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Town of Ayer
 Board of Selectmen
 Town Hall, First Floor Meeting Room



Ayer Massachusetts 1432

EMERGENCY MEETING
Thursday, October 20, 2011
12:00

Spectacle Pond Well Filter Media Replacement

Gary J. Luca, Chairman	X	Carolyn McCreary, Member	X
James M. Fay, Vice Chairman	A	Pauline Conley, Member	X
Frank F. Maxant, Clerk	X	Robert Pontbriand, Town Administrator	A
Janet S. Lewis, Secretary	X		

12:00 Open Session Chairman Luca opened the Meeting. Present for the discussion DPW Supt. Dan Nason , Chief Wm Murray.

Supt. Nason updated the Board to well not resealing, gaskets unsecure and need to order twelve (12) manways, gaskets, clamps, and associated hardware to attach screens for six filter vessels at Spectacle Pond which does not include freight. Supt. Nason advising to three week shipping period and need to place order immediately. Well off line.

Chairman Luca questioning why this matter was not brought up before the Board at Tuesday’s (10-18-11) Selectmen’s Meeting when Supt. Nason met with the Board rather than calling an Emergency Meeting. Supt. Nason responding to process not working re payment of bills, need clear direction from Board re purchases over \$5K under whose authority/approval can bills be submitted for payment.

Selectman Conley hoping to clarify offered the following from DOR re spending authority MGL Part 1 Title 41 Chapter 41 Section 52 & MGL Part 1/Title VII/Chapter 41 Section 56 reading from Chapter 41: An Accountant, a Selectman, a Treasurer or a Town Administrator cannot substitute his or her judgment or spending preferences for those of the department head or others with spending authority, in advance of the act. Once budgets are formulated and a department budget appropriation is approved by Town Meeting, the department head has the authority to make spending decisions, and funding is to come from Enterprise Fund..... Selectman Conley stating both Supt. Nason and the Town Administrator attended Procurement Training in September 2011 requesting a Memo be prepared for the Board of Selectmen attaching all the materials to correct process along with any input from the seminar and put this to issue to rest.

Chairman Luca questioning Supt. Nason if he procured three bids Supt. Nason stating time to develop specs would cause delay/s and he was direct access dealing with sole distributor for filter media-single source provider, the only people who provide this material for this unit. Chief Murray spoke to single source provider purchasing i.e. State Bid, etc. Chairman Luca again stated three bids for purchases over \$5K are required and trusts everyone does the right thing, process followed. Selectman Conley suggesting the Board get process going and then Board can develop policy. Selectman Conley moved the Board give Supt. Nason the authority to sign off the Purchase Order dated 10-18-11 to Hydro Pure Systems in the amount of \$7,472.00, 2nd by Selectman McCreary, VOTE: unanimous, so moved.

Selectman McCreary moved to adjourn the meeting, 2nd by Selectman Conley VOTE: unanimous, so moved.

12:15p.m. Meeting adjourned.

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