

**Town of Ayer**  
**Community Preservation Committee**

Town Hall \* One Main Street \* Ayer, MA 01432

Minutes for 2/6/2013 - Approved 3/6/2013

Location: Town Hall, 1<sup>st</sup> Floor

Members present: Janet Providakes (JP) [Housing]- Chair, Gary Luca (GL) [BOS], Michael Pattenden (MP) [FinCom], Beth Suedmeyer (BAS) [At Large], Barry Schwarzel (BES) [Historical], Jess Gugino (JG) [ConsCom]- Clerk

Not present: Mark Fermanian (MF) [Planning Board], Jason Mayo (JM) [Parks & Rec.], Vacancy [At Large]

APAC taped: NO

**7:00 PM – Open Meeting**

• **Approval of Expenses**

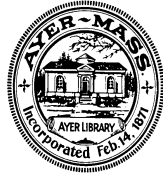
- Community Preservation Coalition: \$750 – membership dues.
  - BAS moved to approve payment of \$750; GL 2<sup>nd</sup>.
    - Motion approved unanimously.
- Flagg Tree Service: \$3250.00 – tree removal, Pleasant Street Pocket Park.
  - (15 hours of work at \$250/hour)
  - GL moved to approve payment of \$3250; JG 2<sup>nd</sup>.
    - Motion approved unanimously.
- Curtis Stump Grinding: \$300 – stump grinding, Pleasant Street Pocket Park
  - GL moved to approve payment of \$300; BAS 2<sup>nd</sup>.
    - Motion approved unanimously.
- Law Office of Thomas A. Gibbons: \$105.00 – review of architect’s contract and proposed termination letter, Pleasant Street Pocket Park.
  - GL moved to approve payment of \$105; BES 2<sup>nd</sup>.
    - Motion approved unanimously.
- Goldsmith, Prest & Ringwall (GPR): \$1240 – “estimated fee” for review of plans, revisions, Pleasant Street Pocket Park.
  - Payment deferred until confirmed that this is a final, not an estimated, bill.

• **Approval of Minutes**

- GL moved to accept the minutes for 1/9/2013 as written; JP 2<sup>nd</sup>.
  - Motion approved 4-0 (MP, BES abstained).

• **Discussion: Consultant Jen Goldson**

- BAS has talked to Ms. Goldson who will be coming to CPC’s 3/6/13 meeting.
  - It is hoped that Ms. Goldson can not only help CPC work toward implementing its goals in Open Space acquisition but also help with renewing the Town’s Open Space and Recreation Plan (OSRP).

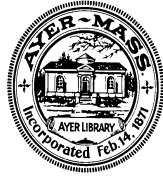


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- BAS is waiting to hear from Town Administrator Robert Pontbriand about the procurement process for hiring an outside consultant and about how to create a Town committee to work toward renewing the OSRP.
  - GL will double-check with Mr. Pontbriand that \$25,000 is the limit in charged fees over which the Town would need to put a consultant contract out to bid.
  - BAS will ask Ms. Goldson for an estimate of charges.
- MP asked if there was a list of all Town-owned land available.
  - GL said the Assessor's office can provide this list.
- GL has been in contact with Glenn Eaton at Montachusett Regional Planning Commission (MRPC) about the availability of Geographic Information Services (GIS) for the Town through MRPC.
  - Each member community is allotted 8 hours of GIS assistance yearly.
    - Some of this could be of use to Ms. Goldson in updating the OSRP and reviewing Open Space parcels.
- **Discussion: Kohler Place as Open Space acquisition**
  - JP updated CPC on her recent conversation with Ed Cornelier, representing the Sandy Pond Investment Trust which owns the 24-acre parcel.
    - JP conveyed to Mr. Cornelier that the issue of the crossing easement needs to be explicitly resolved in writing before the parcel could be considered for purchase.
    - Mr. Cornelier holds a letter from a judge dismissing a case brought against the Trust over the narrow strip which would need to be crossed to gain access to the parcel from Wright Road.
      - The letter dismisses the lawsuit "with prejudice" but does not explicitly state or uphold the crossing easement.
      - JG said the Conservation Commission was unlikely to consider sponsoring a purchase of this parcel until this issue is resolved.
  - The high cost of the parcel, along with the significant expenses that would be required before purchase and after, to make the usable by Ayer residents, was also mentioned.
  - BAS plans to seek more information on the possible tax benefits a Conservation Restriction or a below-market-value sale to a Town could have for the Investment Trust.
- **Discussion: Upcoming Warrant for Spring Town Meeting**
  - CPC Member Reduction



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- GL handed out a draft from Town Counsel for amending the Town's CPC By-Law to eliminate mandatory representation from the Board of Selectmen and from the Finance Committee.
  - This would reduce the size of CPC from 9 to 7 members, making it easier to achieve a quorum.
- It was decided that the wording should reflect immediate cessation of these terms upon a positive Town Meeting vote.
- The changed wording to the By-Law was reviewed and it was noted that additional changes needed to be made by Town Counsel that alter references to CPC's size from 9 members to 7.
- CPC Set-Asides
  - GL handed out copies of the set-asides from the 2012 Spring Town Meeting.
    - Specific figures have yet to be received from the State.
  - GL asked CPC members meanwhile to review previous submissions and think about percentages for determining the 2013 set-asides.
- Consultant
  - If CPC will be engaging the services of Jen Goldson, this will require an additional Warrant article.
- **Discussion: Public Records Training Workshop of 1/17/13.**
  - JG brought up that CPC needs to plan, going forward, for a centralized location for the preservation of applications and related materials.
    - Given that CPC has no official office or administrative assistance in Town Hall, JG asked at the workshop what the best course of action would be.
    - At that time, Town Administrator Pontbriand said that either his office or the Town Clerk's should be responsible for holding such records.
- **8:15 PM – Adjourn Meeting**
  - GL moved to adjourn; JP 2<sup>nd</sup>.
    - Motion approved unanimously.