

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



*Broadcast and Recorded by APAC*

**Tuesday May 17, 2018**  
**Open Session Meeting Minutes**

**BOS Present:** Jannice L. Livingston, Chair; Christopher R. Hillman, Vice – Chair (*Entered at 6:11 PM*); 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.

**Moment of Silence:** BOS members and meeting attendees observed a moment of silence in memory of former Selectman Pauline Hamel.

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

**Review and Approve Agenda:** R. Pontbriand stated that there was one amendment to the agenda. The APAC Board of Directors would not be in attendance as originally scheduled.

**Motion:** A motion was made by S. Houde and seconded by J. Livingston to approve the agenda, as amended. **Motion passed 2-0.**

**Announcements:** J. Livingston announced that the Memorial Day Ceremony will be held on Saturday May 26, 2018 and that the DPW Administrative Offices are closed on Monday May 21, 2018 and Tuesday May 22, 2018 due to the moving of their administrative offices.

**Public Input:** None

**Application for Class II Used Motor Vehicles License:** Mr. Clayton Arvidson was in attendance seeking a Class II Used Motor Vehicle License for his property, Turbo Lube located at 21 Fitchburg Road. Mr. Arvidson stated that he would like to sell 1-2 cars at a time.

**Motion:** A motion was made by S. Houde and seconded by J. Livingston to approve the Class II License limiting the number of sales to two (2) at a time. **Motion passed 2-0.**

*C. Hillman enters at 6:11 PM.*

**Application for Common Victualler's License:** Mr. Ken Huang was in attendance seeking a Common Victualler's License for 9 Main Ayer, Inc. d/b/a Osawa Bistro located at 9 Main Street. Mr. Huang has already been granted his All Alcohol License.

**Motion:** A motion was made by S. Houde and seconded by C. Hillman to approve the Common Victualler's License. **Motion passed 3-0.**

**Superintendent Mark L. Wetzel, Ayer Department of Public Works:** M. Wetzel and Town Engineer and Dan Van Shalkwyk were in attendance. M. Wetzel gave a brief presentation on Public Works Recognition Week.

*Pearl Street Water Main Replacement and Sewer Relining Contract* – M. Wetzel was requesting approval of the contract between the Town of Ayer and J. D'Amico, Inc. in the amount of \$325,754.64 for Pearl Street Water Main Replacement and Sewer Relining. J. D'Amico, Inc. was the low bidder. M. Wetzel stated that the project was designed in-house.

**Motion:** A motion was made by C. Hillman and seconded by S. Houde to approve the contract between the Town of Ayer and J. D'Amico, Inc. in the amount of \$325,754.64. **Motion passed 3-0.**

*2018 Culvert Improvements* – M. Wetzel was requesting approval of the contract between the Town of Ayer and J. D'Amico, Inc. for the construction of the 2018 Culvert Improvement program. J. D'Amico was the low bidder at \$57,500. This project was also designed in-house

**Motion:** A motion was made S. Houde and seconded by C. Hillman to approve the contract between the Town of Ayer and J. D'Amico, Inc. in the amount of \$57,500. **Motion passed 3-0.**

**Mr. Ed Starzek, Director of Land Planning and Permitting:** Mr. Ed Starzek was in attendance to discuss the potential future development of Vicksburg Square at Devens. MassDevelopment is potentially looking to rezone Vicksburg Square to allow for residential use, both at market and affordable rates. The affordable housing units would count towards Ayer's 10% affordable housing stock.

C. Hillman asked what the benefit would be to the Town of Ayer besides achieving 10% affordable housing. Mr. Starzek stated that he was in front of the BOS to get the conversation started on what the Town of Ayer would like to see.

S. Houde had questions about the percentage of affordable units that they were looking to build. S. Houde also stated that an October Super Town Meeting is a very aggressive and that the Town of Ayer will need some time to digest the proposal.

E. Starzek will be setting up a meeting with the Town Planner and the Office of Community and Economic Development to discuss further.

#### **Town Manager's Report:**

*Administrative Update/Review of Warrant(s)* – R. Pontbriand stated that he signed the following warrants:

- |         |                  |              |                |
|---------|------------------|--------------|----------------|
| • 18-22 | Payroll          | May 8, 2018  | \$306,211.47   |
| • 18-21 | Accounts Payable | May 14, 2018 | \$1,284,085.62 |

Both J. Livingston and C. Hillman asked that APAC be invited to attend an upcoming meeting, since they were unable to make it tonight.

R. Pontbriand reported that he met with Nasoya recently and that they will be submitting an application to the ZBA for the installation of their exhaust stack in the coming weeks. He also reported that he continues to work with the railroad regarding the conditions of the rail corridor and the platform.

R. Pontbriand asked the Board about their preference on appointing a new representative to the Nashoba Valley Technical High School Committee to replace Mr. Ted Januskiewicz; he reported that there has to be a joint appointment made by the School Committee, Moderator, and the BOS. BOS members agreed to

advertise and give it a two week period for residents to express interest. The interviews will then be scheduled for an upcoming meeting.

*High Deductible Health Insurance HSA* - R. Pontbriand and Benefits and Payroll Manager, Kevin Johnston reported that they had met with the Insurance Advisory Committee to negotiate the terms of the Health Savings Account (HSA). The Town will contribute 50% of the deductible for HSA qualified health plans, which will be paid in June.

**Motion:** A motion was made by C. Hillman and seconded by S. Houde to authorize the HSA negotiation terms as outlined. **Motion passed 3-0.**

*Request for One Day Beer & Wine License* – St. Mary's Parish is requesting the BOS approve a One Day Beer and Wine License for their Annual Block Party on June 9, 2018 from 1:00 PM to 9:00 PM.

**Motion:** A motion was made by C. Hillman and seconded by J. Livingston to approve the One Day Beer and Wine License as requested. **Motion passed 3-0.**

**New Business/Selectmen's Questions:**

*Transfer Station Hours General Discussion* – J. Livingston stated that though the Citizen's Petition recently considered at the Annual Town Meeting on May 14, 2018 regarding the hours at the transfer station was advisory, it passed. She said that when the change was made, she remembers the union saying if it became a problem for residents, it would be changed back.

BOS members and several residents had general discussion on the matter.

S. Houde stated that though it passed at Town Meeting, that the Town should do a survey to get a larger sense, since there were only approximately 120 people at Town Meeting. J. Livingston agreed. Draft survey questions will be discussed at the next BOS meeting.

*FY 2020 Budget Process and Financial Policies Update (Selectman Houde)* – S. Houde stated that he had felt overall frustration regarding the timing and process of the budget. He would like the Administration to lay out a calendar that works, with ample time for the public to review and have a Q and A period.

C. Hillman stated that he would like the Groton Harvard Road/Central Street intersection placed under New Business for the next meeting.

**Approval of Meeting Minutes:**

**Motion:** A motion was made by J. Livingston and seconded by S. Houde to approve the BOS minutes from May 1, 2018. **Motion passed 3-0.**

**Adjournment:**

**Motion:** A motion was made by J. Livingston and seconded by S. Houde to adjourn at 7:47 PM **Motion passed 3-0.**

**Minutes Recorded and Submitted by Carly M. Antonellis**

**Date Minutes Approved by BOS:** June 5 2018

**Signature Indicating Approval:** 