

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



**Tuesday November 17, 2015**  
**Meeting Minutes**

*Broadcast and Recorded by APAC*

Present: Jannice L. Livingston, Chair; Gary J. Luca, Vice-Chair;  
Christopher R. Hillman, Clerk (*Entered at 7:07 PM*)

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

**Call to Order:** J. Livingston called the meeting to order at 7:00 PM.

**Moment of Silence:** J. Livingston asked for a moment of silence in observation of the terrorist attacks that took place in Paris France on November 13, 2015.

**Review and Approve Agenda:** R. Pontbriand asked to amend the agenda by adding #3 under the Fire Chief's agenda items. #3 will be a request for a Reserve Fund Transfer to make repairs to Ladder 1.

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

**Announcements:** J. Livingston made the following announcements:

- The Annual Turkey Party will take place Wednesday November 18, 2015 at 7:00 PM at the Ayer Fire Department
- The 11th Annual Ayer Fire Department Thanksgiving Day 5K will be held November 26, 2015.
- A Winter Parking Ban IS IN effect as of Friday November 15, 2015 through April 15, 2016.
- The Downtown Ayer Christmas Celebration will take place on Saturday December 12, 2015 from 12:00 PM – 3:00 PM.
- The Annual Tuba Christmas Concert will be held on Sunday December 13, 2015 at 2:00 PM. Both events are free and open to the public.

**Public Input:** None

*C. Hillman enters at 7:07 PM.*

**Chief William A. Murray, Ayer Police Department:** Chief Murray was in attendance asking for consideration of appointments for Prisoner Watch Personnel. He is recommending Mr. Wayne Sears, Ms. Sandra Chamberlain and Ms. Darlene Buelow.

**Motion:** A motion was made by G. Luca and seconded by C. Hillman to appoint Mr. Wayne Sears, Ms. Sandra Chamberlain and Ms. Darlene Buelow as per diem Prisoner Watch Personnel effective immediately.  
**Motion passed 3-0.**

*Appointment of Police Officers* – Chief Murray made a recommendation to appoint Mr. Paul Burns, Jr. and Mr. Stephen Lucier, III as fulltime Police Officer effective November 30, 2015 at Step 2.

**Motion:** A motion was made by G. Luca and seconded by C. Hillman to appoint Mr. Paul J. Burns, Jr. and Mr. Stephen Lucier, III as fulltime Police Officers effective November 30, 2015 at Step 2 with a one year probationary period. **Motion passed 3-0.**

**Public Hearing – Application for License – Storage of Flammable and Combustible Liquids (MGL c.148 §13) – JAR Realty Corporation, 1 Nemco Way:** C. Hillman opened the Public Hearing at 7:11 PM by reading the public hearing notice that was advertised in the Nashoba Valley Voice on November 6, 2015. JAR Realty Corporation is seeking to amend their c.148 §13 (storage of flammable and/or combustible liquids) license to increase capacity to 2,080,000 gallons for the storage of Class B vegetable and olive oils.

Fire Chief Robert J. Pedrazzi stated that he had no issues with the request and that the company will then work with the State Fire Marshal's office for compliance.

Mr. Michael Pattenden, 42 Westford Road had several questions about the project. Specifically, he wanted to know where the tanks would be located, if the company would be cutting any more trees and if they anticipated more tractor trailer truck traffic.

Mr. Joseph Basile indicated that the company will be doing further landscaping as the project progresses.

**Motion:** A motion was made by G. Luca and seconded by C. Hillman to approve the amendment to JAR Realty Corp's c. 148 §13 license as requested. **Motion passed 3-0.**

**Motion:** A motion was made by G. Luca and seconded to C. Hillman to close the Public Hearing at 7:20 PM. **Motion passed 3-0.**

**Public Hearing – FY'16 Tax Classification:** C. Hillman opened the Public Hearing at 7:21 PM by reading the public hearing notice as printed in the Nashoba Valley Voice on October 30, 2015 and November 6, 2015. The Board of Assessors was introduced by Administrative Assessor Tom Hogan. T. Hogan presented four items as it relates to the FY'16 tax rate, pursuant to MGL c.40 §56: 1) open space discount, 2) residential exemption 3) small commercial exemption 4) and the adoption of a residential factor.

**Motion:** A motion was made by G. Luca and seconded by J. Livingston to not adopt item #1, an open space discount up to 25%. **Motion passed 3-0.**

**Motion:** A motion was made by C. Hillman and seconded by G. Luca to not adopt item #2, a residential exemption up to 20%. **Motion passed: 3-0.**

T. Hogan further detailed the effect of adopting a small commercial exemption. There are 323 Commercial and Industrial classified parcels, with only 47 eligible for the exemption if adopted.

C. Hillman stated that although he had asked for exploration of this idea last year, he is not in favor of it after seeing the detailed data.

**Motion:** A motion was made by C. Hillman and seconded by G. Luca to not adopt item #3, a small commercial exemption up to 10 %. **Motion passed: 3-0.**

J. Livingston asked if there was any public input. There was none.

**Motion:** A motion was made by C. Hillman and seconded by G. Luca to adopt a residential factor of .714321. **Motion passed 3-0.**

**Motion:** A motion was made by G. Luca and seconded by C. Hillman to close the public hearing at 8:13 PM. **Motion passed 3-0.**

**Chief Robert J. Pedrazzi, Ayer Fire Department:** Chief Pedrazzi explained a request to approve a reimbursement grant from FEMA/MEMA for the January 2015 snowstorm. The Town will receive \$67,966.10 for costs incurred during the storm.

**Motion:** A motion was made by G. Luca and seconded by C. Hillman to approve the reimbursement grant FEMA-4214-DR-MA in the amount of \$67,966.10 with signature by the Chair. **Motion passed 3-0.**

*Acceptance of Donation from National Grid* – Chief Pedrazzi stated that he had received a \$2,500 donation from National Grid for the Safe Account.

**Motion:** A motion was made by G. Luca and seconded by C. Hillman to accept a gift in the amount of \$2,500 from National Grid for the Fire Department Safe Account. **Motion passed 3-0.**

*Reserve Fund Transfer Request* – Chief Pedrazzi asked for consideration of a Reserve Fund Transfer for unforeseen repair costs for Ladder #1; specifically the hydraulic swivel. The defect was found during an inspection by an independent engineering company. Ladder #1 cannot be certified without the hydraulic swivel being repaired.

**Motion:** A motion was made by G. Luca and seconded by C. Hillman to approve the reserve fund transfer request in the amount of \$22,983 in account 01220-52000 to replace the hydraulic swivel on Ladder #1. **Motion passed 3-0.**

**Town Administrator's Report:** R. Pontbriand gave a brief administrative update, highlighting the following: 2016 license renewal process, capital budget requests from Department Heads are due Friday November 20, 2015, update from Executive Bi-Board Meeting.

*Land Use Administrative Coordinator Presentation* – J. Livingston gave a presentation on a proposed Administrative Coordinator for the land use departments. The fulltime union position is already funded in the Building Department line item. The position would provide administrative support and coordination for the Building Department, the Planning Board; Conservation Commission and the Economic Development Office. They can also assist customers in the Board of Health Office and Parks Department when those offices are not staffed.

R. Pontbriand is seeking authorization to negotiate with the union to establish the position.

**Motion:** A motion was made by C. Hillman and seconded by G. Luca to authorize the Town Administrator to enter into negotiations with the AFSCME 93 Clerical Union for the Land Use Administrative Coordinator position as presented by J. Livingston (with the caveat that the position title may change). **Motion passed 3-0.**

*Authorization for Hiring of Economic and Community Development Director* – The BOS discussed the current position description and agreed that it needed updating/review by the Personnel Board. R. Pontbriand suggested convening the Search Committee to discuss the current job description and to make recommendations to the Personnel Board on what they would like to see changed.

The BOS stated they would like the following topics included in the description and/or job ad: interface with the business community, marketing, grant writing, staff support for the IDFA, oversee the CDBG grant, TIF program, commercial real estate, planning credentials and I.T. skills.

**Motion:** A motion was made by G. Luca and seconded by C. Hillman to create a search committee for the position of Economic and Community Development Director and to convene the committee to review the current job description. **Motion passed 3-0.**

**New Business/Selectmen's Questions:** C. Hillman stated that the Town of Ayer will be meeting with the Town of Littleton on Wednesday November 18, 2015 to discuss next steps for the needed improvements at Rt. 2A/Willow Road intersection.

**Approval of the Minutes:**

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

**Adjournment:**

**Motion:** A motion was made by G. Luca and seconded by C. Hillman to adjourn at 9:38 PM. **Motion passed 3-0.**

Minutes Recorded and Submitted by Carly M. Antonellis, Assistant to the Town Administrator

Minutes Approved by BOS: \_\_\_\_\_ 12/1/2015

Christopher R. Hillman, Clerk: \_\_\_\_\_ Christopher R. Hillman