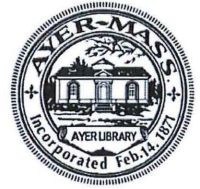


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TOWN OF AYER
TOWN CLERK

8:28 AM *lf*

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



Broadcast and Recorded by APAC

Tuesday January 21, 2020
Open Session Meeting Minutes

BOS Present: Scott A. Houde, Chair; Jannice L. Livingston, Vice-Chair
BOS Absent: Shaun C. Copeland, Clerk
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:

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

Announcements: S. Houde made the following announcements:

- The Ayer Police Department is proud to announce another Citizen's Police Academy beginning Wednesday March 25, 2020 and running through May 27, 2020.
- Census Forms have been mailed and due back to the Town Clerk's office within 10 days of receipt.
- 2020 Dog tags are available by office, mail, or online.
- Nomination papers are available for the Annual Town Election. The deadline to pull papers is Friday, March 6th at noon.
- The Ayer Rail Trail Commuter Parking Facility, located at 3 Groton Street, is now open. More information can be found at ayer.ma.us/train
- The Winter Parking Ban is in effect through April 15.

Public Input: None

Supt. Mark Wetzel, Dept. of Public Works: *Right of Entry Approval East Main Street/Harvard Road* - M. Wetzel was in attendance and presented a Right of Entry as required for the East Main Street Construction Project. He explained there is a small section of Town land at the corner of East Main Street and Harvard Road that the Town will be doing work on as part of the overall project.

Motion: A motion was made by J. Livingston and seconded by S. Houde to approve the Right of Entry as presented by the DPW Superintendent. **Motion passed 2-0.**

Mr. Alan Manoian, Director, Comm. and Economic Development: *Consent to Encumber - Page-Moore Building at 31-47 Main Street* – A. Manoian presented the BOS with a Consent to Encumber for the Page-Moore Building located at 31-47 Main Street. He explained that building owner, Calvin Moore is working with MassDevelopment on a refinancing and they are requesting this document be executed relating to the Ayer Sign & Façade Program (\$74,000) granted in 2008.

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

Discharge of Mortgage - Spaulding Building at 25 Main Street – A. Manoian also presented a Discharge of Mortgage for the Spaulding Building located at 25 Main Street. He explained that this was overlooked by his predecessor in 2012 and he is recommending approval for housekeeping purposes. This is related to a \$750,000 US Dept. of HUD CDBG Grant from 2004.

Motion: A motion was made by J. Livingston and seconded by S. Houde to approve the Discharge of Mortgage as presented. **Motion passed 2-0.**

Master Plan Quarterly Update – A. Manoian stated that he is looking to actively re-engage in the Master Plan Process, now that the Holidays have passed. He stated that he will be requesting to meet with the Finance Committee, Capital Planning Committee and the Planning Board in the coming months to discuss some of the longer-term goals of the plan, that will need funding. He stated that he will be starting to convene the Monthly Implementation Roundtable Series in February and that he is looking to host a Public Forum in March of 2020.

S. Houde asked what some of the bigger items in the Master Plan were. R. Pontbriand stated that many of the high-priority goals have been met or are in process. The next phase of the plan now focuses on land acquisitions and a new Senior Center. J. Livingston stated that this plan has been paid more attention to in the last 2.5 years than any of the previous Master Plans.

Public Hearing CDBG Grant 2020 – 1934 Historic Ayer Central Fire Station Building, 14 Washington Street: J. Livingston opened the public hearing at 6:15 PM by reading the public hearing notice. A. Manoian stated that the Public Hearing was part of the CDBG application process. The Town, in conjunction with the property owner Calvin Moore, are applying for a \$800,000 CDBG Block Grant. The former fire station building has been vacant since 2003. The Town sold the building to Mr. Moore who is looking to develop 6 units of deed-restricted low-to-moderate income housing. He is estimating that the total project cost will be approximately \$1.2 - \$1.3 million dollars. A. Manoian reported that the Town had conducted a public engagement event in February of last year with over 75 attendees.

S. Houde asked for Public Comment.

Mr. Jim Fay, 1 Victor Drive stated that he is in full support of the reuse of this property as affordable housing. Mr. Fay also stated that he was very involved in the Fire Station Reuse Committee in the early 2000's.

Mr. Dave Bodurtha, 28 Coolidge Street applauded the Town for moving forward with the project. He said there were times when it looked like the Town may lose the building.

Ms. Elizabeth Bodurtha, 28 Coolidge Street asked how much funding the Town was applying for. A. Manoian stated \$800,00, but also noted that the Town has invested other funding via the Community Preservation Committee to help stabilize the building.

Ms. Sara Withee, 11 Groton Shirley Road asked about additional information relating to the CPC funds.

CDBG Program Manager Alicia Hersey stated that Mr. Moore has agreed to a 99-year deed restriction for all 6 units and that this count towards the Town's Subsidized Housing Index.

Motion: A motion was made by J. Livingston and seconded by S. Houde to write a letter of recommendation supporting the grant application. **Motion passed 2-0.**

Motion: A motion was made by S. Houde and seconded by J. Livingston to close the public hearing at 6:30 PM. **Motion passed 2-0.**

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 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 then stated that he and the Administration continue to work on the budget and noted that on March 9, 2020 the Town will be holding another public information session on the budget. At that point, the budget will be almost final, as they will have the figures for major budget drivers such as school assessments and health insurance costs. R. Pontbriand also stated that the Town of Ayer's 150th birthday will be celebrated on February 14, 2021. He will be putting forth a warrant article for the BOS to consider for funding for the Town's 150th Celebration. He then stated that there will be two public design sessions for Depot Square improvements on Thursday January 30, 2020.

Appointments – R. Pontbriand asked for the BOS to consider the appointment of Ms. Jennifer Amaya to the Conservation Commission, which is recommended by the Conservation Commission. The unexpired term ends on June 30, 2020.

Motion: A motion was made by J. Livingston and seconded by S. Houde to appoint Ms. Jennifer Amaya to the Conservation Commission for an unexpired term expiring on June 30, 2020. **Motion passed 2-0.**

R. Pontbriand then asked the BOS to consider the appointment of Ms. Sara Withee to the Ayer Devens Jurisdictional Disposition Committee.

Motion: A motion was made by J. Livingston and seconded by S. Houde to appoint Ms. Sara Withee to the Ayer Devens Jurisdictional Disposition Committee. **Motion passed 2-0.**

R. Pontbriand then asked the BOS to consider the appointment of Mr. Jigar Dave to the Ayer Devens Jurisdictional Disposition Committee.

Motion: A motion was made by J. Livingston and seconded by S. Houde to appoint Mr. Jigar Dave to the Ayer Devens Jurisdictional Disposition Committee. **Motion passed 2-0.**

2020 Seasonal Population Estimate for ABCC – R. Pontbriand presented the 2020 Seasonal Population Estimate as required by the ABCC for the purposes of determining if additional liquor licenses are needed for the summer season. This typically happens in seaside communities. The population estimate, determined by the Town Clerk, is 7,200.

Motion: A motion was made by S. Houde and seconded by J. Livingston to approve the Annual Season Population Estimate at 7,200 for 2020. **Motion passed 2-0.**

New Business/Selectmen's Questions: None

Approval of Meeting Minutes:

Motion: A motion was made by J. Livingston and seconded by S. Houde to approve the meeting minutes from January 7, 2020. **Motion passed 2-0.**

Motion: A motion was made by J. Livingston and seconded by S. Houde to approve the meeting minutes from January 13, 2020. **Motion passed 2-0.**

Adjournment: A motion was made by S. Houde and seconded by J. Livingston to adjourn at 6:44 PM. **Motion passed 2-0.**

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

Date Minutes Approved by BOS: 2/4/2020

Signature Indicating Approval: 