

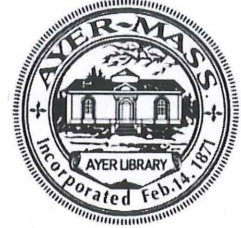
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MAY 18 2022

TOWN OF AYER
TOWN CLERK

9:55

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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 May 3, 2022
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.

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. **Motion passed 3-0.**

Announcements: S. Copeland announced that the Annual Town Election will be held on Tuesday May 10, 2022 from 7:00 AM - 8:00 PM in the Great Hall (2nd Floor) of the Ayer Town Hall.

Public Input: Dennis Curran, 51 Pleasant Street stated that at Town Meeting he found it helpful to have pie charts of department spending. Moving forward he would like to see the police and fire separated in their own category, not grouped together under public safety. D. Curran then stated that Select Board Member Houde had suggested doing a deeper dive into Mutual Aid agreements and asked what that would entail. S. Houde stated that he spoke with the Fire Chief and Deputy Fire Chief after Town Meeting and they will be scheduling a call to discuss in the next several weeks. D. Curran thinks a 3rd party review would be beneficial as opposed to an in-house review.

Alan Manoian, Director, Community and Economic Development - Request for UDAG Funding - \$15,000 - Park Street Undergrounding of Public Utilities Design: A. Manoian is requesting funding in the amount of \$15,000 from the UDAG account for a design fee for National Grid to fund the preparation of a conceptual high-level design and cost estimate for the proposed undergrounding of utilities along Park Street. S. Copeland asked about the \$108,000 initial grant received by the Town for Park Street. A. Manoian stated that the initial \$108,000 was for Green International to lay out the preliminary redesign of the street; in order for National Grid to design their portion the additional \$15,000 is required. S. Houde asked what portion of Park Street would this affect. A. Manoian stated from Park and Main Street to Park and Groton Street.

Motion: A motion was made by J. Livingston and seconded by S. Houde to approve \$15,000 in UDAG funding for the Park Street Undergrounding of Public Utilities Design. **Motion passed 3-0.**

Dan Van Schalkwyk, DPW Director - Execution of 2022 - 2024 Paving and Road Treatment Contract: D. Van Schalkwyk was in attendance. He stated that at the April 19, 2022 Select Board meeting, the Board awarded the contracts for 2022 through 2024 Road Paving and Treatment to PJ Albert Inc. for the road paving portion and All States Construction, Inc. for the rubberized chip seal portion. He stated that the Contractors have provided the required bonds, insurance, and signed agreements. He is requesting that the Board vote to execute the contracts for road paving with PJ Albert Inc. and the rubberized chip seal with All States Construction, Inc for FY23.

Motion: A motion was made by S. Houde and seconded by J. Livingston to execute the contracts for road paving with PJ Albert Inc. and the rubberized chip seal with All States Construction, Inc for FY23. **Motion passed 3-0.**

Drinking Water Week, May 1-7, 2022 – D. Van Schalkwyk stated that National Drinking Water Week is May 1st through May 7th. The week is used to recognize the importance of drinking water and recognize the water professionals who work hard to provide quality drinking water for the community. D. Van Schalkwyk thanked all personnel in the Ayer Water Department.

Motion: A motion was made by J. Livingston and seconded by S. Houde recognize and sign the Drinking Water Week Proclamation. **Motion passed 3-0.**

Town Manager's Report: *Authorization and Execution of Woodlawn Cemetery Quitclaim Deed* – R. Pontbriand was joined by Virginia Matthews the current Treasurer of the Woodlawn Cemetery. R. Pontbriand presented the Woodlawn Cemetery Quitclaim Deed as prepared by Town Counsel for authorization and execution by the Ayer Select Board and Woodlawn Cemetery. Upon an affirmative vote with signature by the Select Board, the Woodlawn Cemetery Quitclaim Deed will be filed with the Registry of Deeds by Town Counsel. Once the quitclaim deed is officially recorded by the Registry of Deeds, the Town of Ayer will be the legal owner of the Woodlawn Cemetery and the transfer process will be complete. The Woodlawn Cemetery has a current balance of the funds which is \$84,086.60. Woodlawn will retain \$4,086.60 to close out the company. The remaining amount will be later transferred to the Town. The Woodlawn Cemetery has presented the Town with a \$80,000 check. \$60,000 will go towards perpetual care and the remaining \$20,000 will go to cemetery operations.

Motion: A motion was made by J. Livingston and seconded by S. Houde to authorize and sign the Woodlawn Cemetery Quitclaim Deed, as requested. **Motion passed 3-0.**

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. R. Pontbriand stated that the departments are working on the truck traffic issue and will update the Board at the next meeting. R. Pontbriand stated that he was thinking for the June 7, 2022 to bring all the new public safety personnel to do a meet and greet with the Board. J. Livingston would like an update on the Town bridges.

New Business/Select Board Member Questions: S. Houde announced that the Town-wide cleanup will be held on Saturday May 14, 2022.

Approval of Meeting Minutes:

Motion: A motion was made by J. Livingston and seconded by S. Houde to approve the meeting minutes of April 5, 2022. **Motion passed 3-0.**

Adjournment:

Motion: A motion was made by J. Livingston and seconded by S. Copeland to adjourn at 6:30 PM. **Motion passed 2-0.**

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

Date Minutes Approved by SB: 17 May 2022

Signature Indicating Approval: 