

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



Broadcast and Recorded by APAC

Tuesday January 23, 2018
Open Session Meeting Minutes

Present: Christopher R. Hillman, Chair; Jannice L. Livingston, Vice – Chair

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

Absent: Gary J. Luca, Clerk

Call to Order: C. Hillman called the meeting to order at 7:02 PM.

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

Review and Approve Agenda: R. Pontbriand asked to have the following items removed from the BOS agenda: #3 under the Police Chief's Report "Appointment of Part Time Dispatcher" and #6 under the Town Administrator's Report "Signing of PILOT Agreement with Citizens Energy – Landfill Site".

Motion: A motion was made by J. Livingston and seconded by C. Hillman to approve the agenda, as amended.

Motion passed 2-0.

Review of Warrants: J. Livingston stated that she signed the following warrant on behalf of the BOS:

• 2018-01-10	Accounts Payable	18-12	\$1,390,710.27
• 2018-01-16	Payroll Warrant	18-14	\$354,023.49

Announcements: None

Special Recognitions: *P.N. Laggis, Co.* – The BOS recognized the Nick Laggis, owner of PN Laggis, Co., which is closing at the end of the month. Laggis' was in operation for more than 100 years.

Public Input: None

Appointment of Assistant Town Accountant: Finance Manager Lisa Gabree and R. Pontbriand introduced Ms. Kerry Cooper, their recommended candidate for the position of Assistant Town Accountant. They are recommending that the appointment be effective February 5, 2018.

Motion: A motion was made by J. Livingston to appoint Ms. Kerry A. Cooper effective February 5, 2018. **Motion passed 2-0.**

Police Chief William A. Murray, Ayer Police Department: *Contract Execution Radio Infrastructure Improvement Project* - Chief Murray stated that Timberline Communications was awarded the contract in the amount of \$567,181.00 for the radio infrastructure upgrade project. Chief Murray is respectfully requesting that the contract be executed by the BOS.

Motion: A motion was made by J. Livingston and seconded by C. Hillman to execute the Radio Communications System Infrastructure Upgrade award to Timberline Communications of Canton in the amount of \$567,181.00 with signature by the Chair. **Motion passed 2-0.**

Appointment of Full Time Dispatcher – Chief Murray introduced Danielle Priest, his recommended candidate for the position of Full-Time Dispatcher. Chief Murray is requesting that the BOS appoint Ms. Priest effective immediately at Step 1 contingent upon the successful completion of training by April 10, 2018.

Motion: A motion was made by J. Livingston and seconded by C. Hillman to appoint Ms. Priest effective immediately at Step 1 contingent upon the successful completion of training by April 10, 2018. **Motion passed 2-0.**

Superintendent Mark Wetzel, Department of Public Works: *East Main Street Final Design* – M. Wetzel stated that MassDOT has approved the 25% design submittal for the East Main Street Reconstruction Project. The next phase is the final design and preparing plans and specifications for bidding. He is requesting that the BOS execute a contract with WorldTech Engineering for the final design.

Motion: A motion was made by J. Livingston and seconded by C. Hillman to appoint execute a contract between the Town of Ayer and WorldTech Engineering in the amount of \$135,000 for the final design of the East Main Street Reconstruction project with signature by the Chair.

Wastewater Inflow / Infiltration (I/I) Study Update – M. Wetzel gave the BOS a brief presentation on the Wastewater Inflow/Infiltration Study Update. The DPW has been working with Arcadis Engineering on identifying the I/I problems in the Town sewer system.

Carlton Circle Projects – M. Wetzel reported that he and Community and Economic Development Director Alan Manoian have been meeting with MassDOT about proposed improvements to Carlton Circle/Ayer Rotary.

MRPC District Local Technical Assistance Grant – M. Wetzel stated that the DPW is applying for a DLTA grant through MRPC to assist the DPW in evaluating potential water supply locations. He asked that the BOS sign a letter of support for the grant application.

Other discussion items – M. Wetzel also discussed the following items with the BOS at their request:

- Sandy Pond solar speed sign – this has been recently fixed. The software was out of date.
- Status of the Columbia Street Truck Exclusion – the Town has ordered signs and is waiting for the final approval from MassDOT
- Status of the LED street light project – the lights have been ordered and delivery is expecting within the month
- Possibility of installing raised speed bumps – R. Pontbriand sent out an email to DPW, Police and Fire and all departments had concerns relative to vehicle damage, response times and upkeep/maintenance

Town Planner Mark Archambault: *Proposed Zoning Bylaw Overview* – Town Planner M. Archambault was in attendance and gave a presentation on the proposed Zoning Bylaw to be considered by Town Meeting on Monday March 19, 2018.

After the presentation, J. Livingston stated that she felt positive about the process and has confidence it will succeed.

Town Administrator's Report: *Administrative Update* – R. Pontbriand informed the BOS that the FY' 17 Free Cash was certified by DOR in the amount of \$1,083,562.00 in the General Fund.

FY '19 Budget Process Update – R. Pontbriand gave a status of the FY'19 budget process and informed the BOS that the Nashoba Valley Tech High School Breakfast is upcoming on February 6, 2018, where their budget will be

released. He also reminded the BOS that Dr. Malone and the Ayer Shirley Regional School Committee will be coming to a BOS meeting on February 13, 2018 to discuss the their budget.

Opening of the 2018 Annual Spring Town Meeting Warrant – **Motion:** A motion was made by C. Hillman and seconded by J. Livingston to open the 2018 Annual Spring Town Meeting Warrant with the deadline of 12:00 PM on Friday April 13, 2018 to submit warrant articles and citizen's petitions. **Motion passed 2-0.**

Adoption of G.L. c. 32B, Sections 21-23 – R. Pontbriand explained that Minuteman Nashoba Health Group will be making plan design changes for FY' 19 and that the changes have to be impact bargained with the Town's Collective Bargaining Units. He is recommending that the BOS vote to adopt G.L. c32B, Sections 21-23 which will enable the Town to negotiate simultaneously with all unions. R. Pontbriand reported that the estimated cost savings to the Town is approximately \$26,000; at least 25% has to be shared with eligible employees. R. Pontbriand is also asking the BOS to authorize himself, Ms. Antonellis, Mr. Kevin Johnston and Ms. Lisa Gabree to negotiate the savings and to return to the BOS with a memorandum of agreement.

Motion: A motion was made by J. Livingston and seconded by C. Hillman to adopt G.L. 32B §21-23 and to authorize R. Pontbriand, C. Antonellis, K. Johnston and L. Gabree to negotiate the cost savings. **Motion passed 2-0.**

Signing of Rail Trail Lot Transfer Documents – R. Pontbriand and C. Antonellis presented four closing documents relating to the transfer of the DCR Rail Trail Lot from the Commonwealth to the Town of Ayer.

Motion: A motion was made by J. Livingston and seconded by C. Hillman to execute the following documents: Memorandum of Understanding, Boundary Line Agreement, Release Deed, and a Disclosure Statement. **Motion passed 2-0.**

ASRSD Regional Agreement Discussion – R. Pontbriand stated that at the request of C. Hillman he has included the Regional School Agreement in the packet. C. Hillman is inquiring about the Town of Ayer making improvements to Page Hilltop School.

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New Business/Selectmen's Questions: None

Approval of Meeting Minutes:

Motion: A motion was made by J. Livingston and seconded by C. Hillman to approve the meeting minutes from January 9, 2018. **Motion passed 2-0.**

Adjournment:

Motion: A motion was made by J. Livingston and seconded by C. Hillman to adjourn at 8:59 PM. **Motion passed 2-0.**

Minutes Recorded and Submitted by Carly M. Antonellis

Date Minutes Approved by BOS: 6 FEB 18

Signature Indicating Approval: Jamie O'Neil Livingston