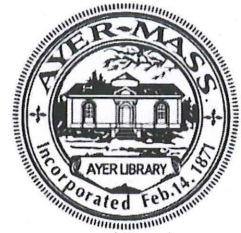


Town of Ayer
Ayer Select Board
Ayer Town Hall – 1st Floor Meeting Room
Ayer, MA 01432



Broadcast and Recorded by APAC

Tuesday June 7, 2022
Open Session Meeting Minutes

SB Present: Jannice L. Livingston, Chair; Shaun C. Copeland, Vice-Chair; Scott A. Houde, Clerk

Also Present: Robert A. Pontbriand, Town Manager
Carly M. Antonellis, Assistant Town Manager

Call to Order: J. Livingston called the meeting to order at 6:00 PM.

Pledge of Allegiance: Select Board members and meeting attendees stood and recited the Pledge of Allegiance.

Approval of Meeting Agenda:

Motion: A motion was made by S. Houde and seconded by S. Copeland to approve the meeting agenda. **Motion passed 3-0.**

Recognition of Eagle Scouts – Grace and David Audette: The Select Board recognized Grace and David Audette who both recently attained the level of Eagle Scout.

Recognition of Kevin Johnston, Benefits and Payroll Manager: The Select Board recognized Kevin Johnston who will be retiring this week from the position of Benefits and Payroll Manager.

Recognition of Newly Hired Public Safety Personnel: Chief Brian Gill, Chief Tim Johnston, and DPW Director Dan Van Schalkwyk introduced new public safety personnel hired over the past two years.

Public Input: None

Request for One Day Outdoor Liquor License – Billiard's Café, 39 Main St.: C. Antonellis spoke on behalf of Mr. Moore stating that he was applying for a one-day outdoor liquor license to host a public event on Sunday June 26, 2022, from 10:00 AM – 9:00 PM. C. Antonellis reported that the request had been reviewed and approved by all relevant Town Departments. S. Houde asked if there would be a controlled space. C. Antonellis said that the liquor would be served in a roped-off area and patrons would have to stay within that space with their drinks.

Pauline Conley, 40 Cambridge Street, asked for the reference in chapter 138, that would permit an existing liquor license holder to obtain a special one-day permit. C. Antonellis stated that she did not know the exact reference in G.L. c. 138 but was going by the Town's past practice of issuing temporary permits if there is a request to alter the premise of the establishment which is licensed to serve alcohol.

Motion: A motion was made by S. Houde and seconded by S. Copeland to approve the one-day outdoor liquor license request for Billiard's Café on June 26, 2022, as submitted. **Motion passed 3-0.**

Dan Van Schalkwyk, Director, DPW & Alan Manoian, Director, AOCED - Downtown Ayer Main Street Comprehensive Redesign and Reconstruction Project Presentation and Design Recommendation: D. Van Schalkwyk and A. Manoian updated the SB on the downtown Main Street Redesign project. They originally briefed the SB on Feb. 1, 2022, where they discussed wider sidewalks with no bike lanes. This approach would require a design exception from MassDOT since they would be funding the project. A. Manoian stated that the project design is being reconsidered to accommodate for bike lanes for public safety reasons and the need to calm the traffic, especially the daytime. The daily traffic count on Main Street now exceeds 20,000 trips per day. The proposed design also has curb

extensions or “bump outs”. There was discussion on the proposed redesign. J. Livingston asked if we could start the painting/restriping to start calming immediately. D. Van Schalkwyk stated that any redesign would have to be approved by MassDOT and that he would look into the matter further. Based on public input, D. Van Schalkwyk is recommending that the Town move forward with the design alternative including dedicated bike lanes on each side of the road.

Town Manager’s Report: *Administrative Update/Review of Town Warrant(s)* - R. Pontbriand provided the Select Board with an update on the various activities, initiatives, and projects of the Administration since the Select Board last met. He also provided a list of signed Town Warrants in the meeting packet. He stated that we are in a period of personnel transition due to retirements. He noted that Heather Hampson is now the Conservation Agent, moving from the position of Administrative Coordinator. He noted that the RFP for the Senior Center Site is due Friday June 10, 2022. R. Pontbriand stated that the year-end spending policy is now in effect, where all departments must get prior authorization for any spending over the amount of \$1,000. He noted that he and the DPW Director spoke earlier in the day, and they are concerned about both fuel costs and supply chain issues and will continue to closely monitor them. He would like to begin the discussion about goals and objectives for FY ’23 at the next SB meeting.

Appointments Part 1 of 2 –R. Pontbriand thanked C. Antonellis for putting together the list of reappointments. The reappointments are as follows:

Expiring Term List		
Board / Committee	Current Member	Length of Term
Affordable Housing Committee	Janet Providakes	3 Years
	Ken Diskin	
	Ron Morrison	
	James Stephen	
Conservation Commission	George Bacon	3 Years
Council on Aging Board of Directors	Dennis Curran	3 Years
Historical Commission	Barry Schwarzel	3 Years
Rate Review Committee	Richard Skoczylas	3 Years
Recycling Committee	Geof Tillotson	3 Years
Registrar of Voters	Patrick Kelly	3 Years
Not Seeking Reappointment		
Council on Aging Board of Directors	Carolyn McCreary	

Motion: A motion was made by S. Houde and seconded by S. Copeland to approve the reappointments as laid out by the Town Manager. **Motion passed 3-0.**

Cemetery Commission Appointment Process – R. Pontbriand stated that at the Special Annual Fall Town Meeting held on October 25, 2021, Town Meeting approved Article 3 which authorized the establishment of an appointed Cemetery Commission subject to the passage of a ballot question to this effect before the voters at the Annual Town Election on May 10, 2022. At the Annual Election on May 10, 2022, voters approved the ballot question. The appointments of the three members will initially be for one, two, and three years, respectively. This will create the staggered three-year terms for the Cemetery Commission consistent with other Town Boards and Commissions. The Town will publicly advertise the opportunity to be considered for appointment to the Cemetery Commission from June 8, 2022, to a deadline of June 24, 2022. Interested applicants must be at least 18 years of age and a resident of Ayer.

Motion: A motion was made by S. Houde and seconded by S. Copeland to approve the proposed process as detailed by the Town Manager. **Motion passed 3-0.**

Select Board Committee Assignments for FY 2023 – SB members discussed and agreed to keep their committee assignments as follows: J. Livingston, Rate Review Committee, Devens Jurisdictional Framework Committee; S.

Copeland, OPEB Board of Trustees, Affordable Housing Trust; S. Houde, Executive Bi-Board, Capital Planning Committee.

Discussion on Select Board Summer Meeting Schedule – The SB discussed their upcoming summer schedule, where they typically meet once per month, but will meet as needed, if necessary. The Board decided on **Wednesday** July 13, 2022 and Tuesday August 16, 2022 both at 6:00 PM via in-person and Zoom.

Motion: A motion was made by S. Copeland and seconded by S. Houde to approve the summer meeting schedule of **Wednesday** July 13, 2022 and Tuesday August 16, 2022 both at 6:00 PM via in-person and Zoom. **Motion passed 3-0.**

Status of Finance Committee Membership – R. Pontbriand reported that Town Moderator Geof Tillotson has asked that the status of the Finance Committee Membership be transmitted to the Select Board. The Screening Committee met on Wednesday, June 1, 2022, and recommended to the Town Moderator that the following individuals be appointed to the Finance Committee of which the Moderator has appointed: Sebastian Cordoba, Patrick Diamond, Kurt Fraczkowski. He noted that the appointments along with current Fin Com Members, Mark Smith and Lou Conrad constitutes a full Finance Committee.

New Business/Select Board Member Questions: J. Livingston thanked all employees who have stepped up to fill in during this time of personnel transition with the many retirements of senior staff.

P. Conley asked what the terms of the Finance Committee appointments were. G. Tillotson stated that Mr. Diamond is appointed through June 30th of this year; Mr. Cordoba is appointed until June 30, 2023; and Mr. Fraczkowski is appointed until June 30, 2024.

Adjournment:

Motion: A motion was made by S. Copeland and seconded by S. Houde to adjourn at 7:27 PM. **Motion passed 3-0.**

Minutes Recorded and Submitted by Carly M. Antonellis, Assistant Town Manager

Date Minutes Approved by SB: 06/21/2022

Signature Indicating Approval: 