

Selectmen's Meeting
July 20, 1999
Ayer Police Dept.-Community Room-Park St. Ayer, MA

7:00p.m. Open Session

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

Public Input: Chairman Bresnahan requested if there was anyone present wishing to meet with the Selectmen: Phyllis Palvio and Ruth Rhonemus requested to speak.

1. Ms. Palvio reminded the Board to time frame of her proposal re: stockade fence running out in 9 days. Selectman Sullivan moved the Town pay for the fence due to Ms. Palvio not getting proper notification from Town which she was entitled to-funding to be from Reserve Fund, 2nd by Selectman Pena. The Board requested the Town Administrator check into the following: get three (3) quotes re: purchase and installation of fence, have DPW verify length/if sixty feet (60') of fencing is necessary, get documentation from ZBA re: complete file to be submitted (CPF's driveway) to Ms. Palvio.
2. Ms. Rhonemus-Informational items: 1. The Farmer's Market starting up in August sponsored by the Downtown Business Alliance and 2. Requested the use of Town Hall 12-31-99, for the 1st Night Committee for Town of Ayer youth activities. The Selectmen requested Ms. Rhonemus submit a letter with more information re: time-duration, who for, activity planned etc.

Chairman Bresnahan called for a motion to approve the Agenda. Selectman Sullivan moved to approve the Agenda of 7-20-99 as amended, 2nd by Selectman Pena, VOTE: unanimous, so moved.

The Board approved of the Minutes of 6-28-99 with the following amendments: correct spelling Page 2/Item 4 Tata & Howard, add-to review draft proposals, & last page 1st paragraph add Washington St along with West Main St. Motion to accept the minutes of 6-28 as amended made by Selectman Sullivan, 2nd by Selectman Pena, VOTE: unanimous, so moved.

Town Crier: Chairman Bresnahan made the following announcements:

1. The Board welcomed Rep. Hargraves to the Meeting and announced the Representative's Office Hours being conducted this evening welcoming the viewing public to come in to meet with the representatives if they have problems or concerns they wish to address with him.
2. The Conservation Commission announced the 2nd application of Weed Control measures having begun at Flannigan's Pond starting on 7-19-99, and advising residents not to use the water from the pond for irrigation measures during this treatment.
3. The Planning Board will be conducting a meeting on 7-22-99 at 7pm at the ATH re: Guilford's Site Plan Review.

AGENDA ITEMS:

1. **Groton (TIF) Legislation:** Selectman Sullivan moved the Board approve the Governors Legal Counsels documentation faxed today (7-20-99) to include the West Groton Mill within the Ayer Economic Target Area and Economic Opportunity Area by amending the following sentence -For the purpose of this act, the Town of Ayer Economic Target Area and Economic Opportunity Area shall include the land located in the Town of Groton known as the West Groton Mill, or the old Leatherboard Mill and shown on the Town of Groton Assessor's map as parcel 129. And Section 2. And any tax increment financing agreement respecting the West Groton Mill referenced in Section 1 shall include all material terms and conditions of the provisions A (2) and A (3) of the tax increment financing agreement made between the Town of Groton and Capstone Properties, Inc. entered into on May 24th, 1999 and approved by the Massachusetts Economic Assistance Coordinating Council. Section 3. This act shall take effect upon its passage. A copy of the faxed documentation to be made part of the minutes of 7-20-99 and marked Exhibit A, 2nd by Selectman Pena, VOTE: unanimous, so moved. The Board acknowledged Peter Cunningham, Chairman of the Groton Board of Selectmen who was in the room, who thanked the Ayer Board of Selectmen for their approval and acceptance of the Town of Groton's TIF Agreement.

2. **Fire Station Citizens Committee:** Mr. Kriedler updated the Board to the need to advertise for citizens to serve on the Fire Department Needs Assessment Committee stating the Board has three (3) people who have expressed interest but is in need of more citizens to serve. This item on the Agenda would serve that need to solicit volunteers to serve on the Fire Station Needs Assessment Committee. The Board requested citizens interested to serve on this Committee contact Town Administrator- James Kreidler at the Ayer Town Hall or Fire Chief Paul Fillebrown at the Ayer Fire Station.
3. **Selectman Pena: Sub-Division Inspector Discussion:** Selectman Pena stated presently there is no formal guidelines regarding infrastructure instruction in the Town of Ayer due to the Town not having a Town Engineer on board. Selectman Pena suggested the Town utilize Building Permit process to establish checklist for engineering requirements. William Oelfke suggested the Planning Board be involved with this process. The Board requested Supt. Girouard establish procedures in concert with the Planning Board for these services.
4. **Communications Committee, re: Draft E-Mail Policy:** Mr. Kreidler reviewed with the Board the Draft E-Mail Policy submitted by the Communications Committee. Selectman Pena updated the Board to the Town currently having accounts which have all different addresses i.e. by individual name, dept. etc. advising of need to establish a town-wide directory by departments not individuals. Open Meeting Laws would have to be instituted as well as record retention, public-meeting notices, minutes of meetings, job applicants/resumes etc. The Board requested the Draft E-Mail Policy be circulated to all Town Departments for comment back to the Selectmen prior to enactment.
5. **Supt. Girouard's Report:** See report dated 7-16-99
 1. Sludge Landfill Contract- The Board met with Weston & Sampson representatives Michael Scipione and Darrell Thompson. Mr. Scipione conducted a brief presentation which included: Site Preparation, Geomembrane Cap Installation and Final Site Grading. The Board discussed potential re-use/ recapturing of the area and of expense to be incurred with this re-use. The Board approved Weston & Sampson's Sludge Landfill Contract in an amount not to exceed \$73,500.00 Motion made by Selectman Sullivan 2nd by Selectman Pena, VOTE: unanimous, so moved.
 2. West Main St. Engineering Proposal: The Board was advised to preliminary planning proposal being submitted by Tata & Howard at a cost not to exceed \$80,000.00. The Board requested where this funding would come from. Supt. Girouard stated 50% UDAG and 50% Chapter 90. The proposed project is projected to cost in the neighborhood of over \$750,000.00 of which MassDev is expected to assist with funding through work with Shirley/Devens and Community Development Grant Assistance. Mr. Suhoski updated the Board to milestones having to be created and met as well as determining scope of project-preliminary design break-out i.e. curbing bituminous or concrete? Selectman Sullivan requested the bike trail is incorporated into design connecting Main St. to the Verbeck Gate/Shirley Town line. Selectman Sullivan requested why Tata & Howard had excluded infiltration and inflow from this proposal. Supt. Girouard stated they did not want to be responsible for lines in that area/sanitary sewer
 3. Permits: The Board heard a request by Nasoya Foods for an increase of their current discharge allocation to 27,000/gpd.
 4. The Board approved of Tata & Howard's Addendum for the additional scope of work re: wastewater in an amount not to exceed \$12,000.00 funded by UDAG
 5. The Board approved of Polarizes Service Agreement in the amount of \$3,600.00 for work at the Grove Pond & Spectacle Pond wells. Motion made by Selectman Sullivan 2nd by Selectman Pena, VOTE: unanimous, so moved.

Community Development Report- see report dated 7-16-99

The Board met with Shawn Suhoski, Community Development Director.

1. The Board approved the Community Development Block Grant Second Quarter Report. Motion made by Selectman Pena 2nd by Selectman Sullivan, VOTE: unanimous, so moved.
2. The Board approved of Housing Rehab. Case #98-163 waiver to exceed the \$15,000.00 cap for funding up to \$20,135.00 as recommended by Mr. Suhoski. Motion made by Selectman Sullivan 2nd by selectman Pena, VOTE: unanimous, so moved.
3. The Board approved of Lien Sub-ordination of Housing Rehab. Case #91-18. Motion made by Selectman Sullivan, no 2nd. Chairman Bresnahan stepped down to 2nd the motion. VOTE: Selectman Sullivan aye, Selectman Pena no, Chairman Bresnahan aye, motion passes 2-1.

4. The Board took Mr. Suhoski's Draft Subordination Policy-for the Housing Rehabilitation Program and to review being that it was the first time before the Board.
5. Mr. Suhoski reviewed with the Board the department's assistant position. Process, advertisement, posting and interview rating of candidates were reviewed. Mr. Suhoski advised the Board to nine (9) applications being received. Of the nine applications six (6) candidates were interviewed. Selectman Sullivan moved the Board accept the recommendation of Mr. Suhoski and appoint Candidate #1- Laura Leger of Fitchburg, MA to the part-time position @Grade 3- \$11.13/per hour 2nd by Selectman Pena, VOTE: unanimous, so moved.
6. Mr. Suhoski updated the Board to the Town Hall Restoration Project bids going out and of closing date of 9-1-99.
7. Mr. Suhoski updated the Board to letter going out to Division of Fisheries & Wildlife re: status of the Ayer State Game Farm. The Board requested Mr. Sushoski contact other Town's in similar circumstances re: recapturing land for recreational and open space.

7. Town Administrator's Report:

1. Capital Planning Policy- Mr. Kreidler presented comments received from Fire Chief, Librarian and Shawn Suhoski the only departments responding to the Policy. The Board requested the amendments submitted be incorporated into the policy and policy be brought up at the next Selectmen's Meeting.
2. The Board reviewed the Problem Resolution Section of the Personnel Policy. Present for this discussion was James Carrington, Chairman of the Personnel Board. The Board reviewed with Mr. Kreidler and Mr. Carrington areas in this Section needing clarification. The Board requested Mr. Kreidler and Mr. Carrington contact Town Counsel re: rules/responsibility of Personnel Board/Departments when there are two levels of supervision/management whereas steps may be confused. Mr. Kreidler also requested Town Counsel be contacted to review the Open Meeting Law and perhaps conduct a workshop for all Town employees. The Board agreed with this.
3. Appointments: The Board set back the Fy-00 Appointments to the Conservation Commission for further review. The Board appointed Douglas Becker to the Devens Five Year Review Committee. The Board designated Clark Paige as a Special Municipal Employee due to his current Constable Elected position and serving on the Council on Aging. The Board requested the position of Economic Development Director be re-run in a local paper for one week denoting the salary which was not included in the original job advertisement. This being recommended strongly by the Personnel Board Chairman James Carrington. Motion made by Selectman Sullivan 2nd by Selectman Pena, VOTE: Unanimous, so moved.
4. The Board reviewed current Town Fees and possible restructuring of these fees. Mr. Kreidler announced to the Board that the Advisory Board has taken this charge and will be meeting with various departments, Board, Commission under the Selectmen's jurisdiction.
5. The Board heard a request by Town Clerk Ann Callahan requesting the parking lot on Columbia St. (Old Police Dept. parking lot) be designated as Town Hall Parking only for employees of the Town Hall. DPW to configure number of parking spaces re: marking. The Board approved of this request. Selectman Sullivan requested the two lower level parking spaces on Newton St. currently denoted as Handicap spaces be repainted and made available to the public due to availability of handicap spaces at the top of the rear driveway of the Town Hall and bank area on Newton St.

New Business: Mr. Kreidler announced applications being taken for FY-2000 SHAVE Program (Senior Handicap Ayer Volunteer Employee) Program. Please contact the Selectmen's Office if you are a senior citizen or Handicap resident wishing to volunteer 100 hours for a \$500.00 tax exemption on real estate taxes.

The Board announced the next meeting of the Board of Selectmen to be conducted on Tuesday, August 3, 1999 and solely restricted to Wastewater Issues. The next regular meeting of the Selectmen to be on Monday, August 9, 1999 to get back on schedule.

Selectman Sullivan moved the Board adjourn the meeting to enter into an Executive Session pursuant to Chapter 39, Section 23b Exemption #6 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.

THE COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE DEPARTMENT

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FAX INFORMATION COVER SHEET

DATE:

July 20, 1999

TO:

James M. Kreidler, Jr.

FAX NO.:

978-772-3017

PHONE NO.:

772-8220

FROM:

SARA LOMBARDI (x 345)

RE:

TOTAL NUMBER OF PAGES (INCLUDING COVER PAGE)

2

If you do not receive all of these pages, please contact the office as soon as possible at the above number.

ADDITIONAL COMMENTS:

Thanks Jim,
Sara

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The Commonwealth of Massachusetts

IN THE YEAR ONE THOUSAND NINE HUNDRED AND NINETY-NINE

AN ACT TO INCLUDE THE WEST GROTON MILL WITHIN THE AYER ECONOMIC TARGET AREA AND ECONOMIC OPPORTUNITY AREA

DRAFT

DRAFT

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:

SECTION 1. Section 18 of chapter 498 of the acts of 1993 is hereby amended by adding the following sentence: - For the purposes of this act, the town of Ayer Economic Target Area and Economic Opportunity Area shall include the land located in the town of Groton known as the West Groton Mill, or the Old Leatherboard Mill, and shown on town of Groton assessors' map M as parcel 129.

SECTION 2. Any tax increment financing agreement respecting the West Groton Mill referenced in section 1 shall include all material terms and conditions of the tax ^{PROVISIONS} increment financing agreement made between the Town of Groton and Capstone Properties, Inc., entered into on May 24th, 1999 and approved by the Massachusetts Economic Assistance Coordinating Council.

AL(2) and
AL(3) of

SECTION 3. This act shall take effect upon its passage.

NOTE. — Use ONE side of paper ONLY. DOUBLE SPACE. Insert additional leaves, if necessary.