

Town of Ayer
Board of Selectmen
Ayer Town Hall – 1st Floor Meeting Room
Ayer, MA 01432



Broadcast and Recorded by APAC

Tuesday January 15, 2019
Open Session Meeting Minutes

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TOWN OF AYER

8:55am

Mun Copeland

BOS Present: Christopher R. Hillman, Vice – Chair Scott A. Houde, Clerk

Absent: Jannice L. Livingston, Chair

Also Present: Robert A. Pontbriand, Town Manager
Carly M. Antonellis, Assistant Town Manager

Call to Order: C. Hillman called the meeting to order at 7:00 PM.

Announcements: None

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

Public Input: None

Devens Disposition Study Committee: *Update of Harvard Committee* – Chair of the Harvard Devens Disposition Committee Victor Normand was in attendance, accompanied by Ms. Susan Reddinger from the Harvard School Committee. Mr. Normand said that the voters passed a referendum several years ago saying that the Town of Harvard is ready to proceed with an analysis of resuming jurisdiction of Harvard property on Devens. The Harvard Select Board formed a Disposition Study Committee, which used the Master Plan template to study the disposition of Devens. Mr. Normand stated that Harvard sent a letter to MassDevelopment asking for participation in their Committee and to fund a consultant. The Committee would like the consultant to identify costs of resumption; identify potential revenue associated with resumption; the effect on Town operations and, the identification of conflicts. The initial report would tee up a subsequent study for implementation.

C. Hillman and S. Houde both agreed on Harvard's approach.

R. Pontbriand asked what the Committee was specifically studying. Mr. Normand replied that the charge from Harvard BOS has many elements including, keeping Harvard, Ayer and Shirley informed; keeping MassDevelopment informed; keeping the State Delegation informed; and to make sure the Disposition/Resumption process is transparent. The BOS charged the Committee with engaging residents and Town employees in the process. The goal is to hand the consultant a list of local concerns prior to a study being done.

Update/Appointments of Ayer Committee – R. Pontbriand reported that at a previous meeting the BOS authorized the creation of the Ayer Devens Disposition Committee, which has been modeled after Harvard. R. Pontbriand stated that they are awaiting the Planning Board to make their two appointments, before the other members of the Committee get appointed.

Ms. Barbara Tierney, Treasurer/Tax Collector: *Reserve Fund Transfer Request* – Tax Title Account 01158-52000 – B. Tierney was in attendance requesting a Reserve Fund Transfer in the Tax Title Account. B. Tierney also gave an overview of the Tax Title process. Since starting with the Town, she has caught up on the Town's Tax Title and has brought in over \$100,000 in unpaid taxes and interest.

Motion: A motion was made by S. Houde and seconded by C. Hillman to approve a RFT in Account 01158-52000 in the amount of \$103.30. **Motion Withdrawn.**

Motion: A motion was made by S. Houde and seconded by C. Hillman to approve a RFT in Account 01158-52000 in the amount of \$12,000. **Motion passed 2-0.**

Town Manager's Report: *Administrative Update/Review of Warrant(s)* – R. Pontbriand referred BOS members to their packets for a list of warrants that have been signed. He also gave a brief administrative update on the following: the Master Plan Implementation Working Group; the Rail Trail Lot Parking Facility Project Bids will be opened at MART on 1/23/19; the fence wrap treatment for Depot Square is in the process of being finalized.

FY 20 Budget Update – R. Pontbriand reported that effective February 1, 2019, all municipalities must comply with OSHA standards and that there will be costs associated with that, mainly in the DPW, Fire, Police and Facilities budgets. He also reported that Dr. Malone from ASRSD will be coming to present the FY'20 budget on February 5, 2019. R. Pontbriand stated that we are still awaiting information on the health insurance and general insurance rates. He said that the Capital Planning Committee process is nearly complete.

ASRSD Athletic Fields Project Update – R. Pontbriand stated that the Town received a certified letter from the ASRSD in regards to the failed vote in Shirley relating to the athletic fields project. The school district has identified ADA compliancy and safety issues that are being costed. The school district is also debating whether to go back to Shirley for another vote on the funding mechanism.

Adult Use Recreational Marijuana Update – R. Pontbriand reported that he and members of the Administration have met with Mr. John and Mark Hillier about the upcoming opening of their recreational marijuana retail facility. The facility, named Gage, is hoping to open within the first quarter of the year. The Town has been meeting with Gage to discuss safety and traffic impacts and will continue to meet on a regular basis. R. Pontbriand also reported that Mr. Hillier was open to hosting another community forum prior to opening.

License Update – C. Antonellis reported that she received a request from Sean's Auto Sales to change the name to "Smart Auto Sales". She reported that his father, Mr. Don Partridge, will be taking over under the new name.

Motion: A motion was made by C. Hillman and seconded by S. Houde to approve the name change on License 2019-34 from Sean's Auto and Truck Center to Smart Auto Sales. **Motion passed 2-0.**

Calling of the Special Town Meeting Monday June 10, 2019 – R. Pontbriand is requesting that the BOS vote to call a Special Town Meeting on Monday June 10, 2019 at 7:00 PM in the Auditorium of the Ayer Shirley Regional High School for the purposes of consideration of a marijuana zoning bylaw and form based code adoption.

Motion: A motion was made by C. Hillman and seconded by S. Houde to call a Special Town Meeting on Monday June 10, 2019 at 7:00 PM in the Auditorium of the Ayer Shirley Regional High School. **Motion passed 2-0.**

UDAG Funding for Community Garden – R. Pontbriand stated that as discussed with the BOS at the December 18, 2018 meeting, the Ayer Community Garden is in need of immediate funding between now and Town Meeting in May in order for them to successfully take advantage of the spring planting season. The Ayer Community Garden has submitted a request for \$14,820 in funding. The Ayer Community Garden is requesting that the BOS consider authorizing \$14,820 from UDAG unrestricted funds to facilitate the 2019 spring opening of the Community Garden and to have funds replenished by a future Town Meeting.

Motion: A motion was made by S. Houde and seconded by C. Hillman to authorize \$14, 820 in UDAG funding for the Ayer Community Garden to be replenished at a future Town Meeting. **Motion passed 2-0.**

2019 Seasonal Population Increase Estimation Form – C. Antonellis requested that the BOS approve the 2019 Seasonal Population Estimate as required by the ABCC. The seasonal population estimate as of July 10, 2019 is 7,300.

Motion: A motion was made by S. Houde and seconded by C. Hillman to approve the 2019 Seasonal Population as required by the ABCC. **Motion passed 2-0.**

BOS Approval of Electronic Sign Board Policy – R. Pontbriand reported that the new electronic sign board has been installed at the Fire Station. He is requesting approval of an Electronic Sign Board Policy, which has been recommended by the IT Committee.

Motion: A motion was made by S. Houde and seconded by C. Hillman to approve the Electronic Sign Board Policy, as presented. **Motion passed 2-0.**

Ridge View Realty Trust/Lot H-1, Execution of Deed- R. Ponthriand is requesting approval of a deed for Ridge View Realty Trust Lot H-1 as drafted by Town Counsel. This is the parcel where the Dog Park is located.

Motion: A motion was made by S. Houde and seconded by C. Hillman to approve the deed as drafted by Town Counsel. **Motion passed 2-0.**

New Business/Selectmen's Questions: *Vicksburg Square (Selectman Houde)* – S. Houde would like to come up with a questionnaire for Town Department Heads relative to the rezoning proposal at Vicksburg Square. He would like to get a sense from the various Town Departments about their concerns with the proposal.

Transfer Station Sticker Purchase Location (Selectman Houde) – S. Houde stated that in addition to the DPW Administrative Offices, he would like to have Transfer Station stickers available for sale at Town Hall and the Transfer Station next year as a convenience to residents. R. Pontbriand stated that he would discuss it with the DPW Superintendent.

Meeting with Department Heads (Selectman Hillman) – C. Hillman would like Department Heads to bring in new hires every few months to introduce new employees to the BOS, as well as provide periodic updates on departmental activities.

Engineering Fund (Selectman Hillman) – C. Hillman stated that the Town should have an Engineering Fund in the operating budget so that bigger projects can be done more efficiently, meaning that the projects could be engineered prior to going before the Capital Planning Committee. He believes that this will give the Town more realistic figures when planning for capital projects.

Approval of Meeting Minutes:

Motion: A motion was made by S. Houde and seconded by C. Hillman to approve the meeting minutes from December 18, 2018. **Motion passed 2-0.**

Adjournment:

Motion: A motion was made by C. Hillman and seconded by S. Houde to adjourn the meeting at 8:43 PM. **Motion passed 2-0.**

Minutes Recorded and Submitted by Carly M. Antonellis, Assistant Town Manager

Date Minutes Approved by BOS: February 5 2019

Signature Indicating Approval: 