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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

October 3, 2023
Open Session Meeting Minutes

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

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

Call to Order: S. Houde called the meeting to order at 6:00 PM. S. Houde further stated that this meeting/hearing of the Ayer Select Board (SB) 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 J. Livingston to approve the meeting agenda. **Motion passed 3-0.**

Public Input: None

Dan Van Schalkwyk, Director, Department of Public Works - Public Meeting for Vote to Layout

Curley Circle: D. Van Schalkwyk reported that the Ayer Planning Board recently voted to recommend that the SB accept Curley Circle as a Town Street. He noted that the Developer is still working on several punch list items. D. Van Schalkwyk will report at the Town Meeting on whether the items have been completed. S. Houde asked if there were any concerns with the Developer completing the punch list prior to the Town Meeting. D. Van Schalkwyk stated that there is a long lead time with ordering/receiving the streetlights.

Motion: A motion was made by S. Copeland and seconded by J. Livingston to execute the Order of Layout of Curley Circle as a public way for signature by the Board. **Motion passed 3-0.**

Agreement for Sandy Pond Road Sanitary Sewer Rehabilitation Project – D. Van Schalkwyk presented the contract between the Town of Ayer and Vortex Services, LLC in the amount of \$1,743,160 for the Sandy Pond Sanitary Sewer Rehabilitation Project. Vortex Services, LLC, has provided all necessary bonds, insurance, and other paperwork required for a full contract.

Motion: A motion was made by J. Livingston and seconded by S. Copeland to execute the contract with Vortex Services, LLC., for the Sandy Pond Road Sanitary Sewer Rehabilitation Project in the amount of \$1,743,16 for signature by the Chair. **Motion passed 3-0.**

Appointment of Senior Center Site Selection/Building Committee: The Select Board received letters of interest from the following candidates: Bob Bozek (via Zoom), David Cibor, Ellen FitzPatrick (via Zoom), Dave Grubb, Nancy Jackvony (not in attendance), Christine Malette (not in attendance), Carolyn McCreary (not in attendance), Chris Prehl (via Zoom), Charlie Shultz (via Zoom), and Marge Withee (not in attendance). S. Houde noted that Sheila Carman has expressed interest but has since withdrawn. There are 5 open spaces on the Committee. Four others have already been appointed: Katie Petrossi, Senior Center Director; Dennis Curran, Senior Center Board of Directors; Ken Diskin, Planning Board; and Dan Van Schalkwyk, DPW Director. The Board asked each candidate to introduce themselves and tell them why they are interested in serving on the Committee.

S. Houde asked if there were any standouts for the other Board members. J. Livingston stated that the Committee members that have already been appointed is "male heavy" and she would like to push for some females to balance it out. S. Houde stated that he would like to appoint C. Prehl and D. Grubb. J. Livingston stated that D. Grubb had good energy and he has yet to serve on any Town Committee. She also would like to appoint D. Cibor because he serves on the Disabilities Commission. S. Copeland stated that he too would like to appoint C. Prehl and D. Grubb. He also added he would like to see E. FitzPatrick, C. McCreary, and C. Schultz appointed. J. Livingston stated that the Town is unaware of how long site selection may take and that people may step down from the Committee; so those not chosen this evening could possibly serve in the future.

The Board narrowed the list of members to C. Prehl, D. Grubb, E. FitzPatrick, C. McCreary, and D. Cibor.

Motion: A motion was made by J. Livingston and seconded by S. Copeland to appoint C. Prehl, D. Grubb, E. FitzPatrick, C. McCreary, and D. Cibor to the Senior Center Site Selection/Building Committee. **Motion passed 3-0.**

Review and Approval of October 23, 2023, Fall Special Town Meeting Warrant: R. Pontbriand and the SB reviewed the final draft of the 5-article Fall Special Town Meeting Warrant. R. Pontbriand highlighted the edits were made since the last time the Board saw the Warrant; specifically on pages 8 and 12. R. Pontbriand reported that Article 2 is being reviewed by the Finance Committee and they will make their recommendation on the floor of Town Meeting. There will be brief presentations made for all articles at Town Meeting.

Motion: A motion was made by S. Copeland and seconded by J. Livingston to approve the Fall Special Town Meeting Warrant to be held on October 23, 2023 at 7:00 PM. **Motion passed 3-0.**

Town Manager's Report - Administrative Update/Review of Warrants: 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 reported that the Insurance Advisory Committee has been meeting and discussing changing employee health insurance for FY '25. He also stated that Senator Eldridge, Senator Cronin, Representative Sena, and Representative Scarsdale hosted a transportation forum at the Town Hall on Monday October 2, 2023, that was well attended. APAC recorded the forum, and it will be available in the next several days.

Keno Application – Pleasant Café, Inc., 7 Depot Square – C. Antonellis referenced correspondence from the Massachusetts State Lottery Commission (MSLC) regarding Pleasant Café of Ayer, Inc. who has

applied for a KENO license. If the Town has any objections to the issuing of the KENO license, we can request a hearing with the MSLC. There were no objections. J. Livingston stated that in the past the Board has requested that the Keno monitors not be viewable from the outside windows. C. Antonellis stated that she can add that to her communication back to the MSLC.

Motion: A motion was made by S. Copeland and seconded by J. Livingston to support the KENO application for Pleasant Café, Inc. provided that the KENO monitor is not visible from the outside of the restaurant. **Motion passed 3-0.**

2024 Annual License Renewal Fees – C. Antonellis stated that for the past three years the Select Board as reduced the annual licensing renewal fees due to the impacts of the COVID-19 pandemic. Prior to the pandemic, the Town collected approximately \$50,000 per year from license renewals (Class 1-3 Auto; Liquor Licenses; Common Victualler's; Entertainment; and Amusement). In 2021 and 2022, the Select Board reduced license fees by 75%. In 2023, the Select Board reduced fees by 50%. Board members agree to reduce the 2024 license fees by 25% and that this would be the final year of the reduction.

Motion: A motion was made by S. Copeland and seconded by J. Livingston to reduce the annual license renewal fees by 25%. **Motion passed 3-0.**

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 from September 6, 2023. **Motion passed 3-0.**

Adjournment:

Motion: A motion was made by J. Livingston and seconded by S. Copeland to adjourn at 6:50 PM.
Motion passed 3-0.

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

Date Minutes Approved by SB: 10/17/23

Signature Indicating Approval: 