

# Town of Ayer

## Board of Selectmen

### Town Hall, First Floor Meeting Room Ayer Massachusetts, 01432



**Selectmen's Meeting**  
**Ayer Town Hall 1<sup>st</sup> Floor Meeting Room, Main Street, Ayer, MA**  
**Tuesday, July 14, 2010**

#### Town Administrator's Decision

Richard D. Gilles Chairman (Chairman Gilles)	X	Carolyn McCreary, Member (Selectman McCreary)	X
James M. Fay, Vice-Chairman (Selectman Fay)	X	Gary J. Luca, Member- (Selectman Luca)	X
Frank F. Maxant, Clerk (Selectman Maxant)	X		X
Janet Lewis, Secretary (Mrs. Lewis)	X		

Open 7:00p.m. Chairman Gilles opened the meeting by advising to the Board meeting this evening to discuss the Town Administrator's position/decision only. One (1) Agenda item only, breaking to meet with the Fin-Com re Reserve Fund Transfer/s approval.

Selectman Fay gave a brief background re process utilized re the Screening Committee meeting during the month of June via posted meetings to review the resumes of the sixty-six candidates applying for position. The Committee narrowing field down to seven finalist for submission to the Board of Selectmen to interview.

Selectman Fay advising from that original seven the field narrowed down again to four due to three candidates dropping out. The Board met with the four finalists on 7-1-10 and narrowed the field down to two which the Board will be deciding upon this evening on the selection of which candidate to offer the Town Administrator's position to. The Board thanked the Screening Committee members for their assistance recommending the four excellent candidates for the Board's final decision.

Selectman Fay reviewed with the Board back ground and reference checks conducted re each of the four applicants. Concluding with all four candidates excellent choices.

Selectman McCreary -advising to her top two choices being Jeff Ritter and Robert Pontbriand it would be a win-win for the Town with either one of the two. Selectman McCreary spoke to the strengths of both candidates: having seen Mr. Ritter in action-he is a team-builder, determination, persistent, years of experience in personnel issues and organizational skills. Mr. Pontbriand's resume exceptional, well spoken, very professional and enthusiasm and passion for local government.

Selectman Luca-Mr. Ritter on the job performance stating some things he was happy others he was not. Mr. Pontbriand said all the right things on the downside lack of experience but that did not concern him that much.

Selectman Maxant-stated he shifted a little offering his thoughts on Mr. Ritter fixating on minutiae. He originally scored Mr. Ritter the highest using the point system but having rethought his review now thought John Sanguient the strongest candidate and liking his answers during the interview. Mr. Pontbriand scoring the lowest in terms of the content of his answers, wondering if he would need to much supervision and direction.

Chairman Gilles-spoke to Mr. Ritter doing the Town well in the three months on the job but voting for Pontbriand citing his strong economic development experience in Fitchburg and being a local person with the payback being a long term commitment.

Selectman Fay -cited Mr. Ritters experience of 20 years vs. 6 years of Mr. Pontbriand's passion for the job., stating his preference for Mr. Ritter.

Selectman Luca moved the Board vote to appoint Robert Pontbriand, 2<sup>nd</sup> by Selectman Fay for discussion again stating Mr. Ritter' ability to do the job with all the issues before the Board. Selectman Luca supporting his earlier decision re Mr. Pontbriand' strong s communication/background strong assets and his willingness to do

anything it takes to do the job. Chairman Gilles called for a vote: Selectman McCreary aye, Selectman Luca aye, Selectman Fay no, Selectman Maxant aye, Selectman Luca aye, 4-1 motion passes. Robert Pontbriand the Town's new Town Administrator. The Board appointed Selectman Fay and Selectman McCreary to work out the Contract negotiations with Mr. Pontbriand.

Pauline Conley cautioning Board not to use the same contract language used for former Town Administrator Shaun Suhoski due to contract having a non-cancellation or automatic renewal clause and retaining "just cause" reprimand and termination protections cautioning board to not have clauses in contract that Town would live to regret.

7:30p.m. Selectman Luca left meeting.

The Board called a ten minute recess.

7:40p.m. The Board sat in on the Fin-Com's Meeting re the Board of Selectmen's reserve Fund Transfers. Lisa Gabree, Financial Manager reviewed the updated Reserve Fund Transfer Fund budget appropriation of \$130K less transfer by fin-com in the amount of \$31,605.73. Balance in reserve fund as of 6-30-10 \$98,394.27. Reserve funds needed by the Board of Selectmen's budget totaling \$1,527.95 , collector \$3,543.84, VocEd. \$106,095.26 less \$17,343.41 (revised potential shortfall principal payments \$5K, Long Term interest \$5K, Police \$5K, building insurance \$2,343.41). Ms. Gabree advising to Voc. Ed. Tuitions in Dec. 09 closed \$103,657 from old school grant to school choice revolving. The School did not anticipate these funds for fy-10 therefore not including the funds in their Fy-10 budget. Advising perhaps to some of these funds could help the Voc. Ed. Tuition shortfall \$106,095.26 less \$17,343.41 or \$88,751.85. The Board moved and 2<sup>nd</sup> to approve the line item transfers dated 7-14-10 and recommended by Ms. Gabree. Motion to approve made by Chairman Gilles, 2<sup>nd</sup> by Selectman Fay, VOTE: unanimous, so moved. (see attached spread sheet prepared by Ms. Gabree dated 7-14-10).

8:00p.m. Selectman Fay moved to adjourn, 2<sup>nd</sup> by Selectman McCreary, VOTE: unanimous, so moved.

 \_\_\_\_\_ Date: 7/1/10  
Frank F. Maxant, Clerk  
AYER BOARD OF SELCTMEN

Updated 7/14/10  
 Org# Appropriation Estimated Reserve Fund Transfer

01132 FY2010 Reserve Fund Budget \$130,000.00

Transfers Approved by FinCom:

01122	Selectmen	\$12,583.00	Depending on interim hire & cost of legal ads for replacing TA
01145	Treasurer	\$5,892.00	Includes \$3,000 for close out audit, \$2,254 for 2 weeks add'l pay for training and \$638 for 1/2 day MUNIS training
01146	Collector	\$4,865.00	Includes \$3,000 for close out audit, \$1,127 for 1 week add'l pay for training and \$638 for 1/2 day MUNIS training
01158	Tax Foreclosures	\$2,703.00	Coppola & Coppola costs
01161	Clerk	\$1,015.00	1 week add'l pay for training
01294	Tree Warden	\$876.73	
01547	Veterans Benefits	\$3,671.00	
	Total approved to date	<u>\$31,605.73</u>	

Balance in reserve fund at 6/30/10 \$98,394.27

Reserve Fund Transfers needed:

01122	Selectmen #2	\$1,527.95	new invoice received 7/13/10 from DPW for T.A. cell phone totaling \$129.12
01146	Collector #2	\$3,543.84	updated for additional invoices received from Collector 7/14/10
01158	Tax Foreclosures	\$1,017.00	
01331	Voc Ed Tuitions	\$106,095.26	\$126,095.26 less \$20,000 from school
01424	Street Lights	\$3,225.63	
01543	Veterans Agent	\$328.00	

Total likely \$115,737.68

Potential shortfall (\$17,343.41) from line item transfers

((\$5,000 max per mass regs)  
 As suggested by Accountant:  
 Principal payments \$5,000.00  
 Long-term interest \$5,000.00  
 Police \$5,000.00  
 Building insurance \$2,343.41

account # bal  
 01710 9,000  
 01751 3,000  
 01210 147,500 - unfilled } 180,531  
 01193 6,928

Notes: Voc Ed Tuitions - In December 2009, I closed \$103,657 from old school grant accounts to school choice revolving. The school did not anticipate these funds for FY10 and, therefore, did not include the funds in their FY10 budget. Perhaps, some of these funds could be used for the Voc Ed Tuition shortfall.

FICA Medicare & Health Ins - the town has raised deficits in prior year's on the recap. So, the FinCom may chose to forego a reserve fund transfer for these items. However, please be advised that appropriation deficits are deducted from Free Cash. So, free cash certified at 6/30/10 and normally used in FY12 budget would be reduced by these deficits.

01919	FICA Medicare	\$10,100.00	based on 6/23/10 balance (\$2,179.85) plus estimate for June of using May 2010 (\$7,978.29)
01940	Health & life insurance	\$30,000.00	see separate email dated 6/11/10

88,751.85

106,095.26  
 - 17,343.41  
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 88,751.85