

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



Tuesday, June 24, 2014 - 7:00pm

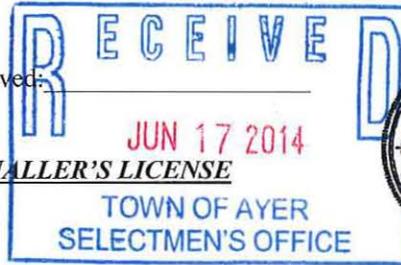
Open Session Meeting Agenda

- 7:00pm Call to Order
Review and Approve Agenda
Announcements
- 7:05pm* Public Input
1. Speeding Issues on Mulberry Circle (Mr. John Kilcommins and Mr. Allan Peterson)
- 7:15pm Common Victualler's License Application
Mr. Jenish Patel, Ayer Convenience Inc., 60 Park Street, Ayer
- 7:20pm Appointment of Benefits and Payroll Manager
Mr. Kevin Johnston
- 7:35pm Susan Copeland, Town Clerk and Tax Collector
Town Clerk and Tax Collector's Proposed Office Hours for Town Hall
- 8:00pm Town Administrator's Report
1. Town Counsel Reserve Fund Transfer
2. Disbursement/Resolution of the Town's HRA Account
3. Building Commissioner's Office Staffing Proposal
4. Hiring/Funding of Assistant Building Inspector (Selectman Luca)
5. FY'15 BOS Appointments; Part 2 of 2
- 8:15pm New Business/Selectmen's Questions
1. Sandy Pond Road Traffic Study Update (Selectman Hillman)
2. Beaver Dam Control Issues in the Town of Ayer (Selectman Hillman)
3. Proposed Sign Bylaw Amendment Re: Signs on Public Lands (Selectman Hillman)
4. Littering Bylaw Enforcement (Selectman Hillman)
- 8:45pm Approval of Meeting Minutes
June 17, 2014
- 8:50pm Adjournment

**Agenda Times are for planning purposes only and do not necessarily constitute exact times.*

TOWN OF AYER, MA

Received:



APPLICATION FOR COMMON VICTUALLER'S LICENSE

Application is hereby made for a Common Victualler's License \$50 cash

AT: Cumberland Farm's
 LOCATION: 60, PARK ST, AYER
 FIRM NAME: AYER CONVENIENCE INC
 TYPE OF BUSINESS: CONVENIENCE STORE
 NAME OF PARTNERS: DASHRATHBHAI M PATEL

DESCRIPTION OF PREMISE: (Use back side if necessary)

Full Convenience store, lottery,

APPLICANT'S SIGNATURE: DMPatel DATE: 6/17/14
 ADDRESS: 18, LOON HILL RD, AYER, MA-01432
 TELEPHONE #: 978 772 1896 (HOME) 978 235 1966 (BUSINESS) ©

Food Handler's License # 1710902 Date of Issue: 5/23/12

Building Department Approval Date: _____ Occupancy/Permit/Building

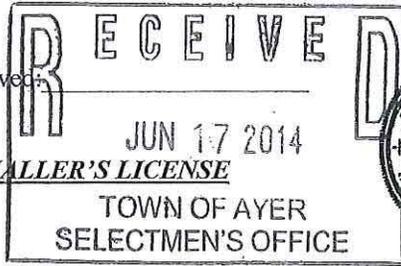
Public Hearing Date: _____

Abutter's Notification Certification: _____

FEE: \$50.00
(Petitioner is responsible for cost of Legal Advertisement advertising Public Hearing Date-Please Initial DMP)

FOOD HANDLER'S LICENSE ISSUED: 5/23/12
 Date: _____
 Copy attached

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(Petitioner is responsible for cost of Legal Advertisement advertising Public Hearing Date-Please Initial DMP)

FOOD HANDLER'S LICENSE ISSUED: 5/23/12
Date: _____
Copy attached ✓

Susan Copeland

Certified Professional Food Manager

Designation has been conferred upon

JENISH M PATEL

who has met all the professional requirements for certification

in food service safety and sanitation

Exam 0502 Recognized By Conference For Food Protection



Bonnie Miller, Test Development, Food Safety Programs

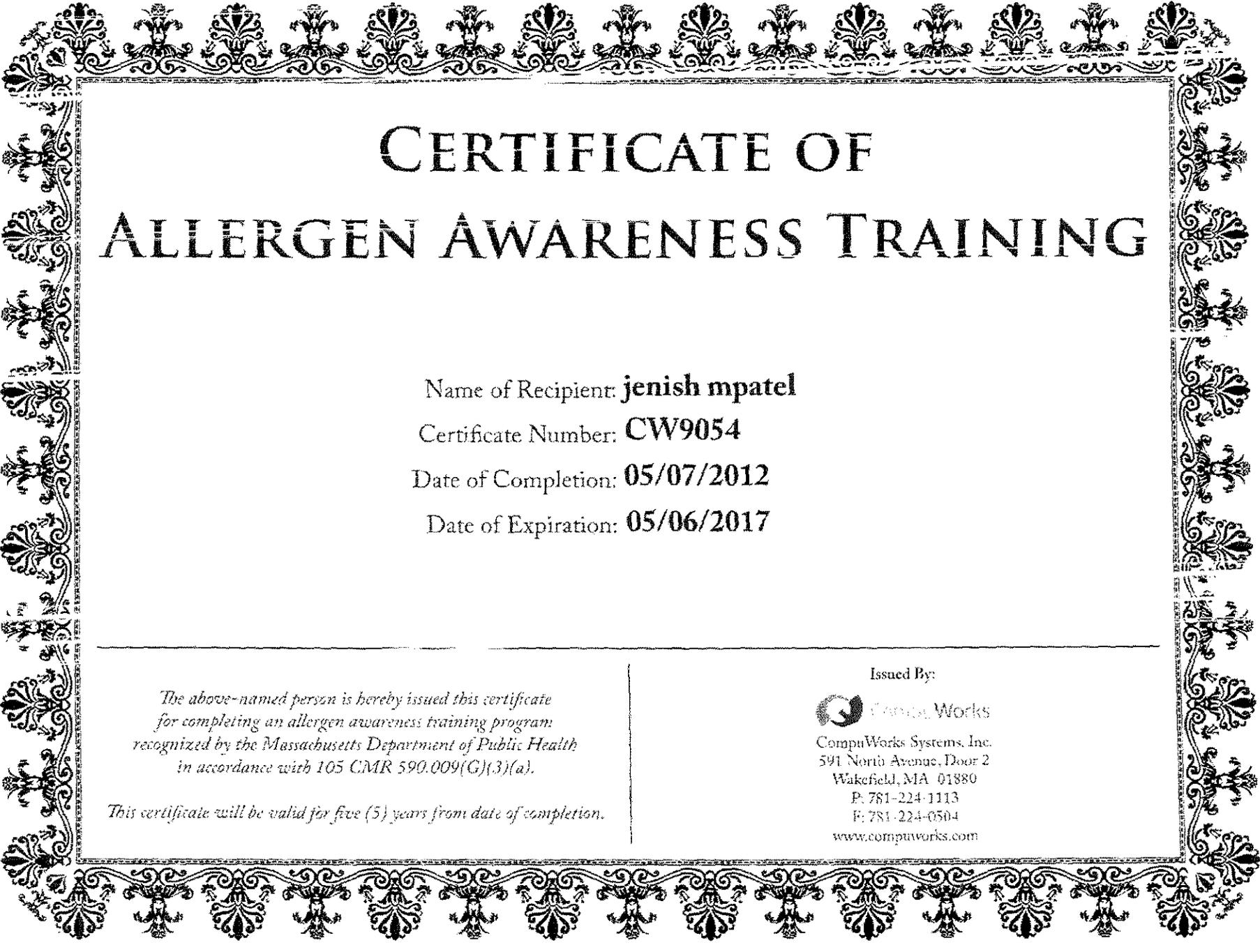
Certificate No. 1710002

Exam Date: 05/23/12

Test Code: 6203040502

Certificate expires no later than: 05/23/17





CERTIFICATE OF ALLERGEN AWARENESS TRAINING

Name of Recipient: **jenish mpatel**

Certificate Number: **CW9054**

Date of Completion: **05/07/2012**

Date of Expiration: **05/06/2017**

*The above-named person is hereby issued this certificate
for completing an allergen awareness training program
recognized by the Massachusetts Department of Public Health
in accordance with 105 CMR 590.009(G)(3)(a).*

This certificate will be valid for five (5) years from date of completion.

Issued By:

 **CompuWorks**
CompuWorks Systems, Inc.
591 North Avenue, Door 2
Wakefield, MA 01880
P: 781-224-1113
F: 781-224-0504
www.compuworks.com

Board of Selectmen

MEETING TUESDAYS AT 7:00 P.M. • UPPER TOWN HALL • 1 MAIN STREET • AYER, MASSACHUSETTS 01432



Tel. (978) 772-8220
Fax. (978) 772-3017

Town Administrator
(978) 772-8210

MEMORANDUM

DATE: June 20, 2014

TO: Ayer Board of Selectmen

FROM: Robert A. Pontbriand
Town Administrator

A handwritten signature in blue ink, appearing to read 'R.A.P.', is written over the printed name of the sender.

SUBJECT: Appointment of Town of Ayer Benefits and Payroll Manager

Dear Honorable Selectmen,

It gives me great pleasure on behalf of the Town of Ayer Screening Committee, to recommend for appointment Mr. Kevin Johnston to the position of Benefits and Payroll Manager.

Mr. Johnston comes to the position with over twenty years of dedicated municipal experience and exceptional credentials which made him the Committee's ideal candidate for recommendation of appointment by the Board. Please see his attached credentials.

Subject to appointment by the Board, it is respectfully requested that the Board authorize the Town Administrator to negotiate the terms of his employment as set forth by the official job description and classification/compensation plan.

Thank you for your consideration.

Attachment

CONFIDENTIAL

May 16, 2014

Mr. Robert A. Pontbriand
Town Administrator
Town of Ayer
1 Main Street
Ayer, MA 01432

Dear Mr. Pontbriand:

I am submitting my resume for the position of Benefits and Payroll Manager in the Town of Ayer.

My career in government service has provided me with training and experience that is appropriate for this position. My primary responsibilities as Treasurer in the Town of Shirley include municipal cash management, payroll and W2 processing, and employee benefits administration; in addition I have experience in municipal and state finance, budget development and management, policy development and implementation, grants administration, long range planning, and auditing. I have implemented debt management and capital procurement finance models, developed an investment policy for the Town, developed and implemented a tax title management program, been involved in the formation of a new regional school district, and overseen automation of Treasury functions. My goal is to broaden my career in local government by using my experience as a Benefits and Payroll Manager.

I am able to meet with you to discuss my qualifications for the position of Benefits and Payroll Manager. I can be reached during the day at [REDACTED] or by e-mail at [REDACTED].

Thank you for your consideration. I look forward to hearing from you.

Sincerely,



Kevin A. Johnston

Enclosures

Kevin A. Johnston

Home: 9 [REDACTED] Cell: [REDACTED]
E-Mail: [REDACTED]

CONFIDENTIAL

- Objective** To obtain a position as a payroll/benefits manager in municipal government.
- Summary**
- Seasoned municipal finance manager with over 20 years of experience in local government
 - Extensive experience in payroll processing and benefits administration
 - Certified Massachusetts Municipal Treasurer
- Experience**
- 1994-Present Town of Shirley Shirley, MA**
Treasurer
- Manages the receipt, custody, and disbursement of over \$10 million in annual revenues, including investments and banking relationships
 - Custodian of \$3.0 million in Trust & Enterprise Funds
 - Facilitates debt management
 - Designed and developed first capital plan and debt financing model
 - Issued over \$23 million in municipal debt
 - Works directly with financial advisors and bond counsel
 - Tax title administration
 - Member of Tax Collection Committee
 - Implemented Shirley's first tax title management program, that delivered \$938K in tax title revenue since 2009
 - Responsible for Payroll management; including, payroll processing, payroll benefits and deductions, Federal and State reporting, and W-2 processing
 - Oversees employee benefits; including, health insurance, dental benefits, life insurance, long-term disability, deferred compensation, Family and Medical Leave Act, and the Middlesex County Retirement system
 - Coordinated the annual review of Chapter 32B Health Benefits for the Insurance Advisory Committee
 - Organized local benefits fair and wellness program
 - Assisted with the annual Worker's Compensation Audit
 - Maintains employee personnel records

~~CONFIDENTIAL~~

- Member of the Middlesex County Retirement System Advisory Council and the Sub-Committee on Assessments and Funding Schedules
- Served as Selectmen's representative for collaborative bargaining with the Shirley Teacher's Organization
- Primary contact with the Department of Unemployment Assistance for all unemployment activities
- Advises the Board of Selectmen, Town Administrator, Finance Committee, and other key officials in areas of municipal finance

1984-1994 U.S. Army Intelligence School Fort Devens, MA
Management Analyst, Resource Management Office

- Advised the Intelligence School Commander on manpower and management issues; conducted manpower and management studies; worked on special projects
- Managed the annual manpower staffing review of an Army training school with over 5,000 students
- Member of the MI West Task Force assigned to systematically relocate an Army training school

Education Technician, Directorate of Training and Doctrine

- Edited Programs of Instruction, Lesson Plans and other training materials; managed development of Programs of Instruction using the Systems Approach to Training; managed Course Administrative Data for over 50 courses of instruction
- Member of the Morse Intercept Position Simulator Study Group assigned to evaluate a state of the art, multi-user computer based instruction system used to train Morse Code intercept skills
- Held top secret clearance with access to special intelligence (TS/SI)

Data Transcriber, Training Management Division

- Primary user of an automated student record keeping system; responsible for all data input and compilation of special reports
- Responsible for in and out processing of military students

1979-1984 P.N. Laggis Co. Ayer, MA
Retail Salesperson

- Assisted customers with clothing purchases, maintained inventory and accounts receivable records

1977-1979 John E. Cain Co. Ayer, MA
Staff Accountant

- Responsible for varied accounting tasks including payroll, accounts receivable, accounts payable, cost accounting and inventory;

CONFIDENTIAL

assisted with annual audit

Education

Bentley College Waltham, MA
▪ 96 credits towards a degree in Business Administration

Items of Interest

Member, Massachusetts Collectors and Treasurers Association, 1994-present
Executive Board Member, Massachusetts Collectors and Treasurers Association, 2000-2006
President, Board #44, International Association of Approved Basketball Officials, 2003 - 2005
Massachusetts high school basketball official since 1982
College basketball official since 2002
Treasurer, Executive Committee, St. Anthony of Padua Church Rebuilding Committee, 1994 - 1996
Member, Finance Committee, St. Anthony of Padua, Shirley, 2000-present
Member, Town of Shirley 250th Anniversary Committee, 2002 - 2003
Volunteer, Massachusetts Special Olympics, 1983 - present
Past President, Country Day School of the Holy Union Parent Teacher Guild
Past President, St. Bernard's Central Catholic High School Parent Teacher Association
Administrator, Shirley Charitable Foundation, 2003 - present
Director, The Shirley Meetinghouse, 2012 - present
Member, Shirley Energy Committee, 2012- present



Date: June 20, 2014

To: Board of Selectmen
Christopher Hillman, Jannice Livingston, Gary Luca

From: Susan E. Copeland Town Clerk / Tax Collector
Robert Pontbriand Town Administrator

S.E.C.

R.P.P.

RE: Change of Hours for Town Hall

Purpose:

To provide evening hours, per resident request, for services of the Tax Collector and Town Clerk that require personal attention and are not automated or available online. The majority of residents, especially volunteers and members of boards or committees are full time working dual income homes. The adjusted hours can ensure a timelier swearing into office and ethics completion in addition to now offering notary services to residents at a convenient time without having to take time off from work.

Proposed Date of Hour Change: Monday, August 4, 2014

Why Tuesday night?

The Town Hall is currently opened later every other Tuesday for BOS meetings. This allows boards and committees and residents the opportunity to follow up or obtain information from the offices of Clerk, Collector and Selectmen if necessary. It also supports conservation of energy since the building is being utilized for electrical, heating and cooling. Comparison of surrounding towns adjusted hour's show the evening hours are in alignment with the BOS meeting nights.

Closing earlier on Fridays:

The foot traffic and call volume decreases significantly at Town Hall on Fridays. This is especially true in summer months. The foot traffic on Fridays has been observed as more of a social gathering. Those entering Town Hall on Friday have the flexibility in their schedules to be here on Monday thru Thursday and typically are already at Town Hall on those days.

This is not an attempt to block or deter residents from coming to the Town Hall but offering services the residents need and pay for at more convenient times.

Accommodations for earlier closing on Fridays:

Adjustment of posting policy that will be implemented for Friday at noon being the cut off.

A secured lockbox will be installed outside the Columbia Street Entrance for tax payments to be dropped off and retrieved the next business day.

New Hours Proposed:

Several Options were discussed with office staff with the preferred option as:

New Hours:	M, W, Th	8:00am – 4:00pm
	Tuesday	8:00am – 7:00pm
	Friday	8:00am - 1:00pm

The staff is currently arriving at or before 8:00am at this time therefore an earlier start to the day is not out of question. This also addresses a concern of staff leaving later in the evening during winter months when it's darker. It cuts that down from five days to one night a week.

This takes into consideration the foot traffic times and phone calls that are for true service requests at the Clerk/Collectors office.

Area towns that support a different scheduling, the late evenings are in support of BOS meeting nights:

Shirley	Clerk/Collector	Monday Tues – Thurs Friday by appointment only (Wednesday only for Clerk)	9am – 8:00pm 9am – 4:00pm
Groton	Town Hall	Monday T,W,TH Friday	8 -7pm 8- 4pm 8 –1pm
Harvard	Town Hall	M,W,TH Tuesday Friday	8:30 – 4pm 8:30 – 7pm 8:30 – 1pm (closed to public)
Pepperell	Town Hall	Monday T,W,TH Friday	8-6pm 8-4:30pm 8-12pm

RESERVE FUND TRAFNER REQUEST

Section I (Completed by Elected Official or Department Head)

This request for a transfer from the Reserve Fund is being made in accordance with M.G.L., Chapter 40, Section 6:

1. Amount requested: \$15,479.47

2. To be transferred to:

A. Account Name Town Counsel - Legal Services

B. Account #: 01151-5309

3. Present balance in budget \$6,173.57

4. The amount requested will be used for (please attach supporting information):

Unforeseen legal services needed and provided by Town Counsel incurred in FY 2014 (i.e. Bolduc v. Ayer; U.S. v. B&M Railroad v. Ayer; etc.)

5. The expense is extraordinary or unforeseen for the following reason(s):

This is unforeseen in that these legal services were unknown when formulating the FY 2014 Town Counsel Budget

Date 20-Jun-14

Elected Official or Department Head



Section II Action by Board of Selectmen or Appointing Authority when Section I not completed by an Elected Official

Transfer Approved: YES NO

Amount Approved: \$ _____

Date of Meeting: _____

Number Present/Voting _____

Chariman

Section III Action by Finance Committee

Transfer Approved: YES NO

Amount Approved: \$ _____

Date of Meeting: _____

Number Present/Voting _____

Chariman

FOR 2014 12

JOURNAL DETAIL 2014 1 TO 2014 12

ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT
001 GENERAL FUND	APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES	BUDGET	USED

01151 TOWN COUNSEL							

01151 52000 MISCELLANEOUS PROFESSI	0	0	0	3,038.00	.00	-3,038.00	100.0%*
2014/05/000064 11/04/2013 API	3,038.00	VND 003433	IN 101613				
							ELLIS, SHARON HENDER PATROLMEN'S CONTRA 58161
01151 53090 LEGAL SERVICES	78,000	0	78,000	68,655.93	.00	9,344.07	88.0%
2014/01/000524 07/01/2013 HUC	78,000.00	REF					ORIGINAL BUDGET 2014
2014/03/000689 09/09/2013 API	4,012.22	VND 004204	IN 07-13				KOPELMAN AND PAIGE JULY GENERAL LEGAL 57566
2014/04/000075 10/07/2013 API	10,269.54	VND 004204	IN 08-13				KOPELMAN AND PAIGE AUGUST GENERAL LEG 57846
2014/05/000064 11/04/2013 API	6,163.91	VND 004204	IN 09-13				KOPELMAN AND PAIGE SEPT. GENERAL LEGA 58170
2014/06/000188 12/16/2013 API	8,316.24	VND 004204	IN 10-13				KOPELMAN AND PAIGE OCTOBER GENERAL LE 58671
2014/06/000355 12/30/2013 API	4,432.80	VND 004204	IN 11-13				KOPELMAN AND PAIGE NOVEMBER LEGAL SER 58812
2014/08/000109 02/10/2014 API	4,515.40	VND 004204	IN 12-13				KOPELMAN AND PAIGE DECEMBER LEGAL SER 59271
2014/09/000108 03/10/2014 API	8,630.24	VND 004204	IN 01-14				KOPELMAN AND PAIGE JANUARY LEGAL SERV 59545
2014/10/000245 04/22/2014 API	3,177.49	VND 004204	IN 02-14				KOPELMAN AND PAIGE FEBRUARY LEGAL SER 59945
2014/11/000100 05/05/2014 API	11,631.66	VND 004204	IN 03-14				KOPELMAN AND PAIGE MARCH LEGAL SERVIC 60111
2014/12/000048 06/02/2014 API	7,506.43	VND 004204	IN 04-14				KOPELMAN AND PAIGE APRIL LEGAL SERVIC 60391
01151 54000 SUPPLIES	0	0	0	132.50	.00	-132.50	100.0%*
2014/03/000089 09/09/2013 API	132.50	VND 001012	IN 827597693				WEST GROUP 2013 MA MUN. LAW & 57494
TOTAL TOWN COUNSEL	78,000	0	78,000	71,826.43	.00	6,173.57	92.1%
TOTAL GENERAL FUND	78,000	0	78,000	71,826.43	.00	6,173.57	92.1%
TOTAL EXPENSES	78,000	0	78,000	71,826.43	.00	6,173.57	

*Kopelman + Paige -
 May 2014 invoice
 (see attached invoice) 14,387.01 (14,387.01)*

*Kopelman + Paige
 Estimated June 2014
 charges (see attached
 email) 7266.03 (7266.03)*

93,479.47 (15,479.47)

*Estimated
 RFT*

MEMORANDUM OF AGREEMENT
ON THE ESTABLISHMENT AND TERMS OF A HEALTH INSURANCE REIMBURSEMENT (HRA)
ACCOUNT

BETWEEN

TOWN OF AYER

AND

THE AYER TOWN HALL / CLERICAL UNION – AFSCME 93

THE AYER DEPARTMENT OF PUBLIC WORKS UNION – AFSCME 93

INTERNATIONAL ASSOCIATION OF FIRE FIGHTERS – LOCAL 2544

THE AYER POLICE SUPERIOR OFFICER'S UNION - NEPBA

THE AYER POLICE PATROL OFFICERS ASSOCIATION
(Patrolmen and Communications Divisions)

This Agreement, entered into by and between the Town of Ayer, Massachusetts hereinafter referred to as the "TOWN" and the Ayer Town Hall / Clerical Union; Ayer DPW Union; Ayer Fire Union; Ayer Police Superior's Union; and the Ayer Police Patrol Officers Union (Patrolmen and Communications Divisions), hereinafter referred to as "the CBUs" is designated to maintain and promote a harmonious relationship between the Town and such of its employees who are covered by the provisions of this agreement in terms of health insurance, in order that a more efficient and progressive public service may be rendered.

WHEREAS, the Town of Ayer ("the Town") and all of the abovementioned Collective Bargaining Units ("CBUs") have been negotiating Health Insurance of which the establishment of an HRA is a fundamental component of the Town and CBU's negotiations and mitigation plan;

WHEREAS, the Town and the CBUs have successfully and in good faith negotiated a mutually agreeable HRA subject to the approval of funding by Town Meeting have reached an agreement;

WHEREAS, the Parties have agreed to execute this Memorandum of Agreement pending the final drafting of a comprehensive Health Insurance Agreement between the Town and the CBUs;

NOW, THEREFORE, the Town and the CBUs agree as follows:

1. The Parties mutually agree that per the terms of the Health Insurance Agreement reached between the Town and the CBUs on February 1, 2012, the Town shall establish a Health Reimbursement Account (HRA) in a one-time, total amount of \$100,000.00.
2. The Parties mutually agree that the Town shall maintain the HRA unless one of the following three conditions occurs at which time the HRA shall terminate:
 1. The \$100,000.00 initial deposit is depleted;
 2. The period of three (3) years from the inception of the HRA (initial deposit) has passed.
 3. The Town and CBUs change health insurance coverage from Minuteman Nashoba Health Group to another insurance provider.
 4. If health insurance coverage changes from Minuteman Nashoba Health Group to another insurance provider, any funds remaining in the HRA will be distributed equally to all eligible, active employees and all eligible active retirees.
3. The Parties mutually agree that the Town shall be responsible for paying all administrative costs of the HRA which is approximately \$8,000.00 a year for up to three years.
4. The Parties mutually agree that the firm of Benefits Strategies of Manchester, N.H. shall serve as the Town's third party administrator for the HRA.
5. The Parties mutually agree that debit cards shall be issued to all employees and early retirees to be used for any and all legally permissible medical co-pays and deductibles to include but not limited to: eyeglasses, prescriptions, dental, etc.
6. The Parties mutually agree that each Family Plan will receive \$1,000.00 on a debit card and each Individual Plan will receive \$500.00 on a debit card to be used for co-pays and deductibles.
7. The Parties mutually agree that the HRA shall be effective on June 1, 2012.
8. The Parties mutually agree that in FY 2014 the Town will begin to offer a Flexible Spending Account (FSA) Program to all employees wishing to participate. The costs of the FSA administration will be borne by the Town.
9. The Parties mutually agree that the Town, the CBUs and Benefits Strategies shall meet no later than one-hundred (100) days before June 1, 2013 to review and assess the status of the HRA and to determine the parameters of the HRA for the next year.

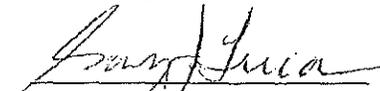
10. The Parties mutually agree that all of the above-mentioned terms and conditions were negotiated in good faith between the Town and the CBUs; and agreed to at the conclusion of the March 29, 2012 Negotiations.

11. The Parties mutually agree that the funding of the HRA is subject to appropriation by Town Meeting.

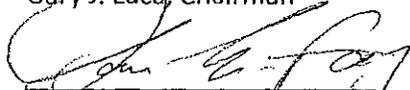
12. The Parties mutually agree that this Memorandum of Agreement shall take full force upon execution of the parties and that the terms and conditions of this MOA shall be memorialized in a final, comprehensive Health Insurance Agreement between the Town and the CBUs.

This Memorandum of Agreement is mutually agreed to and signed on March 29, 2012:

For The Town:



Gary J. Luca, Chairman



James M. Fay, Vice-Chairman

Frank F. Maxant, Clerk

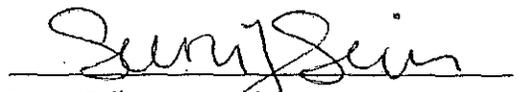


Pauline Conley, Selectman

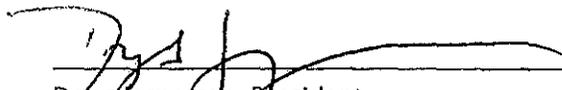


Carolyn L. McCreary, Selectman

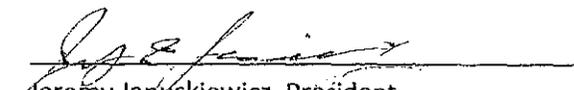
For the Collective Bargaining Units:



Susan Sullivan, President
Ayer Town Hall / Clerical Union, AFSCME 93



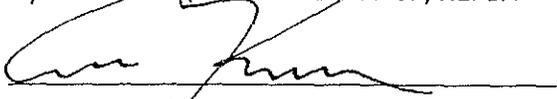
Douglaspersen, President
Ayer DPW Union, AFSCME 93



Jeremy Januskiewicz, President
International Assoc. of Firefighters, Local 2544



Sgt. Michael Edmonds, President
Ayer Police Superior Officers Union, NEPBA



Detective Andrew Kularski, Vice-President
Ayer Police Patrol Officers Association
(Patrolmen and Communications Divisions)

BUILDING COMMISSIONER

TOWN OF AYER

GABRIEL J. VELLANTE JR.
TOWN HALL
1 MAIN ST.
AYER, MA. 01432

TELEPHONE (978) 772-8214

05, Jun., '14

Robert Pontbriand
Town Administrator

Re: Building Department Staffing Proposal

Rob,

The following is my proposal for the staffing of the Building Department:

• Building Commissioner (Tuesday and Thursday).	\$28,896.00
• Assistant Building Inspector \$25/hour at 15 hours per week	\$19,350.00
• Administrative Assistant \$18.07/hour at 4 hours per week	\$ 3,730.00
• Sealer of Weights 'n' Measures (Contract)	\$3,996.00
Total salaries for staff per year	<u>\$55,972.00</u>
Office operation budget	\$17,712.00
Total yearly budget	\$73,684.00

Staffing time:

- Building Commissioner
Office hours Tuesday and Thursday 8:30am to 11:00am
Inspection in the afternoon, if any extra time, return to office for paperwork.
- Assistant Inspector
Office hours Tuesday and Thursday 8:30am to 10:30am.
Perform inspection by appointment on Monday & Wednesday.
- Administrative Assistant
Office hours Monday and Wednesday 8:30am to 10:30am
The Admin. Assist. will have direct dealings with the public, pass-out permitting information, accept applications, & perform clerical tasks as assigned by the Commissioner.

- Plumbing/Gas & Electrical Inspectors
These inspectors will pick-up permits and do the required paperwork as their schedule dictates. They perform inspection during the week as scheduled with the tradesmen.
- Sealer of Weights 'n' Measures
The seal will schedule his inspections as needed.

___ **Gabriel J. Vellante Jr.** ___

Gabriel J. Vellante Jr.
Building Commissioner/Zoning Enforcement Officer

Cc: File
Cf: C/Ayer/letters/ltr14-ltr14009

Board of Selectmen

MEETING TUESDAYS AT 7:00 P.M. • UPPER TOWN HALL • 1 MAIN STREET • AYER, MASSACHUSETTS 01432



Tel. (978) 772-8220
Fax. (978) 772-3017

Town Administrator
(978) 772-8210

MEMORANDUM

DATE: June 20, 2014

TO: Ayer Board of Selectmen

FROM: Robert A. Pontbriand
Town Administrator

SUBJECT: FY 2015 BOS Appointments (Part 2)

Dear Honorable Selectmen,

The following Appointments/Reappointments are respectfully for BOS consideration on June 24, 2014:

Building Department (See Attached Letters from Building Commissioner)

Gabriel J. Vellante	Building Commissioner	1 Year Term	July 1, 2014- June 30, 2015
Roland Bernier	Alternate Bldg. Inspector	1 Year Term	July 1, 2014- June 30, 2015
Robert Friedrich	Plumbing/Gas Inspector	1 Year Term	July 1, 2014- June 30, 2015
James Bakum	Asst. Plumbing/Gas Inspector	1 Year Term	July 1, 2014- June 30, 2015
Alan Parker	Wiring/Electrical Inspector	1 Year Term	July 1, 2014- June 30, 2015

Assistant Building Inspector VACANT

Assistant Wiring Inspector VACANT

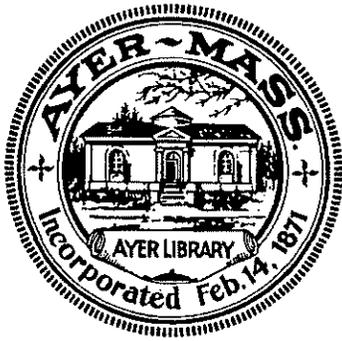
Ramona Bean Assistant Tax Collector 1 Year Term July 1, 2014-June 30, 2015
(See Attached Appointment Letter from Tax Collector)

Lee Curtis Conservation Commission 3 Year Term July 1, 2014 – June 30, 2017

Brian Anderson IDFA 5 Year Term July 1, 2014 – June 30, 2019

Nicholas Laggis IDFA 5 Year Term July 1, 2014 – June 30, 2019

Charles Schultz Zoning Board of Appeals 3 Year Term July 1, 2014 – June 30, 2017



June 20, 2014

Dear Honorable Selectmen,

In accordance with MGL Chapter 41, Section 39C, I respectfully recommend the reappointment of Ms. Ramona Bean as Ayer Assistant Tax Collector for an annual term from July 1, 2014 to June 30, 2015.

Sincerely,

A handwritten signature in cursive script that reads 'Susan E. Copeland'. The signature is fluid and written in black ink.

Susan E. Copeland
Ayer Tax Collector

BUILDING COMMISSIONER
TOWN OF AYER

GABRIEL J. VELLANTE JR.
TOWN HALL
1 MAIN ST.
AYER, MA. 01432

TELEPHONE (978) 772-8214

04,Jun.,'14

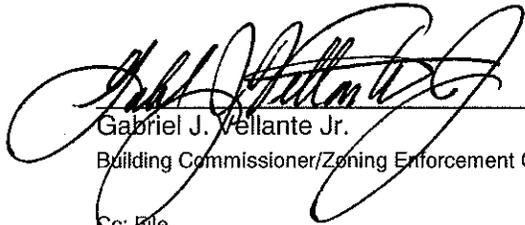
Robert Pontbriand
Town Administrator

Re: Reappointment request

Mr. Pontbriand,

Attached please find the reappointment request from the Building Department
Inspectional Staff.

Sincerely,



Gabriel J. Vellante Jr.
Building Commissioner/Zoning Enforcement Officer
Cc: File
Cf: C/Ayer/letter/tr14/reappointment-Cover Letter

04,Jun.,'14

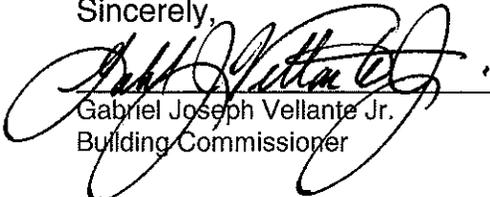
Board of Selectmen

Re: Reappointment of Building Commissioner

Dear Board,

At this time, I respectfully request that I be reappointed as Building Commissioner for the next year.

Sincerely,



Gabriel Joseph Vellante Jr.
Building Commissioner

CC:File

CF: Ayer/Letter/ltr14/reappointment-Build Commissioner

04,Jun.,'14

Board of Selectmen

Re: Reappointment of Alternate Building Commissioner

Dear Board,

At this time, I respectfully request that I be reappointed as Alternate Building Commissioner for the next year.

Sincerely,

A handwritten signature in black ink that reads "Roland Bernier (q.v.)". The signature is written in a cursive style and is positioned above a horizontal line.

Roland Bernier
Alternate Building Commissioner

CC:File

CF: Ayer/Letter/ltr14/reappointment-Alt. Build Commissioner

04,Jun.,'14

Board of Selectmen

Re: Reappointment of Plumbing & Gas Inspector

Dear Board,

At this time, I respectfully request that I be reappointed as Plumbing and Gas Inspector for the next year.

Sincerely,

A handwritten signature in cursive script, appearing to read "Robert Friedrich", written over a horizontal line.

Robert Friedrich
Plumbing and Gas Inspector

CC:File

CF: Ayer/Letter/ltr14/reappointment-Plumbing/Gas Inspector

04,Jun.,'14

Board of Selectmen

Re: Reappointment of Assistant Plumbing & Gas Inspector

Dear Board,

At this time, I respectfully request that I be reappointed as Assistant Plumbing and Gas Inspector for the next year.

Sincerely,



James Bakun
Assistant Plumbing and Gas Inspector

CC:File

CF: Ayer/Letter/ltr14/reappointment-Assistant PlumbingGas Inspector

04,Jun.,'14

Board of Selectmen

Re: Reappointment of Inspector of Wires

Dear Board,

At this time, I respectfully request that I be reappointed as Inspector of Wires for the next year.

Sincerely,

A handwritten signature in cursive script, appearing to read "Allen Parker", is written over a horizontal line.

Allen Parker
Inspector of Wires

CC:File

CF: Ayer/Letter/ltr14/reappointment-Inspector of Wires

04,Jun.,'14

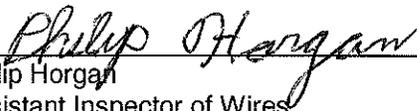
Board of Selectmen

Re: Reappointment of Assistant Inspector of Wires

Dear Board,

At this time, I respectfully request that I be reappointed as Assistant Inspector of Wires for the next year.

Sincerely,



Philip Horgan
Assistant Inspector of Wires

CC:File

CF: Ayer/Letter/ltr14/reappointment-Assistant Inspector of Wires

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



Tuesday, June 17, 2014 - 7:00pm

MEETING MINUTES
DRAFT

Selectmen in Attendance: Christopher Hillman, Chair; Jannice Livingston, Vice- Chair; Gary Luca, Clerk
Also in Attendance: Robert A. Pontbriand, Town Administrator
Carly M. Antonellis, Assistant to the Town Administrator

Call to Order: Meeting was called to order in Open Session at 7:02pm by Chairman Hillman.

Review and Approval of Agenda: G. Luca requested that the topic of Assistant Building Commissioner be added to the Town Administrator's Report.

MOTION: Motion was made by G. Luca and seconded by J. Livingston to approve the meeting agenda as amended. Motion passes 3-0.

Announcements: R. Pontbriand and Board members thanked Page Hilltop School students for recently planting flowers outside of the Town Hall.

Public Input: None

David Maher, Economic Development Director: Mr. Maher requested that the Board approve the FY'15 budgets for the Urban Development Action Grant (UDAG) and the Industrial Development Finance Authority (IDFA). The IDFA amount is \$19,490 and the UDAG amount is \$43,196.

MOTION: Motion was made by G. Luca and seconded by J. Livingston to approve the IDFA & UDAG grant amounts as presented by Mr. Maher. Motion passes 3-0.

Mr. Maher then gave an update on behalf of the 4th of July Committee. Ms. Roberta Chase was presented with a plaque for being named "Grand Marshall" of the Parade. Ms. Janet Lewis was also recognized as being named a "Grand Marshall".

Chief Robert J. Pedrazzi, Fire Department: Chief Pedrazzi requested that the Board approve purchase order 005132015FT&S in the amount of \$29,412.50 for various equipment for the Fire Department.

MOTION: Motion was made by G. Luca and seconded by J. Livingston to approve Purchase Order 005132015FT&S dated May 13, 2014 in the amount of \$29,412.50. Motion passes 3-0.

Appointment of Commuter Rail Working Group: R. Pontbriand through the Chairman Hillman asked Mr. Harry Zane to come forward to explain the need for a Commuter Rail Advisory Committee. The group will act as a conduit between riders/citizens and MART/MBTA on issues related to the Ayer Station.

MOTION: Motion was made by J. Livingston and seconded by C. Hillman to appoint the Ayer Commuter Rail Advisory Committee. Motion passes 2-0 with G. Luca recusing himself citing a potential conflict of interest.

Mark Wetzel, DPW Superintendent's Report: Mr. Wetzel gave an update on the Wastewater Agreement with MassDevelopment. Board asked R. Pontbriand to have update from Town Counsel at next meeting.

Mr. Wetzel presented a one year extension for the Casella Solid Waste Contract.

MOTION: Motion was made by G. Luca and seconded by J. Livingston to approve one year extension for solid waste contract with Casella. Motion passes 3-0.

Mr. Wetzel gave an update relative to Old Groton Road Update. Mr. Wetzel is awaiting a legal opinion from Town Counsel.

Mr. Wetzel gave an overview of MassDEP Sustainable Water Management Initiative.

Worcester Regional Medical Reserve Corps, North East Division: Ms. Lois Luniewicz gave an overview of the Worcester Regional Medical Reserve Corp and provided information about available services.

Town Administrator's Report: R. Pontbriand and the Board established the summer meeting schedule for the Board of Selectmen. Meeting dates are as follows: June 24, 2014; July 15, 2014; August 19, 2014.

R. Pontbriand explained a request for four reserve fund transfers: 1) BOS Office (\$7,792.16 retiring secretary); 2) Town Accountant Office (\$3,000 for special services); 3) Planning Board Office (\$2,015 unused vacation time); 4) Zoning Board Office (\$3,080 unused vacation time)

MOTION: Motion was made by G. Luca and seconded by J. Livingston to approve Board of Selectmen Reserve Fund Transfer in the amount of \$7,792.16. Motion passes 3-0.

MOTION: Motion was made by G. Luca and seconded by J. Livingston to approve Town Accountant Office Reserve Fund Transfer in the amount of \$3,000. Motion passes 3-0.

MOTION: Motion was made by G. Luca and seconded by J. Livingston to approve Planning Board Office Reserve Fund Transfer in the amount of \$2,015. Motion passes 3-0.

MOTION: Motion was made by G. Luca and seconded by J. Livingston to approve Zoning Board Office Reserve Fund Transfer in the amount of \$3,080. Motion passes 3-0.

The Board then discussed the future use of electronic devices for BOS Meetings.

MOTION: Motion was made by G. Luca and seconded by J. Livingston to authorize funding for the acquisition of laptops and related software. Motion passes 3-0.

The Board made the following FY' 15 Appointments:

MOTION: Motion made by G. Luca and seconded by J. Livingston to appoint the following people for three year appointments: Charles Comeau – Cable TV Commission; Charles Comeau – APAC Board of Directors; James Pinard – Capital Planning Committee; Thomas Sylvester – Commission on Disabilities; Martha Sylvester – Commission on Disabilities; George Bacon – Historical Commission; Thomas McLain – Historical Commission; Lauri Sabol – Recycling Committee; Barbara Wilson – Registrars of Voters. Motion passes 3-0.

MOTION: Motion made by G. Luca and seconded by J. Livingston to appoint the following people for one year appointments: Chief Robert Pedrazzi – Emergency Management Director; Jeffrey Mays – I.T. Committee; Evan Torlin – I.T. Committee; Alan Wilson – I.T. Committee; Town Administrator – MARI Advisory Board; Town Administrator - MBTA Advisory Board; Pauline Hamel – MJTC Representative; Economic Development Director – MRPC Representative; Kopleman & Paige – Town Counsel. Motion passes 3-0.

MOTION: Motion made by G. Luca and seconded by J. Livingston to appoint the following people to one year terms on the Energy Committee: Carolyn McCreary (BOS Rep); Lisa Gabree; Robert Pontbriand; Mark Wetzel, Dan Sherman, Chief Robert Pedrazzi; David Maher. Motion passes 3-0.

MOTION: Motion made by G. Luca and seconded by J. Livingston for discussion to appoint Lisa White to the Personnel Board. The Board discussed the validity of appointing Ms. White to an unexpired three year term effective June 17, 2014 to June 20, 2016. The Board determined that the appointment was in order. Motion passes 3-0.

MOTION: Motion made by G. Luca and seconded by J. Livingston to appoint C. Hillman to Capital Planning Committee. Motion passes 3-0.

Insurance Advisory Committee – Leave vacant

MOTION: Motion made by J. Livingston and seconded by C. Hillman to appoint G. Luca to the Bi-Board. Motion passes 3-0.

MOTION: Motion made by J. Livingston and seconded by C. Hillman to appoint G. Luca to the JBOS. Motion passes 3-0.

MOTION: Motion made by G. Luca and seconded by C. Hillman to appoint J. Livingston to the TIF Review Committee. Motion passes 3-0.

R. Pontbriand discussed the disbursement of Town's HRA Account.

G. Luca brought up the need for an Assistant Building Commissioner to alleviate the gaps in coverage. Information will be provided at next meeting.

M. Stephanie Gintner, Town Treasurer: Ms. Gintner requested that the Board approve \$1,692,878 in BAN's. G. Luca as Clerk of the Board read into the record the vote of authorization of the bonds.

MOTION: Motion was made by J. Livingston and seconded by G. Luca for discussion. G. Luca then thanked Town Accountant Lisa Gabree and Town Clerk/Tax Collector Susan Copeland for their assistance with the BAN's. Motion passes to 3-0.

New Business/Selectmen's Questions: The Board deferred the issue to the June 24, 2014 meeting.

J. Livingston asked for an update relative to the Planning Board. The Town Administrator advised that his investigation was inconclusive as to whether a former selectman was in attendance.

Approval of Meeting Minutes: The Board approved the following meeting minutes:

MOTION: Motion was made by G. Luca and seconded by J. Livingston to approve the meeting minutes of May 6, 2014. Motion passes 3-0.

MOTION: Motion was made by G. Luca and seconded by J. Livingston to approve the meeting minutes of June 3, 2014. Motion passes 3-0.

MOTION: Motion was made by G. Luca and seconded by J. Livingston to adjourn at 9:56pm. Motion passes 3-0.

ADJOURNMENT: The meeting adjourned at 9:56pm.

Minutes Recorded and Submitted by Carly M. Antonellis

BOS Approved Meeting Minutes on _____

Approved by BOS Clerk _____, Gary J. Luca, Clerk