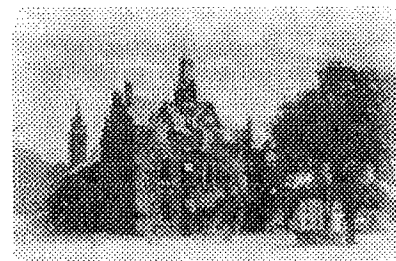


Town of Ayer
Board of Selectmen
1st Floor Meeting Room, Main Street
Ayer Massachusetts, 01432



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Board of Selectmen Minutes

Meeting date: 06-17-08

Present:

Carolyn McCreary, Chairman (Dr. McCreary)	X	Cornelius F. Sullivan, Vice-Chairman (Mr. Sullivan)	X
Mr. Gilles, Clerk (Mr. Gilles)	X	James Fay, Member (Mr. Fay)	X
Gary J. Luca, Member (Mr. Luca)	X	Shaun Suhoski, Town Administrator (Mr. Suhoski)	X
Janet Lewis, Secretary (Mrs. Lewis)	X		

Meeting Called to order at 7:05 pm by Chairman.

Public Input: Chairman McCreary requested if there was anyone present wishing to meet with the Board.

1. Chairman McCreary announced the Town's 4th of July Celebration taking place on Saturday, July 5th with a parade starting at 1.00p.m. including bike & carriage decorating events, activities at Pirone Park all day long (entertainment, vendor booths, food) ending at dusk with a fireworks display.
2. Alden Farrar-re: Speeding vehicles on Sandy Pond Rd. and Sandy Pond Beach concerns re parking, signage, new pavement (road). The Board to have Town Administrator schedule a meeting with the Police Chief, Supt. of Public Works and Mr. Farrar to address his concerns.
3. Laura Haines, re: new Town of Ayer By-law -XXXII Dog By-law amendment not being enforced-Dog owners allowing their dogs to relieve themselves on other people's property and not picking up after them requesting signage alerting dog owners to new scoop by-law passed.

Chairman McCreary called for a motion to accept the Agenda. Selectman Sullivan moved the Board approve the Agenda of 6-17-08 as amended, 2nd by Mr. Fay, VOTE: unanimous, so moved.

Agenda Items:

- 1 **Town Treasurer Denis Callahan and Melissa Doig, Asst. Treasurer, re Bi-Weekly Payroll**
 - a. Mr. Callahan opened the discussion by advising the Board to the Treasurer's Office implementing the bi-weekly payroll on October 9, 2008 to coincide with the School payroll per the recommendations of DOR in its May 2007 Financial Management Review. Mr. Callahan advising the Board to the last weekly payroll being on Sept. 25, 2008; this change will reduce demands on the Treasurers and Accountants Offices i.e. vacations, MUNIS/printing malfunctions, etc. Mr. Callahan also advising to the elimination of separate checks for stipends, longevity and details to have uniform pay periods for all Depts.
 - i. Selectman Fay moved the Board vote to approve the bi-weekly payroll and elimination of separate checks as outlined by the Treasurer effective 10-9-08, 2nd by Selectman Sullivan requesting a friendly amendment - Treasurer's Office to distribute notices in advance of start-up of biweekly payroll notifying personnel to change, VOTE: unanimous, so moved.
2. **Public Hearing-Billiards Café, 31-47 Main Street, Ayer, MA -Beer & Wine License Alter Premise Request-Deck/Patio**
 - a. The Board met with Zelda Moore in the absence of Calvin Moore. Chairman McCreary opened the Public Hearing by requesting the Legal Notice be read into the record by the Clerk-Selectman Gilles. Mrs. Moore gave the Board a brief description of request of the Moore family re alteration request. Chairman McCreary requesting if there were any abutters present i.e. churches, school representatives, no abutters spoke to the Petition request. Resident Laura Haines expressed concerns re noise to neighborhood with deck addition. Board directing this concern to Police Chief being an enforcement issue of the Ayer Police Dept.
 - i. Selectman Sullivan moved the Board vote to approve the Alter Premise Application by Calvin Moore for the Billiards Café, 2nd by Selectman Luca, VOTE: unanimous, so moved.
 - ii. Selectman Luca moved the Board close the Public Hearing, 2nd by Selectman Fay, VOTE: unanimous.
3. **Shriver Job Corps. Ctr. -MOU Work Based Learning-**The Board met with Andrea Tangredi, Employment Opportunity Director. Selectman Fay opened the discussion by giving the Board background of the Shriver Work Based Opportunity Program being a reciprocal opportunity students learn job skills while providing municipal assistance doing community projects: painting, carpentry, construction i.e. sidewalk repair etc. as well as business skills: computer, office assistance. Ms. Tangredi stating no personal gains, time sheets required for forty (40) hours/week not to exceed 240 over six (6) weeks MOU is for a one (1) year

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period. Shriver & Town work together.. Ms. Tangredi reviewed with the Board the obligations & mutual agreement of both parties.

- i. Selectman Fay moved the Board vote to approve the MOU's (Business & Trade) as presented with the Shriver Job Corps Ctr. for Job Corps Work-Based Learning for one (1) year, 2nd by Selectman Luca for discussion requesting Town Administrator circulate Memo to Dept. Heads re assistance and report back with list. Selectman Sullivan requesting friendly amendment be inserted into motion to authorize the signature of Chairman, VOTE: unanimous, so moved.

4. **Fire Chief, re Ambulance Collection Policy**-The Board met with Fire Chief Robert Pedrazzi. Chief Pedrazzi advised the Board to Department having no official policy re delinquent bills and suggesting a panel comprised of Fire Chief, Financial Manager, and Treasurer review accounts to determine if abatement/additional collection procedures are warranted. The Board after review suggested striking Financial Officials due to possibility of Job Description conflict (monetary obligations) and add Town Administrator & Fire Chief to review delinquent bills and if additional collection procedures are in order to forward to the Board of Selectmen for approval. The Board requested this issue be brought back up at their next meeting.

5. **Lisa White-Piano donations-offer withdrawn no action taken**

6. **Rob Hoekstra-WAVEGUARD, re Proposed AT&T Underground Construction**-The Board met with Rob Hoekstra of WAVEGUARD-Mr. Hoekstra advised the Board to the locations where AT&T would like to construct to obtain connectivity in and out of the Verizon Central Office. (Pearl, Groton, Pleasant, Cambridge, Central Groton Harvard and Groton School Sts/Rds.) Mr. Hoekstra reviewed the underground proposal plans with the Board delineating design specifications for underground precut utility structure ensuring all work conforming to DCR specifications, including materials and construction methods. Supt. Madigan reviewed plans and met with engineer to discuss project having no problems approved plans.

- i. Selectman Gilles moved the Board approve plans dated 5-7-08 Project TCB-Waveguard-Ayer 3 Pages 1-9, 2nd by Selectman Fay, VOTE: unanimous, so moved

7. **Fy-09 Appointments-**

- a. The Board reviewed and approved the Fy-09 Appointments-on Grid presented.

- i. Selectman Luca moved the Board accept all appointments as approved, 2nd by Selectman Sullivan VOTE: unanimous, so moved.

8. **Margaret Scarsdale, Program Manager CDBG-Sign/Façade Program**

- a. Program Income Request-McGuane Building-Ms. Scarsdale stated she was before the Board re authorization to use Program for McGuane building repair. Ms. Scarsdale reviewed Change Order #1 involving painting, carpentry and masonry. Present for the discussion Ed Kelley who discussed repairs to the building over the past two years. The Board voted to approve Ms. Scarsdale's Change Order and have the Town Administrator draft a letter of support to effort on behalf of Board.

- i. Selectman Fay moved the Board authorize the use of \$9,996.00 in Program Income from the Dept. of Planning & Development to cover the cost of Change Order #1. for repair of the McGuane Building at 15 Main Street. Work to commence on or about July 14, 2008, 2nd Selectman Luca, VOTE: unanimous, so moved.

9. **Supt. Madigan's Report-**

- a. Reserve Fund Transfer-Street Lighting due to unexpected increase in utility rates

- i. Set back for remainder of Fy-0 8 year total expenses expended to date. Rescheduled for 7-1-08.

- b. 2008 Painted Traffic Lines Contract-

- i. Selectman Sullivan moved the Board vote to approve the Contract for Poirier Guidelines of Athol to provide painted traffic line services to the Town for the amount no to exceed \$9K, per Supt. Madigan's Memo dated 6-13-08 2nd by Selectman Fay, VOTE: unanimous, so moved. Supt. Madigan advising Board to adding fine sand to crosswalks to address slipping making crosswalk paint more abrasive.

- c. Amendment of Boart Longyear Contract-Redevelopment of Grove Pond Wells #1&2

- i. Supt. Madigan advised the Board to overrun (\$1,262.50) re additional work required to clean and redevelop the wells (additional machine time & muratic acid added). Supt. Madigan requesting the contract with Boart Longyear be amended to a total value of \$41,317.40 original contract approved for \$40,055.00. Selectman Gilles moved the Board approve the amendment to Boart Longyear's Contract in the amount not to exceed \$1,262.50 subject to the availability of funds, 2nd by Selectman Luca VOTE: unanimous, so moved.

- ii. Supt. Madigan requested the Board allow him the authority to approve extras to a contract up to 5% of the original contract to avoid similar situations. The Board expressed concern re safeguards building in extras

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requesting Supt. Madigan use discretion building in averages/overruns.

- d. Ayer Sludge Landfill Post Closure Monitoring Fy09 Agreement for Engineering Services
 - i. Selectman Fay moved the Board vote to approve Weston & Sampson contract for the sum not to exceed \$15,700.00 for the period of July 1, 2008 through June 30, 2009 representing a \$6,500 decrease over last years agreement caused by various reductions in monitoring parameters and frequencies, 2nd by Selectman Sullivan VOTE: unanimous, so moved.
- e. Heating Fuel, No Lead Gasoline & Ultra Low Sulphur Diesel Fuel
 - a. #2 Heating Fuel-
 - i. Selectman Sullivan moved the Board award the Heating Fuel Bid to Dennis Burke, Inc. of Chelsea, MA for \$0.1642 per gallon over the Boston Tank Car, 2nd by Selectman Fay, VOTE: unanimous, so moved.
 - b. No Lead Gasoline
 - i. Selectman Sullivan moved the Board award the No Lead Gasoline to C.W. Fuels, Inc. of Pepperell, MA for \$0.0222 per gallon over Boston Tank Car, 2nd by Selectman Luca, VOTE: unanimous, so moved.
 - c. Ultra-Low Sulphur Diesel Fuel
 - i. Selectman Luca moved the Board award the Ultra-Low Sulphur Diesel Fuel to Dennis K. Burke, Inc. of Chelsea, MA for: \$0.0222 per gallon over Boston Tank Car (500-2500 gallon deliveries)
\$0.2472 per gallon over Boston Tank Car (40-499 gallon deliveries)
\$0.0222 per gallon over Boston Tank Car (500-2500 gallon deliveries-winter blend)
One year Contract for deliveries of (40-499) gallon award to C.W. Fuels, Inc./Pepperell, 2nd by Selectman Fay, VOTE: unanimous, so moved.

10. **Town Administrator's Report-** The Board met with Shaun Suhoski

- a. Water & Sewer permits-
 - i. 56 Fox Run (Crabtree Development) 1" water & Sewer Service.
 - ii. 42 Haymeadow Lane (Crabtree Development) 1" water & sewer service
Selectman Sullivan moved the Board vote to approve water & sewer permits for 56 Fox Run & 42 Haymeadow Lane and authorize signature by the Chairman, 2nd by Selectman Luca, VOTE: unanimous, so moved.
- b. Goals & Objectives (Town Administrator's) Set Back
- c. Commuter Parking Facility-Mr. Suhoski presented the Board latest letter received to date from Wendy Stern re status of the \$88,250 earmark for the scope of work for construction of commuter parking facilities in downtown Ayer advising to the STIP not yet approved by Federal (FHWA/FTA/EPA) which need to be approved by Feds prior to release of funds but in anticipation of this approval the Executive Office of Transportation is preparing the paperwork for the transfer to move forward.
- d. Fy09 Wage Rate Approval-
 - i. Selectman Fay moved the Board vote to approve the Fy-09 Wage Rate subject to satisfactory job performance reviews, 2nd by Selectman Gilles, VOTE: Selectman Fay aye, Selectman Gilles aye, Selectman Luca aye, Chairman McCreary aye, Selectman Sullivan not voting 4-1 motion passes. The Board reminded Dept. Heads to submit performance evaluations to the Personnel Board and requested to Agenda meeting with Personnel Board to review compensation Grid/Policy in August/September 2008.
- e. Reserve Fund Transfer-\$100.00 Building Insurance -bonding insurance -Employee Claim Office nature of timing insurance claims vary.
 - i. Selectman Gilles moved the Board vote to approve Reserve Fund Transfer in the amount not to exceed \$100.00 for Building Insurance-Line Item #01193-57430 , 2nd by Selectman Sullivan VOTE: unanimous, so moved
 - ii. Mr. Suhoski advised to possible Reserve Fund Transfer necessary re Parking Tickets.

11. **New Business/Selectmen's Questions**

Selectman Fay-clarified letter received by Board from resident re Sandy Pond Beach opening and life guard on duty..

Selectman Luca- Took this opportunity to publicly thank Ayer Post Office Employees for Loaves & Fishes Food Drive Conducted on Saturday, May 31, 2008 advising to 3800 pounds of food collected and delivered to Loaves & Fishes.

9:35p.m. Selectman Gilles moved the Board adjourn from Open Session to enter into Executive Session pursuant to MGL Chapter 39 Section 23B Exemption #3, 2nd by Selectman Sullivan VOTE: Selectman Fay aye, Selectman Luca aye, Selectman Sullivan aye, Selectman Gilles aye, Chairman McCreary aye unanimous, so moved.