

Selectmen's Meeting
Tuesday, July 18, 2000
2nd Floor Meeting Room-Town Hall, Main St., Ayer, MA

7:00p.m. Open Session

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

Town Crier:

Chairman Bresnahan made the following announcements:

1. Mosquito Spray Dates: July 2000-7/10, 7/17, 7/24, & 7/31.
2. DPW Office to be open on Saturday, 7/22/00 from 9-1 for residents to purchase transfer station stickers.
3. Community Development Block Grant (CDBG) Public Hearing 6:30pm-Room 7 Ayer Town Hall.

Public Input: Chairman Sullivan requested if there was anyone present wishing to be heard. No one stepped forward.

Agenda Item #1 - 4th of July Celebration Committee 2000-Certificates of Appreciation.

Chairman Sullivan read into the record Certificates of Appreciation presented to the Committee on behalf of the Town. Accepting the Certificates on behalf of the Committee: Selectman James Fay, Ann Fay, and Fire Chief Paul Fillebrown. Certificates were presented to: Diana Vita, Ruth Rhonemus, Marcia Underhill, Donna DeShiro, Regina Pau, Chief Richard Rizzo, Paul Fillebrown Jr., Marion Smith, Alan Wilson and Janet Lewis. The Board thanked the Committee for their effort with another outstanding event.

Agenda Item #2. - Ayer Housing Authority-Appointment. The Board met with Ken Martin, Director of the Ayer Housing Authority. Mr. Martin stated he was before the Board this evening to request Mr. Paul Gribben of 18 Pond St., Ayer, MA be appointed to fill the vacancy created by the death of Ruth Coke. Mr. Martin gave the Board a brief background of Mr. Gribben who resides at the Pond St. Elderly Housing facility stating Mr. Gribbens appointment very advantageous to the authority by meeting federal requirement, having a member on the Authority who resides at the complex. Selectman Bresnahan read into the record a letter of recommendation endorsed by the Chairman of the Housing Authority Brian Anderson. Chairman Sullivan called for a motion. Selectman Bresnahan moved the Board appoint until the next election Paul Gribben to fill the vacant seat left by Ruth Coke, 2nd by Selectman Pena, VOTE: unanimous, so moved.

Agenda Item #3. - Fire Chief re: Fire Station Committee Report. The Board met with Fire Chief Paul Fillebrown re: the Committees investigation of the proposed site on West Main St.-across from the Parthenon Restaurant for a new station. The chief reported that the committee had met with the Fisheries & Game Dept. re: beavers not being the problem with the site, but more of a environmental concern informing the Board to Bill Murray of David Ross Assoc. investigating site and advising site being cost prohibitive, re: environmental issues and recommending the Board stick to the Committee's original recommendation for the corner of Park St. and Main (former site of Mrs. Yi's). Selectman Sullivan requested status of consent forms being submitted to property owners abutting site, re: environmental testing. Mr. Kreidler advised the Board to Town Counsel finalizing consent forms and the next step being Tata & Howard to begin the site preparation. Selectman Bresnahan requesting to go on record that the Study Committee had revisited the west Main Street site because of it being a preferred site of Chief Fillebrown-- and the Committee also revisited the present Fire Station site and again not supporting this location.

Agenda Item #4. - DPW ISSUES:

1. ***Supt. Search:*** Mr. Kreidler advised the Board to interviews being conducted on July 11, 2000, and field narrowed down to one candidate for the position of DPW Director-Michael Madigan of Cohoes, NY. Mr. Kreidler advised the Board to Mr. Madigan's background check being finalized with positive results. Chairman Sullivan called for a motion. Selectman Fay moved the Board offer a letter of appointment to Michael Madigan for the DPW position contingent upon a salary agreement being negotiated and availability to start work on 8-21-00 motion 2nd by Selectman Pean, VOTE: unanimous, so moved.

2. Permits: Street openings and water/sewer permits.

Water Permit-8 Shaker Rd-J.P.Madigan's (Sprinkler System inside building). The Board reviewed the permit application presented and approved by the foreman at the DPW along with the finalized DIG SAFE information. Chairman Sullivan requested current status of contractor who is doing work.. back payment of back taxes be scheduled for the next Selectmen's Meeting. The Board requested the DPW employee approving the permit, in the future,- until new Superintendent is on board sign off in the area endorsed by Superintendent for clarification purposes. Selectman Bresnahan moved to approve the water permit presented, 2nd by Selectman Pena, VOTE: unanimous, so moved.

Street Opening- Cablevision-3 inch conduit from Pole #6 from Bligh Street to the Elderly Housing on Pond St. Selectman Fay moved to approve the street opening for cablevision, 2nd by Selectman Bresnahan, VOTE: unanimous, so moved.

Grove Pond Wells- The Board reviewed the letter submitted by Richard Linde, foreman – Water Dept.-re: emergency cleaning/refurbishing of the Grove Pond Wells 1&2. The Board reviewed the proposal submitted by D.L. Maher at a cost of \$11,055.00/per well. Chairman Sullivan called for a motion. Selectman Witherow moved the Board approve the contract as presented for D.L. Maher for the refurbishing of Grove Pond Wells 1&2 not to exceed \$22,110.00, 2nd by Selectman Bresnahan, VOTE: unanimous, so moved.

Meter Reader Position: The Board met with Richard Linde, Foreman, Water Department re: his recommendation re: the position. Mr. Linde recommended Donald F. Smith of Pepperell, MA who holds all required licensing with the exception of Hydraulic License. Mr. Linde updated the Board to Mr. Smith currently holding similar position with the Town of West Boylston. Selectman Bresnahan requesting if any qualified Town of Ayer residents applied for the position. Mr. Linde replied no. One Ayer resident did apply but did not have background/licenses required for the position. Mr. Linde advising Mr. Smith would be able to hit the job running with little training. The Board expressed their concern re: hydraulic license being obtained within six (6) months and made part of the appointment. Chairman Sullivan called for a motion. Selectman Fay moved the Board appoint Donald F. Smith to the position of Meter Reader in the Water Dept. contingent upon Mr. Smith obtaining a Hydraulic License within six (6) months of his appointment, 2nd by Selectman Bresnahan, VOTE: unanimous, so moved.

5. Town Administrator's Report:

1. Reserve Fund Transfers:

1. Conservation Commission: \$283.37 unforeseen legal advertisement expense Present for the discussion Lisa Gabree-Town Accountant. Ms. Gabree advised the Board to two separate Meetings conducted with the Advisory Board re: transfer due to funding availability necessitated by transfer of funds from Board of Health Budget. Ms. Gabree advised the Board to Advisory Board approving transfer on the following dates, meeting of 6-12-00 for the following amount : \$125.00 and meeting date of 6-26-00 for the following amount: \$183.37. Chairman Sullivan called for a motion. Selectman Pena moved the Board approve the Conservation Commission's Reserve Fund Transfer in the amount of \$283.37 as explained by the Town Accountant, 2nd by Selectman Bresnahan, VOTE: unanimous, so moved.

2. Zoning Board of Appeals: \$1,360.57 –unforeseen legal advertisement expense. Ms. Gabree Again restated to the Board the need to conduct two (2) separate meetings with the Advisory Board as stated above. Advisory Board approved \$780.00 at their meeting on 6-12-00 and \$580.67 on their meeting on 6-26-00. Chairman Sullivan called for a motion. Selectman Bresnahan moved the Board approve the Zoning Board of Appeals Reserve Fund Transfer in the amount of \$1,360.57 as explained by the Town Accountant, 2nd by Selectman Pena, VOTE: unanimous, so moved.

3. Management Support-Printing: - \$2,550.00-unforeseen expenses incurred with printing of Annual Town Report & banner. Ms. Gabree updated the Board to printing of the Annual Town Report budget was overrun due to the size of the book-double the amount of pages printed due to zoning articles published. The Advisory Board met on 7-13-00 and approved the Reserve Fund Transfer in the amount of \$2,550.00. Mr. Kreidler advised the Board to discussions continuing with vendor re: cost and should the numbers change he would advise. Selectman Bresnahan moved the Board approve the Printing Reserve Fund Transfer in the amount of \$2,550.00, 2nd by

Selectman Witherow. VOTE: unanimous, so moved.

2. Reserve Officers Appointments- Submitted by Chief Rizzo. Mr. Kreidler presented to the Board the list of Reserve Officer Appointments recommended by Chief Rizzo for the Board's consideration. Robert Breault-W. Townsend, Robert DeVirgillio-Clinton, Jesse Goguen-Gardner, David Gordon-Fitchburg, Eric Morales-Lowell, Christopher Van Voorhis-Leominster, and Robert Finn-Lowell. Selectman Bresnahan moved the Board approve the abovementioned appointments of Reserve Officers recommended by Chief Rizzo in a memo dated 7-14-00 contingent upon successful psychological examination and physical examinations of candidates, 2nd by Selectman Pena, VOTE: unanimous, so moved.

3. Telecommunicator Appointment- Mr. Kreidler advised the Board to Chief Rizzo requesting the Board's appointment of David Blake of Leominster, MA to the vacated Telecommunicator's position of John McDonald. Mr. Kreidler referring the Board to the Chief's memo dated 7-14-00 requesting this appointment. Selectman Bresnahan moved the Board approve Chief Rizzo's recommendation and appoint David Blake to the Telecommunicator's position contingent upon his successful completion of a physical examination, 2nd by Selectman Fay, VOTE: unanimous, so moved.

4. Personnel Board Appointment- Mr. Kreidler advised the Board to Personnel Board's written approval of the appointment of Richard Rizzo to the Personnel Board. Selectman Fay moved the Board upon the recommendation of the Personnel Board approve the appointment of Chief Richard Rizzo to the Personnel Board, 2nd by Selectman Witherow, VOTE: unanimous, so moved. The Board requested a thank you letter be submitted to Olga Pender for her years of service on the Personnel Board.

5. Fy-2001 Appointments- Mr. Kreidler reviewed with the Board the Fy-2001 Appointment Draft.

Approved changes:

1. Nashua River Watershed Greenway Representative-the Board to keep appointment of Phoebe Wray as is- if she is still willing to serve. Motion made by Selectman Bresnahan, 2nd by Selectman Fay, VOTE: unanimous, so moved.
2. Conservation Commission- The Board moved to defer removal of Thomas Wolpert from the from the Fy-2001 appointments until letter is received from Mr. Wolpert stating his resignation.
3. ZBA- The Board removed Hector Creamer's name from the Zoning Board of Appeals due to his recent appointment to the Planning Board. Motion made by Selectman Bresnahan, 2nd by Selectman Witherow. VOTE: unanimous, so moved.
4. Capital Planning Committee- The Board moved to correct typo re: Selectman Bresnahan's name and change alternate to Selectman Pena. Motion made by Selectman Pena, 2nd by Selectman Bresnahan, VOTE: unanimous, so moved.
5. Out of Town Special Police Officers- The Board moved to appoint the out-of Town Special Special Police Officer as submitted by Chief Rizzo dated 6-15-00. Motion made by Selectman Pena, 2nd by Selectman Bresnahan, VOTE: unanimous, so moved.
6. The Board moved to remove Richard Priest from the fy-2001 appointments under DPW, due to his resignation. Motion made by Selectman Fay, 2nd by Selectman Pena, VOTE: unanimous, so moved.

6. Position Descriptions: Town Hall Custodian

Mr. Kreidler presented the Board a Job Description for the position of Town Hall Custodian. Mr. Kreidler advised the Board to generic position being written to be able to serve all municipal departments. The Board amended page 2. Knowledge & Skills: add-power tools. Chairman Sullivan requesting position is responsible for the shoveling of snow on the sidewalk between the Town Hall & bank park area. Mr. Kreidler advising to position being open and flexibility by the employer as the needs of the employer and requirements change. Selectman Bresnahan inserting position is non-union and part-time (20 hours/week). Selectman Bresnahan moved the Board approve the Town Hall Custodian position as amended, 2nd by Selectman Witherow, VOTE: unanimous, so moved.

Position Descriptions: MART Van Driver:

Mr. Kreidler presented the MART Van Driver position to the Board. Mr. Kreidler updated the Board to position description submitted by Joyce Shaden, Director-Council on Aging which has been endorsed by the Council. The Board requested Section 10 be amended to strike number of bundles and include Section 11 with Section 10. Motion to approve the job description as amended made by Selectman Pena, 2nd by Selectman Witherow, VOTE: unanimous, so moved.

Position Descriptions: Administrative Assistant-Nutrition Site Manager-Mr. Kreidler submitted the Job Description submitted by Joyce Shaden-Director of the Council on Aging. The Board expressed their concern re: no education involved for the Nutrition Site Manager portion of the job description due to the position encompassing handling the management of all aspects of nutrition program with no official training or education being called for, and requested the job description be returned to Ms. Shaden to re-work the verbiage on the job description. Motion made by Selectman Bresnahan, 2nd by Selectman Pena, VOTE: unanimous, so moved.

7. **Diversity, Harassment & Discrimination Seminar-**The Board approved of Teresa Dowdy, Town Counsel for Kopelman & Paige conducting a seminar with Town Department Heads & employees re: Harassment, Diversity & Discrimination. The Board suggested early fall for the seminar to be scheduled. Motion to approve made by Selectman Pena, 2nd by Selectman Bresnahan, VOTE: unanimous, so moved.
8. **Selectmen's Policies & Procedures:** The Board was updated to Selectman Witherow's recommendations being incorporated into the policies & procedures. The Board was updated to Mr. Kreidler still working the correspondence issue. The Board requested Mr. Kreidler add to the policies & procedures a correspondence book to be left on the counter when residents approach the Selectmen on the street or a home with a problem. The Selectmen to write into the book all requests made by residents for Mr. Kreidler to review & denote action taken.
9. **Draft revised Town Hall Floor Plan-** Mr. Kreidler updated the Board to meeting with Town Hall Department Heads and employees being conducted earlier this week re: final revised Town Hall floor plan. Mr. Kreidler advised the Board to minor corrections not denoted on the plan being movement of bulletin board and file achieves being altered to accommodate additional needed space by Planning, Zoning and Conservation Commission, Town Accountant & Treasurer. The Board requested revisions be submitted to the Renovation Committee instructing them to move ahead with plans. Selectman Bresnahan requested Mr. Gerace be submitted architects comments re: life expectancy (50 years or longer) of Town Hall slate roof renovation project.

NEW BUSINESS

1. Selectman Pena moved the Board submit a letter to Senator Resor requesting the Governor keep the \$75,000.00 in budget re: MassDev. Joint Boards of Selectmen, 2nd by Selectman Bresnahan, VOTE: unanimous, so moved.
2. The Board was updated to letter received from George Carpenter requesting permits for 11 units – requesting exception.
3. Mr. Kreidler updated the Board to letter received from David Podgorni of 55 Pleasant St., re: DPW repairs-annual grading of road and of property damaged during this grading. Mr. Kreidler advised to DPW working this issue.
4. Selectman Pena requesting update from Treasurer re: outstanding taxes.
5. The Board appointed Rose Griffin as alternate on the Personal Board Sub-Committee. Motion made by Selectman Witherow 2nd by Selectman Fay, VOTE: unanimous, so moved.
6. The Board revisited the Camper's Inn, Class I License re: violation of not abiding by cleanup time frame.
7. The Board was advised to Crabtree catch basins being corrected by contractor as well sewer line at 38 Myrick St. by DPW.
8. Selectman Fay requested the tree at 65 Groton School Rd be trimmed by Tree Warden and instruct DPW to erect one-way signage on Newton St.
9. Chairman Sullivan requested date be scheduled with State delegation re: Guilford issues. Meeting to be with Chairman Sullivan & Selectman Pena as a non-public working session.

10. Chairman Sullivan requested status of street lights-Lighting consultant and Court House parking. Mr. Suhoski updated the Board to Div. Of Capital Management following up this request and of new person on board at State Office. Chairman Sullivan also requesting status of no parking signs on E. Main Street.
11. Chairman Sullivan requesting status of Recycling budget and re-capping of landfill status. Mr. Kreidler advised to Tata & Howard working on this presently.
12. Chairman Sullivan requesting status of sidewalks from Central Ave. to E. Main St.
13. Selectman Bresnahan requested status of Spectacle Pond Contract submitted from Spectacle Pond Assoc. advising to contract being submitted to Conservation Com. for their endorsement.

9:20p.m. Selectman Bresnahan moved the Board adjourn from Open Session to enter into Executive Session pursuant to MGL Chapter 39 Section 23b Exemption #3, to adjourn to enter into another Executive Session pursuant to MGL Chapter 39 Section 23b, to adjourn and enter into another Executive Session pursuant to MGL Chapter 39 Section 23B to adjourn and re-enter into another Executive Session pursuant to MGL Chapter 39 Section 23b to adjourn from this Executive Session to re-enter into Open Session for the sole purpose of adjourning the meeting, 2nd by Selectman Pena, VOTE: unanimous, so moved.

9:20p.m. Open Session ended.


Robert J. Pena, Clerk

DATE: _____

3/22/01

Approved

12/28/00