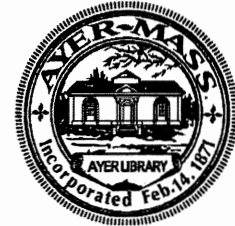


**Town of Ayer
Board of Selectmen
Ayer Town Hall – 1st Floor Meeting Room
Ayer, MA 01432**



Broadcast and Recorded by APAC

Tuesday October 2, 2018
Open Session Meeting Minutes

BOS Present: Jannice L. Livingston, Chair; Christopher R. Hillman, Vice – Chair (*Entered at 7:03PM*); 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: R. Pontbriand announced that the Eagle Scout Recognition currently on the agenda is taking place at the October 16, 2018 BOS meeting.

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 the following:

- October 3, 2018 is National Coffee with a Cop Day held in conjunction with National Community Policing Week.
- October is Breast Cancer Awareness Month. The PD is joining hundreds of Departments across the nation in awareness of this of this month by wearing special pink APD patches on their uniforms.
- The student reporters from the Ayer Shirley Regional High School are in attendance covering their first meeting of the school year.

Public Input: Mary Spinner, 8 Myrick Street expressed her concern about the capital planning process. She was concerned about asking residents to approve a debt exclusion for the field project. She would like the Town Manager to prepare a debt schedule, showing when other debt exclusions will be paid off.

C. Hillman enters at 7:03 PM.

Mr. Tim Silva, Director, Ayer Public Library: New Library Director Tim Silva introduced himself to the BOS. He stated that he was pleased to be working in Ayer and is looking forward to building a stronger relationship between the Library and the Town Hall. The Ayer Public Library will begin doing community outreach over the next year to get input from residents on programming. The BOS welcomed T. Silva to Ayer and said they look forward to working together.

Ayer Community Garden, Inc.: *Approval of Lease Agreement* –Ms. Sheila Carman of Ayer Community Garden, Inc. introduced herself to the BOS and made a brief presentation. The Ayer Community Garden is intended to be a community resource and will be used to teach children and families about gardening; provide a space where residents can grow fresh vegetables, herbs and flowers. The Ayer Community Garden will be leasing space off of Barnum Road. DPW Superintendent Mark Wetzel drafted a lease agreement to permit the Ayer Community Garden to use the Town's land which is under review by Town Counsel. M. Wetzel also mentioned that the Department of Environmental Protection will need to approve the use of the land due to its proximity of the water supply.

Motion: A motion was made by C. Hillman and seconded by S. Houde to enter into the agreement subject to Town Counsel's review and approval. **Motion passed 3-0.**

Superintendent Mark Wetzel, Ayer Dept. of Public Works: Approval of Change Order 1 for J. D'Amico, Inc. – M. Wetzel presented Change Order 1 for the 2018 Culvert Improvements Contract. The change order is for the replacement of the 1898 water main above the High Street drainage culvert. The change order amount is \$10,321.72. M. Wetzel is seeking approval with signature by the Chair.

Motion: A motion was made by S. Houde and seconded by C. Hillman to enter approve Change Order 1 for J. D'Amico Inc. in the amount of \$10,521.72 with signature by the Chair. **Motion passed 3-0.**

Recommendation to Join MA WARN – M. Wetzel is requesting the BOS consider joining the Massachusetts Water/Wastewater Agency Response Network (WARN). The WARN system is a nationwide effort supported by the EPA, MassDEP and American Water Works Association. The goal is to establish intrastate mutual aid and assistance agreements in the event of a disaster. M. Wetzel highlighted the recent hurricane in the Carolinas and the gas main explosions in the Merrimack Valley as examples of why joining WARN would be beneficial to the Town of Ayer.

Motion: A motion was made by C. Hillman and seconded by S. Houde to join MA WARN as presented by the DPW Superintendent. **Motion passed 3-0.**

Approval of October 22, 2018 Fall Special Town Meeting Warrant: R. Pontbriand presented the DRAFT warrant and a summary explanation of the warrant articles. R. Pontbriand stated that eight of the eleven articles are related to zoning. R. Pontbriand and BOS reviewed the articles.

R. Pontbriand asked Town Clerk Susan Copeland to join the table when discussion began on Article 11 "Regional School District Debt Incurrence for ASRSD High School Athletic Field Complex". He stated that a procedural defect was found relating to both Towns debt exclusion ballot, originally scheduled to coincide with the ASRHS project ballot. R. Pontbriand informed the BOS that the Town of Shirley had cancelled their debt exclusion ballot, originally scheduled for 10/6/18. R. Pontbriand and BOS members made clear that the school ballot would still proceed on 10/6/18 as originally scheduled.

R. Pontbriand also explained that the ASRSD School Committee made an amendment to their August 15, 2018 vote to require the debt exclusion to pass in both communities, both at Town Meeting and the Ballot, to proceed with the project.

R. Pontbriand and S. Copeland are recommending that the BOS cancel the debt exclusion ballot on Saturday October 6, 2018, again stating that the school ballot will proceed.

BOS members expressed concern with Town Counsel's role in the process and thought the procedural defect could have been caught earlier by Town Counsel.

Motion: A motion was made by S. Houde and seconded by J. Livingston to cancel the Town Debt Exclusion Ballot for Saturday October 6, 2018. **Motion passed 3-0.**

C. Hillman stated that the BOS should take a vote expressing their support of the project.

J. Livingston stated the BOS will first vote on the Warrant, then discuss the issue of the BOS' endorsement of the project.

Motion: A motion was made by J. Livingston and seconded by C. Hillman to approve the Special Fall Town Meeting Warrant for October 22, 2018 as amended. **Motion passed 3-0.**

Motion: A motion was made by C. Hillman and seconded by J. Livingston to endorse the school field project. **Motion passed 3-0.**

Town Manager's Report: Administrative Update/Review of Warrant(s) – In the interest of time, R. Pontbriand referred BOS members to the meeting packet to review the signed warrants. R. Pontbriand also gave a brief administrative update, stating that the Municipal Taxation and Budgeting 101 Public information session was recently held at the library; a Water and Sewer Rate Review Committee has been scheduled; and that the Town has submitted a planning grant to the Massachusetts Office of Disability relating to the update of the Town of Ayer's ADA plan.

NVTHS Request – Designation of Special Municipal Employees – R. Pontbriand stated that he received correspondence from the Nashoba Valley Technical High School District, requesting that the BOS designate the School Committee Representative

and the School Committee Alternate Representative as special municipal employees in accordance with the Conflict of Interest Law.

Motion: A motion was made by S. Houde and seconded by C. Hillman to designate the Nashoba Valley Technical High School Representative and Alternate Representative as Special Municipal Employees in accordance with MGL c268A, section 1n. **Motion passed 3-0.**

One Day Beer/Wine Permit St. Mary's Parish – R. Pontbriand presented a request from St. Mary's Parish requesting a one day Beer and Wine Permit for Saturday October 27, 2018 between 4:30 PM – 9:30 PM.

Motion: A motion was made by S. Houde and seconded by C. Hillman to approve the one day Beer and Wine Permit for Saturday October 27, 2018 between 4:30 PM – 9:30 PM. **Motion passed 3-0.**

Update on October 6, 2018 Election – R. Pontbriand stated that this item was discussed under the Town Meeting Warrant Approval Discussion.

Cost Analysis of Mailing Warrants v. Postcards – C. Antonellis presented the BOS with a cost analysis relating to mailing out town meeting warrants to every household versus mailing a postcard. The BOS discussed this idea as a potential cost savings to the Town as well as what is the best method to inform the Public. The BOS did not take any official action but will review the matter and take under advisement.

New Business/Selectmen's Questions: *Public Outreach (Selectman Houde)* – S. Houde stated that as a result of one of the most recent public meetings on the ASRSD Field Project there were very few members of the public that were not Town/School Officials. S. Houde stated that he would like to discuss ways in which the Town can improve its public outreach, especially for those residents who do not use social media and/or computer technology. The ideas of a bulletin board at the Transfer Station and/or Pirone Park were discussed. Additionally, the Library is a resource to further reach the public. The BOS agreed to continue to research and discuss this important issue of Public Outreach.

Devens Disposition (Selectman Houde) – S. Houde reference a recent letter the BOS received from the Harvard BOS regarding the establishment of a committee in Harvard to study the issues of Devens Disposition. S. Houde stated that Ayer should do the same. S. Houde further stated that with the Vicksburg Square project back on the forefront of MassDevelopment now is a key time. J. Livingston stated that she and the Town Manager will be meeting with the Harvard BOS Chair and their consultant regarding Devens Disposition. R. Pontbriand stated that MassDevelopment would like to come to the next BOS Meeting to discuss Vicksburg Square.

Approval of Meeting Minutes:

Motion: A motion was made by J. Livingston and seconded by S. Houde to approve the meeting minutes of September 11, 2018. **Motion passed 3-0.**

Adjournment:

Motion: A motion was made by S. Houde and seconded by C. Hillman to adjourn at 9:04 PM. **Motion passed 3-0.**

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

Date Minutes Approved by BOS: 10/16/2018

Signature Indicating Approval: 