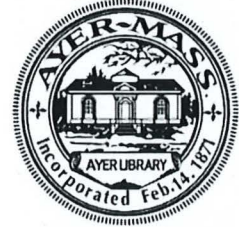


RECEIVED
AUG 10 2022

TOWN OF AYER
TOWN CLERK



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



Broadcast and Recorded by APAC

Tuesday June 21, 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: R. Pontbriand asked to add the MART Advisory Board appointment to the Town Manager's Report.

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

Moment of Silence: The Select Board and meeting attendees observed a moment of silence in memory of Mary Spinner, who recently passed away.

Recognition of Tom Hogan, Assessing Administrator: The Select Board recognized Assessing Administrator Tom Hogan who will be retiring on June 30, 2022.

Public Input: None

Ratification of Appointment - Assessing Administrator: R. Pontbriand introduced Ms. Ms. Lynda McQuade, who is recommending for appointment for the Assessing Administrator's position. Ms. McQuade previously worked for the Town of Boxborough. Her start date will be Wednesday July 6, 2022. Current Assessing Administrator Tom Hogan will stay on part-time for a brief transition period.

Motion: A motion was made by S. Houde and seconded by S. Copeland to ratify the appointment of Ms. Lynda McQuade as Assessing Administrator effective July 6, 2022 - June 30, 2025. **Motion passed 3-0.**

Alan Manoian, Director, Office of Community and Economic Development - Request for Waiver from Appraisal Requirements - 40B Project, 65 Fitchburg Road: Alicia Hersey joined A. Manoian. They are requesting that the SB authorize two letters of support to DHCD requesting a waiver from appraisal requirements for the proposed Affordable Housing project at 65 Fitchburg Road. The proposed project will deliver 106 units of affordable housing. A. Manoian has already secured letters of support from the state legislative delegation, Congresswoman Trahan, and the Chamber of Commerce.

Motion: A motion was made by S. Copeland and seconded by S. Houde to authorize and approve the DRAFT letter to DHCD from the Select Board as presented in the packet. **Motion passed 3-0.**

Motion: A motion was made by S. Copeland and seconded by S. Houde to authorize and approve the DRAFT letter to DHCD from the Chair of the Select Board as presented in the packet. **Motion passed 3-0.**

Dan Van Schalkwyk, Director, Dept. of Public Works - Agreement for Wastewater Treatment and Disposal Services with MassDevelopment: D. Van Schalkwyk stated that the current Agreement with Devens for the Wastewater Treatment and Disposal Services was extended by amendment through June 30, 2022. Currently, Devens has yet to provide review comments to Ayer. D. Van Schalkwyk presented an amendment to extend the Agreement one month, through July 31st for execution by the Board. The Board expressed their frustration with delay from MassDevelopment.

Motion: A motion was made by S. Copeland and seconded by S. Houde to extend the contract to July 31, 2022. **Motion passed 3-0.**

West Main Street Bridge Over Nonacoicus Brook – D. Van Schalkwyk recently spoke with MassDOT about the potential to provide funding for the West Main Street Bridge. He stated there may be funds available in bi-partisan infrastructure bill. He will prepare a letter from the Select Board to MassDOT requesting funding for the project.

Motion: A motion was made by S. Houde and seconded by S. Copeland to authorize a letter from the Select Board to MassDOT for funding for the West Main Street Bridge project. **Motion passed 3-0.**

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 Town staff are busy with the upcoming close of the fiscal year. He stated that we continue to be in a personnel transition with retirements and bringing on new staff. The SBA Cell Tower lease is currently under renegotiation. He thanked C. Antonellis for filling in during his absence.

Appointments Part 2 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
Conservation Commission	Mark Phillips	3 Years
Council on Aging Board of Directors	Janine Nichipor	3 Years
Historical Commission	Ruth Rhonemus	3 Years
Not Seeking Reappointment		
Council on Aging Board of Directors	Ginette Brockway	

R. Pontbriand stated that the MART Advisory Board appointment and the MJTC appointment were also due to be renewed.

Motion: A motion was made by S. Copeland and seconded by S. Houde to reappoint Robert Pontbriand to the MART Advisory Board. **Motion passed 3-0.**

Motion: A motion was made by J. Livingston and seconded by S. Houde to reappoint Shaun Copeland to the MJTC. **Motion passed 3-0.**

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

Initial Discussion of FY 2023 Goals and Objectives for Select Board and Town Manager – R. Pontbriand stated he would like to have a brief discussion on the year ahead and is looking to set 3-5 goals. He presented the following list:

Outstanding/In Progress Projects:

1. Senior Center Facility Project, 2. West Main Street Bridge Project, 3. Main Street/Columbia Street Project, 4. Analysis of Underground Utilities for Park Street, 5. Westford Road Sewer Main Replacement, 6. Spectacle Pond Water Transmission Project, 7. Hiring Process of: Social Worker; Benefits & Payroll; TM/SB Admin Support; Administrative Coordinator; Conservation/Planning Admin Support; Part-Time Parks Admin Support; COA Positions (2), 8. Pirone Park Playground Project, 9. Preparation/Implementation of FY 2023 Capital Projects, 10. Implementation of the Clear Gov On-Line Budget Book, 11. Town Hall: Acoustics of Great Hall; Future Spatial Needs, 12. Fitchburg Road 40B/Affordable Housing Project, 13. Completion of Depot Square Project

Outstanding/In Progress Policies:

1. Review and update of Town Financial Policies [Bi-Board/SB/Fin Com], 2. Development of ARPA Spending Policy/Plan for the Town (TM/SB), 3. Review and update of Town's Personnel Policies (TM/SB), 4. Development of Financial Policy/Plan for Cannabis Tax (Bi-Board/TM/SB/Fin Com), 5. Comprehensive Food Truck Policies/Regulations (Planning; BOH; SB), 6. Development of Policy for Real Estate Acquisition

Proposed Projects/Initiatives for FY 2023 for the Town:

1. Statement of Intent and Initial Application for Elementary School Project (SB/ASRSD), 2. Development of FY 2024 Capital Plan (To include analysis of long-term/large scale capital needs), 3. Development of FY 2024 Budget, 4. Development of FY 2024 Rates [Transfer Station/Water/Sewer], 5. Review and update of Town's Non-Union Classification/Compensation Plan (TM/SB/Fin Com), 6. Contract Negotiations for the Town Hall/Clerical Union Contract (Expires June 30, 2023), 7. Analysis and Implementation of Truck Traffic Calming Downtown, 8. Issues Regarding Devens Disposition; Future of Vicksburg Square; Ayer's Interests in Devens, 9. Improved Safety Improvements to Rail Corridor (MBTA), 10. OTHERS?

Top Five Priorities (Proposed) of the Town Manager for FY 2023:

1. FY 2024 Budget (Including FY 2024 Capital Budget and FY 2024 Rate Recommendations), 2. Review and Update of Town of Ayer Personnel Procedures and Policies Manual, 3. Review and Update of Town of Ayer Classification/Compensation Plan, 4. Senior Center Facility Project (Site Selection Recommendation and Funding Proposal), 5. Development and Implementation of ARPA Spending Plan

J. Livingston would like to add an action item of the convening the Select Boards from Ayer, Shirley, and Harvard to discuss Ch. 498, the Devens legislation. S. Houde would like to add the fire department ambulance fund and a mutual aid analysis. R. Pontbriand asked that the Board review the list for discussion at a later meeting.

J. Livingston stated it would be helpful to have an action item check-off list.

New Business/Select Board Member Questions: None**Approval of Meeting Minutes:**

Motion: A motion was made by S. Copeland and seconded by S. Houde to approve the meeting minutes from May 17, 2022, and June 7, 2022. **Motion passed 3-0.**

Executive Session Pursuant to MGL Chapter 30A, Section 21A (Exemption #2 Non-Union Personnel

Negotiations): At 6:54 PM, a motion was made by J. Livingston and seconded by S. Copeland to enter into Executive Session pursuant to Massachusetts General Laws Chapter 30A, Section 21A Exemption #2 Non-Union Personnel Negotiations for ratification of the Assessing Administrator's Personal Services Contract and to adjourn from Executive Session. S. Houde stated to discuss these matters in Open Session would be detrimental to the Town's negotiating strategy. **By Roll Call Vote:** S. Copeland, aye; S. Houde, aye; J. Livingston, aye. **Motion passed by Roll Call Vote 3-0.**

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

Date Minutes Approved by SB: _____

Signature Indicating Approval: _____