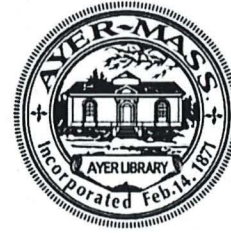


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JAN 18 2023

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

December 20, 2022
Open Session Meeting Minutes

SB Present: Jannice L. Livingston, Chair; Scott A. Houde, Clerk

SB Absent: Shaun C. Copeland, Vice-Chair

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. J. Livingston stated that this meeting/hearing of the Ayer Select Board will be held in-person at the location provided on this notice. Members of the public are welcome to attend this in-person meeting. Please note that while an option for remote attendance and/or participation via Zoom is being provided as a courtesy to the public, the meeting/hearing will not be suspended or terminated if technological problems interrupt the virtual broadcast, unless otherwise required by law. Members of the public with particular interest in a specific item on this agenda should make plans for in-person vs. virtual attendance accordingly. This meeting will be live on Zoom and Channel 8. The public may access the proceedings by joining Zoom (Meeting ID# 897 9080 0793) or by calling (929-205-6099).

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 J. Livingston to approve the meeting agenda.

Motion passed 2-0.

Announcements: J. Livingston announced that the Winter Parking Ban is in effect from November 15 through April 15. She also announced a list of current vacancies on various Town Boards and Committees.

Public Input: None

Ayer Fuel and Housing Assistance Community Emergency Fund Check Presentation: Alicia Hersey, Program Manager in the Community Development Office stated that several Town Offices have reported an increase in residents seeking financial assistance for heating and housing emergencies. Main Street Bank and IC Federal Credit Union have both provided funding to establish a Fuel and Housing Assistance Community Emergency Fund. The fund can provide up to \$500 per household, once per year, for emergencies.

Motion: A motion was made by S. Houde and seconded by J. Livingston to accept a donation in the amount of \$5,000 from Main Street Bank for the Fuel and Housing Assistance Community Emergency Fund. **Motion passed 2-0.**

Motion: A motion was made by S. Houde and seconded by J. Livingston to accept a donation in the amount of \$2,500 from IC Federal Credit Union for the Fuel and Housing Assistance Community Emergency Fund. **Motion passed 2-0.**

Board members accepted the checks and posed for pictures with each financial institution. J. Livingston then sang Happy Birthday to A. Hersey.

Presentation by Cable Advisory Committee -Overview of Comcast Contract Renewal: Scott Kurland, Director of Ayer Public Access Corp. gave a brief presentation to the SB on the status of the contract renewal process with Comcast. There will be a Public Hearing on January 18, 2023, at 6:00 PM at the Ayer Shirley Regional High School. The main goal is obtaining a \$240,000 Capital Planning Grant to be paid over 10 years. They are looking to increase their funding from Comcast from 4.4% to 5%, which would result in an increase in billing of about .96 per month. J. Livingston stated that she serves on the Cable Advisory Committee on behalf of the SB. She wanted the Board to get an update prior to the Public Hearing on 1/18/23.

Motion: A motion was made by S. Houde and seconded by J. Livingston to call the public hearing on January 18, 2023 at 6:00 PM at the Ayer Shirley Regional High School. **Motion passed 2-0.**

Dan Van Schalkwyk, Director, Dept. of Public Works - Change Order 2 – Westford Road Water and Sewer Replacement: D. Van Schalkwyk presented Change Order 2 for the Westford Road Water and Sewer Replacement. The change order is a reduction of the contract price in the amount of \$32,678.33. It includes a reduction in price for 1-inch water services identified as 2-inch, and removal of the paving work from the contract. Paving was performed by PJ Albert at a lower rate with the Town's paving contract. He is recommending approval of Change Order No. 2 for Westford Road Water and Sewer Replacement, J.P. Cardillo & Sons, Inc., for a reduction in the amount of \$32,678.33 for signature by the Chair.

Motion: A motion was made by S. Houde and seconded by J. Livingston to approve Change Order 2 for a reduction in the amount of \$32,678.33 between the Town and J.P. Cardillo & Sons, Inc. with signature by the Chair. **Motion passed 2-0.**

Update on West Main Street and Shirley Street Bridges – D. Van Schalkwyk provided an update on the West Main Street and Shirley Street Bridges. He stated that a "BRI" is the state's definition of a bridge between 10' – 20'. There was a steering meeting held on December 14, 2022 at the Fire Station with DPW, Police, Fire, Assistant Town Manager, MassDOT and the Town's bridge engineering consultant to discuss options for both bridges. The consensus, after input from MassDOT, was to proceed with replacing the West Main Street Bridge as fast as possible. Over 8,000 cars per day travel over the bridge. D. Van Schalkwyk stated that he has a proposal in front of the Capital Planning Committee. Relating to Shirley Street, the steering group determined that the Shirley St. bridge was less of a priority, since it has been closed since 2014. C. Antonellis will be reaching out to Senator Eldridge's Office to set up a meeting to discuss funding options.

Jeff Thomas, Director, Dept. of Parks and Recreation - Kiddie Junction Playground Update: J. Thomas was joined by Parks Commission Chair Jason Mayo. J. Thomas and J. Mayo provided an update on the Kiddie Junction Playground Project. Phase 1 (removal of old structure and soil remediation) is almost complete. Trees removed from the site have been saved to be used for future adventure play and woodland play areas. Randy Collins, from BETA Group, the Town's consultant, gave a brief project overview. J. Thomas stated they are looking at doing the project all at once, versus a phased in approach. S. Houde asked J. Thomas to come back to the Capital Planning Committee to discuss further.

S. Houde stated that there is support to finish as much as the project this year. R. Pontbriand stated that there is consensus to get the project done in 2023. The Board discussed funding options for the project, including the possibility of using ARPA funding. J. Livingston stated that because S. Copeland was not in attendance, she would like to table the ARPA discussion. J. Thomas and J. Mayo will come back to the Select Board on January 17, 2023.

Town Manager's Report - Administrative Update/Review of Town Warrant(s): R. Pontbriand provided a brief Administrative Update to the Select Board on the various activities, initiatives, and projects of the Town since the Select Board last met and referenced the Town Warrants that are in the Select Board's packet that were approved since the Select Board last met. R. Pontbriand thanked the Board and his colleagues for their support since the passing of his mother Janet. He stated that Loaves and Fishes thanked the Town of Ayer by bringing over a plaque for the Town's financial support over the past two years.

Approval of Cell Tower Lease – SBA Towers II, LLC. – C. Antonellis presented the final lease between the Town and SBA Communications for the continuation of the cell tower lease on DPW property. This lease term will be for 10 years with the option to renew twice for 5 years each. Revenue expected for the Town over the 20-year lease cycle will exceed \$1,000,000.

Motion: A motion was made by S. Houde and seconded by J. Livingston to approve the lease and memorandum of lease as presented between the Town of Ayer and SBA Towers II, LLC. **Motion passed 2-0.**

J. Livingston thanked C. Antonellis for her hard work during the past week during R. Pontbriand's bereavement leave.

FY '24 Budget Update – R. Pontbriand stated that all departmental budget requests are due by December 30, 2022 and that the first DRAFT will be sent to the Board and the Finance Committee on January 13, 2023.

New Business/Select Board Member Questions: S. Houde asked to discuss private pickup garbage cans at the next meeting.

Adjournment: A motion was made by S. Houde and seconded by J. Livingston to adjourn at 7:05 PM. **Motion passed 2-0.**

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

Date Minutes Approved by SB: January 17 2023

Signature Indicating Approval: 