



Office of the Select Board
Office of the Town Manager

Town of Ayer | Ayer Town Hall | 1 Main Street | Ayer, MA 01432 | 978-772-8220 | www.ayer.ma.us

MEMORANDUM

DATE: September 1, 2023

TO: Ayer Select Board

FROM: Robert A. Pontbriand
Town Manager

R.A.P.

SUBJECT: Proposal for Senior Center Building Committee

Dear Honorable Select Board Members,

In light of the Parks Commission's recent vote to withdraw their support for a Senior/Community Center to be located on a portion of Pirone Park and considering the subsequent unanimous recommendation by the Senior/Community Center Building Committee to dissolve due to the withdrawal of the Parks Commission support and the reasons set forth in their report to the Select Board, the critical need for a Senior Center for Ayer's Seniors still urgently remains. I am respectfully recommending for your consideration that the Select Board create a Senior Center Building Committee charged with the following responsibilities:

Proposed Charge of the Building Committee:

- Identify and recommend a viable site(s) in the Town of Ayer for the development of a Senior Center.

(Note: As stated in the previous Senior/Community Center Building Committee's report to the Select Board, the potential use of Pirone Park as a site is not for consideration by this new Committee nor is the incorporation of an indoor gym facility for the project due to the location no longer on Pirone Park and the position of the Parks Commission to defer an indoor gym for their capital plan until a future date to be determined)

- Oversee and administer the necessary due diligence and conceptual design for the purposes of recommending the site to the Select Board for appropriate consideration by a future Town Meeting for the acquisition of the recommended site(s)
- Oversee and conduct the necessary public outreach and participation in the site(s) selection process and conceptual design.
- Identify and secure funding for the land acquisition and design of the project to include Town Meeting approval.
- Oversee the final design of the project.
- Develop, oversee, and administer a construction budget for the project to include Town Meeting approval.

- Oversee the construction of the project.
- Conduct all meetings of the Senior Center Building Committee in accordance with the provisions of the Open Meeting Law (publicly posted meetings) and in accordance with the provisions of the Public Records Law (maintain and publicly post meeting minutes).
- Provide periodic public updates to the Select Board (and other Boards and Committees as necessary or requested) regarding the status/progress of the project.
- The Senior Center Building Committee shall be provided with appropriate and reasonable levels of professional and administrative support from the Town Manager's Office; Town Departments; and professional consultants as warranted and with approved funding.
- Other related duties with respect to this project as needed or requested by the Select Board.

Proposed Composition of the Senior Center Building Committee:

It is respectfully recommended/proposed that the Select Board authorize the following composition of the Senior Center Building Committee:

A nine (9) member Committee as follows:

- One (1) Member of the Council on Aging
- The COA/Senior Center Director
- The DPW Director
- One (1) Member of the Planning Board
- Five (5) Ayer Residents

In terms of the appointments of the five (5) Ayer Residents, it is recommended that the Select Board publicly post the five (5) Resident positions for two weeks on the Town's website; Town Hall posting Board; and Town of Ayer social media. Interested applicants must be an Ayer Resident and should submitted a letter (or email) of intent to the Assistant Town Manager, Carly Antonellis (atm@ayer.ma.us) by the deadline established by the Select Board.

The Select Board would then interview Resident applicants at a Select Board Meeting and vote by simple majority to make the appointments.

It is recommended that the Senior Center Building Committee not meet until the majority of

Resident positions on the Committee are appointed. The Building Committee would determine its organization of Officers.

This is a recommended proposal for the Senior Center Building Committee for the Select Board to consider and it is the purview of the Select Board to adjust accordingly.

Thank you.