

Selectmen's Meeting
Tuesday, February 5, 2002
Ayer Town Hall-1st Floor Meeting Room, Main St., Ayer, MA 01432

7:00p.m. Open Session

The Board met with Chairman Pena, Selectman Witherow, Selectman Fay, Selectman Bresnahan and Selectman Sullivan.

The Minutes of 1-8-02 and 1-15-02 were read and accepted. Motion to approve made by Selectman Fay 2nd by Selectman Witherow, VOTE: unanimous, so moved.

Chairman Pena announced Rep. Robert Hargraves conducting Office Hours this evening in the Town Hall from 7-8pm urging Town residents to come in to meet with him this evening if they have questions or concerns he could help them with.

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

1. Selectman Jane Witherow, re: the Town House Ball. Selectman Witherow read into the record a prepared statement re: her request for permission to conduct a gala celebration on April 13, 2002 at 7pm in the Great Hall of the Town Hall, which would entail food, program and dancing for approximately 200-250 people. Selectman Witherow advised the Board to an Open House/Ribbon Cutting proposed for earlier in the day on the 13th with light refreshments. Selectman Witherow's request also included information re: janitorial services & liability insurance for the function. Selectman Bresnahan moved the Board approve the use of the Town Hall for April 13, 2002, 2nd by Selectman Fay, VOTE: unanimous, so moved.
2. Martha Craft-re: Park's Department Appointment process. Ms. Craft met with the Board re: Joint process re: filling an Elected position pursuant to MGL Chapter 41, S11 until the next scheduled election. Town Administrator advised Ms. Craft to delay with Park Dept. appointment being due to Commissioner requesting additional time to review merits of candidates. The board rescheduled the Joint Appointment for 2-19-02 with the Park Commissioners.
3. Selectman Fay re: Public Safety Employees summonsed to Active Duty -Chapter 33, 59b. Selectman Fay requesting the Town of Ayer adopt this Act relative to public service in the armed forces of the United States and place it on the upcoming Annual Town Meeting Warrant. The Board took this request under advisement for later discussion.
4. Shaun Suhoski re: Fy-02 Community Development Block Grant Award-Mr. Suhoski informed the Board to Rep. Hargraves informing his office today that the Town of Ayer's Fy-02 CDBG application has been fully funded in the amount of \$351,714.00. Mr. Suhoski stated these funds are earmarked for
*Housing rehabilitation -12 additional units, updating the Board to over 40 housing units being improved since 1999.
*Loaves & Fishes counseling and direct aid
*Affordable Housing Needs Assessment and Action Plan
The Board congratulated Mr. Suhoski upon the award and for all his effort put into the application. Mr. Suhoski in turn took this opportunity to thank Rep. Hargraves, Sen. Resor and Susan Provincher his secretary for all their help and assistance with the application and its successful funding.

Chairman Pena called for a motion to approve the amended agenda. Selectman Witherow moved the Board approve the amended Agenda of 2-5-02, 2nd by Selectman Fay, VOTE: unanimous, so moved.

Agenda Item #1. Devens Five (5) Year Review Committee Appointment

Ms. Hegarty presented John Canney's letter of interest to be appointed to the Devens 5 Year Review Committee. Ms. Hegarty advised the Board to Mr. Canney actively participating at Committee meetings and recommending his appointment to this committee. Selectman Sullivan requesting the Board establish a policy for the candidates to be present when appointed in an effort to meet them. Chairman Pena called for a vote to appoint John Canney to the Devens Five (5) Year Committee. Selectman Bresnahan moved the Board appoint John Canney to the Devens Five-Year Review Committee, 2nd by Selectman Witherow

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Selectman Fay aye, Selectman Sullivan no, Chairman Pena no, VOTE: 3-2, motion passes. Selectman Sullivan requested the Board require candidates appear at Selectmen's Meetings when the Board takes up appointment requests.

Agenda Item #2. Police Chief Richard Rizzo re: Appointment Requests

1. Chief Rizzo requested the Board appoint William Dempsey of Shirley, MA as a Reserve Office and part-time dispatcher appointment to be per diem-on call. Selectman Witherow moved the Board accept Chief Rizzo recommendation and appoint William Dempsey a per diem Reserve Officer and part-time dispatcher for the Ayer Police department, 2nd by Selectman Fay, VOTE: unanimous, so moved.
2. The Chief recommended the Board appoint Reserve Officer David R. Lanteigne as a part-time dispatcher. Selectman Witherow moved the Board approve the Chief's recommendation and appoint David R. Lanteigne as a part-time dispatcher with the Ayer Police Department, 2nd by Selectman Bresnahan. VOTE: unanimous, so moved.

Chairman Pena announced the conclusion of Open Session and opened the Selectmen's Working Session.

7:30P.M.


WORKING SESSION

Donald Tyler-H.R. Patners-Portland, Maine, re: Compensation Study Report

Present for the discussion Ayer Personnel Board Members: Richard Rizzo and Lisa Wheeler. Ms. Hegarty took this opportunity to introduce Theodore Harding to the Board and updated the Board to Mr. Hardy volunteering to serve on the Personnel Board. Ms. Hegarty recommended to the Board the appointment of Ted Harding to the Personnel Board. Selectman Witherow moved the Board approve the appointment of Theodore Harding to the Personnel Board, 2nd by Selectman Fay, VOTE: unanimous, so moved. The Board thanked Mr. Hardy for his interest and service to the Town. Mr. Hardy sat through the workshop. Mr. Tyler reviewed with the Board the report which contained an executive summary of compensating employees which entailed basic operational assumptions, width of pay ranges, contract employees-performance based pay, merit grids, recommended salary structure/step increases. Mr. Tyler stated he reviewed duties and responsibilities of selected positions as requested and recommended equitable market data taking into consideration rates paid for comparable positions in other similar municipalities. Reviewed with the Board were present salary structures in the Town, salaries at or over maximum and salaries below minimum including surrounding Towns i.e. Bedford-W. Boylston. COLA based increases do not provide incentive to stay for employees. The study showed Ayer out of step with other communities especially in the lower grades 1-5, Grades 5-15 were not that far off from other neighboring communities Mr. Tyler stated. The Board requested the Personnel Board meet and review the documentation and come back to the Board with their recommendations. The Board set their first meeting in March to continue the compensation report recommendations with the Personnel Board.

8:40pm Selectman Fay moved the Board adjourn from Open Session to enter into Executive Session pursuant to MGL Chapter 39 Section 23b, Exemption #6 to adjourn from that Executive Session to enter into another Executive Session pursuant to MGL Chapter 39 Section 2 3b Exemption #3 to adjourn from that Executive Session for the sole purpose of adjourning the meeting, 2nd by Selectman Witherow, VOTE: Selectman Fay aye, Selectman Witherow aye, Selectman Sullivan aye, Selectman Bresnahan aye, Chairman Pena aye, unanimous, so moved.

8:45p.m. Open Session adjourned


James M. Fay, Clerk

AYER BOARD OF SELECTMEN

Date: 8/5/02