

Town of Ayer
Board of Selectmen
Ayer Town Hall – 1st Floor Meeting Room
Ayer, MA 01432



Tuesday, February 17, 2015
Meeting Minutes

Broadcast and Recorded by APAC

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

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

Call to Order: C. Hillman called the meeting to order at 7:00 PM

Announcements: C. Hillman announced that the winter parking is still in effect until April 15, 2015.

Approval of agenda:

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

Public Input: Mary Spinner, 18 Myrick Street stated that she would like people to be fined for not shoveling out fire hydrants and for putting snow in the street.

Common Victualler License Application: Carrie and Jesse Medley appeared before the Board of Selectmen regarding their application for a Common Victualler License for a new business, Union Coffee located at 25 Main Street. C. Hillman asked what their hours of operation would be. C. Medley stated they will be open from 6:00 AM – 2:00 PM.

Motion: A motion was made by G. Luca and seconded by J. Livingston to approve the Common Victualler license application for Union Coffee located at 25 Main Street. **Motion passed 3-0.**

MBTA/Depot Square Update: R. Pontbriand gave an update of the current situation between the property owner and the MBTA and how it is affecting the overall improvement project. He suggested that the Board of Selectmen authorize him to write a letter to the MBTA conveying the Town's concerns.

Motion: A motion was made by J. Livingston and seconded by G. Luca to authorize the Town Administrator to write a letter to be signed by the Board of Selectmen and sent to the MBTA and any and all parties related to Depot Square project. **Motion passed 3-0.**

Sandy Pond School House Association: At a prior request from C. Hillman, members from the Board of the Sandy Pond School House Association were present at the Board of Selectmen meeting. C. Hillman wanted to know if the Town could be of help or assistance to help re-open the historic building. Members from the Board of the Sandy Pond School House Association said that in order for the Sandy Pond School House to be competitive for any grant funding, they must be on the federal register of historic places, which is currently under review by the Department of the Interior. The Sandy Pond School House Association is beginning to fundraise to offset the cost of the federal application. C. Hillman stated if the Town could be helpful in any way to please let the Board of Selectmen know. The Sandy Pond School House Association will be sending a list of needed to repairs to the Town for review.

Superintendent Mark Wetzel, Department of Public Works: M. Wetzel requested authorization for Snow and Ice Deficit spending for FY' 15 due to the severe winter weather.

Motion: A motion was made by G. Luca and seconded by C. Hillman to approve deficit spending in the FY'15 Snow and Ice budget. **Motion passed 3-0.**

Street Acceptance of Pingry Way Development - M. Wetzel presented the Acceptance of Deed for the following roads: Old Farm Way, Deer Run, Partridge Run and Hickory Way Street pursuant to the street acceptance approval of the 2014 Fall Town Meeting.

Motion: A motion was made by G. Luca and seconded by J. Livingston to approve the Order of Taking, subject to such modifications as approved by Town Counsel, based on the title work compiled by the Developer's counsel. **Motion passed 3-0.**

M. Wetzel gave overview of the newly issued 5 year National Pollutant Discharge Elimination System (NPDES) discharge permit for the waste water treatment plant issued by the EPA.

Town Administrator's Report: R. Pontbriand gave an administrative update, focusing on the following items: update of the downtown snow removal; key dates for the FY'16 budget and the non-union compensation study.

ZBA Appointment - R. Pontbriand then recommended with the sudden passing of Zoning Board of Appeals member Mr. Howard Hall, he is recommending ZBA alternate member Mr. Michael Gibbons to serve as a full member for an unexpired three-year term to end on June 30, 2017.

Motion: A motion was made by G. Luca and seconded by J. Livingston to appoint Mr. Michael Gibbons as a full member of the Zoning Board of Appeals for an unexpired three year term to end on June 30, 2017.

Motion passed 3-0.

Planning Board Vacancy - R. Pontbriand stated that no one has submitted correspondence expressing interest in the Planning Board vacancy; therefore the spot would remain open until the April 2015 election.

Town Hall Windows Project Update --R. Pontbriand explained that because the Massachusetts Historic Commission has denied the request to replace the windows at Town Hall due to the historic preservation restriction on the building, the Town needs to come up with a new plan. His recommended plan is as follows: 1) the Town re-bid the RFP, fully incorporating the Historic Preservation Restriction 2) prior to issuing the RFP, the Town will have Mass Historic review/approve the RFP 3) once the RFPs are reviewed, the Town will compare the cost proposals to what has already been approved at Town Meeting and then ask for another warrant article on the Annual Town Meeting Warrant if necessary.

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

DPW GPS Pilot Program Update -- R. Pontbriand explained that Superintendent Wetzel is prepared to order additional GPS transponders for other division vehicles but the company only accepts credit cards. He will be working with the Town Accountant and DPW Superintendent to resolve the payment issue as soon as possible.

Grant Writer Position Update -- R. Pontbriand recommended that the Town does not proceed with the inclusion of a grant writer position at this time due to costs. He will work with the new head of MassDevelopment, when that person is selected, to inquire about use of their grant writer on applicable projects.

Building Department Staffing – R. Pontbriand detailed a staffing proposal from the Building Commissioner. The Board would like to see more hours added to the Administrative Assistant position.

Motion: A motion was made by G. Luca and seconded by J. Livingston to approve the staffing proposal so long as more hours were added to the Administrative Assistant position to increase office coverage. **Motion passed 3-0.**

Town Hall LED Light Proposal Update – R. Pontbriand presented the Energy Cost Savings Proposal as done by Prism Energy Services. He said that the Energy Committee will be looking at this issue and the idea of street light LEDs at their February 19, 2015 meeting.

New Business/Selectmen's Questions: G. Luca thanked Assessing Department Assistant Celia Jornet for her service to the town.

Approval of Meeting Minutes:

Motion: A motion was made by C. Hillman and seconded by J. Livingston to approve the meeting minutes as amended of February 3, 2015, as amended (adding moment of silence in memory of Howard Hall).

Motion passed 3-0.

Adjournment: A motion was made by G. Luca and seconded by J. Livingston to adjourn at 9:14 PM.

Motion passed 3-0.

Minutes Recorded and Submitted by Carly M. Antonellis

Minutes Approved by BOS: March 3, 2015

Gary J. Luca, Clerk: Gary Luca