

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



Tuesday, December 02, 2014  
Meeting Minutes

*Broadcast and Recorded by APAC*

Present: Christopher R. Hillman, Chair; Jannice L. Livingston, Vice-Chair

Robert A. Pontbriand, Town Administrator  
Carly M. Antonellis, Assistant to the Town Administrator

Absent: Gary J. Luca, Clerk

**Call to Order:** C. Hillman called the meeting to order at 7:26 PM. J. Livingston made the following announcements: the Downtown Ayer Christmas Celebration will be held the weekend of 12/13-14/14. C. Hillman also announced the Yuletide Event taking place this coming weekend 12/6/14. R. Pontbriand also made an announcement relative to Habitat for Humanity.

R. Pontbriand asked to amend the agenda by adding an item #6 "Water and Sewer Lien Certification" under the Town Administrator's Report.

**Motion:** A motion was made by J. Livingston and seconded by C. Hillman to approve the agenda as amended. **Motion passed 2-0.**

**Public Input:** None

**Common Victualler License – Taco Bell:** R. Pontbriand explained the temporary authorization given to Taco Bell allowing them to open on Monday November 24, 2014. He stated that because Taco Bell had passed their Board of Health inspection and received their certificate of occupancy from the Building Department, that he authorized a temporary opening, pending approval of their Common Victualler application.

**Motion:** A motion was made by C. Hillman and seconded by J. Livingston to approve the Common Victualler License. **Motion passed 2-0.**

**Public Hearing – National Grid:** The public hearing was opened at 7:35 PM. J. Livingston read the hearing notice as advertised on November 19<sup>th</sup> and November 26<sup>th</sup> for the petition submitted by National Grid relative to a request to locate poles and wires off of Willow Road (Plan #17756500). No representatives were in attendance from National Grid.

Mr. Eric Robinson of 55 Willow Road had a question relative to the requested placement of the poles.

**Motion:** A motion was made by C. Hillman and seconded by J. Livingston to approve the pole petition as submitted by National Grid (Plan #17756500). **Motion passed 2-0.**

**Motion:** A motion was made by J. Livingston and seconded by C. Hillman to close the public hearing at 7:38 PM. **Motion passed 2-0.**

**Mr. George Ramirez, MassDevelopment:** G. Ramirez came before the Board to give an update about the progress being made at Devens by MassDevelopment. G. Ramirez spoke about positive steps being taken to address wastewater issues between the Town of Ayer and Devens; as well as the collaboration with Ayer providing veteran services. G. Ramirez outlined proposed changes in Devens Zoning and articulated the transportation initiatives taking place with the reverse commute and the “last mile”. The Board gave their best wishes to G. Ramirez as he plans to step down from MassDevelopment at the end of the year.

**Town Administrator’s Report:** R. Pontbriand gave an overview of the FY’16 budget process. He also stated that the Water and Sewer Rate Commission and the Energy Commission will be meeting in December.

R. Pontbriand made a recommendation to appoint the following residents to the Open Space and Recreation Plan Committee: Jeff Thomas (Parks Commission Rep.), Jessica Gugino (Conservation Commission Rep.), Beth Suedmeyer, Carolyn McCreary, Faith Salter, and Kristi Paradis (Resident Representatives). The Committee does not have set terms, because it will be disbanded after the completion of the plan update.

**Motion:** A motion was made by J. Livingston and seconded by C. Hillman to appoint Jeff Thomas, Jessica Gugino, Beth Suedmeyer, Carolyn McCreary, Faith Salter and Kristi Paradis to the Open Space and Recreation Plan Committee. **Motion passed 2-0.**

R. Pontbriand outlined his recommendation for the Interim Non – Criminal Fire Prevention Ticketing Hearing Officer based on the implementation of the fire prevention ticket program. R. Pontbriand is recommending that Mr. Timothy Bragan, the Town Administrator in Harvard be appointed as interim Fire Prevention Ticketing Hearing Officer. The next training class will be offered by the State Fire Marshall’s office in the spring 2015. At that time, the Town can send the Assistant to the Town Administrator, who also serves as Parking Clerk, to the class to become certified.

**Motion:** A motion was made by C. Hillman and seconded by J. Livingston to appoint Mr. Timothy Bragan as the interim non-criminal fire prevention ticketing hearing officer. **Motion passed 2-0.**

J. Livingston outlined the proposed Board/Committee Member Guide that had been drafted by the Assistant to the Town Administrator, J. Livingston and Town Clerk Susan Copeland.

**Motion:** A motion was made by C. Hillman and seconded by J. Livingston to approve the Board/Committee Member Guide. **Motion passed 2-0.**

R. Pontbriand presented the 2014 Water and Sewer Lien Certification list.

**Motion:** A motion was made by C. Hillman and seconded by J. Livingston to approve the 2014 Water and Sewer Lien Certification List. **Motion passed 2-0.**

**Motion:** A motion was made by J. Livingston and seconded by C. Hillman to post the 2014 Water and Sewer Lien Certification list to the Town of Ayer’s website. **Motion passed 2-0.**

R. Pontbriand and C. Hillman explained why the Rotary Tree Lighting needed to be cancelled this year. Per R. Pontbriand’s memo, he is suggesting the creation of a rotary tree lighting event committee.

**New Business/Selectmen's Questions:**

Though G. Luca was not in attendance, R. Pontbriand gave a brief update relative to the Energy Committee.

C. Hillman asked to speak about the Town Hall windows and delays to the project. R. Pontbriand explained that he has looked into implications of violating the historical restriction on the building and he could not recommend going forward with the project at this time.

**Approval of Meeting Minutes:**

J. Livingston asked that more detail be put in on the November 5, 2014 draft meeting minutes, specifically the last topic about the Columbia Street and the Central Avenue intersection.

**Motion:** A motion was made by J. Livingston and seconded by C. Hillman to approve the minutes of November 5, 2014, as amended. **Motion passed 2-0.**

**Motion:** A motion was made by J. Livingston and seconded by C. Hillman to adjourn at 8:57 PM. **Motion passed 2-0.**

**Minutes Recorded and Submitted by Carly M. Antonellis**

Minutes Approved by BOS: \_\_\_\_\_

Gary J. Luca, Clerk: \_\_\_\_\_

12-16-14  
*Gary Luca*