

**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 June 5, 2018**  
**Open Session Meeting Minutes**

**BOS Present:** Jannice L. Livingston, Chair; Christopher R. Hillman, Vice – Chair; 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 7:00 PM.

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

**Review and Approve Agenda:** C. Hillman asked that item #1 under New Business *Groton Harvard Road/Central Ave. Intersection* be moved to Superintendent Wetzel's report.

**Motion:** A motion was made by S. Houde and seconded by C. Hillman to approve the agenda, as amended.  
**Motion passed 3-0.**

**Announcements:** None

**Recognition of Ayer Shirley Regional High School Reporters, Track Team, and Robotics Team:** The BOS recognized students and coaches from the Ayer Shirley Regional High School Student Reporter Program, the Track Team and the Robotics Team for various accomplishments made throughout the school year.

**Public Input:** None

**Superintendent Mark L. Wetzel, Ayer Department of Public Works:** *Ayer Wastewater Treatment Facility FY'18 Improvements Contract* – M. Wetzel was in attendance seeking approval of a contract for Phase 1 improvements to the Wastewater Treatment Facility. The low bidder was Waterline Industries Corporation from Seabrook, NH in the amount of \$2,177,677.

**Motion:** A motion was made by C. Hillman and seconded to S. Houde to approve the contract between the Town of Ayer and Waterline Industries Corp. in the amount of \$2,177,677. **Motion passed 3-0.**

*Groton Harvard Road/Central Ave. Intersection (Selectman Hillman)* – At the last BOS meeting, C. Hillman asked that the Department of Public Works and Public Safety personnel look at solutions to improve the intersection of Groton Harvard Road and Central Avenue. M. Wetzel stated he has reached out to a traffic engineering company to conduct a study to provide solutions, both short and long term.

**Presentation of Final of Plans for Commuter Rail Trail Parking Project and Depot Square Improvement Project:** MART Deputy Administrator Bruno Fisher and MRPC Transportation Planner

George Kahale were in attendance to present the final renderings of the Commuter Rail Trail Parking Lot and Depot Square Improvement Project.

C. Hillman asked Mr. Fisher and Mr. Kahale to seek additional funding from the MBTA for the project. Mr. Fisher then explained the "add alternates" (Depot Square plantings and shade structures) for the project and the project timeline, which is as follows:

June 7 <sup>th</sup>	Place ad in Central Register	June 13 <sup>th</sup>	Ad appears & plans available
June 20 <sup>th</sup>	Pre-bid conference and site visit	July 18 <sup>th</sup>	Filed sub-bid opening
August 1 <sup>st</sup>	General Contractor Bid opening	August 8 <sup>th</sup>	Notification of Contract Award
August 15 <sup>th</sup>	Notice to Proceed to Successful Contractor		

**Chief William A. Murray and Deputy Chief Brian Gill:** Chief Murray and newly appointed Deputy Chief Gill were in attendance to announce the promotion of Brian Gill from the position of Lieutenant to Deputy Chief. Deputy Chief Gill was joined by many members of his family and was congratulated by the BOS.

**Mr. Alan Manoian, Director of Community and Economic Development:** *Adopted Master Plan Overview-* A. Manoian presented an overview of the Master Plan Implementation Plan. The Master Plan was recently adopted by the Planning Board on May 22, 2018. A. Manoian and Town Planner Mark Archambault will be submitting to the Massachusetts Department of Housing and Community Development.

**Discussion on Transfer Station Hours Survey Questions:** BOS members discussed sample survey questions submitted by S. Houde. The questions will be reviewed by DPW Superintendent M. Wetzel and BOS members will agree on the final survey questions at the next BOS meeting. S. Houde stated he would like to wait until the fall to send the survey out to avoid people out of Town on summer vacations.

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

- 18-23 Payroll May 22, 2018 \$307,770.66
- 18-22 Accounts Payable May 29, 2018 \$347,338.47

**Appointments/2018 Reappointments Part 1:** R. Pontbriand is recommending the following appointment: Mr. Gary Luca to a three year alternate term on the Zoning Board of Appeals effective July 1, 2018.

**Motion:** A motion was made by C. Hillman and seconded by S. Houde to appoint Gary Luca to a three year term as an Alternate to the Zoning Board of Appeals effective July 1, 2018. **Motion passed 3-0.**

R. Pontbriand read the following list of names to be reappointed by the BOS:

Board / Committee	Current Member	Term Length
CAPITAL PLANNING COMMITTEE	James D. Stephen	1y
	Mary E. Spinner	1y
	John D. Kilcommins	1y
COMMUNITY PRESERVATION COMMITTEE	Beth Suedmeyer	3y
CONSERVATION COMMISSION	Jessica G. Gugino	3y
	Jon Schmalenberger	3y
COUNCIL ON AGING BOARD OF DIRECTORS	Sally J. Balcom	3y
CULTURAL COUNCIL	Janice Goodrow	3y
	Sandi Regan	3y

ENERGY COMMITTEE	Carolyn L. McCreary	1y
	Ken Diskin	1y
IDFA	Kevin P. Horgan	5y
MART ADVISORY BOARD	Robert A. Pontbriand	1y
MEMORIAL GARDEN COMMITTEE	Carol L. Bousquet	1y
	Bob Eldredge	1y
	James M. Fay	1y
	Janet Lewis	1y
	Chuck McKinney	1y
	Ruth E. Rhonemus	1y
	Steve Slarsky	1y
POND & DAM MANAGEMENT COMMITTEE	Susan Tordella	3y
WATER & SEWER RATE REVIEW COMMITTEE	Richard W. Skoczylas	1y
	Mary E. Spinner	1y
ZONING BOARD OF APPEALS	Ron Defilippo	3y
	John Ellis	3y

**Motion:** A motion was made by C. Hillman and seconded by S. Houde to reappoint the list as read by the Town Manager. **Motion passed 3-0.**

The BOS decided to leave the appointment to the Cable TV Advisory Committee vacant until negotiations for the next contract are imminent.

*Reserve Fund Transfer Requests – COA and Veterans* – R. Pontbriand presented two Reserve Fund Transfers for the Council on Aging and the Veterans Services accounts. The amount of the RFT for the Council on Aging is \$12,160 due to MART changing their reimbursement policy midway through the year without notice.

**Motion:** A motion was made by C. Hillman and seconded by S. Houde to approve the RFT in the amount of \$12,160 for the Council on Aging. **Motion passed 3-0.**

The amount of the RFT for the Veterans Services is \$6,000 due to variations in monthly veteran's benefits.

**Motion:** A motion was made by J. Livingston and seconded by S. Houde to approve the RFT in the amount of \$6,000 for Veterans Services. **Motion passed 3-0.**

*Approval of MassWorks Payment to MART (Demolition of Advocates Building)* – R. Pontbriand referenced a memo in the packet from C. Antonellis about payment to MART for the demolition of the Advocates Building which will be reimbursed by the MassWorks Program.

**Motion:** A motion was made by C. Hillman and seconded by S. Houde to approve the payment to MART for demolition of the Advocates Building in the amount of \$50,200 which will be reimbursed to the Town by the Massworks Grant. **Motion passed 3-0.**

*Release of Statement of Claim – 66 Westford Road* – R. Pontbriand is seeking approval of a Release of Statement Claim for 66 Westford Road. The Town has been reimbursed \$240,851.50 for back taxes and costs associated with the farm cleanup.

**Motion:** A motion was made by C. Hillman and seconded by S. Houde to authorize the Release of the Statement of Claim regarding 66 Westford Road. **Motion passed 3-0.**

*BOS Letter to EPA regarding PFAS* – R. Pontbriand reviewed a letter he drafted to the Environmental Protection Agency regarding the PFAS contamination. The letter is requesting that the EPA compel the U.S. Army to compensate the Town for all of its costs associated with the remediation of PFAS.

**Motion:** A motion was made by S. Houde and seconded by C. Hillman to authorize the letter to the EPA.  
**Motion passed 3-0.**

**New Business/Selectmen's Questions:** *Adopt a Street (Selectman Hillman)* – C. Hillman would like to implement an "Adopt a Street" program on the main roads for the purposes of litter pick-up. R. Pontbriand explained that the Town will research whether we can adopt the federal program or develop a local program. C. Hillman would also like the Town to investigate the use of the prisoners to pick-up litter.

*Annual BOS and Town Manager Goals Discussion* – BOS members and R. Pontbriand had a general discussion about goals and objectives for the upcoming fiscal year. C. Hillman referenced the Adopt a Road program and working with APAC to enhance the services provided. J. Livingston referenced reviewing and prioritizing the Master Plan Implementation document and review of BOS policies and procedures. S. Houde referenced reviewing/updating the Town's financial policies; the 2020 budget process; a 5 year financial plan and looking at efficiencies within the Town Hall structure.

R. Pontbriand listed the following as goals for the upcoming fiscal year: updating the Town's ADA plan; updating the Town's personnel system (pursuant to the government reorganization); clean-up of the rail corridor; digitization of the Town records and remediating the PFAS issue.

J. Livingston asked R. Pontbriand to put a list together for the next BOS meeting.

R. Pontbriand also stated that he is working on scheduling interviews for School Committee representatives (primary and alternate) for Nashoba Valley Technical High School. The meeting must be conducted by the Moderator with BOS members and the Ayer representatives from the Ayer Shirley Regional School Committee.

**Approval of Meeting Minutes:**

**Motion:** A motion was made by C. Hillman and seconded by S. Houde to approve the BOS minutes from May 17, 2018, as amended. **Motion passed 3-0.**

**Adjournment:**

**Motion:** A motion was made by J. Livingston and seconded by S. Houde to adjourn at 9:22 PM **Motion passed 3-0.**

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

**Date Minutes Approved by BOS:** June 19 2018

**Signature Indicating Approval:** 