

Town of Ayer  
Board of Selectmen  
Ayer Town Hall – 1<sup>st</sup> Floor Meeting Room  
Ayer, MA 01432



**Wednesday March 23, 2016**  
**Meeting Minutes**

*Broadcast and Recorded by APAC*

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

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

**Call to Order:** J. Livingston called the meeting to order at 7:02 PM.

J. Livingston asked for a moment of silence in observation of the terrorist attacks that happened in Brussels, Belgium.

**Review and Approve Agenda:**

**Motion:** A motion was made by G. Luca and seconded by C. Hillman to approve the agenda. **Motion passed 3-0.**

**Announcements:** J. Livingston made the following announcements:

- Tickets are now on sale for Ayer Shirley Regional High School Drama Club's spring musical, "Rodgers & Hammerstein's CINDERELLA," being performed April 29 at 7:00 PM and April 30 at 2:00 PM and 7:00 PM.
- Winter Parking Ban is in effect until April 15, 2016.

**Public Input:** Mr. Connie Sullivan of 79 East Main Street requested that the Town consider having all electric and utility lines placed underground as part of the East Main Street Water and Sewer Replacement project.

C. Hillman stated that though a good idea, the cost would be significant.

The Board asked the R. Pontbriand to get more information for the April 5, 2016 meeting.

Thatcher Kezer, Senior Vice President of Devens discussed with the Board the potential for a Super Town Meeting on May 9, 2016 to follow the Ayer Town Meeting. The Super Town Meeting is to address a zoning question which impacts the Town of Harvard and was previously passed by Ayer and Shirley but not Harvard. He will advise the Town on the status of the Super Town Meeting as MassDevelopment has more information.

G. Luca asked if MassDevelopment has enough time to do the proper public outreach if the Super Town

Meeting is on May 9<sup>th</sup>. He also stated that there will be an upcoming JBOS Meeting at which this will be discussed.

Thatcher Keezer also updated the Board on the status of the demolition of two structures and the repair of a fence. He also stated that MassDevelopment is still reviewing the wastewater contract with Ayer to see if there is a way to reduce cost impacts.

**Joint Meeting with Finance Committee – Review and Discussion of the FY 2017 Budget**

Scott Houde, Finance Chair, called the Fin Com to order at 7:18 PM. He stated that the purpose of the Joint Meeting is for both the BOS and Fin Com to publically review and discuss the FY 2017 Budget and vet any issues.

J. Livingston asked R. Pontbriand to present an overview of the FY 2017 Budget.

R. Pontbriand presented an overview of the FY 2017 Budget and Budget issues referring to the various materials in the meeting packet including his budget summary memo as well as to the discussions of the recent Executive Bi-Board Meeting.

The Joint Meeting discussed the following budgetary matters: OPEB contribution recommendation for FY 2017 of \$300,000 as recommended by the OPEB Board and the Town's GASB 45 Statement. Additionally, the Joint Committee asked about the \$100,000 requested for the Master Plan RFP; funding and composition of the Building Department reorganization; an in depth discussion regarding the Police Chief's request for two Dispatchers and two Patrolmen positions; and the Personnel Board's recommendation of a 2% COLA for FY 2017.

Chief Murray stated that he needed the two patrolmen to maximize public safety, customer service and to provide a true community policing effort.

The BOS supported the 2 patrolmen and the 2 dispatchers.

The Fin Com stated that there were concerns on cost-impacts and fiscal sustainability.

The Joint Meeting also reviewed the DRAFT Warrant.

R. Pontbriand stated that the Warrant must be finalized no later than 12pm noon on Friday, April 22, 2016.

**Adjournment of Finance Committee and 5 minute recess at 8:15 am**

**Application for Class II Motor Vehicle License:** Mr. Halim Makhoulouta was in attendance to requesting the BOS approve a Class II Used Motor Vehicle License for Ayer Auto Repair, LLC. (85-87 Central Avenue).

**Motion:** A motion was made by C. Hillman and seconded by G. Luca to approve the Class II license for Ayer Auto Repair, LLC for 85-87 Central Street. **Motion passed 3-0.**

**Town Engineer Daniel Van Schalkwyk, Dept. of Public Works:** D. Van Schalkwyk was in attendance to request that the BOS approve the West Main Street Culvert Replacement engineering contract with WorldTech Engineering, LLC and Hoyle Tanner as sub consultants in the amount of \$96,625.

**Motion:** A motion was made by G. Luca and seconded by C. Hillman to approve the contract between the Town of Ayer and WorldTech Engineering LLC., for engineering services for the West Main Street Culvert and Shirley Street Bridge. **Motion passed 3-0.**

*Green Communities Grant* – D. Van Schalkwyk also presented the Town's Green Communities Competitive Grant Application. The grant focuses on streetlight LED upgrades, Spec Pond Well 1 Pump VFD, DPW lighting, Grove Pond WTP Lighting, Town Hall and Fire Station lighting.

**Motion:** A motion was made by C. Hillman and seconded by G. Luca to approve the Green Communities Grant Application. **Motion passed 3-0.**

**Town Administrator's Report:** In the interest of time, R. Pontbriand put forth action items only for BOS consideration.

*Appointments* – The Council on Aging is recommending that the BOS appoint Ms. Susan Copeland to the Ayer Council on Aging Board of Directors.

**Motion:** A motion was made by C. Hillman and seconded by G. Luca to appoint Susan Copeland to the Ayer COA Board of Directors. **Motion passed 3-0.**

R. Pontbriand is requesting per MGL that the BOS reappoint Mr. Mike Detillion as the Veteran's Officer from April 1, 2016 for a one year term expiring March 31, 2017.

**Motion:** A motion was made by G. Luca and seconded by J. Livingston to reappoint Mike Detillion per MGL to a one-year appointment as the Ayer Veterans Service Officer from April 1, 2016 to March 31, 2017. **Motion passed 3-0.**

*Building Department Hours Proposal* - R. Pontbriand presented a proposal regarding a restructuring of the Building Department Hours as follows: the Assistant Zoning Enforcement Officer will work full-time, 32 hours a week at a rate of \$25.00 effective as of March 15, 2016. The Building Commissioner will be phased down to 4 hours a week at a rate of \$70.00 an hour effective July 1, 2016. The Administrative Coordinator position will be now funded under Management Support and removed from the Building Department. R. Pontbriand further explained that this proposal will give the Town a full-time professional Building Department with full customer service hours, as well as full enforcement.

**Motion:** A motion made by G. Luca and seconded by J. Livingston to approve the Building Department Hours Proposal as presented by the Town Administrator. **Motion passed 3-0.**

*CDBG Grant Amendment* – R. Pontbriand explained a request from the Community Development Office seeking the approval of an amendment to the FY'11 CDBG grant. He explained that the Town used an additional \$69,240.83 of program income so that the Town could rehab 3 units.

**Motion:** A motion made by G. Luca and seconded by C. Hillman to approve the amendment to the FY'11 CDBG Grant as presented by the Town Administrator. Motion passes 3-0.

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

State Budget Update (Selectman Luca) was deferred by G. Luca.

**Approval Meeting Minutes:**

**Motion:** A motion was made by C. Hillman and seconded by G. Luca to approve the meeting minutes of March 8, 2016. **Motion passed 3-0.**

**Executive Session:** A motion was made by G. Luca and seconded by J. Livingston at 8:47 PM to enter into Executive Session pursuant to MGL c.30A, section 21A Exemption #3 (Litigation) Properties Enforcement Strategy Update; Exemption #3 (Litigation) Old Fire Station; Exemption #3 (Collective Bargaining) Contract Updates and to adjourn from Executive Session. G. Luca further stated that to discuss these items in Open Session would be detrimental to the Town's negotiating study. **By Roll Call: J. Livingston, aye; G. Luca, aye; C. Hillman, aye. Motion passed by Roll Call 3-0.**

**Minutes Recorded and Submitted by Carly M. Antonellis**

**Date Minutes Approved by BOS:** \_\_\_\_\_

*April 5 2016*

**Christopher R. Hillman, Clerk:** \_\_\_\_\_

*Christopher R. Hillman*