

Town of Ayer
Community Preservation Committee

Town Hall * One Main Street * Ayer, MA 01432

Minutes for 4/1/2015 - Approved 5/6/2015

Location: Town Hall, 1st Floor

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

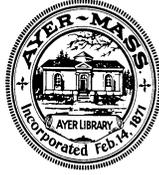
Not present: Jenn Gibbons (JRG) [Planning Board], Vacancy [At Large]

APAC taped: NO

6:10 PM – Open Meeting

- **Approval of Meeting Minutes**
 - BAS moved to approve the minutes for 3/4/15 as corrected; RD 2nd.
 - Motion approved unanimously.

- **Accounts Payable**
 - Fire Station Historic Photo Restoration Project
 - Nashoba Publishing: \$150.36, for the running of two legal ads (\$75.18 each) required to give notice of the Public Hearing held on 3/4/15.
 - JG moved to approve payment of \$150.36; BES 2nd.
 - Motion approved unanimously.
 - Habitat for Humanity project expenses for “Central Avenue Ayer Duplex Housing Unit Construction” (approved Fall Town Meeting 2014)
 - At the recommendation of the Town Accountant, Habitat will pay vendors directly and the Town will reimburse Habitat for expenses covered by the CPC allocation of costs.
 - Northeast Sanitation Corporation: \$110.00 (invoice #A-107311, 3/11/15), portable toilet rental.
 - JG moved to approve reimbursement payment of \$110 to Habitat; BES 2nd.
 - Motion approved unanimously.
 - Triumph Modular Inc.: \$90.95 (invoice #R1169216, 3/1/15), container rental.
 - JG moved to approve reimbursement payment of \$90.95 to Habitat; RD 2nd.
 - Motion approved unanimously.
 - Maki Building Centers: \$506.97 (general building supplies, consolidated statement for acct. 5775, 2/28/15).
 - CPC members agreed to approve payment of four of the invoices (reference #s 293181, 293402, 293403, and 293436) on the consolidated statement.

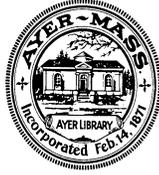


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- A fifth charge for \$28.29 on the consolidated statement (reference #729402) was not approved because it was a finance charge.
- BAS moved to approve reimbursement payment of \$506.97 to Habitat; RD 2nd.
 - Motion approved unanimously.
- JP will contact Habitat and ask for a consolidated statement, on Habitat's letterhead, of all current vendor charges, along with the backup invoices, and CPC going forward will vote on this single statement.
 - JP will also clarify to Habitat that CPC funds cannot be used to pay finance charges.
- **Discussion: CPC Warrants for Spring Town Meeting**
 - Town Accountant Lisa Gabree was present to go over the wording of the CPC warrants.
 - Ms. Gabree recently attended a Massachusetts Municipal Auditors & Accountants Assoc. training at UMass Amherst at which State matching grants for CPA funds were discussed.
 - The FY15 State match was approximately 32%, but it is now anticipated that the State match for FY16 will only be approximately 18%.
 - Based on this information, Ms. Gabree has recalculated the estimated CPA revenues for FY16 for Ayer CPC.
 - If the State's matching grant distribution exceeds the predicted 18%, Ayer CPC's portion of these excess funds would automatically go into CPC's general fund.
 - Before going on to review each of CPC's three warrant articles, BAS asked that CPC consider increasing the allotment for due diligence (the second warrant article).
 - This would allow CPC greater latitude in responding to potential open space purchases as well as the implementation of projects recommended by the upcoming Open Space & Recreation Plan (OSRP) update if/when approved.
 - JP asked if CPC would need to hold a Public Hearing for OSRP implementation projects.
 - BAS said she did not think CPC needed to do so if it was only for staffing purposes, eg. hiring a consultant to guide an implementation project.
 - JP asked Ms. Gabree to clarify the difference between CPC's "undesignated fund balance" and its "budgetary reserve."
 - Ms. Gabree said they functioned more or less the same and suggested closing out the "undesignated fund balance" altogether.
 - The three warrant articles were then discussed and voted on.



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○ First Article

- For the first article, the original set-aside for open space was reduced by \$18,000 to allow for an increase by the same amount to the second warrant article, as per BAS's suggestion.
- The first article was amended by Ms. Gabree and CPC to read:

“COMMUNITY PRESERVATION ACT

To see if the Town will hear and act on the report of the Community Preservation Committee on the Fiscal Year 2016 Community Preservation act budget, and appropriate from the estimated FY2016 Community Preservation Fund revenues:

The sum of five thousand dollars (\$5,000.00) to meet the administrative expenses and all other necessary and proper expenses of the Community Preservation Committee for Fiscal Year 2016.

And further, to reserve for future appropriation from the estimated FY2016 Community Preservation Fund revenues the following sums of money, as recommended by the Community Preservation Committee, for each of the following purposes:

The sum of \$128,759, for acquisition, creation and preservation of open space excluding land for recreational use, and

The sum of \$20,470, for acquisition, preservation, restoration and rehabilitation of historic resources, and

The sum of \$20,470 for acquisition, creation and preservation and support of community housing.

Or take any action thereon or in relation thereto.”

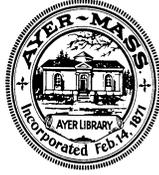
- JG moved to approve the wording of the first warrant article as above; BES 2nd.
 - Motion approved unanimously.

○ Second Article

- The second article has been amended by Ms. Gabree and CPC to read:

“TRANSFER OF FUNDS

To see if the Town will vote to transfer from Community Preservation Fund FY2016 estimated annual revenues the sum of \$30,000, and reserve said sum



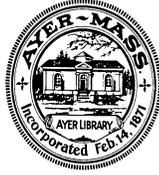
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for future appropriation by the Community Preservation Committee for general open space purposes; or take any action thereon or in relation thereto.”

- BES moved to approve the wording of the second article as above; RD 2nd.
 - Motion approved unanimously
- Third Article
 - The third article has been amended to read:

“AYER FIRE DEPARTMENT HISTORICAL PHOTO RESTORATION PROJECT
To see if the Town will vote to transfer from the Community Preservation Fund (FY2016) Balance Reserved for Historic the sum of \$20,000 to the Ayer Fire Department for the purpose of funding the restoration, replication and digitally archiving of historical fire department photos and frames to be later shared for the public to view; or take any action thereon or in relation thereto.”
 - BAS moved to approve the wording of the third article as above; BES 2nd.
 - Motion approved unanimously.
- **Discussion: Sandy Pond School Association (SPSA) pre-application review (New Business)**
 - Present from the Sandy Pond School Association were: Randall Boutelle, President; Irving Rockwood, Vice President; and Kim Prehl, Treasurer.
 - The School, Ayer’s oldest municipal building, was constructed in 1869 and closed in 1906.
 - The SPSA has privately owned and maintained the historic building since 1908.
 - The SPSA is in the exploratory stage of preparing an application for CPC funds.
 - Their goal is to have an application ready for vote at Fall Town Meeting 2016.
 - Mr. Rockwood said two projects are anticipated:
 - Ceiling restoration.
 - The ceiling is vintage and in need of aesthetic, not structural, restoration.
 - Consultant hiring.
 - The SPSA would like to hire a qualified consultant to help them put together a priority list of things that need to be done, as well as cost

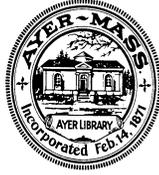


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- estimates, to serve their long term goal of preserving and maintaining the property.
- JP asked if the School needed to be on the National Registry before CPC could use its historic preservation funds on its behalf.
 - BES said the answer was no, in part because the building is of historic significance to the Town of Ayer.
 - Mr. Rockwood added that the building has been declared “eligible” by the Mass. Historical Society, although it can take up to two years to actually process an application.
 - SPSA plans to get its paperwork in for the Registry this spring.
 - JP asked if, procedurally, SPSA would have to submit two separate applications for its two projects.
 - BAS said SPSA could submit one application for both projects.
 - CPC members reviewed SPSA’s informal ”wish list.”
 - BAS encouraged SPSA to hold “volunteer days” to seek community help with property cleanup.
 - An alternative would be to contact Laurie Sabol, who has organized Ayer’s “Townwide cleanup day,” on 4/25 and 4/26, to see if a group could be sent specifically to the School.
 - It was suggested that the DPW might be able to assist with tree-trimming.
 - Ms. Prehl and JP brought up the possibility of approaching the Boy Scouts and the Girl Scouts for community service projects on behalf of the School.
 - Mr. Rockwood talked about a future SPSA goal of opening the School for 3rd grade classes.
 - SPSA would use North Attleboro’s use of its “Little Red Schoolhouse” as a model.
 - This could help local students fulfill Massachusetts’ 3rd grade local history requirement and be a great way to take advantage of the property.
 - The School still contains original books dating from the 1890s, although these are in need of preserving.
 - Mr. Rockwood asked about suggestions for vendors doing the kind of restoration and preservation work they would need.
 - BAS suggested SPSA talk to their eventual consultant as well as other historic schoolhouse groups in the region.
 - BES said the Ayer Historic Commission has a list of recommendations as well.
 - In looking at a timetable for the CPC application process, it was determined that the SPSA should have its application material ready for CPC’s 8/5/15 meeting.



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- If the project met with approval, CPC would then schedule a Public Hearing for September in order to have the application ready for a Fall Town Meeting vote.
- BAS suggested SPSA go before the Ayer Historic Commission for fundraising assistance, as well as research other grant opportunities.
 - Ms. Prehl said they would need assistance with grant-writing, but that they can't apply for grants until they are on the National Registry.
 - Mr. Rockwood said his understanding was that once they have an "eligibility" status, they can then apply for grants, although he agreed with Ms. Prehl that they would still need funds to hire a grant writer.
- BAS asked that the SPSA application include letters of support from other groups (eg. the Board of Selectmen, Historic Commission, Freedom's Way, etc.).
 - Mr. Rockwood said the Ayer School has been described by a professional as the most well-preserved such school house in Massachusetts.
 - All agreed that seeking a letter of support from that person would be a good thing.
- Given the current project of updating the Town's OSRP, BAS suggested it would also be of interest to discuss the potential use of the property in line with the OSRP.
 - Mr. Boutelle said the SPSA does not have insurance, creating liability issues for such public uses as picnicking.
- BAS asked if SPSA had considered coordinating with the Town to create a formal Preservation Restriction on the property as a way of removing liability issues for use of the land outside the building.
 - Mr. Boutelle said the School has been privately owned since 1908 and the SPSA did not want to encumber its ownership in any way.
 - Mr. Rockwood said a future goal of the SPSA was to develop an annual operating budget, of which liability insurance could be a part.
 - Ruth Maxant, in the audience, suggested that perhaps the Town could 'lease' the land from, say, May through September, as an idea.
- **7:50 PM – Adjourn Meeting**
 - BES moved to adjourn; RD 2nd.
 - Motion approved unanimously.