

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



Tuesday, May 19, 2015
Open Session Meeting Minutes

Broadcast and Recorded by APAC

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

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

Call to Order: J. Livingston called the meeting to order at 7:02 PM.

Review and Approve Agenda: R. Pontbriand requested to make two changes to the agenda: To delete #2 from his report (Conservation Agent Appointment) and to add a request from the Department of Community Development relative to 308 Autumn Ridge Drive and the Homeownership Opportunity Program.

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

Announcements: J. Livingston made the following announcements:

The Memorial Day Parade will be held at 10:00 AM on May 23, 2015; The Super Town Meeting relative to proposed zoning changes in Devens will be held at 7:00 PM on June 8, 2015 in the ASRHS Auditorium; the flags were at half-mast on May 15, 2015 in honor of Peace Officers Memorial Day.

C. Hillman stated that the past weekend in Ayer was very busy. The Town hosted the Open Ayer Festival, the Bresnahan 5K and the Light the Town Purple Event. He thanked all that participated.

Recognition of Forensics Math Class: J. Livingston recognized Ayer Police Detective Andrew Kularski and Ayer Shirley Regional High School Teacher Ms. Jessie Yackel for their collaboration on an innovative classroom program that has been recently implemented in conjunction with Rutgers University. The students participated in a mock crime scene and analyzed clues to solve a crime.

Public Input: None

Middlesex County Retirement Board Presentation: J. Livingston recognized Thomas F. Gibson, Chairman of the Middlesex County Retirement Board. Chairman Gibson gave an overview of the entire Middlesex County Retirement System and specific items as it relates to the Town of Ayer's role and participation.

Superintendent Mark Wetzel, Department of Public Works: M. Wetzel was recognized by J. Livingston. He announced that May 17th to 23rd for National Public Works Week and thanked his employees for their hard work.

Stony Brook Pumping Station – M. Wetzel made a presentation relative to the Stony Brook Wastewater Pumping Station. He is requesting that the Board authorize the use of \$250,000 from the UDAG account to fund the remainder of funds needed for the upgrade of the Pumping Station. The station is in poor condition, both structurally and mechanically and the generator failed several years ago and has not been repaired. R. Pontbriand, in consultation with Town Accountant Lisa Gabree, is recommending the use of the UDAG account with a replenishment mechanism due to the non-optimal timing of the project and the bids for the project coming in higher than originally anticipated.

Board members expressed their concern with taking money from the UDAG account and the overall timing of the project. The Board inquired why it took almost a year to go out to bid.

M. Wetzel stated that it was because there are several other large projects going on and he needed to have the pumping station surveyed/designed.

J. Livingston asked M. Wetzel that if the funding was approved would the project be complete by September.

M. Wetzel stated that it would be done by August.

The Board prefers to call a Special Town Meeting, immediately following the June 8, 2015 Super Town Meeting to see if Town Meeting will authorize the borrowing of the funds, rather than take it from the UDAG account.

Motion: A motion was made by G. Luca and seconded by C. Hillman to call a Special Town Meeting to be held at 7:15 PM on June 8, 2015 in the Auditorium of the Ayer Shirley Regional High School for the purpose of borrowing funding for the Stony Brook Pumping Station Replacement Project. **Motion passed 3-0.**

Solid Waste Disposal Contract – M. Wetzel stated that the existing contract with for solid waste disposal expires at the end of the fiscal year. The Town has gone out to bid and is recommending the contract be awarded to Casella Waste Management for a three year contract, with 2 additional 1 year extensions.

Motion: A motion was made by G. Luca and seconded by C. Hillman to approve the contract between Casella Waste Management and the Town of Ayer for a term of three (3) years with two (2) one (1) year extensions with signature by the Board. **Motion passed 3-0.**

C. Hillman asked M. Wetzel why the signs in Town were in bad shape, specifically C. Hillman said they are crooked and there is excess pole sticking up at the top of various signs throughout town. M. Wetzel stated that they are in the process of being fixed. All Board members instructed M. Wetzel to ask his Department Staff to be more observant in seeing items around Town that need to be addressed or fixed.

June 8, 2015 Super Town Meeting Warrant Review/Approval: R. Pontbriand gave an overview of the Super Town Meeting Warrant as drafted by MassDevelopment.

MOTION: A motion was made by G. Luca and seconded by C. Hillman to approve the Super Town Meeting Warrant for the June 8, 2015 Super Town Meeting to be held at the Ayer Shirley Regional High School Auditorium with the understanding that MassDevelopment will reimburse the Town for the cost of holding the meeting. **Motion passed 3-0.**

BOS Goals and Objectives Discussion: R. Pontbriand outlined his memo with ten proposed goals and objectives. His current suggestions are the following: Comprehensive Plan, Executive Session Minutes System, completion of the non-union personnel compensation study, Town wide wellness program/MIIA rewards program, public records inventory/disposal, e-permitting, FY '17 budget process, 2015 Fall Town Meeting, Development of Land Use Department proposal.

C. Hillman added the Town Hall Window replacement and the resolution of the MBTA/Depot Square property.

G. Luca stated that the goals and objectives need to be realistic and within the Town's control. He also added that he would like the downtown parking issues to be a goal of the Town to remedy.

J. Livingston stated that she would like the Board to be supportive of R. Pontbriand regarding chain of command issues within Town Hall.

R. Pontbriand suggested that the Board consider a formal policy on the use of free cash, tax policy as it relates to the annual tax classification hearing, strengthening the nuisance bylaw and an overall review of all Town bylaws.

J. Livingston asked the Board to think about additional goals and objectives for discussion at the next meeting.

Town Administrator's Report: R. Pontbriand thanked all Town employees and Board/Commission members for their hard work in making the Annual Town Meeting a success.

Appoint of Comprehensive Plan Committee Members – R. Pontbriand recommended the following residents be appointed to the Comprehensive Plan Committee: Mr. Edward Kelly, Ms. Jane Morris, Ms. Anita Soracco and Ms. Amy Bauer for a term to expire on June 30, 2016.

Motion: A motion was made by G. Luca and seconded by J. Livingston to appoint Mr. Edward Kelly, Ms. Jane Morris, Ms. Anita Soracco and Ms. Amy Bauer to the Comprehensive Plan Committee for a term to expire on June 30, 2016. **Motion passed 3-0.**

R. Pontbriand then stated that the Comprehensive Plan Committee calls for a Selectmen's representative to serve on the Committee.

Motion: A motion was made by G. Luca and seconded by C. Hillman to appoint J. Livingston as the Board of Selectmen's representative on the Comprehensive Plan Committee. **Motion passed 3-0.**

Reserve Fund Transfers – R. Pontbriand then presented two reserve fund transfer requests for the Animal Control Department and the FICA/Medicare Expense accounts.

Animal Control Department – R. Pontbriand explained the request for the Animal Control Department stating that the amount of \$1,056.90 was needed to cover the unexpected costs of having to advertise the position due to the current Animal Control Officer retiring June 30, 2015.

Motion: A motion was made by G. Luca and seconded by C. Hillman to approve the reserve fund transfer in the amount of \$1,065.90 into account 01292-57000. **Motion passed 3-0.**

G. Luca excused briefly excused himself from the table.

FICA/Medicare – R. Pontbriand then explained the request for the FICA/Medicare line item due to unexpected overtime in some departments, higher than expected snow and ice removal labor costs and changes in contractual obligations besides base pay.

Motion: A motion was made by C. Hillman and seconded by J. Livingston to approve the reserve fund transfer in the amount of \$7,000 into account 01919-51740. **Motion passed 2-0.**

G. Luca returns to the table.

R. Pontbriand presented a request from the Office of Community Development relative to 308 Autumn Ridge Drive. The owners are selling this unit and it is currently an affordable unit, therefore the Town has the first right to buying the property.

Motion: A motion was made by G. Luca and seconded by C. Hillman to decline to exercise the Town's right of first refusal relative to the affordable housing unit at 308 Autumn Ridge Drive. **Motion passed 3-0.**

New Business/Selectmen's Questions: At the request of J. Livingston, R. Pontbriand presented a draft summer schedule for Board consideration. The proposed meeting dates through August are as follows: June 2, June 8 (Super and Special Town Meetings), June 16, July 14, and August 11. The Board will resume its regular meeting schedule (1st and 3rd Tuesdays) in September and will meet if necessary in addition to the summer schedule.

Motion: Motion made by G. Luca and seconded by C. Hillman to approve the summer schedule as printed in the packet. **Motion passed 3-0.**

G. Luca asked what the status of MGL 32B, 9 1/2 A relative to retiree health insurance billing was. R. Pontbriand advised as the Board is aware, per the statute the Treasurer is the sole authority on this matter. R. Pontbriand will follow-up with the Treasurer as to whether she has setup a billing and payment system.

G. Luca also thanked Ayer Public Spirit reporter Jon Bishop, who will now be working for the Sentinel and Enterprise.

Approval of the Minutes:

Motion: Motion made by C. Hillman and seconded by J. Livingston to approve the meeting minutes of May 5, 2015. **Motion passed 3-0.**

J. Livingston then wished R. Pontbriand a happy belated birthday.

Adjournment:

Motion: A motion was made by G. Luca and seconded by C. Hillman to adjourn at 9:48 PM. **Motion passed 3-0.**

Minutes Recorded and Submitted by Carly M. Antonellis

Minutes Approved by BOS: _____

June 2 2015

Christopher R. Hillman, Clerk: _____

Christopher R. Hillman