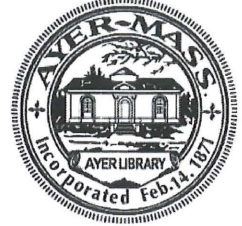


RECEIVED  
JUL 16 2021

TOWN OF AYER  
TOWN CLERK



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



*Broadcast and Recorded by APAC*

**Tuesday June 1, 2021**  
**Open Session Meeting Minutes**

**SB Present:** Shaun C. Copeland, Chair; Scott A. Houde, Vice-Chair; Jannice L. Livingston, Clerk

**Also Present:** Robert A. Pontbriand, Town Manager  
Carly M. Antonellis, Assistant Town Manager

**Call to Order:** S. Copeland called the meeting to order at 6:00 PM.

**Remote Access:** S. Copeland stated that pursuant to Governor Baker's March 12, 2020 Order Temporarily Suspending Certain Provisions of the Open Meeting Law, MGL Chapter 30A, Section 18 and the Governor's March 15, 2020 Order imposing strict limitations on the number of people that may gather in one place, this meeting of the Ayer Board of Selectmen is being conducted via remote participation. No in-person attendance of members of the public will be permitted, but every effort has been made to ensure that the public can adequately access the proceedings as provided in the Order. All votes will be taken by Roll Call.

**Pledge of Allegiance:** Select Board members and meeting attendees stood and recited the Pledge of Allegiance.

**Announcements:** None

**Approval of Meeting Agenda:**

**Motion:** A motion was made by S. Houde and seconded by J. Livingston to approve the meeting agenda. **Roll Call:** S. Houde, aye; J. Livingston, aye; S. Copeland, aye. **Motion passed by Roll Call Vote 3-0.**

**Ratification of Police Chief Appointment:** *Deputy Chief Brian P. Gill* – The SB was joined by Deputy Chief Brian Gill, his family, Chief Bill Murray and members of the Ayer Police Department. R. Pontbriand stated that with Chief Murray's upcoming June 30, 2021 retirement, he is proud to appoint Deputy Chief Brian Gill as the next Police Chief of Ayer, effective June 30, 2021 and would like the Board's ratification of the appointment. R. Pontbriand also read excerpts from letters of recommendation that were received from community members and area police chiefs supporting the appointment of Dep. Chief Brian Gill. Chief Murray spoke in favor of the appointment.

**Motion:** A motion was made by S. Houde and seconded by J. Livingston to ratify the appointment of Brian P. Gill as the Ayer Police Chief, effective June 30, 2021. **Roll Call:** S. Houde, aye; J. Livingston, aye; S. Copeland, aye. **Motion passed by Roll Call Vote 3-0.**

*Deputy Chief Gill was then sworn in by the Town Clerk.*

**Tim Silva, Director, The Ayer Library:** *Ayer Library Strategic Plan Update* – T. Silva announced that the library will be reopening to the public on June 15, 2021. He then reported that the Ayer Library has been working with a consultant to update their strategic plan. He encouraged Board and community members to take the Community Survey online at: [www.surveymonkey.com/r/ayerlibrarysurvey2021](http://www.surveymonkey.com/r/ayerlibrarysurvey2021)

**Nashoba Regional Greenway "NRG" – Presentation:** G. Tillotson joined the SB and gave a brief presentation

on the Nashoba Regional Greenway, which is 14 communities that have been meeting to actively work on establishing a landline to connect the various greenways and footpaths in the region. The NRG Committee is now drafting a route map through each of the 14 communities and working on their mission statement and charter. They have recently applied for a DLTA grant from MRPC for assistance.

**Mark Wetzel, Superintendent, Dept. of Public Works:** *Groton Shirley Road Utilities Upgrade Change Order 1* – M. Wetzel presented Change Order 1 for the Groton Shirley Road Utilities Upgrade. In addition to the work being done by KJS, LLC., the Town hired KJS LLC to repair a water main leak on the 16-inch pipe from the Spectacle Pond well field. This was an emergency repair, beyond the DPW's capabilities, due to the depth of the pipe (12 feet) and the high groundwater table. The total for Change Order No. 1 is \$32,077.56 for a total contract amount of \$630,272.81. He is recommending approval with signature by the Chair.

**Motion:** A motion was made by S. Houde and seconded by J. Livingston to approve Change Order Number 1 in the amount of \$32,077.56 for KJS, LLC. **Roll Call:** S. Houde, aye; J. Livingston, aye; S. Copeland, aye. **Motion passed by Roll Call Vote 3-0.**

*Recommendation of DPW Job Title Change* – M. Wetzel presented an Organizational Chart for the Dept. of Public Works with a recommendation to change the title of the DPW Superintendent to DPW Director. The change of title to Director better reflects the current responsibilities of the position.

**Motion:** A motion was made by J. Livingston and seconded by S. Houde to approve the Organizational Chart and the Change in Title as requested. **Roll Call:** S. Houde, aye; J. Livingston, aye; S. Copeland, aye. **Motion passed by Roll Call Vote 3-0.**

*Approval of Sewer Rules and Regulations* - M. Wetzel reported that the DPW updated the Town Sewer Rules and Regulations and presented the draft to the SB on April 20, 2021. The regulations include sewer connection applications, permits, extensions and construction requirements; sewer rates and fees; industrial discharge permitting, regulations and pretreatment; and enforcement actions. The DRAFT document was posted to the Town web site for review and comment. The DPW did not receive any comments. M. Wetzel is recommending that the Board, acting in their capacity as the Sewer Commissioners approve the Sewer Rules and Regulations dated May 26, 2021.

**Motion:** A motion was made by S. Houde and seconded by J. Livingston to approve the Sewer Rules and Regulations dated May 26, 2021. **Roll Call:** S. Houde, aye; J. Livingston, aye; S. Copeland, aye. **Motion passed by Roll Call Vote 3-0.**

**Town Manager's Report:** *Administrative Update/Review of Town Warrant(s)* - R. Pontbriand provided the Select Board with an update on the various activities, initiatives, and projects of the Administration since the Select Board last met. He also provided a list of signed Town Warrants in the meeting packet. He reported that there may be a need for a reserve fund transfer in the IT account and that departmental evaluations are currently ongoing. He would also like to talk about SB goals for the upcoming year.

*COVID-19 Update/Reopening Plan Update* – R. Pontbriand stated that the Town Hall reopened today. He thanked the Select Board, the public, and all staff for working through a difficult period of COVID-19. He is asking that Town Hall staff and the public wear a mask for the time being. He reported that Sandy Pond Beach will be opening very soon and the Swap Shed at the Transfer Station will open tomorrow.

*2021 Reappointment (Part 1)* –

**Motion:** A motion was made by J. Livingston and seconded by S. Houde to approve the following list of reappointments effective July 1, 2021. **Roll Call:** S. Houde, aye; J. Livingston, aye; S. Copeland, aye. **Motion passed by Roll Call Vote 3-0.**

Expiring Term List		
Board / Committee	Current Member	Length of Term
CAPITAL PLANNING COMMITTEE	James D. Stephen	3 Years
COMMISSION ON DISABILITIES	David Cibor	3 Years
COMMISSION ON DISABILITIES	Caitlin Gamache	3 Years
COMMISSION ON DISABILITIES	Laura Warner	3 Years
COMMUNITY PRESERVATION COMMITTEE	Colleen Krieser	3 Years
COMMUNITY PRESERVATION COMMITTEE	Beth Suedmeyer	3 Years
CONSERVATION COMMITTEE	Jessica G. Gugino	3 Years
CONSERVATION COMMITTEE	Jon Schmalenberger	3 Years
COUNCIL ON AGING BOARD OF DIRECTORS	Sr. Paula A. McCrea	3 Years
COUNCIL ON AGING BOARD OF DIRECTORS	Carole Tillis	3 Years
CULTURAL COUNCIL	Claudia Abbes	3 Years
CULTURAL COUNCIL	JulieAnn Govang	3 Years
CULTURAL COUNCIL	Sandi Regan	3 Years
CULTURAL COUNCIL	Sara Callahan	3 Years
HISTORICAL COMMISSION	Margaret Durand	3 Years
REGISTRARS OF VOTERS	Kathleen O'Connor	3 Years

*2021 Summer Select Board Meeting Schedule* – The SB agreed to meet on Wednesday July 14, 2021, and Tuesday August 17, 2021, both meetings at 6:00 PM, for the 2021 Summer Schedule. Board members and R. Pontbriand agreed that if the need arises to meet additionally before September, the Board will schedule a meeting in accordance with the Open Meeting Law.

**New Business/Selectmen's Questions:** S. Houde stated that there currently a lot of large projects/development either going on in Town or will be coming up. He would like a list of all major projects.

**Approval of Meeting Minutes:**

**Motion:** A motion was made by S. Houde and seconded by J. Livingston to approve the Meeting Minutes from April 20, 2021, and May 4, 2021. **Roll Call:** S. Copeland, aye; S. Houde, aye; J. Livingston, aye. **Motion passed by Roll Call Vote 3-0.**

**Adjournment:**

**Motion:** A motion was made by J. Livingston and seconded by S. Houde to adjourn at 7:05 PM. **Motion passed by Roll Call Vote 3-0.**

Minutes Recorded and Submitted by Carly M. Antonellis, Assistant Town Manager

Date Minutes Approved by SB: 14 JULY 2021

Signature Indicating Approval: Jamie Livingston