



*Annunzio Copeland*



Town of Ayer  
Board of Selectmen  
Ayer Town Hall – 1<sup>st</sup> Floor Meeting Room  
Ayer, MA 01432

Tuesday January 9, 2018  
Open Session Meeting Agenda

7:00 PM

Call to Order

Pledge of Allegiance; Review and Approve Agenda; Review of Warrant(s);  
Announcements

7:05 PM\*

Public Input

Special Recognitions

1. Ayer Shirley Panthers Central Mass Youth Football Super Bowl Champions
2. Captain Steve Slarsky, Ayer Fire Call Department

7:15 PM

Police Chief William A. Murray, Ayer Police Department

1. Notice of Award Police Department Radio Project

7:20 PM

Town Administrator's Report

1. Administrative Update
2. FY '19 Budget Process Update
3. Historic Fire Station Update
4. 2018 Seasonal Population Increase Estimation
5. DLT'A Grant Application Letter of Support

7:35 PM

New Business/Selectmen's Questions

1. Tax Incentives Park Street (Selectman Hillman)

7:40 PM

Approval of Meeting Minutes

December 19, 2017

\*Adjournment

*\*Agenda times are for planning purposes only and do not necessarily constitute exact time*

The next regularly scheduled meeting of the Board of Selectmen is Tuesday January 23, 2018 at 7:00 PM

**SECTION 00810  
NOTICE OF AWARD**

Dated January 9, 2018

Project:	Owner: <b>Town of Ayer</b>	Owner's Contract No.:
Contract: <b>Radio Communications System Infrastructure Upgrade</b>		Engineer's Project No.: <b>17PD01</b>
Bidder: Timberline Communications, Inc.		
Bidder's Address: (send Certified Mail, Return Receipt Requested) 300 Pine Street Canton, MA 02021		

You are notified that your Bid dated November 29, 2017 for the above Contract has been considered. You are the Successful Bidder and are awarded a Contract for **\$567,181.00**.

\$520,184.00	Base Bid
\$6,321.00	Add Alt 3
\$2,460.00	Add Alt 6
\$462.00	Add Alt 7
\$37,754.00	Add Alt 8
<b>\$567,181.00</b>	<b>Total Project Cost</b>

The Contract Price of your Contract is Five Hundred sixty-seven thousand one hundred eighty-one dollars (\$567,181).

3 copies of each of the proposed Contract Documents (except Drawings) accompany this Notice of Award.

You must comply with the following conditions precedent within [5] days of the date you receive this Notice of Award.

1. Deliver to the Owner 3 fully executed counterparts of the Contract Documents.
2. Deliver with the executed Contract Documents the Contract security [Bonds] as specified in the Instructions to Bidders (Article 20), [and] General Conditions (Paragraph 5.01) [and Supplementary Conditions (Paragraph SC-5.01).]
3. Other conditions precedent:

Failure to comply with these conditions within the time specified will entitle Owner to consider you in default, annul this Notice of Award and declare your Bid security forfeited.

Within ten days after you comply with the above conditions, Owner will return to you one fully executed counterpart of the Contract Documents.

Owner	
By: _____	Authorized Signature
Title	

  
**COPY**

## Police Radio Infrastructure

Article 5	Oct. 2016 STM	\$222,066.00	
Article 13	May 2017 ATM	<u>\$207,185.00</u>	

Available funding		\$429,251.00	
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Spent to date:			
MacGregor Electric		(\$9,075.00)	
Lowell Publishing		(\$686.72)	
Pinard Landscaping		(\$960.00)	
Panther Pines		<u>(\$13,433.70)</u>	(\$24,155.42)

Amount remaining on Panther Pines contract			
		\$38,382.00	
paid against contract		<u>\$13,433.70</u>	(\$24,948.30)

<b>Current available funds</b>		<b><u>\$380,147.28</u></b>	
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<i>Timberline Communications Proposal</i>	
\$520,184.00	Base Bid
\$6,321.00	Add Alt 3
\$2,460.00	Add Alt 6
\$462.00	Add Alt 7
<u>\$37,754.00</u>	Add Alt 8
<b><u>\$567,181.00</u></b>	<b>Total Project Cost</b>

(\$187,033.72)	Remaining Funding Needed
\$200,000.00	UDAG Appropriation
\$12,966.28	Contingency

Office of the Ayer Board of Selectmen  
Office of the Ayer Town Administrator



Town of Ayer | Ayer Town Hall | 1 Main Street | Ayer, MA 01432 | 978-772-8220 | Fax 978-772-3017 | www.ayer.ma.us

MEMORANDUM

DATE: January 5, 2018

TO: Ayer Board of Selectmen

FROM: Robert A. Pontbriand  
Town Administrator

SUBJECT: Town Administrator's Report for the January 9, 2018 BOS Meeting

Dear Honorable Selectmen,

Happy New Year! I am pleased to submit the following Town Administrator's Report to you for the January 9, 2018 BOS Meeting. If you have any questions prior to the meeting, please do not hesitate to contact me directly. Thank you.

Administrative Update:

- I will offer a brief Administrative Update regarding the various projects, initiatives, and activities of the Administration for the period since the last BOS Meeting on December 19, 2017.

FY 2019 Budget Process Update:

- I will offer a brief update on the FY 2019 Budget Process which is underway.

Historic Fire Station Update:

- The awarded bidder for the Historic Fire Station was unable to meet the contractual deadline(s) of December 31, 2017 for this project and has withdrawn from the project. In consultation with the Economic Development Office, it is recommended that the Town put the project back out for requests for proposals in accordance with MGL Chapter 30B for a period of thirty days. I would like to further discuss with the BOS at the meeting.

2018 Seasonal Population Increase Estimation:

- It is recommended that the BOS review and vote to approve the attached 2018 Seasonal Population Increase Estimation (See attached). This is an annual requirement of the Alcohol Beverage Control Commission (ABCC).

DLTA Grant Application Letter of Support:

- The Town has applied for DLTA (District Local Technical Assistance) Grant from the MRPC for the purposes of identifying and mapping the Town's existing conservation lands, including Chapter 61 and other open space land through the Town Planner and Conservation Agent (See attached). I am respectfully recommending that the BOS consider the proposed DRAFT letter of recommendation from the BOS in support of this grant application (See attached).

Thank you.

Attachment(s).

## 2018 Seasonal Population Increase Estimation Form

City / Town:

Town of Ayer

Date:

Jan 10, 2018

Alcoholic Beverages Control Commission  
239 Causeway Street  
Boston, MA 02114

To Whom It May Concern:

Acting under authority contained in M.G.L. Ch. 138, s17, as amended, our Board at a meeting held on

Jan 9, 2018

Date of Meeting

, estimated that the temporary increased resident population

of

Town of Ayer

City / Town Name

, as of July 10, 2018 will be

7080

Estimated Population

This estimate was made and voted upon by us at a meeting called for the purpose, after due notice to each of the members of the time, place and purpose of said meeting, and after investigation and ascertainment by us of all the facts and after cooperative discussion and deliberation. The estimate is true to the best of our knowledge and belief.

The above statements are made under the pains and penalties of perjury.

Very truly yours,  
Local Licensing Authorities

 **COPY**

MRPC District Local Technical Assistance (DLTA) Application  
“Identifying and Prioritizing Existing and Potential Conservation Lands  
in Ayer, Massachusetts”

Town of Ayer, Massachusetts – January 2, 2018

**Executive Summary**

For the first January, 2018 round of the District Local Technical Assistance (DLTA) program, the Town of Ayer is seeking technical assistance with:

*The Town of Ayer is in the process of identifying and mapping its existing conservation lands, including land in Chapter 61, as a first step in the process of prioritizing parcels for future conservation efforts. The 2017 fall Special Town Meeting authorized the creation and funding of a conservation fund to enable the Town to act quickly when land is taken out of Chapter 61 designation or becomes available for purchase from a private owner. The initial deposit into the Conservation Fund was \$500,000, transferred from Ayer’s Community Preservation Act funds. The Conservation Fund has been set up to accept future donations of land and monetary funds and will be overseen by the Ayer Conservation Commission. The Ayer’s Open Space and Recreation Plan is in the process of being updated and finalized. Until this is complete, the Town of Ayer lacks a thorough and accurate listing of its conservation and Chapter 61 lands. This can be resolved through assistance afforded by a DLTA grant. Additionally, Ayer would like to create a prioritized list of conservation and open space parcels to consider for future purchase with the Conservation Fund.*

*To this end the Ayer Town Administrator, Robert Pontbriand, has started a Land Working Group, which held its first meeting on December 12, 2017. The Land Working Group consists of the Town Administrator, Town Planner, Conservation Administrator, Community Development Director, and members of the Open Space and Recreation Plan Committee, the Master Plan Committee and the Community Preservation Committee. The Land Working Group will be meeting monthly and can assist the MRPC with research and field visits as part of the effort to develop a complete and accurate list of open space and conservation lands, as well as prioritizing land for further protection.*

*This project will dovetail nicely with the Town’s comprehensive revision of its Zoning Bylaws, last revised in 2006, and adoption of a new Master Plan, last revised in 2004. The proposed Zoning Bylaw will be put before voters at a special Town Meeting on March 19, 2018, and the Master Plan is scheduled to be voted on by the Planning Board around the same time (exact date to be determined). The Conservation Commission is also considering proposing a wetlands bylaw for Ayer.*

**Contents of Proposal:**

1. A signed letter from the chief elected official(s) stating that the CEO(s) agree to the MRPC DLTA planning services request and that the subject was discussed and decided upon in a public meeting which can be documented by the minutes of said meeting. The CEO(s) letter must be submitted with the proposal.

*See the attached letter of support from the Ayer Town Administrator dated December 29, 2017. A letter from the Ayer Board of Selectmen will be provided to the MRPC by January 12, 2018, following their January 9, 2018 meeting.*

2. Complete responses to all relevant questions: *See Sections B and C below.*
3. Submission of a proposal that maximizes benefits to as many communities as possible.

*Though this proposal is primarily for the benefit of Ayer, much of the existing conservation land, as well as potential conservation land in Ayer borders the towns of Groton and Shirley, and any effort to further protect these lands will be of regional conservation significance.*

*Though this proposal is being initiated by Ayer, analyzing parcels in the adjacent towns, including Devens, would allow each of the adjacent towns to make use of identified conservation lands for their own future open space and conservation planning. Conservation planning on a regional level creates opportunities for partnerships and results in the possibility for larger and better connected conservation lands and open spaces.*

Local applications do not require the submission of matching funds. However, any DLT A eligible local application providing cash and/or in-kind matches will be prioritized over those applications that do not provide cash and/or in-kind matches.

*The Ayer Planning Department will coordinate efforts with Town Staff and Board members, as identified below, and will coordinate the local match in terms of Staff and Volunteer time on the project. The Land Working Group consists of members of the Conservation Commission, Zoning Board of Appeals, the Town Administrator, Town Planner, Conservation Administrator, Community Development Director and several volunteer members with municipal conservation experience. These staff and volunteers will be available to assist the MRPC with research and field visits to 'ground-truth' the information discovered through this project.*

### **Eligible Projects and Activities:**

**The two questions that must be answered for every DLT A request for services:**

A) What type of project is being proposed or considered?

#### **1. Project Description**

*This proposal falls under the Planning Ahead for Growth category of DLT A projects, specifically the identification, assessment and mapping of **Priority Preservation Areas (PPAs)**. Several potential PPAs are located in north-central Ayer, much of which still remains forested and largely undeveloped.*

*With the economic recovery, however, development pressure on this part of Ayer is increasing, including the potential for several large residential subdivisions which would fragment the currently large contiguous blocks of forest land which extend from Ayer into south Groton. This effort would therefore be of regional conservation benefit. Massachusetts Audubon Society's 441 acre 'Rocky Hill Wildlife Sanctuary' abuts this part of Ayer, as do several other conservation parcels owned by the Town of Groton.*

***Data analysis of existing mapping could include:***

- *Conservation Assessment and Prioritizing System (CAPS) Index of Ecological Integrity (IEI) at a regional scale*
- *Mass Audubon Mapping and Prioritization Parcels for Resilience (MAPPR) at a regional scale*
- *Regional Assessors' parcels*
- *Regional Zoning maps*
- *MassWildlife Lands maps*
- *FEMA flood maps*

*Ayer is located within both the Squannassit and Petapawag Areas of Critical Environmental Concern (ACEC) as well as BioMap 2 Core Habitat as identified through the Natural Heritage and Endangered Species Program. This proposed DLTA project would enhance Ayer's ability to protect important habitats and natural areas within these designated resource areas.*

***This project consists of two main items:***

1. *Developing a definitive list of conservation, existing open space, permanently or temporarily protected land, and Chapter 61 parcels in the Town of Ayer and the adjacent towns at a regional scale.*
2. *Identifying Priority Preservation Areas (PPAs) for Ayer consisting of land in Chapter 61 as well as unprotected parcels of high conservation value as identified through the process described below.*

*The Ayer Planning Department will coordinate efforts with Town Staff and Board members, as identified above, and will coordinate the local match in terms of Staff and Volunteer time on the project. An initial approach to the project could entail the following steps:*

- *MRPC Staff meets with the Ayer Land Working Group to further refine the scope of the project.*
- *MRPC reviews the current list of town-owned land and Chapter 61 land in Ayer and identifies gaps in information.*

- *MRPC maps the above information using GIS and presents these findings to the Land Working Group.*
- *MRPC develops an initial prioritization scheme for Chapter 61 lands and other parcels that would enhance conservation efforts in Ayer, based on factors such as connectivity to existing Ayer and regional open space parcels, ecosystem service values, water resource values, scenic and cultural resources, including trails, and information in the Natural Heritage and Endangered Species Program.*
- *MRPC and the Land Working Group begin developing a strategy to prioritize the above identified lands in terms of importance for acquisition or other protection measures. Ideally this effort will help to identify lands that are best to acquire in fee simple, using monies in the conservation fund and with conservation partnerships, through conservation restrictions / easements, Chapter 61 designation or other means.*
- *As a final product, the MRPC presents the findings of the project to a joint meeting of the Selectmen, Planning Board and Conservation Commission.*

**B) How does this project qualify according to Eligible Projects / Activities listed on pages 4, 5 and 6 of this Request for Service Delivery?**

*This proposal falls under the Planning Ahead for Growth category of DLTAs projects, specifically the identification, assessment and mapping of **Priority Preservation Areas (PPAs)**. Several potential PPAs are located in north-central Ayer, much of which still remains forested and largely undeveloped. With the economic recovery, however, development pressure on this part of Ayer is increasing, including the potential for several large residential subdivisions which would fragment the currently large contiguous blocks of forest land which extend from Ayer into south Groton. This effort would therefore be of regional conservation benefit.*

**Contact Information:**

Mark Archambault, AICP – Ayer Town Planner / [marchambault@ayer.ma.us](mailto:marchambault@ayer.ma.us) / 978-772-8218  
 Jo-Anne Crystoff – Ayer Conservation Administrator / [concom@ayer.ma.us](mailto:concom@ayer.ma.us) / (978) 772-8249

[TOWN LETTERHEAD]

PROPOSED DRAFT

January 9, 2018

Mr. John Hume, Director of Planning and Development  
Montachusett Regional Planning Commission (MRPC)  
64 Abbott Avenue  
Leominster, MA 01453

Dear Mr. Hume,

The Ayer Board of Selectmen are sending this letter of support for the Town of Ayer's DLTA Grant Application which was submitted on January 2, 2018.

For the current of the **District Local Technical Assistance (DLTA)** program round, the Town of Ayer is seeking technical assistance with identifying and prioritizing existing and potential conservation lands in Ayer.

This application seeks the following assistance:

*The Town of Ayer is in the process of identifying and mapping its existing conservation lands, including land in Chapter 61, as a first step in the process of prioritizing parcels for future conservation efforts. The 2017 fall Special Town Meeting authorized the creation and funding of a conservation fund to enable the Town to act quickly when land is taken out of Chapter 61 designation or becomes available for purchase from a private owner. The initial deposit into the Conservation Fund was \$500,000, transferred from Ayer's Community Preservation Act funds. The Conservation Fund has been set up to accept future donations of land and monetary funds and will be overseen by the Ayer Conservation Commission. The Ayer's Open Space and Recreation Plan is in the process of being updated and finalized. Until this is complete, the Town of Ayer lacks a thorough and accurate listing of its conservation and Chapter 61 lands. This can be resolved through assistance afforded by a DLTA grant. Additionally, Ayer would like to create a prioritized list of conservation and open space parcels to consider for future purchase with the Conservation Fund.*

*To this end the Ayer Town Administrator, Robert Pontbriand, has started a Land Working Group, which held its first meeting on December 12, 2017. The Land Working Group consists of the Town Administrator, Town Planner, Conservation Administrator, Community Development Director, and members of the Open Space and Recreation Plan Committee, the Master Plan Committee and the Community Preservation Committee. The Land Working Group will be meeting monthly and can assist*

*the MRPC with research and field visits as part of the effort to develop a complete and accurate list of open space and conservation lands, as well as prioritizing land for further protection.*

We, the Ayer Board of Selectmen strongly support this important project and request that you act favorably upon the Town's DLTA Grant Application.

Thank you for your time and consideration.

Sincerely,

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Christopher R. Hillman, Chair

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Jannice L. Livingston, Vice Chair

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Gary J. Luca, Clerk

The Ayer Board of Selectmen

CC: Ayer Town Administrator  
Ayer Planning Board  
Ayer Conservation Commission  
Ayer Community Preservation Committee  
Ayer Open Space Plan Committee

Town of Ayer  
Board of Selectmen  
Ayer Town Hall – 1<sup>st</sup> Floor Meeting Room  
Ayer, MA 01432



*Broadcast and Recorded by APAC*

**Tuesday December 19, 2017**  
**Open Session Meeting Minutes**

**Present:** Christopher R. Hillman, Chair; Jannice L. Livingston, Vice – Chair;  
Gary J. Luca, Clerk (Participating Remotely until 7:40 PM)

Robert A. Pontbriand, Town Administrator  
Carly M. Antonellis, Assistant to the Town Administrator

**Call to Order:** C. Hillman called the meeting to order at 6:07 PM. C. Hillman stated that G. Luca would be participating remotely via telephone and all votes will be taken by roll call.

**Executive Session Pursuant to G.L. c. 30A, sec. 21(a):** A motion was made by C. Hillman and seconded by G. Luca to enter into Executive Session pursuant to G.L. Chapter 30A, section 21(a) Exemption #3 (Litigation Strategy) *Worthen Dale v. Town of Ayer*. C. Hillman further stated that to discuss this matter in Open Session would be detrimental to the Town's negotiating strategy and to reconvene in Open Session at the conclusion of Executive Session. **By Roll Call:** C. Hillman, aye; J. Livingston, aye; G. Luca, aye. **Motion passed 3-0 by Roll Call Vote.**

**Reconvene in Open Session:** The BOS reconvened in Open Session at 7:08 PM.

**Pledge of Allegiance:** BOS members and meeting attendees stood and recited the Pledge of Allegiance.

**Announcements:** None

**Review and Approve Agenda:**

**Motion:** A motion was made by J. Livingston and seconded by G. Luca to approve the agenda. **By Roll Call:** C. Hillman, aye; J. Livingston, aye; G. Luca, aye. **Motion passed 3-0 by Roll Call Vote.**

**Moment of Silence:** C. Hillman asked for a moment of silence in honor and memory of Mr. Peter K. Johnston. Peter was an Ayer volunteer firefighter retiring as a Deputy Chief; served on the Ayer Planning Board for many years; he was a Ayer Boy Scout Troop 3 Leader; worked for the Ayer Post Office; was involved with St. Mary's and many civic and community efforts over the years.

**Review of Warrants:** J. Livingston stated that she signed the following warrant on behalf of the BOS:

2017-12-12	Accounts Payable	18-10	\$2,062,870.48
2017-12-18	Payroll	18-12	\$326,296.86

**Public Input:** None

**Alicia Hersey, Program Manager, Community Development Office:** A. Hersey was in attendance to request the Board's consideration of Lien Subordination Request CASE #05-298E. She stated that the borrower is seeking to obtain a new mortgage to pay off their first and second mortgages to obtain a better interest rate.

**Motion:** A motion was made by G. Luca and seconded by J. Livingston to approve lien subordination request CASE #05-298E not to exceed \$215,935. **By Roll Call:** C. Hillman, aye; J. Livingston, aye; G. Luca, aye. **Motion passed 3-0 by Roll Call Vote.**

**Superintendent Mark Wetzel, Department of Public Works:** Town Engineer Dan Van Schalkwyk was in attendance for Superintendent Wetzel.

*Execution of the Ayer Dog Park Construction Contract* – D. Van Schalkwyk stated that the DPW received nine bids for the Ayer Community Dog Park on Snake Hill Road and the low bidder was RAE Contracting, LLC from Methuen, MA with a bid of \$191,130. The Town received a grant from the Stanton Foundation in the amount of \$172,017 to cover 90% of the project costs.

**Motion:** A motion was made by J. Livingston and seconded by G. Luca to execute the contract for the Ayer Community Dog Park with RAE Contracting, LLC in the amount of \$191,130. **By Roll Call:** C. Hillman, aye; J. Livingston, aye; G. Luca, aye. **Motion passed 3-0 by Roll Call Vote.**

*Adoption of Heavy Commercial Vehicles Exclusion* – D. Van Schalkwyk requested that the BOS amend the Town Traffic Regulations and vote to adopt the Columbia Street Heavy Commercial Vehicle Exclusion from Central Ave. to Main St.

**Motion:** A motion was made by J. Livingston and seconded by G. Luca to adopt the Heavy Commercial Vehicle Exemption (The use and operation of heavy commercial vehicles, having a carrying capacity of more than 2.5 tons on Columbia Street from Central Avenue to Main Street, 24 hours per day, seven days per week). **By Roll Call:** C. Hillman, aye; J. Livingston, aye; G. Luca, aye. **Motion passed 3-0 by Roll Call Vote.**

**Chief William A. Murray, Ayer Police Department:** Lt. Brian Gill was in attendance for Chief Murray.

*Radio Project Update and Request for UDAG Funding* - R. Pontbriand explained the request for additional funding for the police department radio project. He is requesting that the BOS authorize the use of \$200,000 in UDAG funding. The project went out to bid and the low bidder's project cost was approximately \$200,000 higher than available project funding. R. Pontbriand is recommending that the UDAG account be replenished at a future town meeting.

Fire Chief Robert Pedrazzi stated that the project doesn't only improve the police communications systems, but it improves fire and DPW's as well.

G. Luca stated that when he first saw the request, he was livid but understands that the project needs to be done.

**Motion:** A motion was made by G. Luca and seconded by J. Livingston to approve \$200,000 in UDAG funding for the police department radio project and to replenish the UDAG account at the Spring Town Meeting. **By Roll Call:** C. Hillman, aye; J. Livingston, aye; G. Luca, aye. **Motion passed 3-0 by Roll Call Vote.**

*Handicapped Parking Violation Fine* – Lt. Gill stated that the provisions of G.L. c40, s22A were amended to provide for an increase in handicapped parking violations. Chief Murray are requesting that the BOS raise the fines from \$75 to \$100.

**Motion:** A motion was made by G. Luca and seconded by J. Livingston to amend the traffic regulations by increasing the handicapped parking violations from \$75 to \$100. **By Roll Call:** C. Hillman, aye; J. Livingston, aye; G. Luca, aye. **Motion passed 3-0 by Roll Call Vote.**

*G. Luca ended his remote participation at 7:40 PM*

*Acceptance of DARE Gift Donation* – Mr. John Hillier from Central Ave. Compassionate Care was in attendance to present a donation in the amount of \$6,000 for the Ayer Shirley Regional School District’s DARE Program. Lt. Brian Gill and BOS members thanked Mr. Hillier for his contribution.

**Motion:** A motion was made by J. Livingston and seconded by C. Hillman, with great pleasure, to accept \$6,000 from Central Ave. Compassionate Care for the DARE program. **Motion passed 2-0.**

**Alan Manoian, Director of Community & Economic Development:** A. Manoian and IT Director Cindy Knox presented the updated and redesigned Economic Development website. Mr. Manoian reported that the website will go live on January 2, 2018.

**Town Administrator’s Report:** R. Pontbriand gave a brief administrative update stating that the government reorganization home rule petitions have been assigned bill numbers at the State House and the Towns of Shirley and Ayer have signed an Inter-Municipal Agreement for dispatch services.

*Certification of Unpaid Water Lien Accounts to Board of Assessors* – R. Pontbriand requested that the unpaid water lien accounts be certified by the BOS and sent to the Board of Assessors.

**Motion:** A motion was made by J. Livingston and seconded by C. Hillman to certify the unpaid water lien accounts and to forward to the Board of Assessors. **Motion passed 2-0.**

**New Business/Selectmen’s Questions:** C. Hillman asked if the Administration could look into giving tax incentives to companies that invest on Park Street.

**Approval of Meeting Minutes:**

**Motion:** A motion was made by J. Livingston and seconded by C. Hillman to approve the meeting minutes from December 5, 2017 and December 6, 2017. **Motion passed 2-0.**

**Adjournment:**

**Motion:** A motion was made by J. Livingston and seconded by C. Hillman to adjourn at 8:43 PM. **Motion passed 2-0.**

**Minutes Recorded and Submitted by Carly M. Antonellis**

**Date Minutes Approved by BOS:** \_\_\_\_\_

**Signature Indicating Approval:** \_\_\_\_\_