

Town of Ayer
Community Preservation Committee

Town Hall * One Main Street * Ayer, MA 01432

Minutes for 8/5/2015 - Approved 9/2/2015

Location: Town Hall, 1st Floor

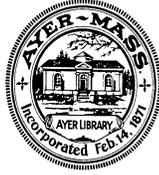
Members present: Janet Providakes (JP) [Housing Authority]- Chair, Beth Suedmeyer (BAS) [At Large], Richard Durand (RD) [Parks & Recreation], Jess Gugino (JG) [Conservation Commission]- Clerk

Not present: Jenn Gibbons (JRG) [Planning Board], Barry Schwarzel (BES) [Historical Commission], Vacancy [At Large]

APAC taped: NO

6:12 PM – Open Meeting

- **Discussion: Sandy Pond School Association (SPSA) Restoration Project**
 - Irving Rockwood, Vice President of SPSA, updated CPC with a progress report.
 - Randall Boutelle, President of SPSA, was also present.
 - SPSA now has a signed contract with Historic Preservation Consultant Stacy Spies to complete the National Register process.
 - The next focus for SPSA will be on getting the property into shape so that it can be open to the public on occasion.
 - Mr. Rockwood has now learned that the first step for this will be to perform a “Conditions Assessment.”
 - Ms. Spies estimates the cost for this ranges between \$23,000 - \$26,000.
 - Rather than proceed with repair of the ceiling, Mr. Rockwood indicated it made more sense to start with the Assessment.
 - A Conditions Assessment is costly and involves a lot of work.
 - Sources of funding for a Conditions Assessment could include CPC as well as the Massachusetts Historical Commission (MHC) Preservation Projects Fund.
 - SPSA would also likely apply for a small grant from the Country School Association.
 - Community fundraising is another option.
 - BAS said the best use of CPC funds would be in conjunction with leveraging matching grants.
 - She encouraged SPSA to consult with MHC for candid advice prior to the opening of an RFP, after which all MHC responses are required to be public.
 - Ms. Spies provided SPSA with a copy of the ‘South Egremont Village School Conditions Assessment’ which would be similar in scope, size and cost.
 - Ms. Spies has indicated she could assist SPSA with drawing up a Request for Proposals (RFP) and has provided them with a draft Scope of Work that could be sent to Architects for bids.
 - The draft Scope of Work aligns with MHC-funded projects.



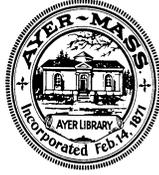
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- Mr. Rockwood said that SPSA, going forward, needs to be very clear about its goals as this will determine the Scope of Work used in an RFP.
 - The balance of preserving the historical authenticity of the building versus meeting code regulations to make it available for public use was discussed.
 - Currently the building has no heat, and its electricity and water are turned off.
 - Adding a heating system or a sprinkler system would alter the historical envelope.
 - BAS suggested SPSA contact Alene Reich, a former CPC and HC member, as an additional resource for advice.
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- **Approval of Meeting Minutes**
 - BAS moved to accept the minutes for 7/1/2015 as written; JP 2nd.
 - Motion approved unanimously.
- **Accounts Payable**
 - Habitat for Humanity (HFH): \$19,127.11, “Central Avenue Ayer Duplex Housing Unit Construction” (\$100,000 in CPA funds approved Fall Town Meeting 2014)
 - HFH provided a composite statement totaling \$21,405.22.
 - As the unexpended balance of CPA funds is now \$19,127.11, JP confirmed with Town Accountant Lisa Gabree that CPC can approve payment of the composite statement for up to \$19,127.11.
 - HFH will have to turn to other funding sources for the remainder of the balance.
 - This statement effectively closes out CPC’s financial involvement with the Central Avenue project.
 - The composite statement received from HFH for reimbursement of expenses broke down as follows:

• Michael J. Burke, engineering firm (5/6/15):	\$1300.00
• The Buxton Company LLC (inv. 11214, 5/29/15):	\$1053.36
• Maki Corporation (multiple invoices):	\$17,967.38
• Moore Lumber & Hardware:	\$892.53
• Northeast Sanitation Corp. (A-114440, 6/3/15):	\$101
• Triumph Modular (RO21853, 8/7/15):	\$90.95
 - RD moved to approve reimbursement payment of \$19,127.11 to Habitat for Humanity; JG 2nd.
 - Motion approved unanimously.
 - It was noted that BAS attended HFH’s recent reception and signing ceremony on 7/15.



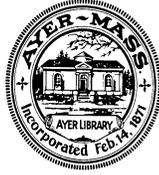
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- Signage is now on display that credits CPC with funding support.

- **New Business**
 - Review of the Current CPC Application Process
 - This will be deferred to the September meeting.
 - Review of Grant Agreement for Fire Department Photo Restoration Project
 - BAS suggested CPC might want something more detailed regarding billing/payments.
 - In the future, CPC's template should include more guidance on how applicants should request payment.
 - This would help to avoid the issue of late fees and finance charges which came up with the Habitat for Humanity project.
 - BAS asked that the Fire Department Grant Agreement include:
 - the requirement of placards/signs indicating the restored photos were funded by CPC;
 - acid free cards crediting CPC funding support to accompany archived material.
 - JP will add these items to the Grant Agreement.
 - Re-cap of CPC's Discussion with Town Administrator
 - JP met with Town Administrator Robert Pontbriand on 7/15/15 to discuss various CPC issues and concerns.
 - Mr. Pontbriand indicated he was pleased to see CPC developing the use of Grant Agreements with projects.
 - On Open Space issues with regard to Chapter 61 lands, JP and Mr. Pontbriand agreed that the Town has limited funds available for purchase opportunities.
 - Criteria for determining priorities as to what is most beneficial to the community must be set.
 - In addition, efforts must be made with each opportunity to make it a "win-win-win" scenario for all parties (the land owner, Town funding sources, and the citizens of Ayer).
 - JP asked Mr. Pontbriand to request a list of all Chapter 61 land in Ayer from the Town Assessor.
 - BAS expressed frustration with the Board of Selectmen (BOS) decision recently to go ahead and approve a policy for how the Town handles Ch. 61 lands without consultation with other parties.
 - The BOS indicated their assumption that holding a Public Hearing would be equivalent to forming a working group.



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- This does not answer various questions such as who would do the work to prepare for a Public Hearing.
- JP will email Town Administrator Pontbriand with comments and a request for clarification:
 - CPC believes that working groups should be separate from a Public Hearing;
 - The Town needs to be prepared to dedicate some staff resources to do some of this work.
 - JP will also email Mr. Pontbriand that CPC would like to provide the BOS with feedback and ask how best to go about this.
- **7:25 PM – Adjourn Meeting**
 - RD moved to adjourn; BAS 2nd.
 - Motion approved unanimously.