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TOWN OF AYER

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



Broadcast and Recorded by APAC

**Wednesday September 18, 2019
Open Session Meeting Minutes**

BOS Present: Scott A. Houde, Chair; Jannice L. Livingston, Vice-Chair

Also Present: Robert A. Pontbriand, Town Manager
Carly M. Antonellis, Assistant Town Manager

Call to Order: S. Houde called the meeting to order at 6:00 PM.

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

Approval of Agenda: J. Livingston asked to amend the agenda by adding a discussion about a letter of support for the Devens Museum as Item #3 Under New Business.

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

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

Announcements: S. Houde announced that the Town will be hosting a Visioning Session for the Council on Aging on Monday September 30, 2019 at 5:30 PM at the High School regarding the feasibility plan for a new home for the COA.

Public Input: None

Nashoba Valley Technical School District 50th Anniversary Proclamation: Dr. Denise Pigeon and School Committee Member Chris Prehl were in attendance to celebrate Nashoba Valley Tech's 50th Anniversary. BOS members congratulated the Nashoba Valley School District and presented Dr. Pigeon and Mr. Prehl with a Town Proclamation.

Special Election (to fill BOS vacancy) Discussion: S. Houde stated that since the last BOS meeting, the Town has learned that the term length of the vacant seat would expire in April of 2022. It was originally reported that the term length would be until the next Town Election which is April 2020. He stated he was in favor of calling a Special Election.

J. Livingston asked if the Town had received a petition with 200 signatures. R. Pontbriand reported it had not. J. Livingston stated that she was very torn in her decision because she has been approached by many people requesting that the BOS not call a Special Election.

Ruth Maxant-Schulz, 8 Taft Street, stated that they were very close to receiving 200 signatures on the Special Election petition.

Jess Gugino, 8 Mountain View Avenue, asked what the voter turnout was in the last Special Election. R. Pontbriand stated he would be able to get that information from the Town Clerk.

R. Pontbriand presented two potential dates for a Special Election verified by the Town Clerk, the Secretary of State's Office and Town Counsel.

Motion: A motion was made by S. Houde and seconded by J. Livingston to call a Special Election on Tuesday December 3, 2019 from 7:00 AM to 8:00 PM at the Ayer Town Hall. **Motion passed 2-0.**

Alan Manoian, Director, Community & Economic Development: *West Main Street Form Based Code Overview* – A. Manoian gave an overview of the West Main Street Form Based Code that will appear on the Special Town Meeting Warrant October 28, 2019. Similar to the Park Street/Downtown Form Based Code, the intent is to revitalize the West Main Street corridor, by adding a sidewalk and new infrastructure, such as water and sewer, to attract private investment. He also reported that the Town of Ayer and MassDevelopment have submitted a MassWorks grant for \$3 million dollars to assist with infrastructure costs.

Master Plan Quarterly Update – A. Manoian gave an update on the Master Plan Implementation Plan. There have been a series of roundtable discussion for all sections of the Plan and the next steps are the synthesis sessions. This will bring Board and Committee members in to learn more about Master Plan implementation. He stated that 65% of the high priority goals in the Master Plan have been accomplished.

Town Manager's Report: *Administrative Update/Review of Warrant(s)* - R. Pontbriand provided an administrative update of the various activities, initiatives, and projects of the Administration for the period of time since the BOS last met. He also referenced the Meeting Packet for a list of Payroll and Accounts Payable Warrants that have been signed since the last meeting. R. Pontbriand reported that the Town had received \$175,000 Green Communities Grant from the Massachusetts Department of Energy Resources to replace various fixtures/equipment in Town facilities. He also reported that the Ayer Shirley Regional Dispatch Center had been awarded a \$700,000 grant from Massachusetts 911 to fund the regional dispatch service. R. Pontbriand then gave a brief update of what items will be appearing on the Fall Special Town Meeting Warrant on October 28, 2019.

Review/Discussion of DRAFT FY 2021 Budget Calendar – R. Pontbriand reported that the Finance Committee will have standing meetings on the 2nd and 4th Wednesdays of the month. He also said that the budget calendar may ultimately change depending on the outcome of moving Town Meeting dates and times, which will be appearing on the upcoming warrant.

Debrief from 9/11/2019 Fin Com Meeting – R. Pontbriand reported that the Finance Committee recently voted to support the BOS in supporting the need for a new elementary school in Ayer. He also reported that the School Committee has asked the Department of Education for an amendment to the Regional School Agreement to allow for a regional elementary school in either Ayer or Shirley.

New Business/Selectmen's Questions: *Debrief from 9/10/2019 Rate Review Committee (Selectman Livingston):* J. Livingston recently attended a Rate Review Committee in which the Committee discussed Transfer Station Rates. J. Livingston also stated that several enforcement issues were discussed at the meeting including the number of black bags, being thrown in the dumpsters instead of Town bags. Additionally, the enforcement of the bulk tags, stating that some items are being placed in the Swap Shed instead of disposed of with the bulk stickers. The Committee also discussed raising the age of the senior discount to 65 to align with the water/sewer discount eligible age.

Debrief from Devens Framework Meeting (Selectman Livingston): J. Livingston reported that she and R. Pontbriand recently attended a meeting of the Devens Jurisdiction Framework Committee and that the majority of the meeting was selecting officers for the Committee and that at many points during the meeting there was contention between some of the Harvard representatives and MassDevelopment. The Officers selected for the Committee are: Victor Normand, Harvard and Jessica Strunkin, MassDevelopment, Co-Chairs; Jannice Livingston, Ayer, Vice Chair; and Michael McGovern, Town Administrator Shirley, Clerk. The group next meets on 10/16/19 to discuss the committee's charge.

Devens Museum Discussion – J. Livingston stated that she ran into State Representative Sheila Harrington who asked if the Town would write a letter of support for her legislation designating the Fort Devens Museum as the official veterans and military museum in the Commonwealth. The BOS asked R. Pontbriand to prepare a letter from the BOS.

Approval of Meeting Minutes:

Motion: A motion was made by J. Livingston and seconded by S. Houde to approve the meeting minutes from August 13, 2019. **Motion passed 2-0.**

Adjournment:

Motion: A motion was made by S. Houde and seconded by J. Livingston to adjourn at 7:15 PM. **Motion passed 2-0.**

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

Date Minutes Approved by BOS: 1 OCT 19
Signature Indicating Approval: 