

**Town of Ayer  
Ayer Board of Selectmen  
Open Meeting Agenda and Packet  
For Tuesday, June 3, 2014, 7:00pm  
Ayer Town Hall – 1<sup>st</sup> Floor Meeting Room**

**7:00pm CALL TO ORDER**

**Review and Approve Agenda; Announcements**

**PUBLIC INPUT (7:05pm)**

**OLD BUSINESS (7:15pm)**

1. Update on Ayer Commuter Rail Surface **Parking Lot** Project
2. Update on Ayer Commuter Rail Access Concerns

**Ms. BETSY DOLAN – ASRSD GUIDANCE COUNSELOR (7:30PM)**

Ms. Betsy Dolan, Guidance Counselor at ASRSD will appear before the Board to make a brief presentation on the Teenage Anxiety & Depression Solutions Program (See Attached)



Ayer-Shirley

May 21, 2014



# Teenage Anxiety and Depression Solutions

[HOME](#)[ABOUT](#)[BLOG](#)[TADS VIDEO](#)[UPCOMING EVENTS](#)[IN THE NEWS](#)[CONTACT](#)

## About TADS

Teenage Anxiety & Depression Solutions (TADS) is a 501c3 non-profit organization that focuses on mental health issues, especially with regards to helping parents who have children with mental health needs. TADS has a three-pronged mission:

- To raise awareness of mental health issues,
- To supply education about mental health issues, and
- To provide access to care for those in need of mental health services.

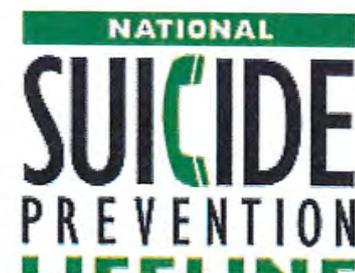


Moreover, we believe that this mission should be accomplished with "boots on the ground." That is, we look for opportunities to bring resources directly to those in need.

The following people comprise the TADS Board of Directors:

- Steve Boczenowski, President
- Deb Boczenowski, Vice-President
- Susan Daly, Treasurer

## Resources

[MSPP INTERFACE Referral Service](#)[SANS - See a New Sun](#)[Adolescent Wellness](#)[Families for Depression Awareness](#)[GDAY](#)[Massachusetts Coalition for Suicide Prevention](#)[Children's Mental Health Services in Massachusetts](#)

*By Hiroko Sato, [hsato@lowellsun.com](mailto:hsato@lowellsun.com)*

UPDATED: 03/11/2013 08:04:08 AM EDT

**2 COMMENTS**

GROTON -- Steve Boczenowski wants people to know they should never feel afraid to ask their loved ones when there are reasons to suspect they are thinking about killing themselves.

Many assume that mentioning the word "suicide" would be to suggest the idea to the person, Boczenowski said. But researches show that's not true, he said. Instead, bringing up the subject helps the individual to open up and talk about it.

"It's a relief to that person," Boczenowski said.

Boczenowski also tells others to keep a watchful eye on the person when symptoms of depression suddenly disappear. One might act on the suicide plan now that he or she has the energy to do it.



From left, Sen. Jaime Eldridge, D-Acton, Steve Boczenowski, Deb Boczenowski and Rep. Sheila Harrington, R-Groton, attend the award ceremony. Courtesy photo

Sun staff photos can be ordered by visiting our [MyCapture](#) site.



**FREEDMAN CENTER**  
*for Child & Family Development*  
at the Massachusetts School of Professional Psychology

- **The *Richard I. and Joan L. Freedman Center for Child and Family Development* was established at The Massachusetts School of Professional Psychology (MSPP) to help connect children and families with appropriate information, providers, resources, and one another to serve their mental health and wellness needs.**



# MSPP INTERFACE

*Referral Service*  
at the Massachusetts School of Professional Psychology

## Freedman Center for Child and Family Dev't MSPP Interface Referral Service

- Mission: To provide resources and referral guidance to appropriate mental health and wellness services. Our work is with children, families, young adults and mental health professionals within our subscribing towns and communities.
- Referrals are matched to the stated need, location, insurance, fee requirement, and specialty needs.



**MSPP INTERFACE**  
*Referral Service*  
at the Massachusetts School of Professional Psychology

## MSPP:

- Respects the callers voice and choice and concerns for confidentiality.
- Strives to make a match within 2 weeks.
- Committed to the value of follow up guidance.
- We believe we must empower callers to advocate for and understand the therapeutic process.
- We know and demonstrate that “access to care is part of care”.

## The MSPP INTERFACE process

1. Recruitment
2. Handling the Intake
3. Providing guidance throughout the matching process
4. Presenting the case to providers
5. Following-up with the family
6. Following-up with the provider
7. Closing the Case

Formerly known as Project INTERFACE

*Meeting the Need...Making a Difference*



Now Serving: [Ayer-Shirley](#), [Boston](#), [Chelmsford](#), [Concord-Carlisle](#), [Groton-Dunstable](#), [Harvard](#), [Lincoln-Sudbury](#), [Littleton](#), [Milford](#), [Needham](#), [Newton](#), [Southern Berkshire County](#), [Waltham](#) and [Westford](#)



In Crisis?  
[Click Here](#)



Massachusetts is leading the way in assessment and early identification of mental health concerns in children. Pediatricians are seeing a significant increase in visits for primary mental health needs, and MSPP INTERFACE<sup>SM</sup> is supporting families in making early connections as research has shown that early intervention leads to better outcomes.

**IN THE NEWS**  
[Orphans' Lonely Beginnings Reveal How Parents Shape A Child's Brain](#), by Jon Hamilton.

The MSPP INTERFACE<sup>SM</sup> Referral Service collects and categorizes a wide range of valuable resources related to mental health and wellness for the benefit of the general public – children, adults and families – as well as educators and mental health professionals.

In addition to the resources on this web site, the MSPP INTERFACE<sup>SM</sup> Referral Service maintains a mental health and wellness referral help line **Monday through Friday, 9 am-5 pm, at 617-332-3666 x 1411 or 888-244-6843 x 1411**. This is a free, confidential referral service for participating communities. Callers are matched with licensed mental health providers.

[MSPP Interface](#)

## What are people saying about INTERFACE?

- An independent study was conducted between September, 2011 and May, 2012.
- A Study was conducted by SSRE (Social Science Research and Evaluation) through grant funding from the Klarman Foundation
- 413 referrals case records were selected to be surveyed, and 43% of those surveyed responded.

## Highlights from Study

- 58% of primary contact respondents reported that they *tried to find a mental health provider on their own.*
- 94% of primary contact respondents reported that the Helpline was *important in helping them address their mental health concern.*

## Highlights from the Study

- During the follow up survey, 81% of primary contacts reported that targets were meeting with mental health providers referred through the Helpline.
- 99% of primary contact respondents felt that Helpline counselors were *knowledgeable about their mental health concerns*, and 97% felt that counselors were *knowledgeable about available mental health services*.

## Towns/Communities Served:

- Ayer-Shirley
- Boston
- Chelmsford
- Concord-Carlisle
- Groton-Dunstable
- Harvard
- Lincoln-Sudbury
- Littleton
- Milford
- Needham
- Newton
- Southern Berkshire  
(12 towns)
- Waltham
- Wellesley
- Westford



## Every 6 months TADS receives data

Period: November 1, 2012-December 31, 2013

**Ayer and Shirley & (Devens) total cases = 98**

55 referral cases for Ayer

44 referral cases for Shirley

3 referral cases for Devens

### Age Breakout of Cases

Preschool 0-4 yr: 2

Children 5-12yr: 49

Teenagers 13-17yr: 32

Young Adult (18-24yr): 4

Adults: 11



# Ayer and Shirley Case Referral Data

## November 1, 2012-December 31, 2013

### Schools represented:

Preschool: 1

Page Hilltop Elementary: 27

Lura White Elementary: 8

Ayer Shirley Middle School: 27

Ayer Shirley High School: 6

Total Ayer Shirley School District: 69

Other Schools/Ayer and Shirley residents: 15

Post high school residents up to age 24, or Adults: 12

**[Addendum: Jan-May 2014: 20 additional referrals from Ayer; 11 additional referrals from Shirley, for total of 31 additional cases January through current May 2014]**



## **Ayer and Shirley Case Referral Data November 1, 2012-December 31, 2013**

### **Where callers learned of INTERFACE:**

Schools: 81

Family member/friend: 2

Newspaper: 1

Doctor's office: 1

Mental Health Provider: 1

Relative: 2

Previous Caller: 3

Other: 3

### **Source caller:**

Parent: 85

School staff: 1

Self: 9

Relative: 2

Mental Health Provider: 1

## AYER JULY 4<sup>TH</sup> COMMITTEE

Mr. Maher will appear before the BOS along with Members of the 4<sup>th</sup> of July Committee regarding the following (See Attached):

1. Announcement of 2014 Grand Marshalls
2. Mr. Salvatore Perla, President, Nashoba Valley Medical Center Presentation
3. Brief Update on all Planned 4<sup>th</sup> of July Activities and Events

# Town of Ayer

## Office of Community & Economic Development

Town Hall ♦ One Main Street ♦ Ayer, MA 01432 ♦ 978-772-8206 ♦ Fax: 978-772-8208



TO: Ayer Board of Selectmen

FR: David Maher

RE: July 4<sup>th</sup> Update

Cc: Robert Pontbriand

DT: May 29, 2014

---

Honorable Members:

On behalf of the Ayer July 4<sup>th</sup> Committee, I would like to come before you to:

- 1) acknowledge the Committee's choices for the Grand Marshals of this year's parade, Ms. Janet Lewis and Ms. Roberta Chase and have the BOS recognize these ladies. A copy of their certificates, which will be framed for their individual distribution that night is attached
- 2) introduce Mr. Salvatore Perla, President of Nashoba Valley Medical Center, who is going to be making a donation to Ayer's July 4<sup>th</sup> Festivities on behalf of Nashoba Valley and their parent company
- 3) I will give a general update on all the activities: parade, field activities and entertainment as well

I look forward to this meeting.

A handwritten signature in blue ink that reads "David".

David Maher  
Town of Ayer  
Office of Community and Economic Development

2014 AYER FOURTH OF  
JULY PARADE

*Grand Marshal*

*this certificate is awarded to:*

*Janet Lewis*

Signature

Date

2014 AYER FOURTH OF  
JULY PARADE

*Grand Marshal*

*this certificate is awarded to:*

*Roberta Chase*

Signature

Date

**MR. DAVID MAHER – DIRECTOR OF ECONOMIC and COMMUNITY  
DEVELOPMENT (8:00pm)**

At the request of the BOS, Mr. Maher will appear before the BOS for a discussion with the BOS on Economic Development Strategies for the Town of Ayer.

**TOWN ADMINISTRATOR'S REPORT (8:20pm)**

1. Administrative Update (A brief oral update on recent administrative matters)
2. Personnel Board Appointment – Ms. Lisa White (See Attached)
3. FY 2015 Appointment Process (See Attached FY 2015 Appointments Matrix)

The BOS will be making appointments on June 17, 2014. All incumbent appointment holders are being notified if their term(s) are expiring and their intent to be reappointed or not.

4. Properties Enforcement Update: 14 Williams Street; 128 Washington Street; 71 Sandy Pond Road; and 64 Westford Road

## Robert Pontbriand

---

**From:** Lisa White [lwhite@ayer.ma.us]  
**Sent:** Friday, May 23, 2014 8:30 AM  
**To:** Robert Pontbriand  
**Cc:** bgill@ayer.ma.us; Gary Luca  
**Subject:** Personnel Board

Good Morning Robert,

Please allow this email to serve as notice of my desire to resume my position with Ayer's Personnel Board. I understand that the board is without quorum at this time. I am sure that there is plenty of work to be done, and I would like to assist in serving my fellow non-union employees. I have previously served with the Personnel Board, and am an Ayer resident and municipal employee.

Thank you,  
Lisa

Lisa E. White  
Department Assistant

Ayer Fire Department  
1 West Main Street  
Ayer, MA 01432-1210

978-772-8231

FY 2015  
 Appointments  
 \*\*\*DRAFT\*\*\* 5-30-2014

| Position Name                              | Appointee   | # of Mbrs | Term                  | Start | End  | Comments  |
|--|---|-----------|-----------------------|-------|------|---|
| ADA Coordinator                            | Town Administrator per ADA Plan   |           |                       |       |      |   |
| Auctioneers                                | Dan Swanfeldt   | 2         | 1 yr                  | 2013  | 2014 |   |
|  | Peter Johnston  | 2         | 1 yr                  | 2013  | 2014 |   |
| BoS Rep to July Fourth                     | Vacant  | 1         | 1 yr                  | 2013  | 2014 |   |
| Bos Rep to Bi-Board                        |   |           |                       |       |      |   |
|  | Vacant  | 2         | 1 yr                  | 2013  | 2014 |   |
|  | Gary Luca   | 2         | 1 yr                  | 2013  | 2014 |   |
| BoS Rep to JBOS                            | Gary Luca   | 1         | 1 yr                  | 2013  | 2014 |   |
| <b>Building Department</b>                 |   |           |                       |       |      |   |
| Bldg Inspector                             | Gabriel J. Vellante   | 1         | 1 yr                  | 2013  | 2014 |   |
| Assistant Bldg Inspector                   | VACANT  | 1         | 1 yr                  |       |      |   |
| Alternate Bldg Inspector                   | Roland Bernier  | 1         | 1 yr                  | 2013  | 2014 |   |
| Plumbing/Gas Inspector                     | Robert Friedrich  |           | 1 yr                  | 2013  | 2014 |   |
| Assistant Plumbing/Gas Inspector           | James Bakum   |           | 1 yr                  | 2013  | 2014 |   |
| Wiring/Electrical Inspector                | Alan Parker   |           | 1 yr                  | 2013  | 2014 |   |
| Assistant Wiring Inspector                 | VACANT  |           | 1 yr                  | 2013  | 2014 |   |
| <b>Cable TV Commission</b>                 | Three to five directors appointed by BOS  |           |                       |       |      |   |
|  | Douglas Becker - Chairman   |           | 3 yr                  | 2013  | 2016 |   |
|  | Charles Comeau  |           | 3 yr                  | 2011  | 2014 |   |
|  | Harry Zane  |           | 3 yr                  | 2012  | 2015 |   |
| <b>APAC Board of Directors</b>             |   |           |                       |       |      |   |
|  | Douglas Becker  | 5         | 3 yr                  | 2013  | 2016 |   |
|  | Charles Comeau  | 5         | 3 yr                  | 2011  | 2014 |   |
|  | VACANT  | 5         | 3 yr                  |       |      |   |
| <b>Capital Planning Committee</b>          |   |           |                       |       |      |   |
| Town Administrator                         | Robert Pontbriand   |           | ex-officio/non-voting |       |      |   |
| Town Accountant                            | Lisa Gabree   |           | ex-officio/non-voting |       |      |   |
| BOS Rep                                    | Christopher Hillman   | 7         | 1 yr                  | 2013  | 2014 |   |
| FinCom Rep                                 | John Kilcommins   | 7         | 1 yr                  | 2013  | 2014 |   |
| Citizen Reps                               | James Stephen   | 7         | 3 yr                  | 2012  | 2015 |   |
|  | Mary Spinner  | 7         | 3 yr                  | 2012  | 2015 |   |
|  | Richard Skoczylas   | 7         | 3 yr                  | 2011  | 2014 |   |
| <b>Collector of Taxes, Assistant</b>       | MGL 41, s 39C: appointment by Tax Collector w/approval of BoS                           |           |                       |       |      |   |
|  | Ramona Bean   | 1         | 1 yr                  | 2013  | 2014 |   |
| <b>Commission on Disabilities</b>          |   |           |                       |       |      |   |
|  | Thomas Sylvester  | 9         | 3 yr                  | 2013  | 2016 |   |
|  | Martha Sylvester  | 9         | 3 yr                  | 2013  | 2016 |   |
|  | VACANT  | 9         | 3 yr                  | 2013  | 2016 |   |
| <b>Communications Committee</b>            | Replaced by I.T. Committee  |           |                       |       |      |   |
| Replaced by I.T. Committee                 |   |           |                       |       |      |   |
|  |   |           |                       |       |      |   |
|  |   |           |                       |       |      |   |
| <b>Community Preservation Comm.</b>        |   |           |                       |       |      | 5 statutory positions, 4 added by 2001 TM                   |
| Planning Board Rep                         | VACANT  | 7         | 3 yr                  | 2013  | 2016 | Designated by Planning Board                                |
| ConCom Rep                                 | Jessica Gugino  | 7         | 3 yr                  | 2011  | 2014 | Designated by Conservation Comm                             |
| Historical Commission Rep                  | Barry Swartzel  | 7         | 3 yr                  | 2013  | 2016 | Designated by Historical Comm; alene.reich@gmail.com        |
| Housing Authority Rep                      | Janet Providakas - Chair  | 7         | 3 yr                  | 2013  | 2016 | Designated by Housing Auth                                  |
| Park Commission Rep                        | Jason Mayo  | 7         | 3 yr                  | 2011  | 2014 | Designated by Park Dept                                     |
| Citizen at Large                           | Beth Suedmeyer  | 7         | 3 yr                  | 2011  | 2014 |   |
| Citizen at Large                           | VACANT  | 7         | 3 yr                  | 2012  | 2015 |   |
|  |   |           |                       |       |      |   |
|  |   |           |                       |       |      |   |
| <b>Conservation Commission</b>             | MGL 40, s 8C: not less than 3 or more than 7 mbrs - Ayer Town Meeting 1963 voted 5 mbrs |           |                       |       |      |   |
|  | Jessica Gugino  | 5         | 3 yr                  | 2012  | 2015 |   |
|  | Takashi Tada  | 5         | 3 yr                  | 2012  | 2015 |   |
|  | George Bacon  | 5         | 3 yr                  | 2013  | 2016 |   |
|  | William Daniels - Chairman  | 5         | 3 yr                  | 2013  | 2016 |   |
|  | Lee Curtis  | 5         | 3 yr                  | 2011  | 2014 |   |
| <b>Council on Aging Board of Directors</b> |   |           |                       |       |      |   |
|  | Sr. Paula McCrea - Chairman   |           | 3 yr                  | 2012  | 2015 |   |
|  | Robert Hammond  |           | 3 yr                  | 2012  | 2015 |   |
|  | Lisa White  |           | 3 yr                  | 2013  | 2016 |   |
|  | Catherine S. Lawson   |           | 3 yr                  | 2010  | 2016 |   |
|  | Agnes Shanahan  |           | 3 yr                  | 2010  | 2016 |   |
| <b>Cultural Council</b>                    |   |           |                       |       |      | MGL c. 10, s. 58: Min of 5, max of 22 members, apptd by BoS |
|  | VACANT  | 11        | 3yr                   | 2010  | 2016 |   |
|  | VACANT  | 11        | 3 yr                  | 2012  | 2016 |   |
|  | VACANT  | 11        | 3 yr                  | 2010  | 2016 |   |
|  | VACANT  | 11        | 3 yr                  | 2010  | 2016 |   |
|  | VACANT  | 11        | 3 yr                  | 2010  | 2016 |   |



FY 2015  
Appointments  
\*\*\*DRAFT\*\*\* 5-30-2014

|   |   |            |      |      |      |  |  |
|---|---|------------|------|------|------|--|--|
| IT Systems Administrator                | Cindy Knox  | ex-officio |      |      |      |  |  |
| Town Administrator                      | Robert Pontbriand   | ex-officio |      |      |      |  |  |
| Finance Manager                         | Lisa Gabree   | ex-officio |      |      |      |  |  |
|   | Jeffery Mayes   |            | 1 yr | 2013 | 2014 |  |  |
|   | Evan Torlin   |            | 1 yr | 2013 | 2014 |  |  |
|   | Alan Wilson   |            | 1 yr | 2013 | 2014 |  |  |
| <b>Memorial Garden Committee</b>        |   |            |      |      |      |  |  |
| Verteran's Agent                        | Mike Detillion  | ex-officio |      |      |      |  |  |
|   | VACANT  |            | 1 yr | 2013 | 2014 |  |  |
|   | VACANT  |            | 1 yr | 2013 | 2014 |  |  |
|   | VACANT  |            | 1 yr | 2013 | 2014 |  |  |
|   | VACANT  |            | 1 yr | 2013 | 2014 |  |  |
|   | VACANT  |            |      |      |      |  |  |
|   | VACANT  |            |      |      |      |  |  |
| <b>MART Advisory Board</b>              | Robert Pontbriand   | 1          | 1 yr | 2013 | 2014 | Town Administrator if BOS Chairman not available         |  |
| <b>MBTA Advisory Board</b>              | Robert Pontbriand   | 1          | 1 yr | 2013 | 2014 | Town Administrator if BOS Chairman not available         |  |
| <b>MJTC Representatives</b>             |   |            |      |      |      |  |  |
| BOS Rep                                 | Pauline Hamel   | 1          | 1 yr | 2013 | 2014 |  |  |
| Planning Board                          | VACANT  | 1          | 1 yr | 2013 | 2014 |  |  |
| <b>MRPC Representatives</b>             |   |            |      |      |      |  |  |
| Planning Board                          | VACANT  |            | 1 yr | 2012 | 2013 | VACANT   |  |
| BOS Rep                                 | David Maher   |            | 1 yr | 2012 | 2013 | Town Administrator is back-up                            |  |
| <b>Personnel Board</b>                  | <b>NEED TO ADVERTISE</b>  |            |      |      |      |  |  |
| Employee Rep                            | Lisa White  | 5          | 3 yr | 2012 | 2015 | To Be Reappointed  |  |
| FinCom Rep                              | John Kilcommins   | 5          | 1 yr | 2012 | 2013 | Annual designation by the FinCom                         |  |
| Citizen Rep                             | Kathleen O'Connor - Chairman  | 5          | 3 yr | 2011 | 2014 | koconnor20@yahoo.com                                     |  |
| Citizen Rep                             | VACANT  | 5          | 3 yr | 2010 | 2013 | VACANT   |  |
| Citizen Rep                             | VACANT  | 5          | 3 yr | 2012 | 2015 | VACANT   |  |
| <b>Personnel Board of Appeals</b>       | <b>See PPPM, Section 12: 5 mbr Board apptd annually from the following: PC, FC, DPW Supt, TA, Treas, Town Clk, Bd of Assrs, Acct, EDD, Park Comm,</b> |            |      |      |      |  |  |
|   | <b>NEED TO SEND MEMO TO BOARDS</b>  |            |      |      |      |  |  |
|   |   |            |      |      |      |  |  |
|   |   |            |      |      |      |  |  |
|   |   |            |      |      |      |  |  |
| <b>Police Department</b>                | Only need to appoint the Reserve and Special officers, not full-time staff  |            |      |      |      |  |  |
| Reserve Officers                        | Robert Finn   |            | 1 yr | 2013 | 2014 |  |  |
|   | Edward Nelson   |            | 1 yr | 2013 | 2014 |  |  |
|   | Robert Soultanian   |            | 1 yr | 2013 | 2014 |  |  |
| Special - Out of Town                   | Per attached list from Chief Murray   |            | 1 yr | 2013 | 2014 |  |  |
| Animal Control Officer                  | Robert Friedrich  | 1          | 1 yr | 2013 | 2014 |  |  |
| <b>Rate and Fees Review Comm</b>        |   |            |      |      |      |  |  |
| Town Administrator                      | Robert Pontbriand   | ex-officio |      |      |      |  |  |
| Finance Manager                         | Lisa Gabree   | ex-officio |      |      |      |  |  |
| FinCom Representative                   | John Kilcommins   |            |      | 2013 | 2014 |  |  |
| Business Representative                 | VACANT  |            |      |      |      | may be more than one                                     |  |
| Citizen Representative                  | VACANT  |            |      |      |      | may be more than one                                     |  |
| <b>Recycling Committee</b>              |   |            |      |      |      |  |  |
|   | Laurie Sabol - Chairman   | 5          | 3 yr | 2011 | 2014 |  |  |
|   | Susan Tordella  | 5          | 3yr  | 2013 | 2016 |  |  |
|   | Kim Krieser   | 5          | 3 yr | 2013 | 2016 |  |  |
|   | VACANT  | 5          |      |      |      |  |  |
|   | VACANT  | 5          |      |      |      |  |  |
| <b>Registrars of Voters</b>             | Must be equal representation from Democratic and Republican parties   |            |      |      |      |  |  |
|   | Ann G. Callahan   | 4          | 3 yr | 2012 | 2015 |  |  |
|   | Barbara Wilson  | 4          | 3 yr | 2011 | 2014 |  |  |
|   | Pauline Hamel   | 4          | 3 yr | 2013 | 2016 |  |  |
|   | Susan Copeland  | 4          | 3 yr | 2013 | 2016 |  |  |
| <b>Sealer of Weights &amp; Measures</b> | MGL c. 98, s. 35: State certification on file.  |            |      |      |      |  |  |
|   | Eric Aaltonen   | 1          | 1 yr | 2012 | 2013 | Notified of Terms Expiration on 6/1/2012                 |  |
| <b>Storm Water Utility EF Cmte</b>      |   |            |      |      |      |  |  |
| DPW Supt                                | Mark Wetzel   | ex-officio |      |      |      |  |  |
| Selectman                               | VACANT  |            |      | 2012 | 2013 | Discussed Committee Appointments With M. Wetzel 6/1/2012 |  |
| ConCom designee                         |   |            |      | 2012 | 2013 |  |  |
| FinCom Representative                   |   |            |      | 2012 | 2013 |  |  |
| SIU/IPP Representative                  |   |            |      | 2012 | 2013 |  |  |
| Businessowner                           |   |            |      | 2012 | 2013 |  |  |
| Citizen Representative (up to 4)        |   |            |      | 2012 | 2013 |  |  |
|   |   |            |      | 2012 | 2013 |  |  |
|   |   |            |      | 2012 | 2013 |  |  |
| <b>Phase II Storm Water Committee</b>   | Committee is part of compliance plan w/ DEP/EPA   |            |      |      |      |  |  |
| BOS Rep                                 | VACANT  | 7          | 3 yr | 2013 | 2013 |  |  |

FY 2015  
**Appointments**  
 \*\*\*DRAFT\*\*\* 5-30-2014

|                                |                                   |            |      |         |        |                                       |
|--------------------------------|-----------------------------------|------------|------|---------|--------|---------------------------------------|
| DPW Superintendent             | Mark Wetzel                       | 7          | 3 yr | 2013    | 2016   |                                       |
| ConCom Rep                     | VACANT                            | 7          | 3 yr | 2013    | 2016   |                                       |
| Communications Rep             | VACANT                            | 7          | 3 yr | 2013    | 2016   |                                       |
| Recycling Rep                  | Laurie Sabol                      | 7          | 3 yr | 2013    | 2016   |                                       |
| Planning Board Rep             | Mark Fermanian                    | 7          | 3 yr | 2013    | 2016   |                                       |
| Citizen Rep                    | Susan Tordella                    | 7          | 3 yr | 2013    | 2016   |                                       |
| <b>TIF Review Committee</b>    |                                   |            |      |         |        |                                       |
| BoS Representative             | Vacant                            |            |      |         |        |                                       |
| Assessor Representative        |                                   | ex-officio |      |         |        |                                       |
| Town Administrator             | Robert Pontbriand                 | ex-officio |      |         |        |                                       |
| Finance Manager                | Lisa Gabree                       | ex-officio |      |         |        |                                       |
| FinCom Representative          | Vacant                            |            |      |         |        |                                       |
| Economic Development Director  | David Maher                       | ex-officio |      |         |        |                                       |
| Business Representative        | VACANT                            |            |      |         |        |                                       |
| Citizen Representative         | VACANT                            |            |      |         |        |                                       |
| <b>Town Counsel</b>            | Kopelman & Paige, P.C.            |            | 1 yr | 2013    | 2014   | Mark R. Reich, Esq. - primary contact |
|                                |                                   |            |      |         |        |                                       |
|                                |                                   |            |      |         |        |                                       |
|                                |                                   |            |      |         |        |                                       |
|                                |                                   |            |      |         |        |                                       |
|                                |                                   |            |      |         |        |                                       |
|                                |                                   |            |      |         |        |                                       |
|                                |                                   |            |      |         |        |                                       |
|                                |                                   |            |      |         |        |                                       |
| <b>Veterans Agent</b>          | Mike DeTillion                    |            | 1 yr | 3/30/14 | 4/1/15 | Term runs annually April to March     |
| <b>Zoning Board of Appeals</b> | Membership is 5 + 2 Alternates    |            |      |         |        |                                       |
|                                | VACANT                            |            | 3 yr | 2011    | 2014   |                                       |
|                                | Ron DeFillipo                     |            | 3 yr | 2012    | 2015   |                                       |
|                                | VACANT                            |            | 3 yr | 2012    | 2015   |                                       |
|                                | VACANT                            |            | 3 yr | 2011    | 2014   |                                       |
|                                | VACANT                            |            | 3 yr | 2012    | 2015   |                                       |
| Alternate                      | Steve Wentzel                     |            | 3 yr | 2011    | 2014   |                                       |
| Alternate                      | VACANT                            |            | 3 yr |         |        |                                       |
|                                |                                   |            |      |         |        |                                       |
|                                | Christopher R. Hillman, Chairman  |            |      |         |        |                                       |
|                                | Jannice L. Livingston, Vice-Chair |            |      |         |        |                                       |
|                                | Gary J. Luca, Clerk               |            |      |         |        |                                       |
|                                | Ayer Board of Selectmen July 2014 |            |      |         |        |                                       |
|                                |                                   |            |      |         |        |                                       |
|                                |                                   |            |      |         |        |                                       |

ADJOURNMENT (9:00pm)

May 21, 2014

May 6, 2014

APPROVAL OF MEETING MINUTES (8:55pm)

NEW BUSINESS / SELECTMEN'S QUESTIONS (8:40pm)

JBOS UPDATE (8:35pm)

# Town of Ayer

## Department of Planning & Development

Town Hall ♦ One Main Street ♦ Ayer, MA 01432 ♦ 978-772-8221 ♦ 978-772-8208 (fax)



Town of Ayer Selectmen's Meeting Minutes  
Tuesday, May 5, 2014  
1<sup>st</sup> Floor Meeting Room, Town Hall, Main Street, Ayer, MA

Open Session Meeting Agenda – 7:00 pm

7:00pm Call to Order

Review and Amend Agenda and Announcements: 7:08 Selectman Hillman requests that the 3 Special Olympians be invited to the next BOS session, Wednesday the 21<sup>st</sup>. Unanimously agreed. A general congratulation to all winning Selectmen was extended. Selectman Livingston reminded everyone of the upcoming Memorial Day Parade.

And Selectman Luca announced the Loafs and Fishes Food Drive which the Ayer Post Office was running. The Food Drive was running through Saturday the 10<sup>th</sup>. The Agenda was accepted with no amendments.

7:05 Public Input: Frank Maxant requests an opportunity to speak to the issue of the Treasurer's Assistant at the appropriate time. Selectman Luca noted the request.

7:08pm Green Communities/Energy Committee Update

Ms. Carolyn McCreary, Chair of the committee reported on the Solar Net Metering project. Ms. McCreary started by extending congratulations to all three of the BOS members for their recent win in the town election. She then announced "Good News" regarding the Town's Solar Net Metering Project. Ms. McCreary presented a spread sheet with data for the first 10 months of the project, showing an energy savings of \$120,000, which comes to the town in the form of energy credits. She explained that the Town had designated 15 Town meters to receive these energy credits, currently the meter that receives the largest amount of credits is the Waste Water Treatment Meter. Ms. McCreary emphasized the importance of balancing the meters which received credits. Ms. McCreary noted the work that Town Accountant Lisa Gabree has put into the project. Noting that she issues a monthly report on the Solar energy credits and the meter distribution. Ms. McCreary noted that the savings potential is very large. Selectman Luca asked about the possibility of Solar Arrays being placed on the Town Dump property. Ms. McCreary said that they were reviewing that possibility but that there is risk involved. Selectman Hillman asked if there was any news on the LED street lights. Ms. McCreary said not yet. Ms. McCreary stated that she was working with Mark Wetzel, DPW Superintendent on both of these possible projects.

### Update on Storm water Utility Implementation and Proposed Fees/Credits

Mr. Wetzel reported that a Storm Water Committee had been formed and that the Committee had met 5 times to date. The Committee was reviewing a rate structure and fees. The Committee is looking at a flat rate for residential, single and 2 family homes, multi family and condo associations have a proposed rate based on averages. The Storm Water Committee is working on a program credit manual as well. The Committee will have one more meeting and then make recommendation to the BOS. Selectman Luca asked if a implementation of new fees would need to go to town meeting. The concessions was that the Committee proposal would need to go in front of the BOS and after approval the Town Administrator would recommend that it be reviewed by the rate review committee.

### BOS Final Vote on Acceptance of Mt. Laurel Way as a Public Way

Mr. Wetzel reported that he had meet with the Contractor regarding Mt. Laurel Way, and that he had completed all requirements. The Town Administrator reported that the Planning Board had met on May 1<sup>st</sup>, and had voted to recommend that Mt. Laurel Way be accepted as a public way. The Town Administrator explained that there was a miss print and it needed to be amended to read Mt. Laurel Rd. A motion was made by Selectman Hillman to approve the acceptance of Mt. Laurel Rd. per the recommendation to Planning Board and DPW Superintendant. Seconded by Selectman Livingston. The vote was 3 in favor and 0 opposed.

7:30pm      Public Hearing – All Alcohol License Application  
Ho Hing Restaurant, Inc. d/b/a Empire City, 210 W. Main Street #1  
Ayer, MA 014

Selectman Livingston read the public hearing notice, stating that the Public Notice had been posted in the Nashoba Publications. Chairman Luca called the Public Hearing to order. It was noted that the Form 43 License Application has been completed. A \$200 application fee will need to accompany the application. It was noted that there were no issues from Police Departments. There was no input from the public. Selectman Livingston made the motion to approve the application for All Alcoholic Beverage restaurant License for Ho Hing Restaurant, Inc. d/b/a Empire City . Selectman Hillman Seconded. The vote was 3 in favor and 0 opposed.

7:35pm      Mr. Mohammed Kahn –MART Administrator  
Ayer Rail Trail Commuter Surface Parking Lot Project Update

Town Administrator Robert Pontbriand introduced Mr. Mohammed Kahn of MART and Mr. George Kahale of MRPC. Mr. Pontbriand explained that he had been asking Mr. Kahn from MART to come to the BOS and give an update on the Ayer Rail Trail Commuter Parking Lot Project for a while, and that this past week events where not the

The Town Administrator, Mr. Pontbriand explained the procedure for opening, reviewing and awarding the Central Fire station RFP. Selectman Hillman recused himself from the process explaining that he does work for one of the companies who has submitted a proposal. Selectman Luca and Livingston had both reviewed the two proposals before the meeting reporting that both proposals were for residential housing. Selectman Luca proceeded to open the sealed price envelopes, announcing GS Holding LLC at \$60,000 and Monument Construction at \$42,974. Selectman Luca and Selectman Livingston agreed that they could move forward and award the RFP without interviewing the candidates. Selectman Livingston reported that both proposals had everything they needed to have. Both proposals were for residential use. Evaluation score of both proposals where good. Neither proposal contained demolition of the structure. And both proposals had minimal change to the façade and a high level of historic preservation. Selectman Luca made a motion to award the Central Fire Station RFP to GS Holdings LLC subject to board approval of the Purchase and Sales. Selectman Livingston seconded. The vote was 2 in favor and 0 opposed.

Selectman Livingston made a motion to authorize the town administrator and Town Council to prepare the purchase and sales agreement. Seconded by Selectman Luca The vote was 2 in favor and 0 opposed.

It was noted that the moneys from the sale would go into the GF.

#### Appointment of Assistant to the Town Administrator and Board of Selectmen

The Town Administrator reported that the position had been extensively advertised and that over 100 people had applied. The applicants were narrowed first to 10 then 5 where interviewed and then 3 had second interviews. Mr. Pontbriand recommended Ms. Carly Antonellis to the board requesting that the board approve Ms. Antonellis for the job of Assistant to the Town Administrator and Board of Selectmen at the salary of \$53,000 per year. A motion was made by Selectman Livingston to approve the appointment with a June 2<sup>nd</sup> start date. The vote was 3 in favor and 0 opposed.

#### Authorization for hiring process for the position of Payroll /Benefits Manager

Town Administrator, Robert Pontbriand presented his request for authorization for the hiring process regarding the position of Payroll/Benefits Manager. Mr. Pontbriand explained that this process would include the appointment of a hiring committee made up of himself, the Town Treasurer, the Town finance director, the Chair of the Finance Committee and the Fire Chief. Mr. Pontbriand explained that for some time the reclassification of the Assistant to the Treasurer has needed and like many towns similar to Ayer the position of Payroll/Benefits Manager has been created. of a screening committee for the hiring of the Payroll/ Benefits Manager. Selectman Luca pointed out that the job has evolved and this reclassification represents the needs of the Town. Town Treasurer requested to speak. Ms. Gintner explained that she did not agree with the creation of this new position. Ms. Gintner stated that she felt the Assistant Treasurers job was under her jurisdiction according to MA General Law, and

Cleaning of Town Hall – Selectman Hillman brought up the need for the building to be cleaned. It was noted that renovations were done in 200, and the building at this point needs a good cleaning. The question was asked if extra hours for Custodian were needed. Robert – I will meet with Mr. Sherman, create a list of expectations.

Employee Break Room – Selectman Livingston brought forward the condition of the Town Hall Break room. It was noted that new refrigerator and microwave were needed. Town Accounted Lisa Gabree commented that the trash is back in the break room.

9:30pm      Reorganization of the Board of Selectmen.

Selectman Livingston motioned that Selectman Hillman become Chair. Selectman Luca seconded. The vote was 3 in favor and 0 opposed. Selectman Hillman motioned that Selectman Livingston be Vice Chair. Selectman Luca seconded. The vote was 3 in favor and 0 opposed.

Selectman Livingston motioned that Selectman Luca be the Board Clerk. Seconded by Selectman Hillman. The vote was 3 in favor and 0 opposed.

9:35pm      Approval of Meeting Minutes: Selectman Livingston motioned to approve the BOS minutes from April 1<sup>st</sup>. Selectman Luca seconded. The vote was 3 in favor and 0 opposed.

Selectman Livingston motioned to approve the BOS minutes from April 15<sup>th</sup>. Selectman Luca seconded. The vote was 3 in favor and 0 opposed.

9:45pm Adjournment

**Ayer Board of Selectmen  
Open Session Meeting Minutes [DRAFT]  
May 21, 2014**

**Attendance:** C. Hillman (Chair); G. Luca (Clerk); J. Livingston (Vice-Chair) [Absent]  
R. Pontbriand (Town Administrator)

**Call To Order:** The Meeting was called to order in Open Session at 7pm by Chairman Hillman.

**Agenda Amendments:** The Town Administrator requested that the agenda be amended to add ZBA Appointments under the Town Administrator's Report.

**Motion: G. Luca made a motion to approve the agenda as amended. Seconded by C. Hillman. Motion Passes 2-0.**

**Announcements:** C. Hillman announced the Town's Memorial Day Parade. C. Hillman thanked Nashoba Valley Hospital's President Sal Perla for their \$2,000 donation to the Ayer 4<sup>th</sup> of July Celebrations. G. Luca announced the success of the Post Office Food Drive.

**Public Input:**

Kathleen O'Connor presented the Board with an Ayer Rail Trail Petition sent to MassDOT Secretary Davey and discussed the commitment to a June 1<sup>st</sup> resolution to the Commuter Rail Platform access issue.

Mary Spinner mentioned the consideration of approval of a Town Flag for the Fall 2014 Town Meeting. She also mentioned the importance of the DPW Roads Program and having streets accepted as public ways for the Fall 2014 Town Meeting. Finally, she made the Board aware of new DEP water regulations to take effect in December 2014.

Harry Zane spoke in favor of the Commuter Rail Platform and stated that the argument of "People get off the train do not buy anything" is nothing more than a "Straw Man Argument". No one has ever said we need the train for economic development. We need the train station for people, commuters, mass transit. Put the silly arguments to rest and get this important project done.

Ellen Fitzpatrick spoke about the Commuter Rail Platform and that it is "difficult to ask people to change." This project needs to be done. In the midst of difficulty there is opportunity. Ayer is in survival mode. MBTA needs to step up and make a difference. It is a mystery as to why no coffee shop exists by the train station. I worked to get 300 signatures for the petition.

"Dave" (last name intelligible) spoke on the importance of the commuter rail issue. Train station is a huge benefit to the Town. Local Businesses are great and will benefit from it. People are coming to Ayer to live.

Selectman Hillman stated that when completed, the area and the Town will grow. The Board and Town Administrator are committed to this project and expediting its completion.

**Old Business:**

**1. Improvement Plan for Old Groton Road**

The Town Administrator provided an overview of the issues and actions to date regarding improvements to Old Groton Road.

C. Hillman state that the original plan to improve the road was “over the top”. We need to trim the trees and fix the drainage.

G. Luca stated that this should have been done a long time ago. The divots need to be removed and the road graded for safe access. In terms of plowing in the winter, the DPW is looking to hire some contractors this year for snow removal so this could alleviate the plowing issue. We need a long term solution.

Janet Gullatta stated that she appreciated that the Board was taking this issue seriously. DPW and Town were great this past winter and we are looking for an intermediate solution.

G. Luca asked how many driveways on the road.

Janet Gullatta stated 7 households and 14 abutters.

C. Hillman stated he lives on a dirt road and they need regular attention.

R. Pontbriand stated that the DPW Superintendent will present an improvement plan for Old Groton Road on June 17<sup>th</sup> to the Board to include resolution/options to any legal issues.

**On –Going Rotary Beautification Efforts and Adopt an Island Program**

C. Hillman stated that the Rotary looks good and that the Town is looking for more businesses to get involved with not only the Rotary beautification but the Adopt and Island Program.

G. Luca stated this may be an opportunity for Eagle Scout Projects.

**2. Organization of Building Department**

C. Hillman stated that the Plumbing Inspector should have Office hours every day i.e. the Littleton Inspector is in the Office 2 hours a day.

Town Administrator stated that with increased funding approved by Town Meeting to the Building Department that opportunity to organize the Department is now.

G. Luca stated and the Board concurred that there was no issue with Building Commissioner's performance.

Town Administrator advised that increasing to a full time Building Commissioner is subject to negotiation with the Union as the position is in the Union.

### **Focus on Economic Development**

The Town Administrator provided an overview on the topic stressing a need for the Town to secure more grant funding in the areas of economic development. Additionally the Town needs a comprehensive economic development strategy and plan to include marketing the Town.

G. Luca agreed that we need to take an aggressive look at economic development.

C. Hillman stated that the Town has so much to offer including public utilities that many Town's do not have i.e. Sewer and Water.

G. Luca stated that the new high school project will also encourage business development.

The Board asked that the Economic Development Director appear before the Board on June 3, 2014 for a further discussion.

### **Town Administrator's Report**

1. The Town Administrator reported out the terms of the Fire Contract MOA reached in Executive Session on May 6, 2014 per the Open Meeting Law.
2. HRA. The Town Administrator discussed with the Board the issue of the remaining funds in the Town's HRA and what the Board would like to do with them. A decision to be made on June 17, 2014.
3. The Town Administrator provided a brief oral update on the Administration's efforts with respect to Town-Wide on-line permitting and payment.
4. Appointments to ZBA:

**Motion was made by C. Hillman and seconded by G. Luca to appoint Mr. Michael Gibbons to the ZBA for a three year term to expire on June 30, 2015. Motion Passed 2-0.**

**Motion was made by C. Hillman to appoint Pauline Conley to the ZBA. The Motion was not seconded by G. Luca. With no second, the motion failed.**

**JBOS Update:**

G. Luca provided an update pertaining to the proposed Shirley Village Senior Housing and Development Proposal in Shirley. A Super Town Meeting would be needed to change the Zoning. The Board asked for more information on the subject before taking a position.

**New Business / BOS Questions:**

Designation of Custodian of OPEB Trust Funds: With the passage of Article 30 at Town Meeting.

**Motion: A motion was made by G. Luca and seconded by C. Hillman to authorize the Town Administrator to send a letter on behalf of the Board to the Treasurer outlining her plan come July 1, 2014 with respect to the OPEB Trust Fund and verification procedure that funds have been properly deposited. Motion passed 2-0.**

**Approval of Meeting Minutes:**

Jan. 7, 2014: Moved by G. Luca and Seconded by C. Hillman. Minutes accepted 2-0  
Jan. 21, 2014: Moved by G. Luca and Seconded by C. Hillman. Minutes accepted 2-0  
Mar. 25, 2014: Moved by G. Luca and Seconded by C. Hillman. Minutes accepted 2-0  
April 15, 2014: Moved by G. Luca and Seconded by C. Hillman. Minutes accepted 2-0  
May 6, 2014 – Hold off until next meeting

C. Hillman stated that when J. Livingston returned the Board should discuss its summer schedule.

**Motion was made by G. Luca and seconded by C. Hillman to adjourn the Meeting. Motion passed 2-0.**

**Meeting Adjourned at 8:38pm**

Recorded and Submitted by: R. Pontbriand, Town Administrator

Approved by the BOS: \_\_\_\_\_

\_\_\_\_\_  
Gary J. Luca, Clerk