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



Broadcast and Recorded by APAC

Tuesday April 5, 2022
Open Session Meeting Minutes

SB Present: Shaun C. Copeland, Chair; Jannice L. Livingston, Clerk

SB Not Present: Scott A. Houde, Vice-Chair

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.

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. Copeland to approve the meeting agenda. **Motion passed 2-0.**

Public Input: Sara Withee, 11 Groton Shirley Road asked when a tax impact number would be provided relating to the proposed debt exclusion for a new fire engine. R. Pontbriand stated that Chief Johnston will be making a presentation at the next meeting on April 19, 2022.

Susan Copeland, Town Clerk: *Update on Town Census and 2022 Dog Licenses* – S. Copeland stated that the 2022 Census has been mailed out. There was a delay due to the addition of a new precinct. The Town Clerk's webpage will be updated by April 8th with new precinct information. Dog Licenses, per Town Bylaw, are due on March 31st, 2022. The town has long included the application on the bottom of the census as a reminder for residents; because of the delay, the Town Clerk would like to extend the grace period on the late fee to May 2, 2022.

Motion: A motion was made by J. Livingston and seconded by S. Copeland to extend the grace period for late fees on the dog tags to May 2, 2022. **Motion passed 2-0.**

Alicia Hersey, Program Manager, Community Development Office: *Lien Subordination Request, Case Number 11-382* – A. Hersey presented Lien Subordination Request #11-382. She stated that the owners are looking to refinance and is requesting that the Select Board approve the subordination of the Town's lien conditioned upon a new mortgage, not to exceed \$345,000.

Motion: A motion was made by J. Livingston and seconded by S. Copeland to approve the lien subordination request as presented. **Motion passed 2-0.**

Alan Manoian, Director, Community and Economic Development: *Approval of FY '22 Economic Development Budget from UDAG Account* – A. Manoian is requesting the approval of \$17,000 in UDAG funding for the remainder of the FY '22 Community and Economic Development budget. He explained that the IDFA unanimously reduced the IDFA-funded portion of the budget in December of 2021 leaving a deficit.

Motion: A motion was made by J. Livingston and seconded by S. Copeland to approve \$17,000 in UDAG funding for the FY '22 Community and Economic Development budget. **Motion passed 2-0.**

Katie Petrossi, Director, Council on Aging: *Approval of Executive Office of Elder Affairs Formula Grant Contract - K. Petrossi was in attendance requesting the approval of a 10-year contract with the Massachusetts Office of Elder Affairs for the EOEa formula grant. In the past, the contract length was one year. As part of several procedural/operational changes at EOEa designed to simplify the funding process, contracts will now cover 10 years.*

Motion: A motion was made by J. Livingston and seconded by S. Copeland to approve 10-year EOEa Formula Grant. **Motion passed 2-0.**

DPW Director's Report – Dan Van Schalkwyk: *Execution of Contract for Westford Road Water & Sewer Replacement Project – D. Van Schalkwyk is requesting that the Select Board execute a contract with Joseph P. Cardillo & Son, Inc. for the Westford Road Water and Sewer Replacement Project with signature by the Chair. The cost of the project is \$572,500.*

Motion: A motion was made by J. Livingston and seconded by S. Copeland to execute the Westford Road Water & Sewer Replacement Contract with Joseph P. Cardillo & Son. **Motion passed 2-0.**

Agreement for Wastewater Treatment & Disposal Services with MassDevelopment – D. Van Schalkwyk stated that the current agreement ended on December 31, 2021 and the Town and MassDevelopment entered into an extension until April 1, 2022. MassDevelopment is now seeking an amendment for an extension until June 30, 2022 but has agreed to lower the base flow from 100,000 gallons per day to 50,000 gallons per day and to reduce the reserve capacity from 800,000 to 350,000 gallons. D. Van Schalkwyk is requesting approval.

Motion: A motion was made by J. Livingston and seconded by S. Copeland to approve the contract extension until June 30, 2022 with the provisions for lowered base flow and reserve capacity. **Motion passed 2-0.**

Review and Approval of April 25, 2022 Annual Town Meeting Warrant: R. Pontbriand read through the Annual Town Meeting Warrant, which contains 31 articles and 1 Citizen's Petition. He noted that the warrant will be posted at Town Hall, the website, and various locations throughout town on Friday April 8, 2022. He noted that signs will be put up throughout Town and warrants will be mailed to every household.

J. Livingston asked about how many warrants will be mailed. C. Antonellis stated around 4,200 which is one to every household.

R. Pontbriand then reviewed Article 6 the Omnibus budget. He noted that the lifeguard wages were increased to keep the positions competitive. He also listed other minor changes included in final DRAFT #5. The omnibus budget will increase 4.11% over last year. S. Copeland asked if the budget included the Police Department taser equipment. R. Pontbriand stated yes.

James O'Connor, Town Moderator asked to change the text on the front of the warrant to read that if there were questions with the warrant or town meeting procedure to contact him and list his email and phone number. J. Livingston and S. Copeland stated that they didn't feel that was appropriate, as the warrant is issued by the Select Board. R. Pontbriand added that the warrant is an apolitical document. J. O'Connor stated that the website had no information on how to contact the Moderator. J. Livingston stated that the residents guide to Town Meeting is also on the website. R. Pontbriand stated that there was no issue with placing the Town Moderator's information on the website and that he was under the impression that the Moderator would be sending information to Ms. Knox to post. J. Livingston stated that it should be made clear that the Moderator can answer questions about Town Meeting procedure.

Dennis Curran, 51 Pleasant Street stated that he thought there would be warrant articles relating to the regulation of dumpsters, blight, and nuisances. R. Pontbriand stated that those issues are still under development, and he hopes to bring them forward at the Fall Town Meeting. D. Curran stated that he thought that these issues would be taken up sooner. R. Pontbriand stated that after having several meetings with Mr. Curran, they are not in disagreement but that the issues were still under development.

R. Pontbriand stated that though there is not a quorum of the Finance Committee, members Mark Smith and Lou Conrad were in attendance. Neither had questions.

Sara Withee, 11 Groton Shirley Road asked about the funding for the proposed new positions in the FY '23 budget. R. Pontbriand directed Ms. Withee to the various line items in the budget where the funding is being proposed.

Jessica Gugino, 8 Mountain View Ave. asked for clarification on not having a quorum on the Finance Committee. S. Copeland stated that the two remaining board members can be in attendance at Town Meeting, since it is not subject to the Open Meeting Law. J. Gugino asked how long the Finance Committee had vacancies. R. Pontbriand stated since last spring (Spring of 2021).

Motion: A motion was made by J. Livingston and seconded by S. Copeland to approve the Annual Town Meeting Warrant for April 25, 2022 and present the FY '23 omnibus budget. **Motion passed 2-0.**

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. The Woodlawn Cemetery is now under the control of the Town per an April 4, 2022 License Agreement.

New Business/Select Board Member Questions: None

Approval of Meeting Minutes:

Motion: A motion was made by J. Livingston and seconded by S. Copeland to approve the meeting minutes of March 1, 2022; March 15, 2022; March 16, 2022; March 22, 2022. **Motion passed 3-0.**

Adjournment:

Motion: A motion was made by J. Livingston and seconded by S. Copeland to adjourn at 7:10 PM. **Motion passed 2-0.**

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

Date Minutes Approved by SB: _____

3/24/22

Signature Indicating Approval: _____

