



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



Broadcast and Recorded by APAC

Tuesday October 19, 2021
Open Session Meeting Minutes

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

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

Call to Order: S. Copeland called the meeting to order at 6:02 PM. Due to the ongoing COVID-19 Pandemic, in accordance with Chapter 20 of the Acts of 2021, suspending certain provisions of the Open Meeting Law (OML), public bodies otherwise governed by the OML are temporarily relieved from the requirement that meetings be held in public places, open and physically accessible to the public, so long as measures are taken to ensure public access to the bodies' deliberations "through adequate, alternative means." This meeting will be live on Zoom and Channel 8. S. Copeland stated that all votes will be taken by Roll Call.

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

Approval of Meeting Agenda:

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

Announcements: S. Copeland announced that the Fall Special Town Meeting will take place on Monday October 25, 2021 at 7:00 PM at the Ayer Shirley Regional High School.

Acceptance of Donation from Lorna Briggs & Briggs Family for the Downtown Ayer "Heart of Hometown Festival": Alan Manoian joined the Select Board to recognize Lorna and Lisa Briggs for donating \$1,500 to the Heart of Hometown Festival in memory of Clarence and Beatrice Briggs. Lisa Briggs stated that the Briggs family was so happy to give to the event and be recognized by the Select Board. She noted that her parents would be proud and very proud of the Town of Ayer. Board members thanked the Briggs Family.

Motion: A motion was made by J. Livingston and seconded by S. Houde to accept the donation of \$1,500 from the Briggs Family for the Heart of Hometown Festival. **By Roll Call Vote:** J. Livingston, aye; S. Houde, aye; S. Copeland, aye. **Motion passed 3-0.**

Public Hearing – ch. 138, sec. 15 – Beer & Wine License – Yatim Central Convenience: J. Livingston opened the public hearing at 6:09 PM by reading the Public Hearing Notice as advertised in the *Nashoba Valley Voice* October 8, 2021. Khalil and Darline Yatim were in attendance. C. Antonellis stated that with the Select Board's approval, the application will then go the ABCC for their review. S. Houde stated that he had no questions. J. Livingston asked how the remodeling was going? Khalil and Darline Yatim said it was slower than expected, but it was going along. They thanked Board members and reported that they've hired 5 employees, 3 from Ayer and 2 from Shirley.

Motion: A motion was made by S. Houde and seconded by J. Livingston to approve the Beer and Wine License for Yatim Central Convenience, 38 Park Street. **By Roll Call Vote:** J. Livingston, aye; S. Houde, aye; S. Copeland, aye. **Motion passed 3-0.**

Motion: A motion was made by S. Houde and seconded by J. Livingston to close the public hearing at 6:14 PM. **By Roll Call Vote:** J. Livingston, aye; S. Houde, aye; S. Copeland, aye. **Motion passed 3-0.**

Public Input: Denise Perrault stated that the Heart of Hometown Festival was a great event in Ayer and that all Devenscrest families were happy to be a part of the community event.

Execution of West Main Street. MassWorks Infrastructure Project: Special Project Manager Mark Wetzel was in attendance. He stated that general bids for the Ayer West Main Street Infrastructure Project were received at the DPW on September 23, 2021. The SB voted on October 5, 2021 to award the contract to Onyx Corporation from Acton, MA.

This project is funded with a MassWorks Grant.

Motion: A motion was made by J. Livingston and seconded by S. Houde to execute the agreement with Onyx Corporation for the Ayer West Main Street Infrastructure Project in the amount of \$2,582,522.50 (for signature by the Board). **By Roll Call Vote:** J. Livingston, aye; S. Houde, aye; S. Copeland, aye. **Motion passed 3-0.**

J. Livingston asked when the project will start. M. Wetzel stated that he thinks utility work will begin soon and the project start date will depend on the ability to get materials.

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 he received an inquiry from APAC about live broadcasting the Town Meeting on October 25th. SB members agreed that the Town Meeting should be broadcast live. R. Pontbriand stated that Town Hall has been extremely busy with Town Meeting preparations. He noted that FY '23 Capital Budget requests are due on October 29, 2021. The Senior Center will be reopening on November 1, 2021. He stated that the new director, Dr. Katie Petrossi has hit the ground running.

Presentation/Overview of Woodlawn Cemetery Transfer Study Report - R. Pontbriand was joined with M. Wetzel. They presented an overview of the Woodlawn Cemetery Transfer Study Report. They gave a background and history of the Woodlawn Cemetery, noting that the Board of Directors had contacted the Town back in 2019 about the possibility of transferring the cemetery to the Town. The report highlights the progress made to date and needed next steps, such as the 3 Town Meeting articles to be presented on October 25, 2021.

J. Livingston asked if there was training that Town staff would have to go through for caring for the cemetery? M. Wetzel said yes, they will be collaborating with the current Board of Directors and other area municipal cemeteries.

FY 2023 Budget Process & Update - R. Pontbriand stated that the Capital process is on target and that he'll be having upcoming discussions with the Board about the FY '23 budget and ARPA funding.

New Business/Selectmen's Questions: None

Approval of Meeting Minutes:

Motion: A motion was made by J. Livingston and seconded by S. Houde to approve the meeting minutes from October 5, 2021. **By Roll Call Vote:** J. Livingston, aye; S. Houde, aye; S. Copeland, aye. **Motion passed 3-0.**

Adjournment:

Motion: A motion was made by J. Livingston and seconded by S. Houde to adjourn at 6:43 PM. **By Roll Call Vote:** J. Livingston, aye; S. Houde, aye; S. Copeland, aye. **Motion passed 3-0.**

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

Date Minutes Approved by SB: 2 Nov 2021

Signature Indicating Approval: 