

Town of Ayer
Community Preservation Committee

Town Hall * One Main Street * Ayer, MA 01432

Minutes for 7/1/2015 - Approved 8/5/2015

Location: Town Hall, 1st Floor

Members present: Janet Providakes (JP) [Housing Authority]- Chair, Beth Suedmeyer (BAS) [At Large], Barry Schwarzel (BES) [Historical Commission], Jess Gugino (JG) [Conservation Commission]- Clerk

Not present: Jenn Gibbons (JRG) [Planning Board], Richard Durand (RD) [Parks & Recreation], Vacancy [At Large]

APAC taped: NO

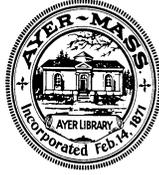
6:05 PM – Open Meeting

• **Approval of Minutes**

- Edits to the draft of the minutes for 6/3/2015, suggested by BAS via 6/29 email, were reviewed.
 - JG will check with Town Administrator Pontbriand to see if edits to draft minutes can be made via email or should only take place during open meeting.
- BAS moved to accept the minutes for 6/3 as amended; BES 2nd.
 - Motion approved unanimously.

• **OLD BUSINESS**

- Habitat for Humanity (HFH): “76 Central Avenue Ayer Duplex Housing Unit Construction” (\$100,000 in CPA funds approved Fall Town Meeting 2014)
 - JP has been in email contact with Carolyn Read, Executive Director of HFH North Central Massachusetts.
 - HFH is happy to post signage indicating that Ayer CPC has partially funded the Central Avenue project.
 - The Town logo should accompany this information.
 - Members agreed this should be added to the big HFH sign, not on a smaller, separate sign.
 - While not appropriate for this project, since it will be two private residences, BAS suggested CPC should in future ask for permanent placards to accompany other suitable CPC-funded projects.
 - Ms. Read emailed JP with information regarding HFH requests for volunteers.
 - JP said HFH also advertises volunteer requests on Facebook and in the newspaper.
 - HFH’s balance of unexpended CPC funds is \$19,127.11.
 - JP had this amount verified by Town Accountant Lisa Gabree.
 - HFH will be having a reception and signing ceremony for the future homeowners at the building site on Wednesday, 7/15, at 5 p.m.

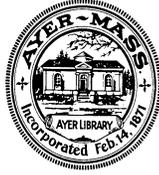


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- CPC members are invited to attend.
 - Pleasant Street School Pocket Park
 - JP has asked for a copy of the signage inside the senior housing at the renovated former school.
 - The signage details the residents' understanding of basic rules and regulations for use of the pocket park.
 - Some residents of the senior housing have complained about neighborhood children using the park.
 - The pocket park was funded by Ayer CPC and its use was intended not just for the senior residents but also the rest of the neighborhood.
 - JP said regulations restricting, for example, the use of skateboards or yelling after dusk were reasonable but that it was funded as a public park.
 - JP also said the Housing Board has not formally accepted these posted rules.
 - BAS asked that CPC be allowed to review these regulations prior to the Housing Board voting on their acceptance.
- **Discussion: Ayer CPC Policies and Procedures**
 - JP will seek information from Town Administrator Pontbriand to clarify the three-bid requirement for municipal projects.
 - This issue came up most recently with regard to the Fire Station photo restoration project.
 - JG asked if there was leeway in this requirement for projects involving very specialized work that it might not be easy to find 3 area vendors from whom to secure bids.
 - This has been the case for the Fire Station photo project.
 - Related to the Fire Station project, BAS asked that CPC draw up a contract similar to the one used for the HFH project, formalizing the commitments of the CPC agreement.
 - In the case of the Fire Station project, this should include a request for a permanent placard indicating funding by CPC, the requirement of public display of the restored photos, and storage of photo records in public archives.
 - JP will draw this up.
 - At CPC's August 5 meeting, JP will schedule time for the Committee to review the Ayer CPC application process and forms.
 - JP asks CPC members to review the relevant forms on the CPC's Town website before the meeting.
- **Discussion: Chapter 61 and Town's Right-of-First-Refusal**



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- The Nashua Street Extension project is going before the Planning Board for final signature tomorrow night (7/2).
- BAS said Town Counsel is still working on resolving the Ch. 61 issues that have arisen with regard to the parcel of land being used for this subdivision project.
- Via the Conservation Commission, JG will contact the Massachusetts Association of Conservation Commissions (MACC) to see what legal resources there that the Town might draw on as well.

- **Committee Updates**
 - Conservation Commission
 - ConCom recently hired someone to fill its Conservation Administrator vacancy but that person left after a week and the Commission is back to looking for qualified applicants.
 - ConCom also now has a Commissioner vacancy.
 - ConCom is in the process of reviewing draft reports of the comprehensive pond survey prepared by Geosyntec.
 - CPC members are invited to attend these review sessions.
 - Historical Commission
 - BES said the “Summer Saunter along Main Street Ayer, MA” was held last Saturday (6/27).
 - It was not well advertised by Freedom’s Way.
 - BES distributed copies of the self-guided walking tour brochure prepared by the Historical Commission.
 - BAS suggested the brochures be made available at Town Hall, the Library, and Ayer schools.
 - Housing Authority
 - JP said there are currently openings in Ayer Housing apartments for qualified residents.
 - The Housing Authority is also looking at bids for purchase of a new generator for Pond Street, to be funded by the Massachusetts Department of Housing and Community Development (DHCD).

- **7:05 PM – Adjourn Meeting**
 - BAS moved to adjourn; BES 2nd.
 - Motion approved unanimously.