



RECEIVED
FEB 19 2020

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

TOWN OF AYER
TOWN CLERK

8:33AM lf

Broadcast and Recorded by APAC

Tuesday February 4, 2020
Open Session Meeting Minutes

BOS Present: Scott A. Houde, Chair; Jannice L. Livingston, Vice-Chair; 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: J. Livingston asked to amend the agenda by adding "Rate Review Committee Update" under New Business.

Motion: A motion was made by S. Houde and seconded by J. Livingston to approve the agenda, as amended. **Motion passed 3-0.**

S. Copeland then asked to add a discussion about "Group Recognitions" under New Business.

Motion: A motion was made by J. Livingston and seconded by S. Houde to amend the amended agenda. **Motion passed 3-0.**

Announcements: S. Houde announced that Ayer Shirley Regional High School Student Reporter Alex Hertz was in attendance.

Public Input: None

Mr. Alan Manoian, Director, Comm. and Economic Development: *Release of Certificate Not to Encumber 57-61 Main Street* - A. Manoian presented the BOS with a Release of Certificate Not to Encumber for 57-61 Main Street. He stated that the former Kelley's Hallmark building received a deferred loan in the amount of \$60,075 through the Historic Façade & Signage Improvement Loan Program. He reported that the building façade has not been altered within the 15-year loan provision. He is recommending that the BOS approve a Release from the Certificate Not To Encumber and waive the remaining balance of \$2,336.26, citing that Ed and Penney Kelley have donated so much of their time trying to beautify the downtown. The approval of the document is needed for the sale of the property.

S. Copeland asked if the new owners intended on changing the façade? A. Manoian stated not at this time.

Motion: A motion was made by J. Livingston and seconded by S. Copeland to approve the Certificate Not to Encumber as presented. **Motion passed 3-0.**

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. He stated that its "all things budget" for the Administration. There will be a Joint Meeting of the BOS and the Finance Committee on February 25, 2020 for a presentation of the FY '21 budget from the Ayer Shirley Regional School District. The Town will

also be making another FY '21 Budget Presentation on March 9, 2020 at the Town Hall. R. Pontbriand reported that he recently met with the Nashua River Watershed Association to discuss proposed improvements to the Rail Trail; he participated in the Page-Hilltop's Great Kindness Challenge; and that the Administration will be meeting with MART regarding next steps on Depot Square design. R. Pontbriand also attended the Nashoba Valley Regional Technical High School breakfast on January 31, 2020 and reported that the Town's assessment will be increasing by approximately \$100,000 due to increased enrollment. He also said that he'll be bringing in a representative from ClearGov to discuss a digital budget book for the Town's website.

R. Pontbriand then detailed a new downtown parking proposal which includes the following changes: Resident Only On-Street parking restrictions, which are already part of some streets, are going to be extended to the following streets: Pearl Street from Groton Street to Taft Street; Lawton Street in its entirety; Pleasant Street from Cambridge Street to Taft Street; East Main Street from Linden Court to its end; Tannery Street in its entirety; Forest Street in its entirety; Church Street in its entirety. There will also be a new 2-hour parking zone in the area of 20 Central Street and a Town of Ayer Employee Parking on the East side of Newton Street directly behind the Town Hall. The 0 Park Street Lot will remain free of charge, until further notice, for Ayer residents. He also reported that in addition to the handicap spaces at the parking facility, there are 3 handicap parking spaces available in Depot Square at the MBTA Rail Station until construction begins in 2020.

"Associate" Appointment for the Conservation Commission – R. Pontbriand stated that the Conservation Commission has requested the appointment of an Associate. The Associate is a non-voting member of the Commission who may participate in the conversation but does not count towards a quorum. The Commission is recommending the Appointment of Scott Murray as an Associate for a 3-year term to expire on June 30, 2023.

Motion: A motion was made by J. Livingston and seconded by S. Copeland to appoint Mr. Scott Murray as an Associate of the Conservation Commission for a 3-year term expiring June 30, 2023.

KENO To Go – Alltown Fresh, 28 Harvard Road – R. Pontbriand presented a request from the State Lottery Commission relating to Alltown Fresh Ayer's, 28 Harvard Road, request to be an agent for "Keno to Go". C. Antonellis added that the store will not be provided with a Keno monitor, but the customers will have the ability to purchase and/or cash-in Keno tickets.

Motion: A motion was made by S. Copeland and seconded by J. Livingston to authorize the Town Manager to write a letter of non-opposition to the State Lottery Commission regarding this request. **Motion passed 3-0.**

J. Livingston also asked to agenda a future item on the state's lottery aid distribution, noting that Harvard does not sell any lottery items, but receives more state funding than Ayer.

New Business/Selectmen's Questions: *Executive Bi-Board Update (Selectman Houde)* – S. Houde stated that the Bi-Board has met twice since the last meeting. Recently the Bi-Board met with a representative from ClearGov to discuss a digital budget book option. The product is still in beta mode and the company is offering a promotional price. He stated that they are going to digest the information and likely have ClearGov back to a future BOS meeting. At the first meeting of the Bi-Board, there was a discussion on the Town forward funding a portion of the Town's retirement liability, stating that a \$300,000 upfront payment would save the Town over a million dollars over a 15-year period. The Bi-Board also discussed adding a line item to the budget to cover for compensated absences as the Town prepares for retirement of several long-time employees who have accrued sick and vacation time. Currently the unfunded liability is around \$478,000. The Town would like to start planning for these retirements by appropriating funding on an annual basis. R. Pontbriand noted that both items will be on the next BOS agenda. The Bi-Board also discussed potential uses of free cash for the upcoming Annual Town Meeting.

ASRSD Meeting Update (Selectman Houde) - S. Houde reported that the School District plans to "reboot" the Field Project and start with a regional meeting consisting of the BOS, Finance Committees, School Committees, Town Managers and Finance Directors from each Town so everyone is on the same page moving forward. S. Houde reported that Dr. Malone would like to have public workshops to get feedback from the public about the fields. The School District would be looking for a vote on the project in late 2020 or early 2021.

Rate Review Meeting (Selectman Livingston) – J. Livingston reported that at a recent Rate Review Committee there was discussion about isolating the FY '21 Water and Sewer Rate Public Hearing on a separate night, not to be part of the BOS agenda to hopefully boost turnout. BOS members agreed to have the Water and Sewer Rate Public Hearing as a separate public hearing and not part of a BOS meeting.

Group Recognitions (Selectman Copeland) – S. Copeland asked for the BOS, at a future meeting, to recognize a group at the Ayer Shirley Regional High School named the “Fab Five” who are part of the Youth Venture program through the United Way. The students fundraise and volunteer at the Apple Valley Medical Center. BOS members agreed that BOS recognition would be great, and they hope to do more of it in the future.

Ed Kelley thanked the BOS for approving his request from earlier in the evening relating to the Release of Certificate Not to Encumber for 57-61 Main Street.

Approval of Meeting Minutes:

Motion: A motion was made by S. Houde and seconded by S. Copeland to approve the meeting minutes from January 21, 2020. **Motion passed 3-0.**

Adjournment: A motion was made by J. Livingston and seconded by S. Copeland to adjourn at 6:50 PM. **Motion passed 3-0.**

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

Date Minutes Approved by BOS: _____

Feb 18, 2020

Signature Indicating Approval: _____

