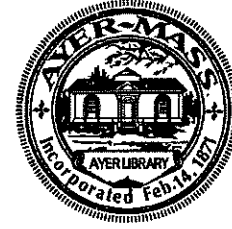


Town of Ayer  
Board of Selectmen  
Ayer Town Hall – 1<sup>st</sup> Floor Meeting Room  
Ayer, MA 01432



*Broadcast and Recorded by APAC*

**Tuesday June 19, 2018**  
**Open Session Meeting Minutes**

**BOS Present:** Jannice L. Livingston, Chair; Scott A. Houde, Clerk

**BOS Absent:** Christopher R. Hillman, Vice – Chair

**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:**

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

**Announcements:** None

**Recognition of Ayer Shirley Regional High School Chorus, Band and Drama Club; Judge Robert Gardner; 4<sup>th</sup> of July Grand Marshal Jim Fay:** The BOS recognized students and teachers from the Ayer Shirley Regional High School Chorus, Band and Drama programs. The BOS also recognized retiring Judge Bob Gardner and 2018 4<sup>th</sup> of July Parade Grand Marshal Jim Fay.

**Public Input:** None

**Appointment of Treasurer/Tax Collector:** R. Pontbriand presented Ms. Barbara Tierney, the recommended candidate for the position of Treasurer/Tax Collector. Ms. Tierney is currently the Treasurer/Tax Collector in the Town of Townsend. R. Pontbriand reported that Ms. Tierney was the unanimous selection of the Screening Committee.

**Motion:** A motion was made by S. Houde and seconded by J. Livingston to appoint Ms. Barbara Tierney to the position of Treasurer/Tax Collector effective July 30, 2018. **Motion passed 2-0.**

**Public Hearing - Petition for Joint or Identical Police Locations:** *West Main Street by National Grid and Verizon - Request #25611824* - There were no representatives in attendance from National Grid or Verizon. Ms. Sarah White of 109 W. Main Street asked about the placement of the new poles and how it will affect her garden in her front yard. Because there were no representatives in attendance, the BOS continued the hearing until 7:15 PM on Tuesday June 26, 2018.

**Motion:** A motion was made by S. Houde and seconded by J. Livingston to continue the Public Hearing until Tuesday June 26, 2018 at 7:15 PM. **Motion passed 2-0.**

**Mr. Alan Manoian, Director, Community and Economic Development:** *Approval of FY '19 UDAG Economic Development Budget* – A. Manoian stated that this was a procedural vote taken every year to authorize the UDAG portion of the FY 2019 Community and Economic Development budget.

**Motion:** A motion was made by S. Houde and seconded by J. Livingston to approve the authorization of UDAG funding in the amount of \$65,695 as a portion of the FY 2019 Community and Economic Development budget. **Motion passed 2-0.**

**APAC Board of Directors:** Harry Zane and Doug Becker from the APAC Board of Directors gave a brief presentation on the Ayer Public Access Corporation (APAC), which is governed by federal legislation. The main focus of APAC is to provide public access, educational programming and government programming to residents of Ayer.

The BOS and APAC Board of Directors had general discussion about different events that happen in Town throughout the year. The BOS offered to help promote what APAC does and has to offer.

**Review of Transfer Station Hours Survey:** J. Livingston followed up on a conversation from the previous meeting about the timing of the release of the survey to the public. At the last BOS meeting, the BOS discussed releasing the survey in the fall. She stated that the BOS shouldn't assume that everyone has disconnected and is away on vacation for the entire summer and that a survey could be taken from a phone. J. Livingston stated that she would prefer to put the survey out sooner, rather than later. S. Houde stated he'd prefer to put it out after school is back in session and that many people try to disconnect more over the summer months. The BOS agreed to release it in the fall. The BOS will rethink question 3 over the summer, with the intent of starting the survey in the first week of September.

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

18-24	Payroll	June 5, 2018	\$342,261.26
18-23	Accounts Payable	June 12, 2018	\$1,767,388.04

R. Pontbriand commended the Ayer Fire Department and all Public Safety personnel for their professional response at a recent fire on East Main Street.

*Master Plan Implementation Plan Discussion* – R. Pontbriand stated that he'll be again discussing the implementation plan at the July Department Head meeting and it will remain a standing item.

*Appointments/Reappointments Part 2* – R. Pontbriand is recommending that Ms. Colleen Kreiser be appointed to Community Preservation Committee for a three year term.

**Motion:** A motion was made by J. Livingston and seconded by S. Houde to appoint Colleen Kreiser to a three year term on the Community Preservation Committee effective July 1, 2018 – June 30, 2021.

**Motion passed 2-0.**

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

Board / Committee	Current Member	Term Length
Cable TV Advisory Committee	Bob Coleman	3y
	Harry Zane	3y
Council on Aging Board of Director	Sr. Paula A. McCrea	3y

**Motion:** A motion was made by J. Livingston and seconded by S. Houde to reappoint the list as read by the Town Manager. **Motion passed 2-0.**

*Basic Life Insurance – Boston Mutual* – Mr. Kevin Johnston Benefits and Payroll Manager was seeking approval to increase the current amount of Basic Life Insurance for current employees from \$5,000 to \$10,000, which was a recommendation of the Insurance Advisory Committee. Though he had solicited an increase in coverage for retirees, he did not receive any quotes back to increase coverage for retirees.

**Motion:** A motion was made by S. Houde and seconded by J. Livingston to approve the increase in the basic life insurance for active employees. **Motion passed 2-0.**

*BOS and Town Manager Goals and Objectives FY'19* – R. Pontbriand and BOS members discussed the FY'19 Goals and Objectives for the Town Manager's and BOS office, which are as follows:

Selectman Livingston:

- Review and update of BOS Policies
- Review and update of all other Town policies (development of a formal review schedule)
- Development of checklist/timelines for achieving the goals of the Master Plan Implementation Plan
- Development of an official recall bylaw for elected officials for the Town

Selectman Hillman:

- Ongoing clean-up of the Town's rail corridor including Commuter Rail Platform
- Completion of the Ayer Commuter Rail Parking and Access Improvement Project
- Ongoing property enforcement
- Ongoing Town beautification efforts/adopt-a-street program
- Improvements to local cable access television/improvements for media coverage/public outreach

Selectman Houde:

- Review and update of the Town's Financial Policies
- Budget process improvements and detailed budget process schedule
- Review and analysis of Town Hall operations and organization for efficiencies
- Development of a 5-year financial/operational plan/long term vision

Town Manager:

- Update and completion of Town's Personnel System as a result of government reorganization
- Update of the Town's American's with Disabilities (ADA) Transition Plan
- Achieving the goals and objectives set forth by the Master Plan Implementation Plan (ongoing)
- Further digitization of all public records in accordance with the Public Records Law (ongoing)
- Completion of the Ayer Commuter Rail Parking and Access Improvement Project
- Remediation of the PFAS issue(s) (including ongoing efforts to recoup remediation costs)
- Work with all Town Departments to achieve their respective FY 2019 departmental goals

*Summer Schedule 2018* – BOS members discussed the 2018 Summer Schedule. The proposed summer meeting dates are July 17, 2018 and August 14, 2018. The BOS stated that in the event an additional meeting is, they will convene pursuant to the Open Meeting Law.

**New Business/Selectmen's Questions:** *BOS Policy Review and Update (Selectman Livingston)* – J. Livingston went over the proposed changes to the General Policies and Procedures. BOS members will formally vote on the changes at the July 17, 2018 BOS meeting.

*Vicksburg Square Discussion (Selectman Hillman)* – Though C. Hillman was not in attendance, the BOS discussed the redevelopment of Vicksburg Square. S. Houde presented his notes from 2012, when this was last discussed. He expressed concern with the potential for high density housing and the impact on services. R. Pontbriand stated that MassDevelopment would be coming to another BOS meeting to further discuss.

**Approval of Meeting Minutes:**

**Motion:** A motion was made by S. Houde and seconded by J. Livingston to approve the BOS minutes from June 5, 2018. **Motion passed 3-0.**

**Bond Anticipation Note (BAN) Authorization:** Town Accountant and Finance Manager Lisa Gabree and Treasurer Susan Copeland were in attendance and explained the bond anticipation note request, which authorizes temporary borrowing for authorized capital planning projects.

**Motion:** A motion was made by S. Houde and seconded by J. Livingston as follows: I, the Clerk of the Board of Selectmen of the Town of Ayer, Massachusetts, certify that at a meeting of the board held June 19, 2018, of which meeting all members of the board were duly notified and at which a quorum was present, the following votes were unanimously passed, all of which appear upon the official record of the board in my custody:

Voted: to approve the sale of the \$5,953,000 2.75 percent General Obligation Bond Anticipation Notes (the "Notes") of the Town dated June 22, 2018 and payable on June 21, 2019, to Jefferies LLC at par and accrued interest, if any, plus a premium of \$52,328.00.

Further Voted: that in connection with the marketing and sale of the Notes, the preparation and distribution of a Notice of Sale and Preliminary Official Statement dated June 1, 2018, and a final Official Statement dated June 11, 2018, each in such form as may be approved by the Town Treasurer, be and hereby are ratified, confirmed, approved and adopted.

Further Voted: that the Town Treasurer and the Board of Selectmen be, and hereby are, authorized to execute and deliver a significant events disclosure undertaking in compliance with SEC Rule 15c2-1 2 in such form as may be approved by bond counsel to the Town, which undertaking shall be incorporated by reference in the Notes for the benefit of the holders of the Notes from time to time.

Further Voted: that we authorize and direct the Town Treasurer to review the Town's post-issuance federal tax compliance procedures and to make such changes, if any, as the Treasurer and bond counsel deem necessary to monitor and maintain the tax exempt status of the Notes.

Further Voted: that each member of the Board of Selectmen, the Town Clerk and the Town Treasurer be and hereby are, authorized to take any and all such actions, and execute and deliver such certificates, receipts or other documents as may be determined by them, or any of them, to be necessary or convenient to carry into effect the provisions of the foregoing votes.

I further certify that the votes were taken at a meeting open to the public, that no vote was taken by secret ballot, that a notice stating the place, date, time and agenda for the meeting (which agenda included the adoption of the above votes) was filed with the Town Clerk and a copy thereof posted in a manner conspicuously visible to the public at all hours in or on the municipal building that the office of the Town Clerk is located or, if applicable, in accordance with an alternative method of notice prescribed or approved by the Attorney General as set forth in 940 CMR 29.03(2)(b), at least 48 hours, not including Saturdays, Sundays and legal holidays, prior to the time of the meeting and remained so posted at the time of the meeting, that no deliberations or decision in connection with the sale of the Notes were taken in executive session, all in accordance with G.L. c.30A, §§ 18-25 as amended. **Motion passed 2-0.**

**Adjournment:**

**Motion:** A motion was made by J. Livingston and seconded by S. Houde to adjourn at 9:13 PM **Motion passed 2-0.**

**Minutes Recorded and Submitted by Carly M. Antonellis, Assistant Town Manager**

**Date Minutes Approved by BOS:** 7/17/2018

**Signature Indicating Approval:** 