

RECEIVED

MAY 31 2019

TOWN OF AYER

10:55am

*Murray & Opeland*

Town of Ayer  
Board of Selectmen  
Ayer Town Hall – 1<sup>st</sup> Floor Meeting Room  
1 Main Street  
Ayer, MA 01432



**Tuesday June 4, 2019**  
**Open Session Meeting Agenda**

7:00 PM

**Call To Order**

Pledge of Allegiance; Review and Approve Agenda; Announcements

**Public Input**

7:05 PM\*

**Chief William A. Murray, Ayer Police Department**

1. Introduction of New Police Personnel
2. Public Safety Radio Project Update
3. Update on Downtown Cameras

7:15 PM

**Mr. Mark Wetzel, DPW Superintendent**

1. Wastewater Treatment Plan Upgrade Change Order No. 3

7:20 PM

**Town Manager's Report**

1. Administrative Update/Review of Warrant(s)
2. ASRSD Request to Approve Amended FY '20 Budget and 45 day Waiver
3. BOS Summer Meeting Schedule Discussion
4. Designation of Selectman Representative for Devens Framework Committee

7:30 PM

**New Business/Selectmen's Questions**

7:35 PM

**Approval of Meeting Minutes**

May 21, 2019

7:40 PM

**Reorganization of the Board of Selectmen**

7:45 PM

**Adjournment**

*\*Agenda times are for planning purposes only and do not necessarily constitute exact time*

*The next regularly scheduled meeting of the Ayer Board of Selectmen is Tuesday June 18, 2019*




# AYER POLICE DEPARTMENT

54 Park Street · Ayer, Massachusetts 01432-1161  
Tel. (978) 772-8200 · Fax (978) 772-8202



William A. Murray  
Chief of Police

## MEMORANDUM

**To:** TM Pontbriand  
**From:** Chief William A. Murray   
**CC:** file  
**Date:** May 22, 2019  
**Re:** New Personnel Since May 2019

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The following is a list, with brief bios, of personnel hired by the Town since May 2018 that I would like to introduce to the Board of Selectmen at their June 4, 2019 meeting:

**Ericka Trinqu** – Records Clerk (2/19)

Ericka worked at the Ayer Council on Aging as the MART Coordinator / Secretary from October 2017 until she transferred over to the PD in February 2019. Ericka is a current resident of Gardner, but is originally from the Ayer community and is a 2007 graduate of Ayer High School. Her husband, Donald (DJ) Trinqu is a Communicator for the Department on the 11-7 shift.

**Monica Maciel** – Communicator (12/18)

Monica currently lives in Pepperell MA with her husband and family but will be moving to Groton soon. She holds an AA in Liberal Studies and is scheduled to graduate May 2019 from Rivier University with a BA in Psychology. Monica describes herself as detail oriented and a perfectionist who likes to give 100% effort to everything she does. She was also recently an Intern with the Pepperell Police Department assisting in the COIN program which Ayer is part of. Her ideal career is one that provides purpose such as what our Public Safety Communicator position can offer.

**Michael Nicolo** – Patrol Officer (10/18)

Michael is a resident of Stoneham, MA and is was a certified Police Officer at Salem State University before coming to Ayer. He has other police officer experience working for Endicott College and the Town of Saugus. He is a graduate of Curry College with a BA in Criminal Justice. In his role as Police Officer he has been certified as a RAD Instructor, Field Training Officer, and an Emergency Medical Technician.

**Timothy Ialeggio** – Patrol Officer ( 4/19)

Timothy is a resident of Lunenburg. He was a Patrol Officer with the Dunstable Police Department and before being hired full time here, he worked as a detail officer working many details for us.

# DEPARTMENT OF PUBLIC WORKS

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Mark L. Wetzel, P.E., Superintendent  
Daniel Van Schalkwyk, P.E., Town Engineer



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25 BROOK STREET  
AYER, MASSACHUSETTS 01432  
T: (978) 772-8240  
F: (978) 772-8244

## MEMORANDUM

**Date:** May 30, 2019  
**To:** Board of Selectmen  
**From:** Mark Wetzel, P.E. Superintendent of Public Works  
**Subject:** **June 4, 2019 Meeting Agenda Items**

1. Wastewater Treatment Plant Upgrade Change Order No. 3 – The first phase of the Wastewater Treatment Plant Upgrade project is complete. Change Order No. 3 covers eight items including a police radio communications system, repairs to existing floor drains and miscellaneous HVAC and electrical changes. The change order summary is attached. The change order amount is \$78,715.54, increasing the contract to \$2,344,158.94. The Change Order requires approval and signature by the Board.

CHANGE ORDER FORM

Change Order Number \_\_\_\_\_ 3 \_\_\_\_\_  
Contract Amount (As-Bid) \_\_\_\_\_ \$2,177,677.00 \_\_\_\_\_  
Net Change in Contract Price (this Change Order) \_\_\_\_\_ \$78,715.54 \_\_\_\_\_  
Total Cost of Change Orders to date (excluding this C.O.) \_\_\_\_\_ \$87,766.40 \_\_\_\_\_  
Total Adjusted Contract Price (including this change order and all other change orders) \_\_\_\_\_ \$2,344,158.94 \_\_\_\_\_

This change order extends the time to complete the work by 64 calendar days.

This extended completion date is: May 3, 2019 for Substantial Completion and a date yet to be determined (based on NGRID work) for Final Completion.

This change order is checked by: Eric Sals \_\_\_\_\_  
CDM Smith

This change order is requested by: Town of Ayer \_\_\_\_\_  
This change order is recommended by: CDM Smith \_\_\_\_\_

[Signature] \_\_\_\_\_ 5/29/19 \_\_\_\_\_  
Consultant Engineer P.E. # Date

The undersigned agree to the terms of the change order.

[Signature] \_\_\_\_\_ 5/23/19 \_\_\_\_\_  
Waterline Industries Corp. Date

\_\_\_\_\_  
Jannice L. Livingston, Chair - Board of Selectmen Date

\_\_\_\_\_  
Christopher R. Hillman, Vice-Chair - Board of Selectmen Date

\_\_\_\_\_  
Scott A. Houde, Clerk - Board of Selectmen Date

Certification of Appropriation under M.G.L. c.44, s.31C: Adequate funding in an amount sufficient to cover the total cost of this change order is available.

\_\_\_\_\_  
Lisa Gabree, Town Accountant Date

Public Entity: Town of Ayer, Massachusetts

Change Order No.: 3

Contract Title: Ayer Wastewater Treatment Facility

Owner's Name: Ayer, Massachusetts - Board of Selectmen

Owner's Address: 1 Main Street, Ayer, MA 01432

Contractor's Name: Waterline Industries Corporation

Contractor's Address: 7 London Lane, Seabrook, NH 03874

### **Contract Time Extension**

#### **Description of Change:**

The Substantial Completion date will be extended Sixty-Four (64) calendar days, from February 28, 2019 to May 3, 2019; the Contract Completion date is unknown at this time.

#### **Reason for Change:**

To resolve existing Electrical conditions, provide Owner requested Police radio coverage, maintain the temporary office facilities through completion of Project and include design changes required due to existing conditions (summarized below), the completion dates have been extended as noted above.

### **ITEM 1 - Police Radio System**

#### **Description of Change:**

The BDA emergency communications system had to be modified to include the Ayer Police Department radio frequency.

#### **Reason for Change:**

The Ayer Police radio frequency is different from the Ayer Fire Department radio frequency.

**COST: \$16,748.84**

### **ITEM 2 - Electrical Unit Heater circuits and electrical upgrades**

#### **Description of Change:**

The existing electrical panel had to be replaced with a new panel and transformer to resolve deficiencies with the existing feed/transformer.

**Reason for Change:**

Upgrades to the existing electrical system are required to power the new electrical unit heaters.

**COST: \$20,975.17**

**ITEM 3 – Vestibule Ceiling**

**Description of Change:**

The specified interior grade ceiling tiles outside the Plant's main entryway were changed to exterior grade tiles.

**Reason for Change:**

Exterior location requires exterior grade ceiling tiles.

**COST: \$611.06**

**ITEM 4 – Existing Floor Drain Cleaning**

**Description of Change:**

The existing floor drains were clogged and required cleaning.

**Reason for Change:**

The Town requested that the existing floor drains be cleaned prior to installation of the new sump pump system.

**COST: \$7,604.52**

**ITEM 5 – Field Trailer and Furnishings**

**Description of Change:**

The field trailer and furnishings were purchased by the Town to be used for future Plant upgrades.

**Reason for Change:**

The trailer, furnishings and utilities connections will remain onsite for future Contracts to reduce costs on future phases.

**COST: \$14,666.39**

## **ITEM 6 – Electrical Building Louvers**

### **Description of Change:**

Existing and new open louvers will be blanked off with insulated panels.

### **Reason for Change:**

The manufacturer's representative recommended that all open louvers in the Electrical Building be closed off with insulated panels to allow the new air handling unit to function properly.

**COST: \$1,730.33**

## **ITEM 7 – New Ceiling Registers, Grills and Duct Extensions**

### **Description of Change:**

Replace existing registers and grills and extend existing ductwork to new registers.

### **Reason for Change:**

The existing registers were found to not be adjustable and had to be replaced to allow future balancing of the HVAC system. An existing wall register above new ceiling in the Men's locker room was closed off and a new 8" duct was installed to area outside of the shower.

**COST: \$13,372.96**

## **ITEM 8 – Combustion Air Dampers and AHU-6 Demo**

### **Description of Change:**

Existing AHU-6 was removed and the new intake louver was reused as a combustion air intake duct. A leaking steam trap dripping on a light fixture was replaced adjacent to AHU-6.

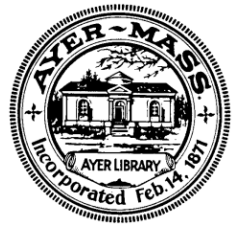
### **Reason for Change:**

The existing upper combustion air damper could not remain in its existing/plan location due to conflicts in the ceiling. AHU-6 was removed to allow the combustion air damper to be located at the upper intake louver.

**COST: \$3,006.27**

**Office of the Board of Selectmen  
Office of the Town Manager**

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Town of Ayer| Ayer Town Hall| 1 Main Street| Ayer, MA 01432|978-772-8220| www.ayer.ma.us

**MEMORANDUM**

**DATE:** May 31, 2019

**TO:** Ayer Board of Selectmen

**FROM:** Robert A. Pontbriand *R.A.P.*  
Town Manager

**SUBJECT: Town Manager's Report for the June 4, 2019 BOS Meeting**

Dear Honorable Selectmen,

I am pleased to transmit to you the following Town Manager's Report for the June 4, 2019 BOS Meeting. If you have any questions prior to the meeting, please do not hesitate to contact me directly. Thank you.

Administrative Update/Review of Warrant(s):

- I will provide a brief Administrative Update at the meeting of the various activities, initiatives, and projects of the Administration since the BOS last met on May 21, 2019.
- I have reviewed, approved and signed the following Town Warrants since the BOS last met on May 21, 2019:

Payroll Warrant #19-23 in the amount of \$321,971.05 was reviewed, approved and signed on May 21, 2019.

Accounts Payable Warrant #19-23 in the amount of \$423,738.85 was reviewed, approved and signed on May 28, 2019.

ASRSD Request to Approve Amended FY 2020 Budget and 45 Day Waiver:

- Please see the attached request from Dr. Malone, ASRSD Superintendent of Schools (See attached). The BOS is respectfully requested to vote to approve the FY 2020 amended ASRSD Budget (there is no substantive change to the assessments to each Town) and to waive the 45 day waiting period so that the ASRSD can make the transfers from E & D prior to the end of the Fiscal Year on June 30, 2019.



BOS Summer Meeting Schedule Discussion:

- As has been past practice, the BOS has adopted a “summer meeting schedule” for the months of July and August of which the BOS meets once in July and once in August. Of course the BOS has always been willing to have additional meetings during these months if needed.
- I am respectfully proposing the following summer schedule for 2019 subject to review, discussion and approval by the BOS at your meeting:
  - Tuesday, July 16, 2019 at 7pm
  - Tuesday, August 13, 2019 at 7pm

Designation of Selectmen Representative for Devens Framework Committee:

- As discussed previously with the BOS, a Devens Framework Committee is being formed with three representatives from Ayer, Harvard, and Shirley (See attached). The three representatives are to consist of a Selectman, Town Manager, and a third member.
- The BOS previously agreed to select the Town Manager and the Economic Development Director (Mr. Manoian).
- Respectfully, the BOS is requested to select the Selectman representative from Ayer.

Thank you.

Attachment(s):            May 28, 2019 Correspondence from Dr. Mary Malone, ASRSD Superintendent  
                                      March 4, 2019 Correspondence from Selectman Lucy Wallace Re: Devens Committee

# Ayer Shirley Regional School District

Office of the Superintendent



[www.asrsd.org](http://www.asrsd.org)

May 28, 2019



Ms. Janice Livingston  
Chair, Ayer Board of Selectmen  
1 Main Street  
Ayer, MA 01432

Mr. Robert Pontbriand  
Ayer Town Manager  
1 Main Street  
Ayer, MA 01432

Dear Ms. Livingston and Mr. Pontbriand,

On May 15, 2019, the Regional School Committee voted to amend the FY20 budget to properly record the transfers from Excess & Deficiency (E & D) in the FY20 budget. We sent a letter on May 20, 2019, informing you of the transfers from E & D to the FY20 budget. These transfers do not impact the assessments to each town. We respectfully request the Board of Selectmen approve the FY20 amended budget and consider waiving the 45-day requirement.

To confirm, we will need a letter signed by the Board of Selectmen Chair and the Town Manager, on Town letterhead, confirming the Board's waiver of the 45-day consideration and approval of the district's amended FY20 budget. Enclosed is a signature letter template for your letterhead. Thank you for your attention to this matter.

Sincerely,

Mary Malone, Ed.D.  
Superintendent  
Ayer Shirley Regional School District

Enclosure

115 WASHINGTON STREET • AYER, MASSACHUSETTS 01432-1150 • 978-772-8600 • FAX: 978-772-1863

Ms. Mary Jane Handy  
Director of Accounts  
Division of Local Services/MA DOR  
PO Box 9569  
Boston, MA 02114-9569

Date

Dear Ms. Handy,

This letter is to confirm that the Town of Ayer Board of Selectmen has received notification from the Ayer Shirley Regional School Committee that they have approved an amendment to their FY20 Budget on May 15, 2019. This amendment includes the transfers from E&D as voted by the ASRSD School Committee on May 15, 2019, to the following accounts: \$300,000 to the Capital Stabilization Fund, \$60,504 to the Special Education Reserve Fund, and \$370,423 to the Capital Project Fund as funded by E&D and as an expenditure from the General Fund.

The Ayer Board of Selectmen has determined that because this amendment has no effect on the assessment to the member towns, to waive the 45-day consideration of the amended budget and approve the ASRSD FY20 Budget as amended by the Ayer Shirley Regional School Committee on May 15, 2019.

Respectfully,

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Jannice L. Livingston  
Chair, Ayer Board of Selectmen

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Robert Pontbriand  
Ayer Town Manager

**OFFICES OF THE  
SELECT BOARD AND  
TOWN ADMINISTRATOR**

13 Ayer Road, Harvard, Massachusetts 01451  
(978) 456-4100

[www.harvard.ma.us](http://www.harvard.ma.us)  
(978) 456-4107 fax



March 4, 2019

Town of Ayer  
Town Manager Robert Pontbriand  
Board of Selectmen Janice Livingston  
1 Main Street  
Ayer, MA 01432

Subject: Devens Permanent Government Framework Committee

Dear Mr. Pontbriand & Ms. Livingston,

Thank you for taking the time during this busy budget season to meet with us. We greatly appreciated your questions and input, and look forward to future opportunities to meet with you regarding resolution of Devens permanent governance.

We are writing you now to see if the Selectmen in your town would agree to participate in a special committee to work with MassDevelopment and the Devens Enterprise Commission (DEC) on advancing this planning for the future of Devens.

Lauren Liss, President of MassDevelopment has responded to the January 8, 2019 letter sent by the Town of Harvard and the Harvard/Devens Jurisdiction Committee. She agreed that "time spent now cooperatively developing a mutual framework for identifying issues" would be worthwhile. Ms. Liss suggested that all parties get together to work toward "cooperatively developing a mutual framework" that would facilitate the eventual establishment of permanent governance at Devens. In the letter, on which each town was copied, Ms. Liss acknowledges that consultant services would be procured to analyze the implications of such a transition, but only after all parties are able to agree upon and execute a Memorandum of Agreement which would set forth the "agreed upon planning process."

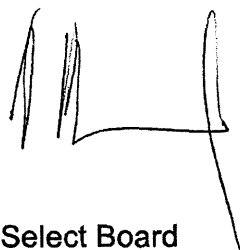
At this time, we would like to suggest that the Towns of Ayer, Harvard and Shirley form such a committee comprised of the Chair of the Board of Selectmen, Town Administrator and the Chair of a citizens committee such as the Harvard/Devens Jurisdiction Committee. We would also invite MassDevelopment and the DEC to be represented. The individual citizens committees could be constituted however each town desires; the purpose of those committees would be to facilitate public and town government input and communication within their respective towns. In addition, Harvard has encouraged participation in its committee by appointing two Devens residents; Ayer may elect to do the same should it form a similar committee.

The Harvard Select Board will be asked to take up the matter and consider a vote to participate in an ad hoc "Devens Permanent Government Framework Committee" constituted as described above in the near future. We would be pleased to work with Ayer and Shirley should your Town agree with this initiative.

Thank you for your consideration of this, and as always, we are available at your convenience to discuss this further.

Sincerely,

*L. Wallace*

A handwritten signature in black ink, appearing to be "V. Normand", with a long vertical line extending downwards from the end of the signature.

Lucy B. Wallace, Chair, Select Board  
Victor Normand, Chair, Harvard-Devens Jurisdiction Committee

**Town of Ayer  
Board of Selectmen  
Ayer Town Hall – 1<sup>st</sup> Floor Meeting Room  
Ayer, MA 01432**



*Broadcast and Recorded by APAC*

**Tuesday May 21, 2019**  
**Open Session Meeting Minutes**

**BOS Present:** Christopher R. Hillman, Vice – Chair; Scott A. Houde, Clerk

**BOS Absent:** Jannice L. Livingston, Chair

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

**Call to Order:** C. Hillman called the meeting to order at 7:00 PM.

**Pledge of Allegiance:** BOS members and meeting attendees stood and recited the Pledge of Allegiance.

C. Hillman announced that J. Livingston would not be attending due to illness.

**Announcements:** C. Hillman announced the following:

- The Memorial Day Parade will begin at 10:00 AM on Saturday May 25, 2019.
- There will be a Special Town Meeting on Monday June 10, 2019 at 7:00 PM in the High School Auditorium to consider: Non-Retail Marijuana Zoning and the Form Based Code in current Downtown Business District

**Approval of Agenda:** R. Pontbriand is requesting an amendment to the agenda, to add an item #4 under the DPW Superintendent's report: "Memo of Lease for the Solar Field – Ayer Solar East". S. Houde also asked that the BOS reorganization be tabled until there was a full Board in attendance.

**Motion:** A motion was made by S. Houde and seconded by C. Hillman approve the agenda, as amended.

**Public Input:** None

**Recognition of Ayer Eagle Scouts:** The BOS recognized the following students for achieving the rank of Eagle Scout: Matthew Blood, Alex Conry, Jake Driscoll, Eric Gravelle, Robert Houde, Gregory Kidder, Ryan Kilcommins, Jason Langlais and James Robinson.

**Application for Common Victualler's License: Junction RPD – 60 West Main Street:** Sam and Denise Lupoli were in attendance regarding their application for a Common Victualler's license. They are the current owners of Capri Bakery and are looking to open a new restaurant Junction RPD located in the same plaza at 60 West Main Street. There were no concerns from Town Department Heads. Mr. Lupoli hopes to open within the next three weeks.

**Motion:** A motion was made by S. Houde and seconded by C. Hillman approve the Common Victualler's License for Junction RPD, located at 60 West Main Street. **Motion passed 2-0.**

**Application for Sewer Abatement: 24 Grosvenor Street:** Mr. Ronald Hernandez was in attendance seeking an abatement on his water and sewer bill, after receiving an invoice of \$759.18 in January. He stated that it is impossible for him and his wife to use that much water. He also stated that his usual bill never goes above \$200. He crawled in his basement and saw no leaks. DPW Supt. Mark Wetzel said that he sent a meter technician to inspect the meter and saw nothing unusual and attributes the leak to a leaky toilet or faucet. Mr. Hernandez said that he had checked all faucets and toilets and again saw no leak.

C. Hillman stated that he understand both sides of the issue. S. Houde said he was willing to reduce the \$759.18 in half given the circumstances.

**Motion:** A motion was made by S. Houde and seconded by C. Hillman approve an abatement in the amount of \$379.59, leaving the customer with a balance of \$379.59. **Motion passed 2-0.**

**Mr. Mark Wetzel, DPW Superintendent:** M. Wetzel reported that it was National Public Works Week; the theme for the week is "It Starts Here", which represents the many facets of modern life that grow out of the efforts by the public works professionals across North America.

*PFAS Update* – M. Wetzel stated that a public notice has gone out on the PFAS issue and the recently passed water ban. Bids for the Grove Pond Treatment Plant are due in on June 5, 2019. He also reported that the DPW is testing point of use filters for sensitive populations. He continues to work with the Army on the MOU regarding funding for treatment at Grove Pond.

*Authorization for UDAG Funding – Spectacle Pond* – M. Wetzel is requesting that the BOS authorize the use of UDAG funds to complete the preliminary design for the potential treatment of PFAS at Spectacle Pond Water Treatment Plant. The Spectacle Pond wellfield has PFAS levels ranging from 26 to 34 ppt. Because the Massachusetts DEP is developing a maximum contaminant level and have preliminary suggested a MCL of 20 ppt, M. Wetzel is seeking authorization for preliminary treatment for Spectacle Pond.

R. Pontbriand offered a point of information, stating that the motion should include a replenishment mechanism at a future Town Meeting.

**Motion:** A motion was made by C. Hillman and seconded by S. Houde to authorize up to \$250,000 for the treatment design for Spectacle Pond to address the PFAS issue, to be replenished at a future Town Meeting. **Motion passed 2-0.**

*Reserve Fund Transfer for Water Enterprise Fund* - M. Wetzel is requesting a Reserve Fund Transfer in the amount of \$30,000 for the Water Enterprise account due to unexpected maintenance for Grove Pond Well 7, pump motor replacement for Spectacle Pond Well 2A, and additional cleaning and redevelopment for Grove Pond Well 6.

**Motion:** A motion was made by S. Houde and seconded by C. Hillman approve a Request Fund Transfer in the amount of \$30,000 to account 62458- Water Enterprise. **Motion passed 2-0.**

*"Memo of Lease for the Solar Field"* – R. Pontbriand stated that though the BOS voted to approve and sign a Memo of Lease at the last BOS Meeting, the lawyer's for Citizens Energy are requesting that the BOS vote and sign the attached lease form, however; because J. Livingston is not in attendance, R. Pontbriand is seeking authorization to sign on the Board's behalf. There are not substantive changes or impacts from the previously signed document.

**Motion:** A motion was made by S. Houde and seconded by C. Hillman to execute the Memorandum of Lease, in Connection with and Arising out of the Lease of Town Property to Ayer East Solar, LLC; and further, that the Ayer Town Manager, Robert A. Pontbriand be authorized to sign said documents on behalf of the Board of Selectmen. **Motion passed 2-0.**

M. Wetzel gave a brief update on the upcoming stormwater project at Carlton Circle.

**Mr. Alan Manoian, Director, Community & Economic Development:** *Master Plan Implementation Process Update* – A. Manoian was in attendance to update the BOS on the Master Plan Implementation process. He has been facilitating Roundtable Luncheons relating to each chapter of the Plan. The next phase is the synthesis phase, which will initiate discussions about plans for completing goals identified in the plan. He will be submitting quarterly reports moving forward. A. Manoian also stressed the need for Board and Committee members to play an active role in the Master Plan Implementation Process.

*4<sup>th</sup> of July Celebration Update* – A. Manoian stated that the Annual Fourth of July Celebration will be held on Saturday on July 6, 2019. The parade will start at 4:00 PM this year, instead of 2:00 PM to reduce the lag time between the parade and the fireworks. A. Manoian is also looking for 22 volunteers to help carry the flag in the parade.

"Clean Ayer" Litter Removal Pilot Program on Westford Rd – A. Manoian reported that he has secured the first sponsorship for the pilot Westford Road program and is looking to expand the program throughout other gateways into the Town of Ayer.

**Mr. Mark Archambault, Town Planner - June 10, 2019 Special Town Meeting Update:** M. Archambault gave the BOS a presentation regarding the non-retail marijuana zoning bylaw being put forth at the June 10, 2019 Special Town Meeting.

**Town Manager's Report:** *Administrative Update/Review of Warrant(s)* – R. Pontbriand referenced the Town Warrants in the meeting packet that he reviewed, approved and signed since the BOS last met. R. Pontbriand reported that the groundbreaking event for the commuter rail/rail trail project had gone very well and that MART will be giving a weekly update on the project every Friday. R. Pontbriand was also pleased to announce that the Town of Ayer has been given the "Housing Choice Community" designation by the Baker Administration. He also reported that he had recently met with officials from Woodlawn Cemetery regarding a funding shortfall the cemetery is facing; he will have more to report at a later date. R. Pontbriand also stated that the Groton Harvard Road line was recently repainted and that M. Wetzel is working with the property owner at the site to clear/replant bushes along the roadway. R. Pontbriand then thanked Mary Spinner for planting flowers in the Town's Memorial Garden.

*FY '20 Budget Process Review* – R. Pontbriand discussed a memo with the BOS, contained in the packet, reviewing the FY' 20 budget process. He reported positive (budget calendar, budget book and earlier negotiating sessions) and negative (low turnout) aspects of the FY' 20 process and made recommendations for FY'21. He will go into further detail when the full BOS is in attendance.

*Beer and Wine License Application Process* – C. Antonellis asked the BOS for some guidance on the issuing of a Beer/Wine License which became available when the Vineyard's Beer and Wine License was reclassified to an All-Alcohol License. She stated that there are currently three interested applicants and that she is looking for a fair way to proceed forward. BOS members agreed for C. Antonellis to call all applicants and give a deadline for application. The BOS will then conduct a hearing on all three applications.

*Approval of June 10, 2019 Special Town Meeting Warrant* – R. Pontbriand presented the DRAFT Special Town Meeting Warrant on Monday June 10, 2019 relating to zoning amendments for non-retail marijuana and the Form Based Code in the current Downtown Business District.

**Motion:** A motion was made by S. Houde and seconded by C. Hillman to approve the Special Town Meeting Warrant and to recommend both articles for the June 10, 2019 Special Town Meeting. **Motion passed 2-0.**

*1 Day Beer and Wine License* – St. Mary's Parish, 31 Shirley Street, is requesting a one day beer and wine license for their annual block party being held on June 1, 2019 from 12:00 PM – 10:00 PM.

**Motion:** A motion was made by C. Hillman and seconded by S. Houde to approve the license as requested. **Motion passed 2-0.**

**New Business/Selectmen's Questions:** C. Hillman asked for an update on the ASRSD Field project.

**Approval of Meeting Minutes:**

**Motion:** A motion was made by S. Houde and seconded by C. Hillman to approve the meeting minutes from May 7, 2019. **Motion passed 2-0.**

**Adjournment:**

**Motion:** A motion was made by C. Hillman and seconded by S. Houde to adjourn at 9:28 PM. **Motion passed 2-0.**

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

**Date Minutes Approved by BOS:** \_\_\_\_\_

**Signature Indicating Approval:** \_\_\_\_\_