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JUN 19 2019

TOWN OF AYER  
TOWN CLERK

1:25pm lf

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 June 4, 2019**  
**Open Session Meeting Minutes**

**BOS Present:** Jannice L. Livingston, Chair; Christopher R. Hillman, Vice Chair; Scott A. Houde, Clerk

**Also Present:** Robert A. Pontbriand, Town Manager

**Call to Order:** J. Livingston called the meeting to order at 7:00 PM.

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

**Announcements:** J. Livingston announced the following:

- There will be a Special Town Meeting on Monday June 10, 2019 at 7:00 PM in the High School Auditorium to consider: Non-Retail Marijuana Zoning and the Form Based Code in current Downtown Business District

**Approval of Agenda:** There were no amendments to the agenda.

**Motion:** A motion was made by S. Houde and seconded by C. Hillman approve the agenda as posted.

**Public Input:** Mary Spinner addressed the BOS about changing the Town's Bylaw so that the Annual Town Meeting is on the last Saturday in April at 10am followed by the Annual Town Election on the second Saturday in May at 10am. Additionally, the Town Clerk could shorten the hours the polls are open for the Town Election as is done in many Towns since there are not as many positions being elected. She would also like the BOS to consider putting the proposed Bylaw Article on the Special Fall Town Meeting Warrant this October. She further stated that the average Annual Town Meeting has been three hours and thus it could be done in one Saturday and that many seniors do not drive at night and do not like the parking lot at the high school at night.

R. Pontbriand stated that the Town Clerk is currently doing some research with respect to this and suggested that the Town Clerk come to the next BOS meeting on June 18, 2019 to discuss further with the BOS. The BOS concurred.

**Chief William A Murray:**

*Introduction of New Police Personnel:* Police Chief William A. Murray appeared before the BOS to present the newly appointed Police Personnel since the Town went to a Town Manager form of government. He presented the following personnel to meet the BOS:

- Ericka Trinque: Records Clerk, Appointed February 2019
- Monica Maciel: Communicator, Appointed February 2018
- Michael Nicolo: Patrol Officer, Appointed October 2018
- Timothy Ialeggio: Patrol Officer, Appointed April 2019

Chief Murray explained that the Town is very selective and competitive with its hiring process and procedures and the Town is getting the best qualified candidates as exemplified by this group here tonight. The Chief said that he will continue to come back periodically with any newly appointed Police Personnel to meet the BOS.

*Public Safety Radio Project Update:* Chief Murray provided the BOS with an update of the Public Safety Radio Project Update. He advised that the DPW and Fire components of the project have been successfully completed and that the final testing of the Police radios is underway. He anticipates convening the Radio Project Team for final testing and project sign-off in the next few weeks. The project has been very successful and has improved the Town's public safety radio infrastructure, signal, and transmission.

M. Wetzel stated that from the DPW perspective, the project has been very successful. He used to lose radio signal in Littleton, now he can hear the radio from his driveway in Reading.

C. Hillman stated that he had discussed the project with Deputy Gill recently at the St. Mary's Lawn Party and that he understands the transmission challenge with the uniform radios.

Chief Murray stated that there is always a challenge with clarify of reception with uniform radios. It is best to use the handheld unit when possible. This is the case for all Police.

*Update on Downtown Cameras:* Chief Murray provided a status update on the idea of Downtown Cameras. He advised that the project would be cost prohibitive costing approximately \$40,000 for start-up costs and then further maintenance/operational costs. He advised that more and more Downtown businesses are installing security cameras and the Police Department has a good relationship with the businesses regarding their cameras. At this time, the Police Department is looking to purchase some pole cameras which can be strategically places and moved by the Department.

J. Livingston asked the Chief if there have been any issues with Downtown Parking since the construction of the MART Project and implementation of the Resident Only Parking.

Chief Murray advised that there have been no major issues. Parking citations have increased some which was to be expected. He advised that the relevant Town Departments will be meeting shortly to review the implementation of the Resident Only Parking.

C. Hillman asked if the Police Department had a full staff of Officers at this time and when the Traffic Division would be implemented.

Chief Murray advised that all of the Police Officer positions are finally filled. However two Officers are currently out on medical issues. Once they return and he is fully staffed, his intention is to implement the Traffic Division.

The BOS thanked the Chief for his presentations.

#### **DPW Superintendent Mark Wetzel:**

*Wastewater Treatment Plant Upgrade Change Order No. 3:* Superintendent Wetzel presented Change Order No. 3 in the amount of \$78,715.54 for the Wastewater Treatment Plant Upgrade project. Change Order No. 3 covers eight items including a police radio communications system, repairs to existing floor drains and miscellaneous HVAC and electrical changes.

**Motion:** A motion was made by S. Houde and seconded by C. Hillman to approve Change Order No. 3 in the amount of \$78,715.54 for the Wastewater Treatment Plant Upgrade. **Motion passed 3-0.**

C. Hillman asked what the timeframe for the Rotary project will be.

M. Wetzel advised that the dig safe has been completed and that he would need to call MassDOT to follow up.

C. Hillman asked about the status of the W. Main Street Culvert?

M. Wetzel advised that the delays have been with the engineering design between the engineering consultant and MassDOT's bridge engineer. Additionally, it is not worth bidding this project during the middle of the summer/bidding season.

### **Town Manager's Report**

R. Pontbriand provided an Administrative Update of the various activities, initiatives, and projects of the Administration for the period of time since the BOS last met on May 21, 2019. The Administrative update including a review of the Town Warrant(s) approved by the Town Manager for the period of time since the BOS last met on May 21, 2019. He advised that the Town is prepared for the Special Town Meeting on June 10, 2019 for the Marijuana Zoning Bylaw and the Form Based Code Bylaw. The Town has replaced the tree on the Columbia Street side of Town Hall which had been hit by a car previously with a new flowering magnolia. The Town Hall chiller has failed. Facilities is working on an interim repair until the project goes out to bid for replacement as approved by the Annual Town Meeting. The Treasurer is preparing the next round of tax titles and has been very proactive with this. There will be a Transfer Station promotional flyer in the next tax bills going out.

*ASRSD Request to Approve Amended FY 2020 Budget and 45 Day Waiver:* R. Pontbriand stated that Dr. Malone sends her regrets that she could not appear before the BOS as the School Committee is also meeting this evening at this time. She is respectfully requesting that the BOS vote to approve the FY 2020 ASRSD Budget as amended by the School Committee on May 15, 2019 for the purposes of properly recording the transfers from Excess & Deficiency in the FY 2020 Budget. These transfers do not impact the assessment to each Town. Additionally, she is requesting that the BOS approve waiving the 45-day requirement so that these transfers can be made before the end of the fiscal year.

**Motion:** A motion was made by S. Houde and seconded by C. Hillman to approve the FY 2020 ASRSD Budget as amended by the School Committee on May 15, 2019 and to waive the 45-day requirement. **Motion passed 3-0.**

*BOS Summer Meeting Schedule Discussion:* The BOS discussed and reviewed the 2019 BOS Summer Meeting Schedule and agreed as follows: June 18, 2019; July 16, 2019; and tentatively August 13, 2019 (to be confirmed at a future meeting). The BOS is available to meet additionally if needed.

*Designation of Selectman Representative for Devens Framework Committee:* The BOS discussed the Devens Framework Committee and the local Ayer Devens Disposition Study Committee. R. Pontbriand advised that the Devens Framework Committee is to consist of a Selectman, the Town Manager, and one other representative from each of the three Towns. He further advised that efforts to recruit and form the local Ayer Devens Disposition Study Committee remain underway.

S. Houde stated that he would like to be the BOS representative on the local Ayer Devens Disposition Study Committee. J. Livingston stated that she would volunteer to be the Ayer BOS representative on the Devens Framework Committee. C. Hillman stated that he had no issues and that he would be willing to fill in for either if they could not make it.

**Motion:** A motion was made by C. Hillman and seconded by J. Livingston to appoint S. Houde as the BOS representative to the local Ayer Devens Disposition Study Committee and to appoint J. Livingston as the Ayer BOS representative to the Devens Framework Committee. **Motion passed 3-0.**

**New Business/Selectmen's Questions:**

C. Hillman asked about the Town looking into having the utility poles on Park Street put underground where the proposed Form Based Code is to be. He stated that he talked to Mr. Ken Diskin of the Planning Board who brought this issue up.

R. Pontbriand stated that he would look into it and advise back.

J. Livingston mentioned that the memo for the Town becoming an Internet Service Provider (ISP) is due at the next meeting on June 18, 2019.

R. Pontbriand stated that the memo will be in the June 18, 2019 BOS Meeting Packet.

**Approval of Meeting Minutes:**

**Motion:** A motion was made by S. Houde and seconded by J. Livingston to approve the meeting minutes from May 21, 2019. **Motion passed 3-0.**

**Reorganization of the Board of Selectmen:**

**Motion:** A motion was made by J. Livingston and seconded by C. Hillman to appoint S. Houde the BOS Chair for the upcoming year. S. Houde stated that he would accept. **Motion passed 3-0.**

**Motion:** A motion was made by S. Houde and seconded by J. Livingston to appoint C. Hillman as the BOS Clerk for the upcoming year. C. Hillman stated that he did not want to be Clerk. **Motion passed 2-1** (C. Hillman; No)

**Motion:** A motion was made by S. Houde and seconded by J. Livingston to appoint J. Livingston as the BOS Vice Chair for the upcoming year. J. Livingston stated that she would accept. **Motion passed 2-1** (C. Hillman; No)

**Adjournment:**

**Motion:** A motion was made by J. Livingston and seconded by S. Houde to adjourn at 8:03 PM. **Motion passed 3-0.**

Minutes Recorded and Submitted by Robert A. Pontbriand, Town Manager

Date Minutes Approved by BOS: 18JUN19

Signature Indicating Approval: 