

RECEIVED  
TOWN CLERK  
TOWN OF AYER

2015 MAY 29 AM 10:46

*Susan Copland*

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

Tuesday June 2, 2015



Executive Session Meeting Agenda

- 6:00 PM Call to Order in Open Session
- Executive Session Pursuant to MGL c. 30A, sec. 21A Exemption #1 (Charges against a public official) Police Officer M. Power; Exemption #3 (Litigation Strategy) Police Officer M. Power
- 7:00 PM Adjourn from Executive Session

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Open Session Meeting Agenda

- 7:00 PM Call to Order
- Moment of Silence in Memory of Marcia A. Gilson
- Review and Approve Agenda
- Announcements
- |                         |              |         |                  |
|-------------------------|--------------|---------|------------------|
| JBOS Super Town Meeting | June 8, 2015 | 7:00 PM | ASRHS Auditorium |
| Special Town Meeting    | June 8, 2015 | 7:15 PM | ASRHS Auditorium |
- 7:05 PM\* Public Input
- 7:10 PM Chief Robert Pedrazzi, Ayer Fire Department
1. Reserve Fund Transfer Requests
- 7:15 PM David Maher, Community and Economic Development Director
1. Economic Development Update
  2. 4<sup>th</sup> of July Update
- 7:25 PM Superintendent Mark Wetzel, Department of Public Works
1. Recommendation for Wastewater Operator Position
  2. Discussion of Sewer Tie-In Intersection of Douglas Rd and Groton School Rd
- 7:45 PM BOS Goals and Objectives Discussion
- 8:00 PM Town Administrator's Report
1. Administrative Update
  2. One Day Beer and Wine Permit – St. Mary's Parish for Block Party 6/27/15
  3. Board/Committee Appointments
- 8:15 PM New Business/Selectmen's Questions
1. Proposed Free Cash Policy (Selectman Luca)
- 8:30 PM Approval of the Minutes  
May 19, 2015
- Adjournment

\*Note: *Agenda Times are for planning purposes only and do not necessarily constitute exact times.*

**RESERVE FUND TRANSFER REQUEST**

**Section I (Completed by Elected Official or Department Head)**

This request for a transfer from the Reserve Fund is being made in accordance with M.G.L., Chapter 40, Section 6:

1 Amount requested: \$28,361.00

2 To be transferred to:

A. Account Name: Fire Department Overtime

B. Account #: 01220-51300

3 Present balance in budget \$11,142.18

4 The amount requested will be used for (please attach supporting information):  
**This money will be used for payroll.**

5 The expense is extraordinary or unforeseen for the following reason(s):  
**The expense is extraordinary for the following reasons. Sick time usage for an off the job injury. Individual was out 7 months.(1165 hours) Family medical leave was used for the birth of a child using sick time. (288 hours) Extraordinary amount of fires with long duration.**

5-28-15  
Date

  
\_\_\_\_\_  
Elected Official or Department Head

**Section II Action by Board of Selectmen or Appointing Authority when Section I not completed by an Elected Official**

Transfer Approved: YES NO

Amount Approved: \_\_\_\_\_

Date of Meeting: \_\_\_\_\_

Number Present/Voting \_\_\_\_\_

\_\_\_\_\_  
Chairman

**Section III Action by Finance Committee**

Transfer Approved: YES NO

Amount Approved: \_\_\_\_\_

Date of Meeting: \_\_\_\_\_

Number Present/Voting \_\_\_\_\_

\_\_\_\_\_  
Chairman

FIRE DEPARTMENT BUDGET PROJECTION MAY 22ND 2015

MAY 22ND 2015

LINE ITEM	REMAINING 5/21/15	PROJECTED	TOTAL				
01220-51000 CALL PAY	\$13,598.16	\$11,922.90	\$1,675.26				
10220-51100 SALARIES REGULAR	\$105,485.57	\$77,343.20	\$28,142.37				
01220-51300 OVERTIME (shift replacement)	\$11,142.18	\$36,924.25	-\$25,782.07				
01220-51310 CALL OVERTIME	-\$11,152.13	\$5,446.00	-\$16,598.13				
01220-51320 TRAINING REPLACEMENT	\$509.39	\$0.00	\$509.39				
01220-52000 SERVICES	\$1,396.98	\$467.18	\$929.80				
01220-54000 SUPPLIES	\$5,523.34	\$6,000.00	-\$476.66	clothing allowance is \$5,077 of the \$6,000			
01220-57000 OTHER CHARGES & EXPENSES	\$6,761.37	\$10,400.00	-\$3,638.63	10,400 is educational reimbursement			
01220-58000 TURNOUT GEAR	\$215.00	\$0.00	\$215.00				
.2 WEEKS PAY ENCUMBRANCE		\$3,093.28	-\$3,093.28				
MEMORIAL DAY HOLIDAY		\$5,245.00	-\$5,245.00				
		TOTAL PROJECTED	-\$23,361.95				

**RESERVE FUND TRANSFER REQUEST**

**Section I (Completed by Elected Official or Department Head)**

This request for a transfer from the Reserve Fund is being made in accordance with M.G.L., Chapter 40, Section 6:

1 Amount requested: \$6,000.00

2 To be transferred to:

A. Account Name: Fire Department Supplies

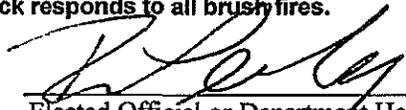
B. Account #: 01220-54000

3 Present balance in budget \$5,523.00

4 The amount requested will be used for (please attach supporting information):  
**Replace the pump on Forestry #2. Pump cost is \$5,650; the remaining will be used to purchase piping and valves for installation. Quotation on pump is attached.**

5 The expense is extraordinary or unforeseen for the following reason(s):  
**This pump was broken at a large brush fire on May 22nd. The pump is required for the truck to be in service as a forest fire truck. The broken pump is 20 years old and not worthy of repair. This truck responds to all brush fires.**

May 28, 2015  
Date

  
Elected Official or Department Head

**Section II Action by Board of Selectmen or Appointing Authority when Section I not completed by an Elected Official**

Transfer Approved: YES NO

Amount Approved: \_\_\_\_\_

Date of Meeting: \_\_\_\_\_

Number Present/Voting \_\_\_\_\_

\_\_\_\_\_  
Chairman

**Section III Action by Finance Committee**

Transfer Approved: YES NO

Amount Approved: \_\_\_\_\_

Date of Meeting: \_\_\_\_\_

Number Present/Voting \_\_\_\_\_

\_\_\_\_\_  
Chairman

**FIRE TECH & SAFETY  
OF NEW ENGLAND INC.**

90 Progress Ave.  
Tyngsborough Mass 01879

Phone 1-978-649-6800  
Fax 1-978-649-6833

**QUOTATION**

**RK**

PLEASE INDICATE THE ABOVE NUMBER WHEN ORDERING

TO Ayer Fire Department  
1 West Main Street  
Ayer Mass 01432

QUOTATION DATE	SALESPERSON
5/25/2015	Roger Knipe

Att: Chief

ESTIMATED SHIPPING DATE	SHIPPED VIA	F.O.B.	TERMS	
4-6 Weeks ARO	Best Way		Net 30 days	
QUANTITY	DESCRIPTION		UNIT PRICE	AMOUNT
1	ALL PRICING PER 2014-2015 MASS STATE BID UNDER CONTRACT # FIR-04  CET Replacement Pump # PFP-20hp Khl-MR as a SKID Version  Plumbing and fittings not included  Shipping and Handling Included in price		\$5,650.00	\$5,650.00
			<b>TOTAL:</b>	\$5,650.00

WE ARE PLEASED TO SUBMIT THE ABOVE QUOTATION FOR YOUR CONSIDERATION. SHOULD YOU PLACE AN ORDER, BE ASSURED IT WILL RECEIVE  
OUR PROMPT ATTENTION. THIS QUOTATION IS VALID FOR 30 DAYS. THEREAFTER IT IS SUBJECT TO CHANGE WITHOUT NOTICE.

NOTED BY: Roger Knipe

ACCEPTED \_\_\_\_\_

DATE: \_\_\_\_\_

**THANK YOU!**

**PLEASE SIGN AND RETURN A COPY WHEN ORDERING.**

# 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, Robert Pontbriand  
FR: David Maher  
RE: Economic Development, Website and July 4<sup>th</sup> Updates  
DT:

RECEIVED  
MAY 28 2015  
TOWN OF AYER  
SELECTMEN'S OFFICE

May 28, 2015

Robert: I would like to be included on the BOS June 2cd Schedule to:

- 1) Give a brief economic development update on the important business projects taking place in the Town
- 2) Give a brief update of the Economic/Community Development website page (title page included)
- 3) Update on the status of the July 4<sup>th</sup> activities

Thank you,

A handwritten signature in cursive script that reads 'David'.

David Maher

Director, Economic and Community Development  
Town of Ayer

# Town of Ayer, Massachusetts Official Web Site

Ayer Town Hall

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## Economic Development

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**Contact:** [David Maher](#)  
Director  
[Alicia Hersey](#)  
Community Development Administrator  
978-772-8206

**Economic Development Phone:** 978-772-8206

**Community Development Phone:** 978-772-8221

**Fax:** 978-772-8208

**Hours:** Monday: 8:00 a.m - 4:00 p.m.  
Tuesday: 8:00 a.m. - 7:00 p.m.  
Wednesday: 8:00 a.m. - 4:00 p.m.  
Thursday: 8:00 a.m. - 4:00 p.m.  
Friday: 8:00 a.m. to 1:00 p.m.

### Additional Links:

[Local Business Links](#)

[Selectmen's Update - September 2014](#)

[2009 Community Development Strategy](#)

[Newsletter Goes Quarterly](#)

[Announcements](#)

[MART Ayer Commuter Rail Surface Paking Lot Project Update 10-10-2013](#)

[Small Business Health Insurance Enrollment Forum](#)

[2015 Commuter Parking Map](#)

### Division:

**Planning:** Expanding your current building or planning a new one for growth or a new business? WE CAN HELP  
**Economic Development:** You'll Find All the Contacts Information You'll Need To Know to Expand or Start Your Biz  
**Community Development:** Grants and Grant Money To Help With Residential and Multi-Family Home Rehab

### Boards & Commissions Served:

[Zoning Appeals Board](#)  
[Conservation Commission](#)  
[Energy Committee](#) The Town of Ayer was one of the State's Earliest Green Communities - See our efforts  
[IDFA](#) Seeks to promote a healthy local economy and strong employment levels in the Town of Ayer

The Office of Economic and Community Development is responsible for serving both the business and constituent community in the Town of Ayer. The Economic Development Division is involved in: business attraction and retention, extending and executing the economic development policies of the Town, conduct economic and statistical studies, promote office and Town event marketing opportunities and be the responsible support staff to the Industrial Development Finance Authority (IDFA). The Community Development Division is responsible for administering the Community Development Block Grant program including the Housing Rehabilitation Program, Affordable Housing Initiatives and other special programs as dictated by the State Department of Housing and Community Development .



## DEPARTMENT OF PUBLIC WORKS

Mark L. Wetzel, P.E., Superintendent  
Pamela J. Martin, Business Manager



25 BROOK STREET  
AYER, MASSACHUSETTS 01432  
T: (978) 772-8240  
F: (978) 772-8244

### MEMORANDUM

Date: May 29, 2015

To: Robert Pontbriand, Town Administrator

From: Mark Wetzel P.E., Public Works Superintendent

**Subject: Wastewater Division Recommendation for Wastewater Treatment Plant Operator**

I am recommending that the Board appoint David Nelson Jr to the position of Wastewater Treatment Plant Operator. In April 2015, Richard Hudson was appointed to the position of Wastewater Foreman, leaving the Treatment Plant Operator position vacant. In accordance with Article 15 of the AFSCME Collective Bargaining Agreement, the position was posted in May and David was the only applicant.

I recommend David for the Treatment Plant Operator's position based on the following:

- David has been the Wastewater Treatment Plant Attendant since 2007.
- David works closely with the other operators, maintains the facility and pumping stations and supports other divisions when needed.
- David has a Grade 5 Operator's license, CDL B and Hydraulics License.
- David has been in the Treatment Plant "on-call" rotation since March 2013, demonstrating the ability to operate the plant, monitor the process and respond to alarms and problems.
- David has taken additional courses related to wastewater treatment plant operations, safety and efficiency.

David has demonstrated that he understands the responsibilities and commitment needed for this position. He has implemented several operational changes and ideas to improve the Division. He is a team player and I believe he will continue to do an excellent job for the DPW Wastewater Division and the Town of Ayer.

## DEPARTMENT OF PUBLIC WORKS

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Mark L. Wetzel, P.E., Superintendent  
Dan Van Schalkwyk, P.E. Town Engineer  
Pamela J. Martin, Business Manager

25 BROOK STREET  
AYER, MASSACHUSETTS 01432  
T: (978) 772-8240  
F: (978) 772-8244

### Memorandum

Date: May 28, 2015

To: Robert Pontbriand, Town Administrator

From: Mark Wetzel P.E., Public Works Superintendent

Re: 545 Farmers Row Sewer

As requested, here is a summary of the sewer service process for no. 545 Farmers Row, located near the intersection of Groton School Road and Douglas Drive.

- I was approached by Mr. Dan Wolfe from David E Ross Associates in October 2014 regarding connection the property at 545 Farmers Row to the Town of Ayer sewer. The existing septic system had failed.
- The property is a 1 acre parcel, 50 % in Ayer (map 3 parcel 13) and has town of Ayer water service. The existing septic system is on the town line.
- Ross Associates prepared a plan showing the connection to the sewer manhole on Groton School Road approximately 200 feet from the town line. The plan shows a 6-inch pvc sewer with a new manhole at the property line and connecting to the existing house sewer pipe.
- Ross Associates submitted an Application for Water / Sewer Service and Street Opening Permit on behalf of the Ott Family Trust dated 10/24/14, with a connection fee / road opening fee check for \$1,525. It was approved by me on November 10, 2014.
- Work was not begun in 2014 due to the Town restriction on work in the roads after Nov. 15.
- RA Powell Construction Corp submitted a Trench Permit Application on May 19, 2015 and I approved it on May 21, 2015
- Work began on the connection on Tuesday May 26 and the Wastewater Division staff has inspected the progress.
- When the connection is completed, we will change the billing to both water and sewer.



Office of the Ayer Board of Selectmen  
Office of the Ayer Town Administrator



Town of Ayer | Ayer Town Hall | 1 Main Street | Ayer, MA 01432 | 978-772-8220 | Fax 978-772-3017 | www.ayer.ma.us

MEMORANDUM

**DATE:** May 14, 2015

**TO:** Ayer Board of Selectmen

**FROM:** Robert A. Pontbriand  
Town Administrator

**SUBJECT:** BOS and TA Goals and Objectives for 2015-2016

Dear Honorable Selectmen,

I offer this memo for consideration and facilitation of the BOS discussion at your meeting on May 19, 2015 regarding Goals and Objectives for 2015-2016 for the BOS and TA. Respectfully the full BOS should engage in a discussion and plan on Tuesday night for establishing the BOS Goals and Objectives for 2015-2016 of which some may/will overlap with those established for the Town Administrator. If you have any questions, please do not hesitate to contact me directly. Thank you.

Potential 2015-2016 Goals and Objectives for the Town Administrator:

1. Preparation/Completion and Presentation of the Town's Comprehensive Plan Review and Update for BOS Approval (Projected Timeline: June 2015 – June 2016)
2. Update and Implement a BOS Executive Minutes System (Projected Timeline: May 2015-May 2016)
3. Complete the Non-Union Personnel Compensation Study for Personnel Board Review and Fall Town Meeting Consideration (Projected Timeline: May 2015 – Oct. 26, 2015)
4. Develop and Implement an Official Town-wide Wellness Program and MHA Rewards Program (Projected Timeline: Official Program Roll-Out Sept. 2015)
5. Continue with Public Records Inventory and Disposal (when applicable) of the BOS and TA Offices (Projected Timeline: Ongoing)

6. Develop with the DPW Superintendent and Town Engineer a Plan for Unaccepted Streets in Town (Projected Timeline: Plan to be presented to BOS in September 2015 with proposed streets requiring Town Meeting approval for Fall Town Meeting)
7. Complete the Update of the Town's Website to Include Implementation of On-Line Permitting (Projected Timeline: Ongoing – June 2016)
8. Preparation and Presentation of the FY 2017 Budget to the BOS and Fin Com (Projected Timeline: Ongoing)
9. Preparation and Presentation of the 2015 Fall Town Meeting Warrant and 2016 Annual Town Meeting Warrant to the BOS and Fin Com (Projected Timeline: Ongoing)
10. Development of a Land Use Department Proposal for BOS Consideration (Projected Timeline: June 2015 – December 2015)

# Board of Selectmen

MEETING TUESDAYS AT 7:00 P.M. • UPPER TOWN HALL • 1 MAIN STREET • AYER, MASSACHUSETTS 01432



Tel. (978) 772-8220  
Fax. (978) 772-3017

Town Administrator  
(978) 772-8210

## MEMORANDUM

**DATE:** May 29, 2015

**TO:** Ayer Board of Selectmen

**FROM:** Robert A. Pontbriand  
Town Administrator

**SUBJECT:** Town Administrator's Report for the June 2, 2015 Board of Selectmen's Meeting

Dear Honorable Selectmen,

I offer the following Town Administrator's Report for the June 2, 2015 Board of Selectmen's Meeting. If you have any questions prior to the meeting, please do not hesitate to contact me directly. Thank you.

1. Administrative Update:

- I will offer a brief oral update at the Board meeting of various administrative matters, projects, and updates since the May 19, 2015 Board Meeting.

2. One Day Beer and Wine Permit – St. Mary's Parish for Block Party 6/27/15. (See attached)

3. Appointments:

- Please see the attached memo regarding candidates for reappointment by the BOS. The BOS will be considering and making appointments at the June 2, 2015 and June 16, 2015 BOS Meeting(s). (See attached).

Attachment(s)

*St. Mary Parish*  
31 Shirley Street  
Ayer, MA 01432  
Tel. 978 772-2414 - Fax 978 772-0727  
E-Mail: [office@stmarysayer.org](mailto:office@stmarysayer.org)

RECEIVED  
MAY 22 2015

TOWN OF AYER  
SELECTMEN'S OFFICE

May 2015

To the Ayer Board of Selectmen:

We would like a permit to serve beer and wine at our BLOCK Party at St. Mary's on Saturday, June 27, 2015 from 11:00 a.m. to 8 p.m.

Thank you in advance,

*Betsy Diskin*

Betsy Diskin, Parish Business Manager

**RE: St. Mary's Parish Request for Beer/Wine License 6/27/15 11am - 8pm**

Chief Pedrazzi <firechief@ayer.ma.us>

sent: Wed 5/27/2015 3:39 PM

to: Carly Antonellis; Chief William Murray; Mark Wetzel; David Maher

cc: Robert Pontbriand (rpontbriand@ayer.ma.us)

Fire Department has no issues.

Chief

Chief Robert Pedrazzi  
Ayer Fire Department  
1 West Main Street  
Ayer, MA 01432  
(978) 772-8231

**RE: St. Mary's Parish Request for Beer/Wine License 6/27/15 11am - 8pm**

David Maher <dmaher@ayer.ma.us>

sent: Wed 5/27/2015 3:50 PM

to: Carly Antonellis

Economic Development has been helping them with Marketing and PR so no issues here. They are only doing a one day this year so they are going to need all the support they can get.

David

**RE: St. Mary's Parish Request for Beer/Wine License 6/27/15 11am - 8pm**

Chief William Murray <pdchief@ayer.ma.us>

sent: Thu 5/28/2015 6:27 AM

to: Carly Antonellis

cc: Robert Pontbriand

Carly,

I do not have any issues with this permit request.

On a different note to this event, this year St. Mary's will be doing things a little different. Instead of a 2 day event it will be only 1 but it will be a full day instead of a partial. This year there will be more things occurring on or near the road so we are going to allow them to create a one way traffic pattern entering from Union Street and exiting from Mechanic (this has already been vetted through FD and DPW). The area will be well marked so we are not requiring detail officers.

Sincerely,

Chief William Murray  
Ayer Police Department  
54 Park Street  
Ayer, MA 01432  
978 772 8232, 500

# Board of Selectmen

MEETING TUESDAYS AT 7:00 P.M. • UPPER TOWN HALL • 1 MAIN STREET • AYER, MASSACHUSETTS 01432



Tel. (978) 772-8220  
Fax. (978) 772-3017

Town Administrator  
(978) 772-8210

## Memorandum

To: Board of Selectmen

Copy: Susan E. Copeland, Town Clerk; Cindy Knox, IT Director

From: Carly M. Antonellis, Assistant to the Town Administrator 

Date: May 29, 2015

Re: 2015 Appointments

The following individuals listed in the table below wish to be considered for reappointment by the Ayer Board of Selectmen. As in years past, this is the initial list. We are waiting to hear back from other individuals on whether they are seeking reappointment. Another round of appointments will be on the June 16, 2015 BOS agenda.

### **Additionally, the following Boards need BOS representation for a One Year Term:**

4<sup>th</sup> of July Committee, Bi-Board, JBOS, Cable TV Advisory Committee, Capital Planning Committee, Insurance Advisory Committee (Ex-Officio), TIF Review Committee, Water and Sewer Rate Review Committee.

Name	Position/Board/Committee
<i>One Year Appointments</i>	
<i>Term to Expire June 30, 2016</i>	
Kopelman & Paige, P.C.	Town Counsel
Daniel Swanfeldt	Auctioneer
Gabriel Vellante	Building Inspector
Gabriel Vellante	Fence Viewer
Roland Bernier	Alternate Building Inspector
Robert Friedrich	Plumbing and Gas Inspector
James Bakum	Assistant Plumbing and Gas Inspector
Alan Parker	Wiring/Electrical Inspector
Phil Horgan	Assistant Wiring/Electrical Inspector
Eric Aaltonen	Sealer of Weights and Measures
Ramona Bean	Assistant Tax Collector

Carolyn McCreary	Energy Committee
Alan Wilson	Energy Committee
Jeff Mayes	IT Committee
Alan Wilson	IT Committee
Chief Robert Pedrazzi	Emergency Management Director
David Maher	MRPC Representative
Robert Finn	Reserve Police Officer
Robert Soultainian	Reserve Police Officer
Casey Scott	Reserve Police Officer
Shirley PD Sergeants: Peter Violette, Alfreda Cromwell, Samuel Santiago	Special Police Officer (Out of Town)
Shirley PD Patrol Officers: Craig LaPrade, Everett Moody, Gregory Gushlaw, Brandon Bruin, Jason Strniste	Special Police Officer (Out of Town)
Shirley PD Reserve Officers: Robert Pacetti, Matthew Euliano, Mark Lafferty, William McGuinness, David Lange, Sarah Brodmerkle	Special Police Officer (Out of Town)
Rich Skoczylas	Water and Sewer Rate Review Committee
Mary Spinner	Water and Sewer Rate Review Committee
D. Mike Detellion	Veteran's Agent * Term to expire March 31, 2016
Robert Pontbriand	MART Advisory Board
Robert Pontbriand	MBTA Advisory Board
Name	
Position/Board/Committee	
<i>Three Year Appointments</i>	
<i>Term to Expire June 30, 2018</i>	
Mary Spinner	Capital Planning Committee
James Stephen	Capital Planning Committee
Sr. Paula McCrea	Council on Aging Board of Directors
Sally Balcom	Council on Aging Board of Directors
Harry Zane	Cable TV Advisory Committee
Name	
Position/Board/Committee	
<i>Five Year Appointment</i>	
<i>Term to Expire June 30, 2020</i>	
Robert Williams	Industrial Development Finance Authority

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



Tuesday, May 19, 2015  
Open Session 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.

**Review and Approve Agenda:** R. Pontbriand requested to make two changes to the agenda: To delete #2 from his report (Conservation Agent Appointment) and to add a request from the Department of Community Development relative to 308 Autumn Ridge Drive and the Homeownership Opportunity Program.

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

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

The Memorial Day Parade will be held at 10:00 AM on May 23, 2015; The Super Town Meeting relative to proposed zoning changes in Devens will be held at 7:00 PM on June 8, 2015 in the ASRHS Auditorium; the flags were at half-mast on May 15, 2015 in honor of Peace Officers Memorial Day.

C. Hillman stated that the past weekend in Ayer was very busy. The Town hosted the Open Ayer Festival, the Bresnahan 5K and the Light the Town Purple Event. He thanked all that participated.

**Recognition of Forensics Math Class:** J. Livingston recognized Ayer Police Detective Andrew Kularski and Ayer Shirley Regional High School Teacher Ms. Jessie Yackel for their collaboration on an innovative classroom program that has been recently implemented in conjunction with Rutgers University. The students participated in a mock crime scene and analyzed clues to solve a crime.

**Public Input:** None

**Middlesex County Retirement Board Presentation:** J. Livingston recognized Thomas F. Gibson, Chairman of the Middlesex County Retirement Board. Chairman Gibson gave an overview of the entire Middlesex County Retirement System and specific items as it relates to the Town of Ayer's role and participation.

**Superintendent Mark Wetzel, Department of Public Works:** M. Wetzel was recognized by J. Livingston. He announced that May 17<sup>th</sup> to 23<sup>rd</sup> for National Public Works Week and thanked his employees for their hard work.

*Stony Brook Pumping Station* – M. Wetzel made a presentation relative to the Stony Brook Wastewater Pumping Station. He is requesting that the Board authorize the use of \$250,000 from the UDAG account to fund the remainder of funds needed for the upgrade of the Pumping Station. The station is in poor condition, both structurally and mechanically and the generator failed several years ago and has not been repaired. R. Pontbriand, in consultation with Town Accountant Lisa Gabree, is recommending the use of the UDAG account with a replenishment mechanism due to the non-optimal timing of the project and the bids for the project coming in higher than originally anticipated.

Board members expressed their concern with taking money from the UDAG account and the overall timing of the project. The Board inquired why it took almost a year to go out to bid.

M. Wetzel stated that it was because there are several other large projects going on and he needed to have the pumping station surveyed/designed.

J. Livingston asked M. Wetzel that if the funding was approved would the project be complete by September.

M. Wetzel stated that it would be done by August.

The Board prefers to call a Special Town Meeting, immediately following the June 8, 2015 Super Town Meeting to see if Town Meeting will authorize the borrowing of the funds, rather than take it from the UDAG account.

**Motion:** A motion was made by G. Luca and seconded by C. Hillman to call a Special Town Meeting to be held at 7:15 PM on June 8, 2015 in the Auditorium of the Ayer Shirley Regional High School for the purpose of borrowing funding for the Stony Brook Pumping Station Replacement Project. **Motion passed 3-0.**

*Solid Waste Disposal Contract* – M. Wetzel stated that the existing contract with for solid waste disposal expires at the end of the fiscal year. The Town has gone out to bid and is recommending the contract be awarded to Casella Waste Management for a three year contract, with 2 additional 1 year extensions.

**Motion:** A motion was made by G. Luca and seconded by C. Hillman to approve the contract between Casella Waste Management and the Town of Ayer for a term of three (3) years with two (2) one (1) year extensions with signature by the Board. **Motion passed 3-0.**

C. Hillman asked M. Wetzel why the signs in Town were in bad shape, specifically C. Hillman said they are crooked and there is excess pole sticking up at the top of various signs throughout town. M. Wetzel stated that they are in the process of being fixed. All Board members instructed M. Wetzel to ask his Department Staff to be more observant in seeing items around Town that need to be addressed or fixed.

**June 8, 2015 Super Town Meeting Warrant Review/Approval:** R. Pontbriand gave an overview of the Super Town Meeting Warrant as drafted by MassDevelopment.

**MOTION:** A motion was made by G. Luca and seconded by C. Hillman to approve the Super Town Meeting Warrant for the June 8, 2015 Super Town Meeting to be held at the Ayer Shirley Regional High School Auditorium with the understanding that MassDevelopment will reimburse the Town for the cost of holding the meeting. **Motion passed 3-0.**

**BOS Goals and Objectives Discussion:** R. Pontbriand outlined his memo with ten proposed goals and objectives. His current suggestions are the following: Comprehensive Plan, Executive Session Minutes System, completion of the non-union personnel compensation study, Town wide wellness program/MIIA rewards program, public records inventory/disposal, e-permitting, FY '17 budget process, 2015 Fall Town Meeting, Development of Land Use Department proposal.

C. Hillman added the Town Hall Window replacement and the resolution of the MBTA/Depot Square property.

G. Luca stated that the goals and objectives need to be realistic and within the Town's control. He also added that he would like the downtown parking issues to be a goal of the Town to remedy.

J. Livingston stated that she would like the Board to be supportive of R. Pontbriand regarding chain of command issues within Town Hall.

R. Pontbriand suggested that the Board consider a formal policy on the use of free cash, tax policy as it relates to the annual tax classification hearing, strengthening the nuisance bylaw and an overall review of all Town bylaws.

J. Livingston asked the Board to think about additional goals and objectives for discussion at the next meeting.

**Town Administrator's Report:** R. Pontbriand thanked all Town employees and Board/Commission members for their hard work in making the Annual Town Meeting a success.

*Appoint of Comprehensive Plan Committee Members* – R. Pontbriand recommended the following residents be appointed to the Comprehensive Plan Committee: Mr. Edward Kelly, Ms. Jane Morris, Ms. Anita Soracco and Ms. Amy Bauer for a term to expire on June 30, 2016.

**Motion:** A motion was made by G. Luca and seconded by J. Livingston to appoint Mr. Edward Kelly, Ms. Jane Morris, Ms. Anita Soracco and Ms. Amy Bauer to the Comprehensive Plan Committee for a term to expire on June 30, 2016. **Motion passed 3-0.**

R. Pontbriand then stated that the Comprehensive Plan Committee calls for a Selectmen's representative to serve on the Committee.

**Motion:** A motion was made by G. Luca and seconded by C. Hillman to appoint J. Livingston as the Board of Selectmen's representative on the Comprehensive Plan Committee. **Motion passed 3-0.**

*Reserve Fund Transfers* – R. Pontbriand then presented two reserve fund transfer requests for the Animal Control Department and the FICA/Medicare Expense accounts.

*Animal Control Department* – R. Pontbriand explained the request for the Animal Control Department stating that the amount of \$1,056.90 was needed to cover the unexpected costs of having to advertise the position due to the current Animal Control Officer retiring June 30, 2015.

**Motion:** A motion was made by G. Luca and seconded by C. Hillman to approve the reserve fund transfer in the amount of \$1,065.90 into account 01292-57000. **Motion passed 3-0.**

*G. Luca excused briefly excused himself from the table.*

*FICA/Medicare* – R. Pontbriand then explained the request for the FICA/Medicare line item due to unexpected overtime in some departments, higher than expected snow and ice removal labor costs and changes in contractual obligations besides base pay.

**Motion:** A motion was made by C. Hillman and seconded by J. Livingston to approve the reserve fund transfer in the amount of \$7,000 into account 01919-51740. **Motion passed 2-0.**

G. Luca returns to the table.

R. Pontbriand presented a request from the Office of Community Development relative to 308 Autumn Ridge Drive. The owners are selling this unit and it is currently an affordable unit, therefore the Town has the first right to buying the property.

**Motion:** A motion was made by G. Luca and seconded by C. Hillman to decline to exercise the Town's right of first refusal relative to the affordable housing unit at 308 Autumn Ridge Drive. **Motion passed 3-0.**

**New Business/Selectmen's Questions:** At the request of J. Livingston, R. Pontbriand presented a draft summer schedule for Board consideration. The proposed meeting dates through August are as follows: June 2, June 8 (Super and Special Town Meetings), June 16, July 14, and August 11. The Board will resume its regular meeting schedule (1<sup>st</sup> and 3<sup>rd</sup> Tuesdays) in September and will meet if necessary in addition to the summer schedule.

**Motion:** Motion made by G. Luca and seconded by C. Hillman to approve the summer schedule as printed in the packet. **Motion passed 3-0.**

G. Luca asked what the status of MGL 32B, 9 ½ A relative to retiree health insurance billing was. R. Pontbriand advised as the Board is aware, per the statute the Treasurer is the sole authority on this matter. R. Pontbriand will follow-up with the Treasurer as to whether she has setup a billing and payment system.

G. Luca also thanked Ayer Public Spirit reporter Jon Bishop, who will now be working for the Sentinel and Enterprise.

**Approval of the Minutes:**

**Motion:** Motion made by C. Hillman and seconded by J. Livingston to approve the meeting minutes of May 5, 2015. **Motion passed 3-0.**

J. Livingston then wished R. Pontbriand a happy belated birthday.

**Adjournment:**

**Motion:** A motion was made by G. Luca and seconded by C. Hillman to adjourn at 9:48 PM. **Motion passed 3-0.**

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

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

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