

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



Tuesday February 16, 2016
Meeting Minutes

Broadcast and Recorded by APAC

Present: Gary J. Luca, Vice-Chair; Christopher R. Hillman, Clerk

Robert A. Pontbriand, Town Administrator
Carly M. Antonellis, Assistant to the Town Administrator

Absent: Jannice L. Livingston, Chair

Call to Order: G. Luca called the meeting to order at 7:13 PM.

Review and Approve Agenda: R. Pontbriand asked to amend the agenda by adding two (2) amendments: #3 under the DPW Superintendent's Report "Hiring of Highway Division Utility Person" and #7 under the Town Administrator's report "Opening of Annual Town Meeting Warrant". C. Hillman asked M. Wetzel to speak about West Main Street under his report.

Motion: A motion was made by G. Luca and seconded by C. Hillman to approve the agenda, as amended.

Motion passed 2-0.

Announcements: G. Luca made the following announcements:

- Nomination papers for the Monday, April 25, 2016 Ayer Annual Town Election are now available.
- There is a "Cell Phones for Soldiers" collection box at Town Hall.
- A Winter Parking Ban is in effect until April 15, 2016.

Special Presentation to the Town of Ayer: Ayer Fire Department Lieutenant Charles Dillion presented the Town of Ayer with a wood shield hand carved in East Africa during a deployment there. He offered it to the Town on behalf of their support of his military service.

Public Input: None

Chief William A. Murray, Ayer Police Department: Chief Murray introduced Mr. Casey Scott as his recommendation for the position of Reserve Officer. Mr. Scott was formerly a Reserve Police Officer and Fulltime Dispatcher. He recently graduated from the Municipal Police Training Committee Police Academy.

Motion: A motion was made by C. Hillman and seconded by G. Luca to appoint Mr. Casey Scott as a Reserve Officer, effective immediately. **Motion passed 2-0.**

Superintendent Mark L. Wetzel, Department of Public Works: M. Wetzel and Town Engineer Dan Van Schalkwyk made a presentation on the following:

Complete Streets Policy – M. Wetzel presented the BOS with a DRAFT Policy on Complete Streets for their consideration. MassDOT has implemented and funded a Complete Streets program, which provides grant funding for communities to plan and construct complete street projects. M. Wetzel compiled the policy with guidance from MassDOT and the National Complete Streets Coalition.

Motion: A motion was made by C. Hillman and seconded G. Luca to adopt the Complete Streets Policy as presented by DPW Superintendent M. Wetzel. **Motion passed 2-0.**

Order of Takings for 2015 Fall Town Meeting Accepted Streets – D. Van Schalkwyk explained that he and Town Counsel have been working on the Order of Takings, which is the next step in the formal street acceptance process. Six (6) streets (Samantha Lane, Hibiscus Lane, Magnolia Drive, Mulberry Circle, Calvin Street Extension and Blueberry Circle) were accepted in Article 11 of the 2015 Fall Special Town Meeting.

Motion: A motion was made by C. Hillman and seconded by G. Luca to Execute the Order of Takings for Samantha Lane, Hibiscus Lane, Magnolia Drive, Mulberry Circle, Calvin Street Extension and Blueberry Circle as outlined by the DPW Engineer. **Motion passed 2-0.**

Highway Utility Position Recommendation - M. Wetzel introduced Mr. Michael Fleming of Shirley as his recommended candidate for the Highway Utility position.

Motion: A motion was made by C. Hillman and seconded by G. Luca to appoint Mr. Michael Fleming to the position of Highway Utility Position effective February 29, 2016 pending successful physical fitness exam and drug/alcohol testing. **Motion passed 2-0.**

West Main Street – At C. Hillman's request, M. Wetzel explained that he and C. Hillman were thinking about getting the group of West Main Street property owners together to discuss a conceptual development plan.

Town Administrator's Report: R. Pontbriand introduced Ms. Sandra Bean, the recommended candidate for the Administrative Coordinator position. R. Pontbriand stated that Ms. Bean had a very impressive resume, interviewed well and had excellent references.

Motion: A motion was made by C. Hillman and seconded by G. Luca to appoint Ms. Sandra Bean to the new position of Administrative Coordinator position effective March 1, 2016. **Motion passed 2-0.**

Administrative Update – R. Pontbriand gave an administrative which included the most recent OPEB Trust balance and an update of the FY'17 budget process.

Planning Board – R. Pontbriand reported that Town Clerk Susan Copeland had informed him that Rick Roper, member of the Planning Board, had resigned because he moved out of Town. Town Counsel has reviewed the vacancy and has recommended that the open position be placed on the April 2016 election ballot.

Opening of Town Meeting Warrant -

Motion: A motion was made by G. Luca and seconded by C. Hillman to open the Annual Town Meeting Warrant effective immediately. The warrant will close and all citizen petitions are due on April 8, 2016 at 12:00 PM. **Motion passed 2-0.**

March BOS Meeting Calendar – R. Pontbriand explained that because of the March 1, 2016 Presidential Primary there can be no public meetings, per the Secretary of State's office. Therefore he is suggesting that the BOS meet on March 8, 2016 and March 22, 2016.

2015 BOS Annual Report – R. Pontbriand informed the BOS that their annual report is due March 4, 2016 and to start thinking about what they would like included.

Letter of Support Sandy Pond School Association Application for CPC Funding – R. Pontbriand explained a request from Mr. Irving Rockwood, the Vice President of the Sandy Pond School Association, requesting a letter of support from the BOS for their upcoming hearing with the Community Preservation Committee (CPC).

Motion: A motion was made by G. Luca and seconded by C. Hillman to authorize Town Administrator Robert A. Pontbriand to write a letter of support on behalf of the BOS to the CPC for the Sandy Pond School Association. **Motion passed 2-0.**

Town Meeting and FY 2017 Budget Calendar – R. Pontbriand presented a working DRAFT of the FY'17 Town Meeting and budget calendar.

New Business/Selectmen's Questions: G. Luca deferred his scheduled agenda item (FY' 17 Budget Discussion) because R. Pontbriand already covered it in the Administrative Report.

C. Hillman asked if the Town had heard back from the Attorney General's office as it relates to the proposed Nuisance Bylaw that was passed by the 2015 Special Fall Town Meeting. R. Pontbriand advised that the Town has not heard back.

Approval Meeting Minutes:

Motion: A motion was made by C. Hillman and seconded by G. Luca to approve the meeting minutes of February 2, 2016. **Motion passed 2-0.**

Adjournment:

Motion: A motion was made by G. Luca and seconded by C. Hillman to adjourn at 8:48 PM. **Motion passed 2-0.**

Minutes Recorded and Submitted by Carly M. Antonellis

Date Minutes Approved by BOS: March 8, 2016

Christopher R. Hillman, Clerk: Christopher R. Hillman