

TOWN OF AYER SELECTMEN MEETING MINUTES
Tuesday, September 17, 2013
1st Floor Meeting Room, Town Hall, Main Street, Ayer, MA

The Board of Selectmen's Open Session Meeting is video recorded by APAC.

The Selectmen's Meeting can be viewed in its entirety on the Town's Website at: www.ayer.ma.us

Chairman Conley called the meeting to order at 7:06p.m. Present: Chairman-Pauline Conley, Gary J. Luca-Vice Chairman, Christopher Hillman-Clerk, James Fay-Member, Town Administrator Robert A. Pontbriand and Janet Lewis Secretary. Selectwoman Livingston absent.

Ms. Conley requested if there were any amendments to the Agenda of September 17, 2013 and announced Representative Sheila Harrington being present this evening to meet with the Board re quarterly Legislative Update.

Mr. Pontbriand requested the Board take up the Recycling Committee Appointments before the Minutes on the Agenda due to the Recycling Com. meeting this evening. Mr. Pontbriand updated the Board to Fire Dept. Engine # 4 Contract Award for refurbishing correction -new contract price being \$141,894.00 not \$139,469 as printed on the Agenda. Mr. Pontbriand advised the Board to CPC Appointment of Jeremy Callahan being withdrawn due to a formal concern being raised with respect to potential Court Order currently still in effect. Mr. Pontbriand also advised the Board to Easy Street's "Street Acceptance" taken off from under his report due to Planning Board procedural issues. (Remote Participation-not adopted by Town of Ayer). Mr. Pontbriand advised the Board to Planning Board meeting on 9-19-13 to revote Easy Street's "Street Acceptance".

Mr. Luca requested replacement of the Board's current binder/notebooks with iPads/ laptops, and to discuss cell phones-which employees have and don't have and money spent on cell phones.

Ms. Conley- requesting to discuss Columbia & Main Street intersection.

Chairman Conley called for a motion to approve the Agenda as amended. Motion to approve the Agenda as amended made by Mr. Luca, 2nd by Mr. Fay, V OTE: unanimous, so moved.

Representative Sheila Harrington-Rep. Harrington met with the Board for approximately an hour and spoke to re lack of activity on Beacon Hill and not a lot going on at the state House. Rep. Harrington updated the Board re the following:

- Nashoba Valley Chamber of Commerce re appeal of Sales/Gas Tax - Hurting business.
- Chapter 70/90 Funding.
- Probate Court House in Town of Ayer
- Not supporting current state Budget as written
- EBT Benefits- fraud

Announcements-

1. ASRHS Ground Breaking Thursday, September 19, 2013 at 12:00 noon.
2. Habitat for Humanity-76 Central Avenue property-Local Planning Committee Meeting on Tuesday, September 24, 2013 at 7:00p.m. at the Ayer Town Hall, 2nd Floor Great Hall.
3. Bi-Board Meeting Friday, September 26, 2013 at 7:00a.m. 1st floor Meeting Room, Town Hall

Recycling Committee Appointments-The Board met with Laurie Sabol who introduced and gave a brief background of the three (3) candidates seeking to be appointed to the Recycling Com. recommending Mr. Daniel DeMille, Ms. Shawna Graham and Melissa Macdonald are appointed to the Recycling Committee. Mr. Luca moved the three (3) year appointments of Daniel DeMille, Shawna Graham and Melissa Macdonald to the Recycling Committee effective 6-30-13 to 7-1-16, 2nd by Mr. Fay VOTE: unanimous, so moved.

Minutes -Mr. Luca moved the Board vote to approve the amended minutes of 8-22-13, 2nd by Mr. Fay for discussion, who requested edits be submitted from the Chair more timely ,and requested time to review edits motion withdrawn.

9-3-13 Minutes passed upon.

Public Input-Mr. Pontbriand reviewed with the Board Policy 13-01 which includes accepting Public Input via email, letters, etc. and Public Input Binder to be kept in Selectmen's Office and Town Administrator to respond to emails electronically.

- Mr. Chuck King President of the Downtown Business Alliance took this opportunity to invite everyone to the last Antique Car Show of the season on September 18, 2013 from 5:30p. m. to 8:00p.m. at Depot Sq.

Council on Aging Job Posting-Admin/Outreach Coordinator-The Board voted to approve and authorize the posting of the COA Administrative and Outreach Coordinator's position in accordance with the provisions set forth in the CBA between the Town of Ayer and AFSCME 93. Posting internally by 9-18-13 and closed on 9-24-13, funding with-in Fy-14 Budget. Motion to approve made by Mr. Luca, 2nd by Mr. Hillman. Ms. Conley requesting copy of Personnel By-law re Article #22 Section 3 language be verified by Town Counsel re compliance. VOTE: unanimous, so moved.

Sandy Stepczynski, President -Human Resources Services Inc. (HRA)-Progress Report Non-Union Classification/Compensation Study

Ms Stepczynski updated the Board to meeting with all the non-union employees and Job Descriptions in process, salary scale to be evaluated/methodology using the point system (Benchmark to Mkt). Ms. Stepczynski spoke to the Board's concern re delay in the three (3) month study due on September 1, 2013 being a little premature given the volume of work, staffing issues, timing i.e. vacation/s. Ms. Conley questioned additional job description for Asst. Town Administrator and advised by Ms. Stepczynski to not being requested. Mr. Luca stating his concern re Compensation Plan being intended to be included in the October Town Meeting Warrant and study will not be ready until November 2013 for Board's review & deliberation. Mr. Pontbriand advising to receipt of Study in October -good timing for Budget Planning for the Spring Town Meeting (hard copy and electronic copy of analysis to be provided to Town by HR Services Inc.) (see attached HR project update).

Fire Chief Robert Pedrazzi & John Regen -Greenwood Emergency Vehicles-Chief Pedrazzi reviewed with the Board the contract for the refurbishment of pumper for Engine #4 with three (3) options included: back-up camera system installed, LED scene lights heads upgrade and Cross lay covers installed funding appropriated at the 5-13-13 ATM. Chief Pedrazzi advising to Town Counsel reviewing and approving contract documentation. Present for the discussion John Regan of Greenwood Emergency Vehicles. Mr. Regen requesting Insurance Exemption is eliminated contract including Bid Bonding. Mr. Luca moved to approve the Chief's recommendation and award the pumper for Engine #4 with three options to Greenwood Emergency Vehicles for the bid award not to exceed \$141,894.00, 2nd by Mr. Hillman VOTE: unanimous, so moved.

Conservation Commission and Dam & Pond Committee re Comprehensive Pond Study, Present for the discussion- Bill Daniels, Con-Com Chairman, Jessica Gugino, Tashi Tada and Dam & Pond Committee members Dan Rzasz, Chuck Miller and Marina Giova. Mr. Daniels advised the Board to Con-Com and Dam & Pond Committee meeting and coming to consensus to GEOSyntech the most qualified RFQ for the comprehensive pond study. Mr. Daniels and Mr. Miller reviewed the cost proposal with the Board as well as next steps in process:

base line per pond: \$2,952

Pollutants/per pond: \$2,800 to \$7,200

aquatic per pond: \$2,424 total RFQ \$31K Article for Town Meeting Funding. The Board agreed project is viable to go forward, DPW eager to participate - citing storm water advantages. The Board stated their concerns if study would make FTM citing funding proposal/s incomplete need outside funding source/s. If study does not make FTM it would be on ATM in May 2014 giving the two groups time to tie up resources to fund proposal. Chairman Conley offering Board's endorsement for effort and requested GEOSyntect electronic version be placed on Town's website for residents.

Town Administrator's Report- The Board met with Robert Pontbriand

IT Committee Appointments- Mr. Pontbriand recommended the one (1) year appointments of Lt. Brian Gill representing the Ayer Police Department and Captain Timothy Taylor replacing Chief Robert

Pedrazzi on the Ayer Fire Department effective July 1, 2013 to June 30, 2014. Mr. Fay moved the Board's appointment of Brian Gill so stated by Mr. Pontbriand, 2nd by Mr. Luca, VOTE: unanimous, so moved. Mr. Luca moved the appointment of Timothy Taylor replacing Chief Pedrazzi on the Ayer Fire Dept, so stated by Mr. Pontbriand, 2nd by Mr. Fay. VOTE: unanimous, so moved.

Energy Committee-Green Communities Committee-Mr. Pontbriand updated the Board to their voting in June 2013 to consolidate the two committees not viable and advised to keep two committees separate, re grant funding opportunities, no action required.

Easy Street-Street Acceptance-taken off agenda moved to Selectmen's 10-1-13 Meeting. Mr. Pontbriand advising to Planning Board taking "Remote Participation Vote" which has not been approved by the Town and Planning Board advised to reschedule another meeting to vote their approval. The Board was advised to Planning Board meeting on 9-19-13 to revote Easy Street- Street Approval. the Board requested all Town Boards, Committees and Commissioner be sent Memo notifying them of Town **not** approving Remote Participation.

Street Lights-The Board voted to approve Supt. Wetzel's recommendation re the Interim Downtown Street Light Proposal per his Memo dated 9-13-13 for replacement of ten(10) new lights at a cost of approximately \$76K citing safety issues Board's number one concern, funding from UDAG with any energy rebates/savings be put back to replenish UDAG and authorize Ms. Conley to contact Insurance Company re Street Light damage reimbursement to the Town. Mr. Pontbriand addressed his concerns re availability of funding coming from Free Cash timing as the project is out to bid presently and FTM schedule tight i.e. printing of Warrant, etc. Mr. Fay moved the motion and amendment, 2nd by Mr. Luca, VOTE: unanimous, so moved.

10-28-13 Special Fall Town Meeting-Mr. Pontbriand updated the Board to Bi-Board meeting on 9-26-13 re review of the financial articles on the warrant.

Article 6- Fire Station Mr. Pontbriand presented Draft 2of the FTM Warrant to the Board and advised the Board to two RFP's pulled but not returned, no responses on 9-13-13 Bid Opening. Mr. Pontbriand stating all venues have been exhausted re rehab of Fire Station and recommending Town Meeting be authorized to dispose-decide final disposition of the building.

Mr. Pontbriand updated the Board to Citizen's Petition received from resident re reinstating the SHAVE Program for inclusion on the 10-28-13 FTM Warrant. Mr. Pontbriand requested the Board review Draft Warrant #2 and respond with issues/edits back to him.

Policies: Posting of Meeting Minutes to the Web-site

IT Hardware/Software Acquisition

Acquisition of furniture, equipment-Alterations to Town Hall

Town Administrator's electronic Communications

Remote Participation-for Public Meetings

Mr. Pontbriand reviewed the above policies implementation with the Board for their review and consideration. Mr. Luca requesting Mr. Pontbriand place the policies on the Board's 10-1-13 Agenda and place them on the Town's web-site.

10:03p.m. Mr. Luca moved the Board extend their meeting for ten (10) minutes, 2nd by Mr. Hillman, VOTE: unanimous, so moved.

Video in the Board of Selectmen's Meeting Room-The Board met with Cindy Knox IT Director-Ms. Knox reviewed with the Board several proposals for the Board's consideration and outlined major limiting factors of two of the proposals, i.e. high cost opening walls for cable/electrical estimated at \$15k-\$18K and Option #2. a pull down screen and flat-panel Television on a stand advising to running into same issues as well as hiding Town seal. Ms. Knox advising to her recommended solution being for video recording meetings done by a Mondopad. (55"Windows7 Touch Screen Tablet) at cost of \$6,500+/- . Ms. Conley donated her Selectmen's Stipend towards cost of Mondopad. Ms. Conley moved to have Mr. Pontbriand prepare warrant article for FTM transferring her stipend from Selectmen's Budget towards cost of Mondopad, 2nd by Mr. Fay, VOTE: unanimous. so moved. Ms. Conley suggested Ms

Knox conduct demonstration for Board using the Mondopad.10:15p.m. Mr. Luca moved the Board adjourn the meeting, 2nd by Mr. Fay, VOTE: unanimous, so moved.

_____ Date _____

Christopher R. Hillman, Clerk
AYER BOARD OF SELECTMEN