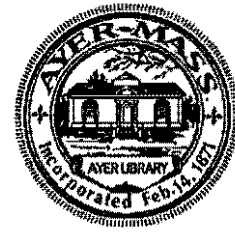


**Town of Ayer
Board of Selectmen
Ayer Town Hall – 1st Floor Meeting Room
Ayer, MA 01432**



Broadcast and Recorded by APAC

Tuesday July 17, 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:

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

Announcements: None

Public Input: None

Application for Common Victualler's License - R & R Concepts, Corp. d/b/a Bar25, 25 Main Street:
C. Antonellis spoke on behalf of the applicant, because he was unable to attend. She explained that the applicant has submitted all needed documentation to the Board of Health and is recommending approval. C. Antonellis explained that all taxes were current on the property.

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

Superintendent Mark Wetzel, Department of Public Works: M. Wetzel asked all residents and business owners to conserve water as much as possible because of the dry weather and because two wells are offline; one for PFAS contamination and the second for maintenance.

Approval of Covenant Regarding Sewer Easement – M. Wetzel is requesting approval of a Covenant between the Town and Nasoya Foods, USA, LLC relating to a sewer easement. Nasoya is constructing an exhaust stack for additional odor control on the south side of their facility on New England Way. This construction will include an equipment pad located partially within an existing sewer easement. Town Counsel drafted the Covenant with the assistance of the DPW and legal counsel from Nasoya.

Motion: A motion was made by S. Houde and seconded by C. Hillman to approve the covenant between the Town of Ayer and Nasoya Foods relating to the sewer easement. **Motion passed 3-0.**

Parking Management Plan - M. Wetzel asked to have the following item "Parking Management Plan" under *New Business* taken out of order. Members agreed. M. Wetzel handed out a memo "Parking Management

Study” which provided an update on the implementation of the Town Parking Management Plan. *Sculley Road* – M. Wetzel handed out a memo “Status of Sculley Road Safety Improvements”. He informed the BOS that the old cable guard rail and concrete posts were removed and the brush and the bushes at the curve in the road have been cut and/or removed.

Mr. Ed Starzek, Director of Land Planning and Permitting: *Vicksburg Square rezoning process* – Mr. Ed Starzek and Mr. Richard Henderson were in attendance, following-up on their last meeting with the BOS relating to Devens Vicksburg Square rezoning process. Mr. Starzek stated that MassDevelopment was looking at the state’s 40R redevelopment program. The 40R program is an incentive program for dense residential development. He stated that host communities can receive a one-time payment for mitigation costs.

C. Hillman asked about the percentage of affordable housing units. Mr. Starzek stated that they were looking at approximately 25%.

S. Houde asked about the number of units and whether MassDevelopment planned on increasing their public safety services to accommodate the increase in population. Mr. Starzek stated that the public safety services are modeled after their daytime population of approximately 5,000 people, who work throughout the Devens Campus.

C. Hillman stated that he would like to revisit the school contract issue, as all Devens school aged children attend Harvard Public Schools.

R. Pontbriand asked about the projected timeline. Mr. Starzek said at this point, MassDevelopment is looking at a spring 2019 Super Town Meeting.

Town Manager’s Report: *Administrative Update/Review of Warrant(s)* - R. Pontbriand reported that he has reviewed, approved, and signed the following warrants:

• Payroll	Warrant #18-25	\$329,674.82	June 19, 2018
• A/P	Warrant #18-24	\$820,234.78	June 26, 2018
• Payroll	Warrant #18-26	\$314,598.06	July 2, 2018

BOS Policies Update – J. Livingston reviewed the final DRAFT of the BOS Policies update, noting changes made along the process of review.

Motion: A motion was made by S. Houde and seconded by C. Hillman to approve the BOS Policies update as highlighted by J. Livingston. **Motion passed 3-0.**

I.T. Policies Update – IT Committee – C. Knox reported that the IT Committee met and updated four IT related policies and is recommending approval by the BOS. The four updated policies are as follows: The Information Technology Acquisition Policy; the Ayer Social Media Policy; the Information Technology Policy for Portable Storage Devices; and the Electronic Communications Policy.

Motion: A motion was made by S. Houde and seconded by C. Hillman to approve the updates for the Information Technology Acquisition Policy; the Ayer Social Media Policy; the Information Technology Policy for Portable Storage Devices; and the Electronic Communications Policy as highlighted by C. Knox. **Motion passed 3-0.**

DRAFT FY '20 Budget Calendar – R. Pontbriand presented a DRAFT FY' 20 Budget Calendar. He asked the BOS to review for discussion at the August BOS meeting.
R. Pontbriand gave a brief update on administrative matters.

New Business/Selectmen's Questions: *Street Cameras (Selectman Hillman)* – Following up on an earlier discussion with the Police Chief, C. Hillman would like the Police Department to research the potential of adding street cameras to increase public safety. He mentioned having cameras downtown, at the intersection of Groton Harvard Road and Central Avenue, and at Pirone Park.

C. Hillman also asked for an update on future renovations planned by McDonalds.

On another matter, R. Pontbriand advised that the Community and Economic Development Office was in the process of researching an *Adopt a Road* program.

Approval of Meeting Minutes:

Motion: A motion was made by J. Livingston and seconded by S. Houde to approve the meeting minutes from June 19, 2018. **Motion passed 2-0-1.**

Motion: A motion was made by S. Houde and seconded by J. Livingston to approve the meeting minutes from June 26, 2018. **Motion passed 2-0-1.**

Adjournment:

Motion: A motion was made by J. Livingston and seconded by S. Houde to adjourn at 8:44 PM. **Motion passed 3-0.**

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

Date Minutes Approved by BOS: 8/14/2018

Signature Indicating Approval: 