

Town of Ayer  
Board of Selectmen  
Ayer Town Hall – 1<sup>st</sup> Floor Meeting Room  
Ayer, MA 01432



Tuesday, June 17, 2014 - 7:00pm

**MEETING MINUTES**

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 4<sup>th</sup> 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. J. Livingston stated that she would be using her own laptop for meetings. Assistant to the Town Administrator, C. Antonellis will be using the laptop provided by the I.T. Department.

**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 – MART 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 tabled the Sandy Pond Traffic Update 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

JULY 15, 2014

Approved by BOS Clerk

Gary Luca

, Gary J. Luca, Clerk