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JAN 18 2023

TOWN OF AYER
TOWN CLERK



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



Broadcast and Recorded by APAC

December 6, 2022
Open Session Meeting Minutes

SB Present: Jannice L. Livingston, Chair; Shaun C. Copeland, Vice-Chair; 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. J. Livingston stated that this meeting/hearing of the Ayer Select Board will be held in-person at the location provided on this notice. Members of the public are welcome to attend this in-person meeting. Please note that while an option for remote attendance and/or participation via Zoom is being provided as a courtesy to the public, the meeting/hearing will not be suspended or terminated if technological problems interrupt the virtual broadcast, unless otherwise required by law. Members of the public with particular interest in a specific item on this agenda should make plans for in-person vs. virtual attendance accordingly. This meeting will be live on Zoom and Channel 8. The public may access the proceedings by joining Zoom (Meeting ID# 897 9080 0793) or by calling (929-205-6099).

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 S. Houde to approve the meeting agenda.

Motion passed 3-0.

Announcements: J. Livingston announced that the Winter Parking Ban is in effect from November 15 through April 15. She also announced a list of current vacancies on various Town Boards and Committees.

Public Input: None

Ratification of Appointments - Finance Manager Appointment, Barbara Tierney, Treasurer/Tax Collector: R. Pontbriand is requesting that the Board ratify the appointment of Ms. Barbara Tierney as Finance Manager. Her new title will be Finance Manager, Treasurer/Tax Collector. He is asking that the ratification of appointment be effective on November 21, 2022. J. Livingston thanked B. Tierney for stepping up to the plate.

Motion: A motion was made by S. Copeland and seconded by S. Houde to ratify the appointment of Ms. Barbara Tierney as Finance Manager effective November 21, 2022. **Motion passed 3-0.**

Town Accountant Appointment, Kerry Cooper, Assistant Town Accountant – R. Pontbriand is requesting that the Board ratify the appointment of Ms. Kerry Cooper as the Town Accountant. She is being promoted from the Assistant Town Accountant position. J. Livingston also thanked Ms. Cooper for stepping up to the plate.

Motion: A motion was made by S. Houde and seconded by S. Copeland to ratify the appointment of Ms. Kerry Cooper as the Town Accountant. **Motion passed 3-0.**

Chief Timothy Johnston, Ayer Fire Department - A.L.S. Intercept Rate Increase: Chief Johnston and Deputy Chief Januskiewicz were in attendance seeking an increase in the ALS Intercept rate from \$275 to \$350 as of January 1, 2023. He stated that he and other area chiefs have been reviewing ALS rates in the area and all are suggesting an increase.

Motion: A motion was made by S. Houde and seconded by S. Copeland to support Chief Johnston's suggestion of raising the ALS Intercept rate from \$275 to \$350. **Motion passed 3-0.**

Follow-Up on Mutual Aid Discussion – Chief Johnston stated he was following up from a previous meeting where S. Houde had inquired about the availability of regional funds for those communities who provide mutual aid. Chief Johnston inquired with several colleagues across the State and with the Office of Emergency Management and there are not any funds available. S. Houde stated he appreciated the follow-up. Chief Johnston stated that there is an EMS shortage across the Commonwealth and the country. He noted that in Massachusetts, there are 30% less private ambulances on the road than in previous years, which in turn strains municipal ALS services.

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 stated that following up on the two ratification of appointments made earlier in the evening, he is very confident in the new Finance Team. He also stated that the Assistant Building Inspector, Mike Wallace, has hit the ground running and is working on Zoning enforcement. He then gave an update on various personnel matters, including hiring updates for several positions. The Howitzer cannon was removed from Town Hall property and the restoration process has begun. The Cable Advisory Committee will be holding a Public Hearing on Wednesday January 18, 2023 at the Ayer Shirley Regional High School.

Appointments – R. Pontbriand is requesting that Chris Hillman be appointed to the Capital Planning Committee.

Motion: A motion was made by S. Houde and seconded by S. Copeland to appoint Christopher Hillman to the Capital Planning Committee for a term to expire on June 30, 2024. **Motion passed 3-0.**

R. Pontbriand is requesting that Deborah Pelley be appointed to the Cultural Council.

Motion: A motion was made by S. Houde and seconded by S. Copeland to appoint Deborah Pelley to the Ayer Cultural Council for a term to expire on June 30, 2025. **Motion passed 3-0.**

Approval of 2023 License Renewals – C. Antonellis presented the 2023 License renewal list for the Board's consideration. She is recommending approval of all licenses with the provision that no license be released until all requirements are fulfilled pursuant to local bylaw XLII and various state requirements.

<u>Business Name</u>	<u>Business Address</u>	<u>Map and Parcel</u>	<u>License Type</u>
Toreku Tractor & Equipment, Inc.	4 Littleton Road	35-9	Class 1
Gervais Inc.	5 Littleton Road	35-24/25	Class 1
JP Rivard Trailer Sales, Inc.	15 Westford Road	23-16	Class 1
J.C. Madigan, Inc.	8 Shaker Road	43-4 & 43-7	Class 2

Terranova Auto Body	40 Littleton Road	35-15	Class 2
Smart Auto Sales, Inc.	42 Littleton Road	35-16	Class 2
Rt 2A Auto Sales, Inc.	77 Fitchburg Road	11-16	Class 2
Power of Honesty, Inc.	179 West Main Street	32-22	Class 2
Ayer Auto Repair, LLC.	85-87 Central Avenue	27-106/107	Class 2
Turbo Lube	21 Fitchburg Road	11-50	Class 2
Ultimate Car Care	1 Bishop Road	19-199	Class 2
Harry Schwartz & Sons, Inc.	20 Sandy Pond Road	28-86	Class 3
Business Name	Business Address	Map and Parcel	License Type
Subway	1 Mill Street	26-82	CV
Ayer Convenience	60 Park Street	19-16	CV
Devens Pizza & Deli	210 West Main Street	32-30	CV
McDonald's Restaurant	2 Sandy Pond Road	35-4	CV
Wendy's Restaurant	2 Barnum Road	35-17	CV
Woo Jung Restaurant	174 West Main Street	32-40	CV
Verona Pizza & Seafood	18 Park Street	26-21	CV
Dunkin Donuts	18 Park Street	26-21	CV
Karyn's Kitchen	200 West Main Street	32-21	CV
Yatim Central Convenience	30 Park Street	26-19	CV
The Cottage Restaurant	18 Main Street	26-93	CV
Wok & Roll	49 Park Street	19-31	CV
Lazy Mary's	30 Littleton Road	35-12	CV
Taco Bell	4 Sandy Pond Road	35-3	CV
Ruby Donut Shop	210 West Main Street	32-30	CV
Junction RPD	60 West Main Street	26-72	CV
Digitzal Cloudz, LLC	38 Main Street	26-91	Amusement
Ayer Shop 'n Save	22 Fitchburg Road	18-2	s15BW
Ayer Package Store, Inc.	48 Main Street	26-89	s15AA
The Vineyard	63 Park Street	19-30	s15AA
Traffic Circle Liquors, Inc.	2 Littleton Road	35-7	s15AA
Barnum Road Liquors, Inc.	1 Barnum Road	34-86	s15AA
Alltown Fresh Ayer	28 Harvard Road	35-53	S15BW; CV
Archer's Mobil	70 Main Street	26-87	s15BW; CV
Pauline's Variety	67 1/2 East Main Street	34-42	s15BW; CV
Ayer Gun & Sportsmen's Club	225 Snakehill Road	14-1/14-4/14-7	s12BWC; CV
Next Stop Pub & Grill	7 Depot Square	26-329	s12AA; CV
Billiard's Café	39 Main Street	26-187	s12AA; CV; Amusement; Sunday Entertain;
Lucia's Tavola Ristorante	31 Main Street	26-187	s12AA; CV
Markoh's on Main	43 Main Street	26-187	s12AA; CV
Shaker Hills Country Club	146 Shaker Road	43-5	s12AA; CV
Tiny's Restaurant	2 Groton School Road	19-7	s12AA; CV; Amusement
Nashoba Club	14 Central Avenue	26-278	s12AA; CV; Amusement
Osawa Bistro	9 Main Street	26-228	s12AA; CV
Bar 25	25 Main Street	26-223	s12AA; CV

Motion: A motion was made by S. Houde and seconded by S. Copeland to approve the list of license renewals as presented. **Motion passed 3-0.**

FY '24 Budget Update – R. Pontbriand stated that all information relating to the FY '24 budget will be placed on ayer.ma.us/budget. R. Pontbriand noted that there will be two budget forums in January and March. J. Livingston asked about the status of the Finance Committee. R. Pontbriand stated that the Finance Committee had an initial meeting earlier in the fall, but did not have a quorum at a subsequent meeting. He will be following up with the Town Moderator.

January 2023 Meeting Schedule – R. Pontbriand stated that the first meeting of January is slated for January 3, 2023 and wanted to get the Board's feedback on cancelling that meeting due to its proximity to the holidays. The Board agreed to meet on January 17, 2023. The Board will also hold open Tuesday January 31, 2023 in the event an additional meeting is needed.

New Business/Select Board Member Questions: None

Approval of Meeting Minutes: A motion was made by S. Copeland and seconded by S. Houde to approve the meeting minutes from November 15, 2022. **Motion passed 3-0.**

Executive Session Pursuant to MGL Chapter 30A, Section 21A, Exemption #2 (Non-Union Personnel Negotiations) - Town Accountant Personal Services Contract and Finance Manager Contract Amendment: At 6:41 PM a motion was made by S. Houde and seconded by S. Copeland to enter into Executive Session pursuant to MGL Chapter 30A, Section 21A, Exemption #2 (Non-Union Personnel Negotiations) to discuss the contract for the recently appointed Finance Director and Town Accountant. S. Houde stated that discussing these matters in Open Session would be detrimental to the Town's negotiating strategy. **Roll Call Vote:** S. Houde, aye; S. Copeland, aye; J. Livingston, aye. **Motion passed by Roll Call Vote 3-0.**

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

Date Minutes Approved by SB: January 17 2023

Signature Indicating Approval: 