotary Club seeking their support.
 - She will also be meeting with the Superintendent of Schools to see if student involvement might be possible, perhaps designing a logo and signage.
 - It may also be possible to engage support from local Eagle Scouts and Girl Scouts for badge projects.
- The goal is to have the garden open for its first year of operation this spring, 2019.
 - While the CPC funding cannot be resolved until a vote at Spring Town Meeting in May, Ms. Carman will be appearing before the Board of Selectmen meeting on 1/15 in search of interim funding so that work can begin soon and opening of the garden is not delayed until next year.
 - If the CPC application is approved by Town Meeting, this interim funding would be repaid to the Town.
- Other comments/questions:
 - Both the security fence and the shed will have locks and keypad entry.
 - The nearby old dog pound on the same Town parcel is not part of the area to be leased to ACG.
 - It's up to the DPW whether this abandoned building is torn down.
 - On the question of liability to the Town if someone gets hurt, Ms. Carman thought that the License Agreement/Lease with the Town included a waiver.
 - She will check into this and provide CPC with written proof that some sort of waiver will be required to protect the Town from liability.
 - The maximum number of beds that the fenced in area can support is not absolutely known as the land hasn't been cleared.
 - Per CK's suggestion, the garden could have additional beds added if there was room as well as community interest.
 - While the shed might be downsized from current plans, CPC members felt that the initial request for \$41,000 should remain as is.
 - It is much more difficult to have to ask for more at a later date, whereas unspent money simply remains in CPC's accounts.
- CK moved that CPC support the community garden project and bring it to Spring Town Meeting for a vote, contingent on an adequate liability waiver; BES 2nd.



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- Motion approved unanimously.
 - JP said CPC will develop a Warrant Article for Spring Town Meeting.
 - Assuming Town Meeting approves the project, CPC will then prepare a Grant Agreement.
 - BES moved to close the Public Hearing; CK 2nd.
 - Motion approved unanimously.
 - Prior to Ms. Carman leaving the meeting, a preliminary budget of expenses that would need to be covered prior to Town Meeting was reviewed for presentation to the Board of Selectmen next week.
 - Ms. Carman will add more detail, including a projected time table, and provide it to the BOS office for the Selectmen's packets prior to the meeting.
- **Committee Updates**
 - Historical Commission (BES)
 - A self-guided walking tour of downtown Ayer is still being discussed.
 - In 2021, Ayer will have its 150th anniversary from its incorporation.
 - Housing Authority (JP)
 - Nothing noteworthy.
 - Parks & Recreation (RD)
 - The Pirone Park Perimeter Path project is nearly complete and looks very good. A number of Eagle Scout projects around the path are being discussed.
 - Conservation Commission (JG)
 - Nothing noteworthy.
 - Planning Board
 - No report.
 - Open Space & Recreation Plan Update Committee (BAS)
 - No report.
- **8:07 PM – Adjourn Meeting**
 - CPC's Next Meeting: February 6, 7 p.m.
 - BES moved to adjourn; RD 2nd.
 - Motion approved unanimously.

Minutes Recorded and Submitted by Jessica G. Gugino, Clerk

Date Minutes Approved by Community Preservation Committee: _____

2/6/2019

Signature Indicating Approval: _____

Jessica G. Gugino