

TOWN OF AYER SELECTMEN MEETING MINUTES
Tuesday, June 4, 2013

The Selectmen's Meeting can be viewed in its entirety on the Town's Website at: www.ayer.ma.us

Chairman Conley called the meeting to order at 7:05p.m. advising all to the Board of Selectmen Open Session Meeting is video recorded by APAC Present: Chairman-Pauline Conley, Gary J. Luca- Vice-Chairman, Christopher Hillman-Clerk, Member- James M. Fay, Town Administrator Robert A. Pontbriand, and Janet Lewis Secretary. Ms. Livingston absent

Announcements: Chairman Conley made the following announcements

1. Planning Board Public Hearing, 6-6-13 @7pm re Medical Marijuana Dispensary - Compassionate Care at 31 Central Ave., Ayer, and MA possible Zoning Moratorium.
2. Selectmen's Meeting-Friday, June 7, 2013 at 8:30a.m. re the finalization of the June 24, 2013 Special Town Meeting Warrant re the ASRS Assessment and possibly the Medical Marijuana Moratorium.

Minutes-passed upon

Public Input-Terrance Perham, 39 Willard St., Ayer, MA re why Town hasn't condemned house destroyed by fire three (3) years ago. (October 2010) Mr. Perham advised the Board to meeting with the Building Inspector and Board of Health without getting any results. Mr. Perham stated he has to keep his windows shut to keep the odor out that emanates from the house next door. The roof is caving in, it smells, trash/rodents, etc. and he is afraid of children getting hurt, having seen teens going in and out of the house. Ms. Spinner stated she also shares her neighbors concerns. Mr. Hillman advised Mr. Perham to Selectmen meeting with the Board of Health, the Building Commissioner, NBOH, DPW and Town Counsel in Executive Session on 6-11-13 and he would place this address on the list to be discussed as he champions the Town-wide enforcement and clean up of properties in Town.

Michael Pattenden-status of Town's Property Tax Work off Program (former SHAVE Program) Article 37 of 2012 ATM.

David Maher, Director of Economic & Community Development -The Board met with David Maher Present for the discussion Susan Provencher and Alicia Hersey.

Lien Subodination-96 Washington St., Ayer, MA Case #06-247-09-247. Mr. Fay moved the Board vote to approve the Lien Subordination as outline in a Memo dated 5-30-13 conditioned upon a new mortgage not to exceed \$115,400.00 and the 2nd mortgage not to exceed \$50K and authorize the Chairman's signature, 2nd by Mr. Luca VOTE: unanimous, so moved.

Extension of Alicia Hersey's employment - Mr. Maher requested the Board extend Ms. Hersey's employment beyond June 30, 2013 deadline. Mr. Fay moved the Board vote to extend Ms. Hersey's employment from 7-1-13 to 6-30-14, funded through Program Income at \$18.95 for 15 hours per week and Union pay scale to be incorporated for Fy-14, 2nd by Mr. Luca. VOTE: unanimous, so moved.

Regional Application-CDG-1-Mr. Maher requested the Board allow him to contact the Town of Shirley as part of the Town of Ayer's next CDG-1 submission advising the Board to the Towns chances would greatly increase by applying with another Town as part of a regional submission, coupled with their needs score and consideration of a length of time since their last grant and Ayer's track record of administering a very successful program would give us a better chance to be awarded in 2014.

Chairman Conley suggested inviting the Town of Shirley to a meeting to see if there is interest before engaging. Mr. Pontbriand to contact the Town of Shirley re interest and report back to the Board.

Solicit Grant Writing Administration Company-Mr. Maher suggested the Board solicit a grant writing/grant administration company to write and administer the grant through the grant cycle with Ms. Hersey's support which will be a lot more difficult due to the nature of a regional application. All administrative expenses funds would be funded by grant. The Board requested contact be made first with Town of Shirley re initiating discussion of interest.

Fire Chief-re P.O. for Chief's new vehicle-The Board met with Robert Pedrazzi. The Board approved the purchase of new Fire Chief's Vehicle per Article 18 of the 5-13-13 ATM of 2013. Chief Pedrazzi

presented P.O. #05302013FD in the amount of \$35,367.00 (with trade-in of 2003 Tahoe) without trade-in \$38,367.00 for a 2013 Chevrolet Tahoe SSV. Mr. Luca moved to approve the sum not to exceed \$38,367.00 to Mirak Automotive Group, PO #05302013FD dated 5-30-13, 2nd by Mr. Hillman, VOTE: unanimous, so moved.

John Canney Town Clerk/Tax Collector- Extension of Temporary Asst. Tax Collector to 7-15-13
Mr. Canney updated the Board to Ms. Shepard's last day of employment 6-11-13 and requested the Board's approval to extend Ms. Shepard's employment to 7-15-13. Mr. Luca moved to approve the temporary Tax Collector's employment to 7-15-13 subject to availability of funding, 2nd by Mr. Fay, VOTE: Mr. Luca aye, Mr. Fay aye, Mr. Hillman no, Chairman Conley no, Motion fails. The Board suggested Mr. Canney meet with the Town Accountant re funding for two weeks from Fy-13 budget and two weeks from Fy-14 new budget, and clarify funds in his budget re line item to line item transfer approval. The Board invited Mr. Canney to meet with them on Friday morning at 8:30a.m. to approve extension once funding has been validated by town Accountant may or may not need RFT. Mr. Hillman requested if Mr. Canney had posted the newly adopted by-laws from Town Meeting with AG and advised not yet, he has thirty (30) days to do so.

JBOS Update-Selectman Luca updated the Board to MADev's Transition Plan looking to hiring an Administrator to be governed by JBoS and include Devens community as a member in the governing body regarding future governance of the DREZ. MADev looking at some way to evolve want to get development done. Informative White paper to be developed outlining scope, impacts for future meeting. Mr. Fay stating regretfully Disposition got in the way of the Mission Statement and Mission Statement needs to be revised. Mr. Luca stating economic growth will benefit all communities we will encounter expenses but will all share in all of this in a collaborative approach speaking to the 350 new jobs estimated between 2015-2016 with new studio during final build out; phase I (studio) opens in late summer, Phase II-Andrews Sq. Chairman Conley questioning DREZ-School Choice within stakeholder communities asking who pays for child to attend school doesn't want Devens telling ASRSD who will attend where. On another issue Mr. Luca advised to Regional Dispatch Ctr. (Lancaster, Lunenburg, Harvard & Devens) opening in late July all paid for by grants inquiring if Ayer would like to participate but not open to other towns right now.

Board of Selectmen Policies and Procedures-Mr. Pontbriand advised Board to copies of the Board's Policies & Procedures distributed on 5-21-13 re changes/amendments. Mr. Fay suggested adding a Mission/Vision Statement offering to draft one for Board's review to include economic strength, infrastructure, and public safety. Mr. Hillman stated need for economic analysis incorporated re marketing, resident's income, highway, businesses, schools, tax rate, traffic which could be developed by Mr. Maher. Policies have not been updated since 1999 need to review, update and revise manuals. Chairman Conley also echoing need to revise manuals adding a new section re relations with citizens, Public Input tracking system also suggesting to look at announcing votes electronically during selectmen's meetings. Mr. Luca suggesting to place communication policy in Board's revised policy/procedures. Mr. Fay suggesting future packets be replaced with IPADS should be a paperless society by now. Mr. Hillman questioning newsletter release status to be released after Town Meeting.

Town Administrator/Board of Selectmen Goals & Objectives

Mr. Pontbriand updated Board to compiling all of the Selectmen's Goals & objectives he received into one document which he was delighted to report spoke to for the most part to all of the same issues: policies & procedures, personnel protocols, economic development, property enforcement, and public input tracking system. Mr. Fay moved the Board vote to approve the Board's five (5) goals & objectives for July 1, 2013 to 6-30-14, 2nd by Mr. Hillman VOTE: unanimous, so moved.

Mr. Pontbriand reviewed with the Board his five Goals & Objectives for 7-1-13 to 6-30-14. administer the Policies, Procedures & directives of the BOS, Personnel Protocols, and economic development, complete Department Head Personnel Evaluations by 6-1-14, Consolidate all Town Insurance Administration, Claims & Files in BOS office, and draft proposed policy for encumbering funds by department heads. The Board reviewed the 3rd bullet -Department Head evaluations re rewarding

motivation/reprimand insubordination are included. Mr. Luca requested if all the Goals & objectives were attainable and Mr. Pontbriand responded they were. Mr. Luca moved the Board vote to approve the Town Administrators Goals & Objectives, 2nd by Mr. Hillman, VOTE: unanimous, so moved.

Board's Open Discussion

Mr. Fay- schedule for July Meeting-1. Transponders-need data from DPW, APD & AFD re their concerns, cost factor, Union impact, requesting a white paper from all above as well as implications use/misuse of transponders. 2. Poles & light replacement cost 3. Sidewalks for Groton School Road.

Mr. Hillman advising to 15 crosswalks from Park St. to E. main St. need to have Police Chief in re his review and advice re locations of sidewalk placement/s. 2. Contact MRPC re available grants to do Market study re encouraging CVS/Market Basket to town.

New Business-Fy-14 Appointments scheduled for 6-18-13 the Board requesting to have all re-appointments come before Board.

Mr. Luca has a candidate-Ted Januskiewicz for NVRTS member. Mr. Pontbriand reminding the Board to need of vote of Town Moderator, School Committee re the permanent member and alternate member.

Mr. Pontbriand suggested the Board meet at 6:30p.m. on June 24, 2013 prior to the Special Town Meeting to vote this appointment/s.

Mr. Pontbriand presented the weekly warrant in the amount of \$125,557.00 for the Board's signature.

Mr. Pontbriand presented the Town Accountant's Chapter 90 reimbursements for Fy-13 in the amount of \$164,008.03 for the Board's signatures. Balance of Chapter 90 unexpended funds \$368,327.66.

9:40p.m. Mr. Luca moved to adjourn the meeting, 2nd by Mr. Hillman VOTE: unanimous, so moved.

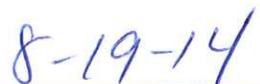
9:40p.m. meeting adjourned.

Christopher R. Hillman, Clerk

Date: _____



gary J. Luca
Clerk



BAS approval
date