

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



Tuesday June 2, 2015
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.

Moment of Silence in Memory of Marcia A. Gilson: J. Livingston asked for a moment of silence in memory of Marcia A. Gilson, a longtime employee of the Ayer Police Department who recently passed away.

Review and Approve Agenda: R. Pontbriand asked to amend the agenda by adding the appointment of a part-time dispatcher and a per diem dispatcher before the Board takes up Goals and Objectives. G. Luca asked to amend the agenda by adding under Selectmen's questions discussion about a letter sent by the Town of Shirley to area legislators regarding regional school district assessments. G. Luca also asked to add under Selectmen's questions a discussion about the status of the Town's billing and receiving pursuant to MGL c.32B, sec. 9 ½ A relative to retiree health insurance billing. G. Luca asked to add an Executive Session to the end of agenda pursuant to MGL c. 30A, sec. 21A Exemption #3 (Litigation Strategy) relative to Officer M. Power.

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: A Super Town Meeting will be held June 8, 2015 at 7:00 PM at the Ayer Shirley Regional High School Auditorium. The Special Town Meeting will be held at 7:15 PM, immediately following the Super Town Meeting at the Ayer Shirley Regional High School Auditorium. Attendance is greatly appreciated.

Public Input: Mary Spinner, 18 Myrick Street asked a question relative to the Town receiving money from the TIP Program and the mandate to delineate bike lanes on East Main Street. M. Wetzal stated that bike lanes are proposed in the future upgrades.

Chief Robert Pedrazzi, Ayer Fire Department: Chief R. Pedrazzi explained his requests for two reserve fund transfers: 1) for Fire Department supplies (Pump replacement on Forestry Truck #2) 2) for overtime expenses.

Motion: A motion was made by G. Luca and seconded by C. Hillman to approve a reserve fund transfer request in the amount of \$6,000 into account 01220-54000 to replace the pump on Forestry Truck #2.
Motion passed 3-0.

Motion: A motion was made by G. Luca and seconded by C. Hillman to approve a reserve fund transfer request in the amount of \$28,361 into account 01220-51300 for overtime expenses due to an off duty personnel job injury. **Motion passed 3-0.**

David Maher, Community and Economic Development Director: D. Maher gave the Board of Selectmen a brief economic development update on the important business projects in town and also showed upgrades he has made to the Economic and Community Development webpages, as well as the 4th of July Committee webpage.

Superintendent Mark Wetzel, Department of Public Works: M. Wetzel introduced David Nelson Jr. M. Wetzel is recommending D. Nelson, Jr. for the position of Wastewater Treatment Plant Operator.

Motion: A motion was made by G. Luca and seconded by C. Hillman to appoint David Nelson, Jr. to the position of Wastewater Treatment Plant Operator. **Motion passed 3-0.**

Discussion of Sewer Tie-In Intersection of Douglas Rd and Groton School Rd: G. Luca had previously inquired about the recently made Tie-In to the Town's sewer system at the intersection of Douglas and Groton School Roads. M. Wetzel stated that he was approached by David E. Ross Associates in October 2014 regarding connecting the property at 545 Farmers Row Groton to the Town's sewer. The property is half in Ayer and half in Groton. G. Luca stated that about 4 years previous a resident from Groton in that area asked to connect to the Town's sewer and was voted down by the Selectmen. G. Luca expressed the need for a policy as the Town's Water and Sewer Commissioners to vote on out-of-town applications wanting to connect to the Town's sewer and/or water system.

Motion: A motion was made by G. Luca and seconded by C. Hillman that any applications from outside the Town of Ayer looking to connect into the system come before the Board of Selectmen as the Water and Sewer Commissioners for consideration. **Motion passed 3-0.**

Appointment of Part-Time and Per Diem Dispatchers: Chief Murray introduced Cailey McCarthy and William Reed candidates for part-time dispatcher and per diem dispatcher respectively. Chief Murray listed qualifications for both candidates and is recommending them for appointment.

Motion: A motion was made by C. Hillman and seconded by G. Luca to appoint Cailey McCarthy as a part-time dispatcher and to appoint William Reed as per diem dispatcher per Chief Murray's recommendation. **Motion passed 3-0.**

BOS Goals and Objectives Discussion: J. Livingston continued discussion from the previous meeting relative to goals and objectives. She listed several topics for goals and objectives for the Board to consider at a future meeting, including: updating the nuisance bylaw, policy or guidelines on timeliness of implementing Town Meeting warrant articles, a policy/procedure on a standing operating procedure for snow removal for consideration in August/September. R. Pontbriand asked if the Board was still considering a bylaw relating to placement of signs. J. Livingston stated the Parks Commission is looking for the BOS to consider a policy on Ch. 61/61A related matters. She is concerned that the Parks Commission wanting to be notified within 3 business days is unrealistic. She also added that the Board of Selectmen will continue to follow the policy as outlined in the state statute. J. Livingston also added to the goals and objectives list the need to reach a PILOT agreement with Central Ave. Compassionate Care.

R. Pontbriand again outlined his previously submitted memo relative to his goals and objectives, which include: 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.

R. Pontbriand stated he will merge everything into one document for BOS consideration at the next meeting.

Town Administrator's Report: R. Pontbriand gave a brief administrative update regarding an issue that had recently been brought to his attention by the Town Clerk. It was discovered that the PREVIOUS Town Clerk (John Canney) never filed the Bylaw Change (Article 31 of the May 2012 ATM) with the Attorney General making the Finance Committee a "Committee of Town Meeting" in that the Finance Committee shall be appointed by the Town Moderator. R. Pontbriand said he is working with Town Counsel and the current Town Clerk (Susan Copeland) to rectify the situation.

One Day Beer and Wine Permit: R. Pontbriand presented a request from St. Mary's Parish for a one day beer and wine only license for their Block Party to be held June 27, 2015 from 11:00 AM to 8:00 PM.

Motion: A motion was made by G. Luca and seconded by C. Hillman to grant St. Mary's Parish a one day beer and wine license for the Block Party to be held on June 27, 2015 from 11:00 AM to 8:00 PM. **Motion passed 3-0.**

Board/Committee Appointments:

Motion: A motion was made by G. Luca and seconded by C. Hillman to appoint the following people to the following positions for a one year term to expire on June 30, 2016. **Motion passes 3-0:**

Kopelman & Paige, P.C.	Town Counsel
Daniel Swinfeldt	Auctioneer
Gabriel Vellante	Building Inspector
Gabriel Vellante	Fence Viewer
Roland Bernier	Alternate Building Inspector
Robert Friedrich	Plumbing and Gas Inspector
James Bakum	Assistant Plumbing and Gas Inspector
Alan Parker	Wiring/Electrical Inspector
Phil Horgan	Assistant Wiring/Electrical Inspector
Eric Aaltonen	Sealer of Weights and Measures
Ramona Bean	Assistant Tax Collector
Carolyn McCreary	Energy Committee
Alan Wilson	Energy Committee
Jeff Mayes	IT Committee
Alan Wilson	IT Committee
Chief Robert Pedrazzi	Emergency Management Director

David Maher	MRPC Representative
Robert Finn	Reserve Police Officer
Robert Soultainian	Reserve Police Officer
Casey Scott	Reserve Police Officer
Shirley PD Sergeants: Peter Violette, Alfreda Cromwell, Samuel Santiago	Special Police Officer (Out of Town)
Shirley PD Patrol Officers: Craig LaPrade, Everett Moody, Gregory Gushlaw, Brandon Bruin, Jason Strniste	Special Police Officer (Out of Town)
Shirley PD Reserve Officers: Robert Pacetti, Matthew Euliano, Mark Lafferty, William McGuinness, David Lange, Sarah Brodmerkle	Special Police Officer (Out of Town)
Rich Skoczylas	Water and Sewer Rate Review Committee
Mary Spinner	Water and Sewer Rate Review Committee
D. Mike Detellion	Veteran's Agent * Term to expire March 31, 2016
Robert Pontbriand	MART Advisory Board
Robert Pontbriand	MBTA Advisory Board

Motion: A motion was made by G. Luca and seconded by C. Hillman to appoint the following people to the following positions for a three year term to expire on June 30, 2018. **Motion passes 3-0:**

Mary Spinner	Capital Planning Committee
James Stephen	Capital Planning Committee
Sr. Paula McCrea	Council on Aging Board of Directors
Sally Balcom	Council on Aging Board of Directors
Harry Zane	Cable TV Advisory Committee

Motion: A motion was made by G. Luca and seconded by C. Hillman to appoint the following person to the following position for a five year term to expire on June 30, 2020. **Motion passes 3-0:**

Robert Williams	Industrial Development Finance Authority
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The following Board of Selectmen members were appointed to various committees, as listed below. 4th of

July Committee, J. Livingston; Bi-Board, G. Luca; JBOS, G. Luca; Cable TV Advisory; Committee, G. Luca; Capital Planning Committee, C. Hillman; Insurance Advisory Committee (Ex-Officio) no official designation made; TIF Review Committee, no official designation made; Water and Sewer Rate Review Committee, J. Livingston.

New Business/Selectmen's Questions: G. Luca presented a draft policy and additional information on free cash. He would like input from other Board members and to discuss at a later BOS meeting. G. Luca is hopeful the Board can reach consensus on a policy in the future.

G. Luca also brought up an email that was sent to various Town Managers and State Officials from the Town of Shirley relative to regional school district assessments and limiting the request for increases for 2.5%. G. Luca and other Board members expressed concern that they were not included in the letter.

G. Luca then wanted to state his frustration over the Town Treasurer not following state law specifically MGL c.32B, sec. 9 1/2A relative to retiree health insurance billing and receiving.

J. Livingston asked R. Pontbriand to look into purchasing light weight podium so it may be transported more easily for outdoor events.

Approval of the Minutes:

Motion: A motion was made by G. Luca and seconded by C. Hillman to approve the meeting minutes of May 19, 2015. **Motion passed 3-0.**

Executive Session: A motion was made at 9:38 PM by G. Luca and seconded by C. Hillman to enter into Executive Session pursuant to MGL c. 30A, sec. 21A Exemption #3 (Litigation Strategy) relative to Officer M. Power. **By Roll Call:** J. Livingston, aye; G. Luca, aye; C. Hillman, aye. **Motion passes by roll call vote 3-0.**

The Board then entered into Executive Session.

At 9:58 PM, the Board then reentered into Open Session.

Motion: A motion was made by G. Luca and seconded by C. Hillman to adjourn at 9:59 PM. **Motion passed 3-0.**

Minutes Recorded and Submitted by Carly M. Antonellis

Minutes Approved by BOS: June 16, 2016

Christopher R. Hillman: Chris R. Hillman