

Town of Ayer
Community Preservation Committee

Town Hall * One Main Street * Ayer, MA 01432

Minutes for 12/7/2011 - Approved 1/4/12

Location: Town Hall, 1st Floor

Members present: Alene Reich (AR) [Historical]- Chair, Mark Fermanian (MF) [Planning Board], Janet Providakes (JP) [Housing], Beth Suedmeyer (BS) [At Large], Jess Gugino (JG) [ConsCom]- Clerk

Not present: Gary Luca (GL) [BOS], Scott Houde (SH) [FinCom], Sarah Gibbons (SG) [Parks & Rec.], Vacancy [At Large]

APAC taped: NO

7:08 PM – Open Meeting

• **Current Projects**

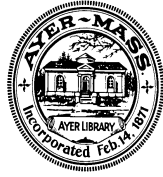
- AR announced that Bonnet Realty will hold a kickoff extravaganza for its building revitalization, partially funded by CPA, on Wed., 12/14/11 at 11 a.m., at the Fletcher Building, 49 Main Street.

• **Approval of Minutes**

- Approval of outstanding minutes was deferred to a later meeting.
- In the interim, JG will talk to the Town Clerk's office about what format they would prefer to receive CPC minutes, and to IT Systems Administrator Cindy Knox about having approved minutes posted on CPC's website.
- AR will do the same in terms of providing the Town Clerk's office with copies of meeting agendas as well as having them posted on the website.
- On discussion it was agreed that unapproved minutes would not be circulated outside of committee members.

• **Discussion: Implementation plan for Community Preservation Plan**

- AR said it would be a good idea to invite Jennifer Goldson back to CPC to discuss her previous work in developing the plan adopted by CPC on 4/1/09 and to consider entering into a contract with Ms. Goldson to work toward its future implementation.
 - BS agreed this would provide a good 'refresher' course for CPC members.
 - BS noted the priority given to Open Space acquisition at the time of the plan's adoption.
 - JP suggested such a meeting be posted as a meeting open to the public.
 - An agenda item could be added at which residents could offer suggestions of their own as well.
- AR has recently learned that CPC need only hold one Public Meeting per year to discuss projects and solicit input from the community in order to satisfy CPA requirements.
 - Having individual public meetings per project is not necessary.
 - This in turn would save CPC money in terms of legal notices, etc.



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- Such a meeting would need to be scheduled a few months prior to Spring Town Meeting.
 - Time would be needed in order to schedule an additional meeting to review the article language for approved projects to be written into the Town Warrant.
- BS suggested also having Stuart Saginor, Executive Director of the Community Preservation Coalition, come to a CPC meeting in order to discuss proper eligibility requirements for projects considered by CPC.
 - Mr. Saginor may also be able to contribute information about proper Warrant language for CPC articles.
- AR discussed the example of the Fletcher Building, where CPC funds will be used but where CPC has no control or input over how those funds are used once the project has passed Town Meeting.
 - BS said a lot of other towns develop their own formal contracts in which expectations are clearly elaborated and an approval mechanism is set in place to trigger the release of CPC funds at each step.
- JP discussed the need to review CPC's application process so that each application is held to the same standard without exception.
 - BS suggested adding the language that CPC has the right to reject incomplete applications.
 - In addition, CPC should clarify the distinction between 'required' and 'preferred' in reference to information asked for in an application.
- AR will attempt to get Mr. Saginor to attend CPC's February meeting.
 - January's meeting will focus on the committee reviewing a paper copy of the CPC application and the topic of warrant language for future articles.
- **Approval of Expenses.**
 - Lowell Publishing Company: \$594.50, for four separate legal notices for Public Hearings.
 - MF asked why CPC didn't pass the cost of these ads onto the applicants.
 - This is problematic when the applicant is the Town.
 - JP suggested CPC have applicants who represent private concerns pay for their own notices.
- **8:15 PM – Adjourn Meeting**
 - JP moved to adjourn; BS 2nd.
 - Motion approved unanimously.