

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



Broadcast and Recorded by APAC

Tuesday April 3, 2018
Open Session Meeting Minutes

Present: Christopher R. Hillman, Chair; Jannice L. Livingston, Vice – Chair
Robert A. Pontbriand, Town Administrator

Absent: Gary J. Luca, Clerk

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

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

Review and Approve Agenda:

Motion: A motion was made by J. Livingston and seconded by G. Luca to approve the agenda, presented.
Motion passed 2-0.

Review of Warrants: J. Livingston reported that she signed Accounts Payable Warrant #18-18 on April 3, 2018 in the amount of \$3,746,979.57

Announcements: None

Public Input: None

Recognition of David Nelson, Jr., Ayer Wastewater Treatment Operator: DPW Superintendent Mark Wetzel and the BOS recognized David Nelson, Jr., Ayer Wastewater Treatment Operator for his recent completion of the Massachusetts Wastewater Operator Certification course which is a year-long program covering the various disciplines of wastewater treatment.

Police Chief William A. Murray: *Appointment of Mr. David Trinqué to the Position of Full-Time Dispatcher* – Chief Murray presented and recommended Mr. David Trinqué for appointment as a full-time Dispatcher at Step 1, effective April 17, 2018 contingent upon successfully passing a background investigation, drug testing and field training.

Motion: A motion was made by C. Hillman and seconded by J. Livingston to appoint Mr. David Trinqué as a full-time Dispatcher at Step 1 effective April 17, 2018 contingent upon successfully passing a background investigation, drug testing and field training. **Motion passed 2-0.**

Recognition of Telecommunicators Week – Chief Murray asked the BOS to recognize National Telecommunicators Week (April 8th thru April 14th) which recognizes all Dispatchers for their hard work and dedication to public safety and the communities they serve. Chief Murray, the Town Administrator, and BOS thanked all of the Ayer Dispatchers for their hard work and dedication to the Town.

Approval of Tri Tech Purchase Order #2506 – Chief Murray presented a purchase order in the amount of \$113,256.11 from Tri Tech for the purchase of communications infrastructure equipment for the regional dispatch center. He explained that the funding for this purchase order is all grant funding from State 911.

Motion: A motion was made by J. Livingston and seconded by C. Hillman to approve the purchase order from Tri Tech (Purchase Order #2506) in the amount of \$113,256.11 for signature by the Chair. **Motion passed 2-0.**

Public Hearing – FY 2019 Water and Sewer Rate(s) Public Hearing:

J. Livingston read the Public Hearing Notice as posted on March 22, 2018 into the record.

C. Hillman declared the Public Hearing Open.

R. Pontbriand introduced the Town Finance Manager, Ms. Lisa Gabree, and the DPW Superintendent, Mr. Mark Wetzel to give the presentation of the Water and Sewer Rate Committee. R. Pontbriand thanked the members of the Water and Sewer Rate Review Committee.

L. Gabree and M. Wetzel made a presentation on behalf of the Water and Sewer Rate Review Committee. The recommendation(s) of the Committee to the BOS for the FY 2019 Water and Sewer Rate(s) were as follows:

Proposed FY 2019 Water Rates (Effective July 1, 2018):

	Current	Proposed	% Increase
Step 1	2.52	2.57	2%
Step 2	3.12	3.18	2%
Step 3	3.69	3.76	2%

Note: Current and proposed rate steps increase at 3,000 cubic feet.

Proposed FY 2019 Sewer Rates (Effective July 1, 2018):

	Current	Proposed	% Increase
Step 1	7.41	7.67	3.5%
Step 2	8.49	8.79	3.5%
Step 3	9.66	10.00	3.5%

Note: Current and proposed rate steps increase at 3,000 cubic feet. FY 2019 rates are in line with those project in FY 2018.

Impact on Average Residential Bill (Effective July 1, 2018):

	Quarterly FY 2019	Quarterly FY 2018	Quarterly Increase	Annual Increase
Water	\$25.70	\$25.20	\$.70	\$2.80
Sewer	\$76.70	\$74.10	\$2.60	\$10.40
Total	\$102.40	\$99.30	\$3.30	\$13.20

Note: Impact on single family residential quarterly bill based on average quarterly usage of 1,000 cubic feet

Motion: A motion was made by J. Livingston and seconded by C. Hillman to approve the FY 2019 Water and Sewer Rates effective July 1, 2018 as recommended by the Water and Sewer Rate Review Committee. **Motion Passed 2-0.**

Ms. Lisa Gabree, Finance Manager – Reserve Fund Transfer for Accounting Department:

Ms. Gabree appeared before the BOS with a Reserve Fund Transfer in the amount of \$21,320 for Account # 01135. The Reserve Fund Transfer is needed to pay for wages reaming in FY 2018 due to the unforeseen retirement of the Assistant Accountant as well as unforeseen costs for cash audits as the result of turn-over in the Treasurer's Office.

Motion: A motion was made by J. Livingston and seconded by C. Hillman to approve the Reserve Fund Transfer in the amount of \$21,320 for Account #01135 as presented by the Finance Manager with signature by the Chair. **Motion passed 2-0.**

State Representative Jennifer Benson:

State Representative Jennifer Benson appeared before the BOS to provide an update to the BOS on the various legislative activities, initiatives, and projects that she is working on. She also discussed with the BOS various issues and concerns facing the Town of Ayer. The topics discussed included Chapter 90 Funding; Chapter 70 Funding; Lottery Funding; Health Insurance Costs; Conditions of the Ayer Rail Corridor; and other matters of mutual concern/interest.

Town Administrator's Report:

The Town Administrator gave a brief Administrative Update to the BOS on the various activities, initiatives and projects of the Administration since the last BOS meeting on March 27, 2018.

New Business/Selectmen's Questions:

C. Hillman discussed the issue of rail ties and other debris left by the various railroads throughout the Town's rail corridor from the Littleton town line to the Shirley town line with specific concerns at the Commuter Rail Platform; Sandy Pond Road; Willow Road; and Wagon Road. He asked about fining the railroads as a means of getting these areas cleaned up. These conditions would not and are not tolerated in other Towns such as Littleton, Acton, and Concord. Additionally, C. Hillman stated that he was informed by railroad employees that in towns where the railroads are fined they get these rail ties removed.

R. Pontbriand stated that the Town should first give specific notice to the various railroads to include the specific issues; specific locations; and supporting photographs. Within a defined period of time, if there is no progress, than the BOS could proceed with the appropriate enforcement action.

Motion: A motion was made by C. Hillman and seconded by J. Livingston to issue formal notice to the various railroads to remove their rail ties and other debris from the rail corridor or be subject to enforcement/fining. **Motion passed 2-0.**

Approval of Meeting Minutes:

Motion: A motion was made by J. Livingston and seconded by C. Hillman to approve the meeting minutes for March 20, 2018 and March 27, 2018 as recorded. **Motion passed 2-0**

Executive Session pursuant to G.L. c. 30A, sec. 21(a): Exemption #3 (Collective Bargaining) APPOA Contract MOA and APPOA Communications Contract MOA:

Motion: A motion was made by C. Hillman and seconded by J. Livingston at 8:54 PM to enter into Executive Session pursuant to G.L. c. 30A, sec. 21 (a) Exemption #3 (Collective Bargaining) APPOA Contract MOA; and pursuant to G.L. c. 30A, sec. 21 (a) Exemption #3 (Collective Bargaining) APPOA Communications Contract MOA; and to adjourn at the conclusion of the Executive Session. C. Hillman further stated that to discuss these matters in Open Session would be detrimental to the Town's negotiating strategy. **By Roll Call:** C. Hillman, aye; J. Livingston, aye; **Motion passed by Roll Call Vote 2-0.**

Minutes Recorded and Submitted by Robert A. Pontbriand, Town Administrator

Date Minutes Approved by BOS: 4-17-2018

Signature Indicating Approval: 