

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



Broadcast and Recorded by APAC

Tuesday April 17, 2018
Open Session Meeting Minutes

BOS Present: Christopher R. Hillman, Chair; Jannice L. Livingston, Vice – Chair; Gary J. Luca, Clerk

Finance Committee Present: Scott Houde, Chair; Pat Diamond, Vice-Chair; Greg Ketcham; Chris Prehl

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

Call to Order: C. Hillman called the meeting to order at 6:34 PM.

Executive Session pursuant to G.L. c. 30A, sec. 21(a): A motion was made by C. Hillman and seconded by G. Luca at 6:34 PM to enter into Executive Session pursuant to G.L. c. 30A, sec. 21 (a) Exemption #2 (Non-Union Personnel Negotiations) DPW Superintendent Contract Renewal and to reconvene in Open Session at 7:00 PM. 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; G. Luca, aye. **Motion passed by Roll Call Vote 3-0.**

Reconvene in Open Session: The BOS reconvened in Open Session 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 G. Luca and seconded by J. Livingston to approve the agenda. **Motion passed 3-0.**

Finance Committee Call To Order: S. Houde called the Finance Committee to order at 7:04 PM.

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

- | | | | |
|--------------|------------------|-------|--------------|
| • 2018-04-10 | Payroll Warrant | 18-20 | \$291,727.47 |
| • 2018-04-17 | Accounts Payable | 18-19 | \$354,959.46 |

Announcements: C. Hillman stated that the Annual Keep Ayer (and the Rail Trail) Beautiful Event is on Saturday, April 28 and Sunday, April 29, from 9am to 1pm.

Public Input: None

Ms. Alicia Hersey, Program Manager, Office of Community Development: *Lien Subordination Request Case # 06-316E* – A. Hersey was in attendance to request the BOS approve the lien subordination request #06-316E, not to exceed \$208,100.

Motion: A motion was made by G. Luca and seconded by J. Livingston to approve Lien Subordination Request #06-316E, not to exceed \$208,100. **Motion passed 3-0.**

Joint Meeting of the Board of Selectmen and Finance Committee: *Review/Approval of the FY 2019 Budget* - R. Pontbriand and Town Accountant Lisa Gabree presented an overview of the FY 19 omnibus budget, which is increasing approximately 5.6%.

S. Houde stated that he is concerned with the increase of 5% increase and asked what the residents of Ayer getting for that increase?

R. Pontbriand stated that the proposed FY 2019 Budget is a strong, proactive budget which not only maintains the Town's highest level of municipal services and operations but also provides the following for the residents and business of Ayer: invests \$1.5 million in capital infrastructure; funds the Town's FY 2019 OPEB Liability contribution of \$300,000; deposits over \$697,562 into the Town's Stabilization Account(s); replenishes the Town's outstanding UDAG funds in the amount of \$200,000; and represents a \$174,767 savings in insurance costs.

R. Pontbriand further stated that of the 5% increase for FY 2019 over \$300,000 of that increase was due to personnel costs as follows: \$57,592 for Regional Dispatch; \$25,000 for costs to cover the COA Van Service due to changes in the MART contract; the reclassification of the positions of Police Lt. and Assistant Town Manager; the contractual costs of the Police and Dispatcher Contracts; a 2% COLA proposed for FY 2019; approximately \$25,000 in Section 21 health insurance costs and approximately \$15,000 in contractual adjustments to the positions of the Town Hall/Clerical Union.

R. Pontbriand stated in conclusion that moving forward he looks forward to an improved and codified budget schedule for FY 2020; the challenges of increasing health insurance costs remain a concern; the Town faces new challenges pertaining to new growth and build out of the Town; overall uncertainties of Federal, State, and Regional economies; the future school field project and the future of the elementary school; and the ongoing challenge of increasing public outreach, education, and participation with the budget process and town government.

G. Luca said that this is a no frills budget and commended the Administration on a job well done.

S. Houde stated that his comments don't reflect the personnel themselves.

P. Diamond said the Town of Ayer is a top notch town and that it runs smoothly. He stated further that he wants to look at setting up a committee to evaluate the Town's fiscal resiliency. R. Pontbriand agreed that it was a good suggestion.

S. Houde would like the budgets to be submitted with a 30 day review period for residents and committee members.

R. Pontbriand went through the omnibus and was asked to "pass" on the following lines: Town Counsel; Pop Warner; Little League.

L. Gabree stated that a 2% Cost of Living Adjustment was factored into the budget for non-union personnel.

C. Prehl said he was in strong favor of a 2% cost of living adjustment and stated that the Town has quality employees.

S. Houde stated that by consent the Finance Committee agrees to a 2% Cost of Living Adjustment.

Motion: A motion was made by J. Livingston and seconded by G. Luca to apply a 2% Cost of Living Adjustment to the FY'19 budget for Non-Union Personnel. **Motion passed 3-0.**

R. Pontbriand then went through the DRAFT Annual Town Meeting Warrant and asked members to say "pass" if they needed additional information.

J. Livingston asked about Article 20 "Funding for Aquatic Weed Control for Town Ponds". She stated it comes up every year and asked if it could be included in the omnibus. L. Gabree stated that the preference of the Conservation Commission to include a warrant article every year so that the funds can be rolled over, which makes it easier to fund the actual weed removal because due to weather conditions, the treatment is not done at the same time every year.

Motion: A motion was made by C. Prehl and seconded by P. Diamond to recommend all warrant articles, with the exception of the non-financial articles (1, 29, 30, 31, 33) on the Special and Annual Town Meeting May 14, 2017 Warrants. **Motion passed 3-1.**

Motion: A motion was made by G. Luca and seconded by J. Livingston to approve all articles on the Special and Annual Town Meeting May 14, 2018 Warrants. **Motion passed 3-0.**

Finance Committee Adjournment:

Motion: A motion was made by S. Houde and seconded by P. Diamond to adjourn at 8:41 PM. **Motion passed 4-0.**

Town Accountant Lisa Gabree: *Reserve Fund Transfer - Council on Aging* – L. Gabree presented a RFT in the amount of \$6,049 to pay wages for the remainder of FY '18 incurred due to the unforeseen retirement of the Nutrition Coordinator.

Motion: A motion was made by G. Luca and seconded by J. Livingston to approve the RFT in the amount of \$6,049, as presented with signature by the Chair. **Motion passed 3-0.**

Town Administrator's Report: *Update to the Recycled Product Procurement Policy* – Ms. Laurie Sabol was in attendance to present an update to the Recycled Product Procurement Policy. The last update to the policy was 1998. L. Sabol explained that in order to apply for grants from the Massachusetts Department of Environmental Protection, the Town has to have this policy in place.

Motion: A motion was made by J. Livingston and seconded by G. Luca to update the Town of Ayer's Recycled Product Procurement Policy, as presented. **Motion passed 3-0.**

New Business/Selectmen's Questions: *License/Permit Rate Review (Selectman Livingston)* - J. Livingston asked for a review of the Board of Selectmen's License Fee Schedule. C. Antonellis compiled data which evaluated other Town's fees. Though the rates haven't changed in 20 years or so, J. Livingston said that based on the data collected, that the rates are competitive. J. Livingston stated that the BOS should codify a review period for reviewing all policies/fee schedules.

C. Hillman asked that APAC be invited to an upcoming meeting.

Approval of Meeting Minutes:

Motion: A motion was made by J. Livingston and seconded by G. Luca to approve the BOS minutes from April 3, 2018. **Motion passed 3-0.**

Adjournment:

Motion: A motion was made by C. Hillman and seconded by G. Luca to adjourn at 9:19 PM **Motion passed 3-0.**

Minutes Recorded and Submitted by Carly M. Antonellis

Date Minutes Approved by BOS: May 1 2018

Signature Indicating Approval: 