

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



Tuesday, March 3, 2015
Meeting Minutes

Broadcast and Recorded by APAC

Present: Christopher R. Hillman, Chair; Jannice L. Livingston, Vice-Chair; Gary J. Luca, Clerk

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

Call to Order: C. Hillman called the meeting to order at 7:01 PM.

Review and Approve Agenda: R. Pontbriand asked that the agenda be amended by removing the 7:10 PM agenda item, "Lien Subordination" and by adding an update on the MBTA/Depot Square project under the Town Administrator's report.

Motion: A motion was made by J. Livingston and seconded by G. Luca to approve the agenda, as amended.
Motion passed 3-0.

Announcements: C. Hillman announced that the Winter Parking Ban is in effect until April 15, 2015.

R. Pontbriand announced the Annual Town Meeting scheduled for May 11, 2015 will be held at the Town Hall. R. Pontbriand also announced two (2) public hearings: 1) The Personnel Board will hold a public hearing on March 18, 2015 relative to the compensation study. 2) The Water and Sewer Rate Review Committee will hold a public hearing on March 19, 2015 to hear the report and recommendation(s) of the Town's Water and Sewer Rate Review Committee; take any public comment/input; and consider approval and adoption of a FY 2016 Water and Sewer Rate. Both public hearings will be held at Town Hall.

C. Hillman thanked the NVUB (Nashoba Valley Unlimited Basketball) basketball league for coordinating another successful season. NVUB is headed up by the Bremer family, in cooperation with the Ayer Parks Department

Public Input: Frank Maxant, 14 Williams Street, asked that the snow removal bylaw be enforced.

Mary Spinner, 18 Myrick Street, stated she also had public input but will wait until the end of the meeting in the interest of time.

David McCoy, 187 Old Groton Road, presented his concerns relative to flight training that takes place over Ayer and Groton. He stated that this issue has been "bounced from the federal court" and he was told it was a state and/or local issue. R. Pontbriand and members of the Board stated that the Town does not have legal jurisdiction of the air space above Ayer and that this sounded more like a state issue. R. Pontbriand offered to connect Mr. McCoy with members of the state delegation.

C. Hillman asked that the Non-Union Compensation and Classification Study be taken up before the Town Administrator's Report. There was no objection.

Non Union Compensation Study Presentation: Members of the Personnel Board were present for the meeting, but not called into order because this was an informal presentation to the Board of Selectmen and the Personnel Board would not be formally deliberating. Sandy Stapczynski, President, Human Resources Services, Inc. presented the non-union compensation study done by her company HRS.

Scott Houde, member of the Personnel Board, asked why the study considered towns such as Leominster, Fitchburg and Boxboro as comparable municipalities. S. Stapczynski stated that they look at many factors, including location and similar positions in other towns, not just the population size.

C. Hillman asked what the next steps were. R. Pontbriand that the Personnel Board would be holding a Public Hearing on the Non Union Compensation Study on March 18, 2015 at 7:00 PM at the Ayer Town Hall.

S. Houde stated that Personal Service Contracts are superseded by the grid and asked how the differences are reconciled. He also stated that this is a great tool to move the Town in the right direction.

Town Administrator's Report:

Administrative Update – R. Pontbriand gave a brief administrative update, stating the FY'16 budget process is under way.

MBTA Update – R. Pontbriand gave another update on the current status of the MBTA/Depot Square project. He stated that in light of recent developments he would like the Board to revise their correspondence of February 18, 2015 and presented the Board with a draft letter. J. Livingston read the letter as proposed by the Town Administrator.

Motion: A motion was made by G. Luca and seconded by J. Livingston to authorize and sign the proposed letter. **Motion passed 3-0.**

Domestic Violence Leave Policy – R. Pontbriand presented the Board with a draft domestic violence leave policy and explained the need for the policy.

Motion: A motion was made by G. Luca and seconded by J. Livingston to approve the Domestic Leave Policy as presented by the Town Administrator. **Motion passed 3-0.**

Reserve Fund Transfer Requests – R. Pontbriand requested that the Board approve two (2) Reserve Fund Transfer Requests for the Parking Clerk and the Animal Control Budget.

The Parking Clerk account request is for \$700.00 to fund the online parking ticket payment portal as well as the Complus data fees for processing tickets.

Motion: A motion was made by G. Luca and seconded by C. Hillman to approve the Parking Clerk Reserve Fund Transfer Request in the amount of \$700.00 into account 01148-52000. **Motion passed 3-0.**

The Animal Control account request is for \$760.00 to fund expenses related to the care and boarding of animals.

Motion: A motion was made by G. Luca and seconded by J. Livingston to approve the Animal Control Reserve Fund Transfer Request in the amount of \$760.00 into account 01148- 01292. **Motion passed 3-0.**

Town Hall Lighting/Street Lights – R. Pontbriand reported that the Town’s Energy Committee met on February 19, 2015 and voted to recommend that the Town fund the Town Hall LED Lighting Proposal through the next grant round of the Green Communities Grant Program. R. Pontbriand also reported that he and the DPW Superintendent are actively working on finalizing the proposal for the Town’s purchase/acquisition of the street lights.

Request to Increase Contracting Authority for Department Heads to \$10,000 – R. Pontbriand explained that Department Heads currently only have contract signature authority up to \$5,000 and he is respectfully requesting that the Board authorize contract signature authority for department heads from \$5,000 to \$10,000. This change is in line with changes to the purchasing and procurement thresholds made to MGL Chapter 30B by the Massachusetts Legislature.

Motion: A motion was made by G. Luca and seconded by C. Hillman to approve the increased contract signature authority for Department Heads from \$5,000 to \$10,000. **Motion passed 3-0.**

New Business/Selectmen’s Questions:

C. Hillman asked R. Pontbriand to have parking on the following streets/areas assessed due to heavy congestion/commuter parking: downtown; Pleasant Street; West Street; Newton Street and Lawton Street.

G. Luca thanked the Nashoba Valley Regional Technical School for constructing the podium to be used in the Great Hall.

Mary Spinner, 18 Myrick Street asked what the status of the unaccepted street list was.

G. Luca brought up the 30% increase in electric rates by National Grid. The Board agreed to have R. Pontbriand draft a letter stating their objection to the rate increase.

Approval of Meeting Minutes:

Motion: A motion was made by J. Livingston and seconded by C. Hillman to approve the meeting minutes of February 17, 2015. **Motion passed 3-0.**

Adjournment:

Motion: A motion was made by J. Livingston and seconded by C. Hillman to adjourn at 9:34 PM. **Motion passed 3-0.**

Minutes Recorded and Submitted by Carly M. Antonellis

Minutes Approved by BOS: March 17, 2015

Gary J. Luca, Clerk: Gary J. Luca