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TOWN OF AYER  
TOWN CLERK

2:30 pm lf

**Town of Ayer**  
**Community Preservation Committee**  
Town Hall \* One Main Street \* Ayer, MA 01432  
Minutes for 8/1/2018

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

Members present: Janet Providakes (JP) [Housing Authority]- Chair, Barry Schwarzel (BES) [Historical Commission], Beth Suedmeyer (BAS) [At Large], Richard Durand (RD) [Parks & Recreation], Jess Gugino (JG) [Conservation Commission]- Clerk, Julie Murray (JM) [Planning Board], Colleen Krieser (CK)[At Large]  
APAC taped: NO

- **6:08 PM – Open Meeting**
  - JP opened the meeting and issued a warm welcome to new CPC member Colleen Krieser (CK).
  - JP also noted that for the first time in a very long while, CPC not only had full membership, but had full membership all present at the same CPC meeting!
    - Reference to “The Magnificent Seven” was heard!
- **Approval of Meeting Minutes**
  - Note: No CPC meeting took place in July 2018.
  - RD moved to accept the minutes for 6/6/2018 as amended; CK 2<sup>nd</sup>.
    - Motion approved unanimously.
- **Correspondence / Bills**
  - Community Preservation Coalition
    - An email, dated 8/1/2018, was received from Stuart Saginor, Executive Director of the Coalition.
      - While legislation to increase State funding of the CPA Trust Fund did not pass this year, Mr. Saginor announced that the Trust Fund would be receiving \$10 million this year from the State’s budget surplus.
    - JP provided CK with a brief history of the Coalition, which came into being following passage of the Community Preservation Act in 2000.
      - The Coalition serves as a source of information for CPA communities, maintains a statewide CPA projects database, and provides a key role in supporting, negotiating and advertising up legislative projects in support of CPCs.
    - To that end, Mr. Saginor reminded JP that Ayer needs to provide its projects update to the Coalition for its database by mid-September.
  - Updates from Town Accountant Lisa Gabree re open CPC projects/budget lines
    - ***Pleasant Street School Pocket Park***
      - This project still has \$13,000 of CPC grant money remaining in its account.



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- The account will be left open at this point because there is an issue regarding removal of a tree(s) and fence repair.
- ***Open Space and Recreation Plan Update***
  - Approximately \$20,000 remains available for the OSRP, but as there may still be some expenses upcoming, this account will be left open until the report is finalized and accepted by the State.
- ***Pirone Park Perimeter Path***
  - This project is currently on hold and being re-worked.
  - While bids were solicited, only one contractor responded.
    - That bid was \$20,000 over the available budget.
    - Ayer Parks Director Jeff Thomas is currently working with Town Engineer Dan Van Schalkwyk and the DPW to see if portions of the project can be restructured or handled some other way to reduce costs.
- ***Ayer Community Dog Park (Snake Hill Road)***
  - The dog park has had a successful soft opening, with a few bits of work still needing to be completed.
  - The DPW will now be responsible for its maintenance.
- ***Pleasant Street School Generator***
  - Everything is ready, including the pad, for the arrival of the actual generator which is expected in September.
- ***Historic (1934) Ayer Central Fire Station***
  - Fall Town Meeting (2017) approved \$30,000 of 'Historic Preservation' CPC funds to be used for external restoration of the original slate roof, cupola, and stepped gables.
    - Since then, the ownership of the building changed and it is now owned by Calvin Moore.
    - While not having met with Mr. Moore directly, CPC has heard that he intends to restore the building and convert it internally into apartments.
    - The CPC funds for the external restoration transfer to the new owner, Mr. Moore, as long as they are used for the same purpose.
  - JP will be getting an update from Alan Manoian, Director of Economic & Community Development for Ayer.

**OLD BUSINESS**

- **Conservation Fund, Policies & Procedures**



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- JG said that the draft Policies & Procedures, as reviewed by CPC on 6/6/2018, was sent to Town Counsel, along with BAS's questions and suggested changes.
- Along with Town Manager Robert Pontbriand, Town Counsel reviewed and edited the document.
  - Because it has no legal standing, Town Counsel removed the language including CPC in price negotiations between the Conservation Commission and potential land sellers.
    - Town Meeting (Fall, 2017) voted to create the Conservation Fund to be administered solely by the Conservation Commission.
  - Accordingly, the Conservation voted on 7/26/2018 to approve the final version of the Policies & Procedures as recommended by Town Counsel.
- The document will be posted to the Commission's website.
  - JG will send an electronic copy of the document to CPC members.
- **Sandy Pond School Association Update, Phase I**
  - A 7/29/2018 email was received from Irv Rockwood, Vice President of the SPSA.
  - Mr. Rockwood asked for guidance as some costs are coming in lower than projected.
    - SPSA wants to spend this money anyway on related repair/restoration work.
  - The \$108,000 CPC Grant was structured with a 15% contingency allowance that provides some wiggle room, given fluctuations that often occur in construction costs.
    - JP will advise Mr. Rockwood that they can add some additional work, as they desire, but to do so cautiously as there may be other costs down the road that might come in higher, not lower, than initially projected.
- **CPC Success Stories**
  - JG and JM, along with JP, have completed their assignments.
  - Other CPC members should continue working on theirs.
  - The goal is for the Committee to review them all, and then JP will begin posting to the website.

**NEW BUSINESS**

- **Resident Question**
- Resident Jane Butler, of 9 Washington Street, asked to address the Committee. Ms. Butler asked CPC if the Town had a policy for protecting existing affordable housing units in Ayer buildings after there has been a transfer in ownership to a new private buyer.
- JP said Ayer Housing Authority is not the only entity that deals with housing.
- Ms. Butler was directed to contact Alicia Hersey, of the Ayer Economic & Community Development office, located on the third floor of Town Hall.
- Ms. Hersey maintains an inventory list of registered/deed restricted affordable housing.



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- **Committee Updates**

- Historical Commission (BES)
  - The new and safer doors for the display cases in Town Hall are now in.
- Housing Authority (JP)
  - Has not met recently.
- Parks & Recreation (RD)
  - Delays to the construction of the Pirone Pond Perimeter Path were noted earlier.
  - The Town Beach will shortly be getting a new dock, which may go up this year before the swim season ends.
- Conservation Commission (JG)
  - The Commission is currently working to draft orders for cleanup of an oil spill that infiltrated wetlands with 800 gallons of #2 fuel oil after a leak at Page Hilltop School in February.
  - Chair Bill Daniels is resigning from the Commission after the 8/9 meeting.
    - ConCom is looking for interested parties to fill the new vacancy.
- Planning Board
  - JM reported that the Planning Board is close to finalizing its new Site Plan Regulations.
  - They also recently heard a presentation from Mass Development on zoning changes for Vicksburg Square.
- Open Space & Recreation Plan Update Committee (BAS)
  - Town Manager Pontbriand has assigned Town Staff to complete various portions of the OSRP after the receipt of comments from the State Dept. of Conservation & Recreation.

- **8:20 PM – Adjourn Meeting**

- CPC's Next Meeting: September 5, 7 p.m.
  - Note: Future meeting times have now changed from 6 p.m. to 7 p.m.
- BES moved to adjourn; JM 2<sup>nd</sup>.
  - Motion approved unanimously.

**Minutes Recorded and Submitted by Jessica G. Gugino, Clerk**

**Date Minutes Approved by Community Preservation Committee:** 9/5/2018

**Signature Indicating Approval:** 