



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

Broadcast and Recorded by APAC

Tuesday October 4, 2022
Open Session Meeting Minutes

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

SB Absent: Scott A. Houde, Clerk

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

Call to Order: J. Livingston 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 S. Copeland and seconded by J. Livingston to approve the meeting agenda. **Motion passed 2-0.**

Announcements: J. Livingston stated that S. Houde would not be in attendance. She also stated that the Newton Street Art and Folk festival held this past weekend was successful.

Recognition of Cindy Knox, I.T. Director: The SB recognized Cindy Knox who will be retiring on October 7, 2022. The Board thanked her for her 12 years of service.

Public Input: None

Dan Van Schalkwyk, Director, Dept. of Public Works - Public Meeting for Vote to Layout Pleasant Street Extension (Portion): D. Van Schalkwyk was in attendance requesting that the SB vote to Layout Pleasant Street Extension (Portion) in anticipation of the Special Fall Town Meeting being held on October 24, 2022.

Motion: A motion was made by J. Livingston and seconded by S. Copeland to vote to Layout Pleasant Street Extension (Portion) as presented. **Motion passed 2-0.**

Agreement for Spectacle Pond Transmission Main Replacement Project – D. Van Schalkwyk presented a contract for execution for replacing a section of transmission main leaving Spectacle Pond Water Treatment Plant. The DPW opened 7 bids for the project which ranged from \$437,310.01 to \$1,190,509.60. The low bidder is N. Granese and Sons, Inc. from Salem, MA. The project will be paid from ARPA funds previously authorized by the Select Board.

Motion: A motion was made by S. Copeland and seconded by J. Livingston to execute the contract between the Town of Ayer and N. Granese and Sons, Inc. as presented. **Motion passed 2-0.**

D. Van Schalkwyk stated that the paving of Central Ave. and Pleasant Street has been moved to Thursday due to weather.

Review and Approval of the 2022 Special Fall Town Meeting Warrant: R. Pontbriand presented the Final Draft of the 2022 Special Fall Town Meeting Warrant. He noted that the Town Moderator and Town Clerk were in attendance. The 2022 Fall Special Town Meeting Warrant contains four (4) Articles for consideration by Town Meeting: Article 1 – Street Acceptance – Pleasant Street Extension (Portion); Article 2 – Street Acceptance – Woodland Way and a Portion of Hemlock Drive; Article 3 – CPC Funding for the Ayer Commons Affordable Housing Project (65 Fitchburg Road); Article 4 – CPC Funding for the 1943 Howitzer Restoration Project

J. Livingston asked if the Planning Board had voted on the street acceptance articles. Planning Board Member Geof Tillotson confirmed that they had. She asked that the votes be included in the Warrant.

There was then a discussion about sponsorship of the articles. J. Livingston noted that when she votes to approve an article to be placed on the warrant, she is saying that she wants the Town to look at it and vote.

Motion: A motion was made by S. Copeland and seconded by J. Livingston to approve Article 3, the CPC Funding Article for Ayer Commons Affordable Housing Project as presented in the warrant. **Motion passed 2-0.**

Motion: A motion was made by S. Copeland and seconded by J. Livingston to approve Article 4, the CPC Funding Article for the 1943 Howitzer Restoration Project as presented in the warrant. **Motion passed 2-0.**

Motion: A motion was made by S. Copeland and seconded by J. Livingston to approve the Special Annual Fall Town Meeting Warrant as presented. **Motion passed 2-0.**

Town Manager's Report - Administrative Update/Review of Town Warrant(s): R. Pontbriand provided a brief Administrative Update to the Select Board on the various activities, initiatives, and projects of the Town since the Select Board last met and referenced the Town Warrants that are in the Select Board's packet that were approved since the Select Board last met. He noted that the FY '24 budget cycle is now underway. He met with the newly reconstituted Finance Committee last week. R. Pontbriand stated that the Cable Advisory Committee is underway and there is a public survey currently being conducted.

Review and Approval of FY '24 Budget Calendar – R. Pontbriand presented the final draft of the FY '24 Budget Calendar. R. Pontbriand noted that he added a note to the calendar relating to Rate Review Committee, Capital Planning Committee and Bi-Board that they will be regularly meeting throughout the fall and winter months.

Motion: A motion was made by S. Copeland and seconded by J. Livingston to approve the FY '24 Budget Calendar as presented. **Motion passed 2-0.**

New Business/Select Board Member Questions: S. Copeland asked D. Van Schalkwyk about installing a Crossing Signal at Main and Washington Streets. D. Van Schalkwyk stated that they had one and he'd be coordinating with the Highway Division. S. Copeland also stated that he was contacted by a resident about the poor visibility with the first parking space in front of Bar25/Union Coffee Roasters. S. Copeland asked about reducing the speed on a congested street from 25 mph to 15 mph. D. Van

Schalkwyk stated he would consult with MassDOT, but doesn't believe it can be reduced lower than 25 mph.

J. Livingston asked D. Van Schalkwyk about tree limbs hanging over into public ways. D. Van Schalkwyk stated that they work with the property owner to resolve the issue. He stated if she sends him locations of the problem spots, he will follow-up.

Adjournment: A motion was made by S. Copeland and seconded by J. Livingston to adjourn at 6:34 PM.
Motion passed 2-0.

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

Date Minutes Approved by SB: 6/4 11/1/2022

Signature Indicating Approval: Scott A. / LC