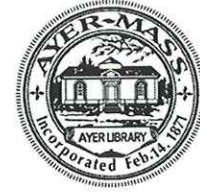


Town of Ayer
Select Board
1 Main Street
Ayer, MA 01432



Tuesday June 6, 2023
Open Session Meeting Agenda

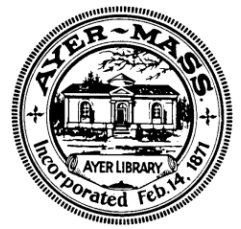
*This meeting/hearing of the Ayer Select Board will be held in-person at the location provided on this notice. Members of the public are welcome to attend this in-person meeting. Please note that while an option for remote attendance and/or participation via Zoom is being provided as a courtesy to the 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**). For additional information about remote participation, please contact Carly Antonellis, Assistant Town Manager at atm@ayer.ma.us or 978-772-8220 ext. 100 prior to the meeting.*

- 6:00 PM** **Call to Order**
Pledge of Allegiance; Review and Approve Agenda; Announcements
- Public Input**
- 6:05 PM*** **Ratification of Town Planner Appointment**
- 6:10 PM** **Correspondence from MassDevelopment – Moore Airfield Autocross Events**
- 6:20 PM** **Town Manager’s Report**
1. Administrative Update/Review of Town Warrant(s)
2. Appointments & Reappointments Part 1
3. ARPA Funds Update and Discussion
4. Update on Opioid Settlement Allocation
5. Annual Select Board Committee Assignments
6. 2023 Select Board Summer Meeting Schedule
- 6:40 PM** **New Business/Select Board Member Questions**
- 6:45 PM** **Approval of Meeting Minutes**
May 16, 2023
- 6:50 PM** **Adjournment**

**Agenda Times are approximate and do not constitute exact times*

The next regularly scheduled meeting on the Select Board is Tuesday June 20, 2023 at 6:00 PM, both in-person and via remote participation.

**Office of the Select Board
Office of the Town Manager**



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

MEMORANDUM

DATE: June 2, 2023

TO: Ayer Select Board

FROM: Robert A. Pontbriand
Town Manager

SUBJECT: Ratification of Appointment of Town Planner – Mr. Daniel Ruiz – Effective July 17, 2023

Dear Honorable Select Board,

At the Select Board Meeting on June 6, 2023 I will present Mr. Daniel Ruiz to the Board for ratification of his appointment by the Town Manager as Town Planner for the Town of Ayer.

Upon the retirement of the previous Town Planner, the Town publicly advertised the position and received two qualified candidates. Both candidates were interviewed by a Screening Committee consisting of the Town Manager; Planning Board Chair; one Planning Board Member; the DPW Director; and the Director of Community and Economic Development. Additionally, both candidates were publicly interviewed by the Ayer Planning Board.

Mr. Ruiz was unanimously recommended to the Town Manager by both the Planning Board and the Screening Committee. Attached for your review is Mr. Ruiz's professional resume (See attached). He comes to the position from the Town of Salisbury where he currently serves as the Assistant Town Planner. He brings to the position a wealth of experience in municipal planning and municipal permitting, as well as private sector project planning and an engineering background. He will appear before the Select Board to answer any questions the Select Board may have. I will also be joined by the Chair of the Planning Board, Mr. Jonathan Kranz.

I am respectfully requesting that the Select Board vote to ratify the Town Manager's appointment of Mr. Daniel Ruiz as Town Planner effective July 17, 2023.

Please note that as Town Planner his starting salary will be \$83,478 (Grade 13, Step 2) per the Town's Non-Union Personnel Compensation Plan and Grid.

Thank you.

Attachment: Professional Resume of Mr. Daniel Ruiz

April 4, 2023

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

RE: Job Posting: Town Planner

Dear Mr. Pontbriand:

It is with great enthusiasm that I submit my application for the Town Planner position for the Town of Ayer. I have a bachelor's degree in applied physics with a concentration in civil engineering and over seven years of experience in land use planning and permitting. I have been the Assistant Planner for the Town of Salisbury for the last year. Previously, I was a Land Use Permitting Manager and Project Manager in the private sector for over six years. I believe my experience shepherding commercial, residential, retail, and industrial projects through the land use process in both the public and private sectors has prepared me to assume the role of Town Planner. It is difficult to convey how excited I am at the possibility of serving in this role in such a dynamic community with a strong commercial base and opportunities for residential and conservation growth.

As Assistant Planner, I have gained experience serving as the point person for all things related to land use permitting in the Town of Salisbury. In this role, I am responsible for overseeing the entire permitting process under the supervision of the Director of Planning and Community Development. This includes meeting with applicants to review projects; reviewing applications for site plans, special permits, and subdivisions; providing technical review comments on those applications; leading project review meetings with department heads; preparing staff reports and meeting packets for the Planning Board; briefing the chair and vice chair of the Planning Board in advance of public hearings; advising the Planning Board during public hearings; and preparing Planning Board decisions.

I have extensive knowledge and experience in civil engineering, land surveying, land use planning, and construction oversight. I am experienced in updating a town's Master Plan, as well as in understanding and writing town bylaws and regulations. For example, I have written new zoning bylaws such as a Stormwater Management Bylaw and a Ground Mounted Solar Bylaw. The former will bring Salisbury into compliance with the MS4 state permit. The latter allows for the use of small-scale and medium-scale solar arrays, a use in the interest of the local community. I am also experienced in Open Spaced Residential Developments. The Town of Salisbury has a similar bylaw called the Flexible Residential Development which promotes the preservation of open space, forestry land, other natural resources, and encourages more efficient and compact designs for stronger conservation efforts.

My heart and career goals are in the public sector. However, my experience in the private sector has been invaluable in informing my role in the technical review process and in providing comment letters on applications. As a Permitting Manager and Project Manager for Capital Group Properties, I became familiar with the permit approval processes and relevant boards in towns and cities throughout Massachusetts. This has allowed me to bring the most effective and efficient policies and procedures to the town of Salisbury. For example, with the support of the Planning Board and the Planning Director, I have initiated and overseen the process of moving applications online via Citizenserve.

Additionally, I know well how the private sector thinks and works. This perspective allows me to ensure that the town receives the best projects to meet its needs and that Planning Board decisions include

conditions to ensure the town is protected and that applicants use best practices in constructing their projects. My experience has also allowed me to work with the Salisbury Planning Board to strengthen the town bylaws, regulations, and policies to ensure the protection and enhancement of the town's residential neighborhoods, and commercial and industrial districts.

I have a strong track record of communicating effectively with residents, applicants, and other town officials to support real estate growth in line with the town's mission and values. I have experience building strong, lasting, and trusting relationships with coworkers and stakeholders. As an assistant town planner, I have collaborated effectively with coworkers, department heads, board members, town selectmen, and town residents. As a Permitting Manager and Project Manager in the private sector, I worked with local and state officials, community stakeholders, contractors, engineers, and consultants. I have additionally gained experience effectively supervising and managing others. For example, I currently supervise the administrative assistant for the Planning Board. Previously, I served as a crew chief and trained and supervised interns as a land surveyor.

I am particularly excited to apply my knowledge and experience for the Town of Ayer because my wife and I have lived in nearby Chelmsford for the last 2 years. We have a new baby girl and we look forward to growing our family in our commitment to putting down roots in northern Massachusetts. It would mean a great deal to me to work closer to home. Public service, civic engagement, and contributing to my local community are key values of mine. I would relish the opportunity to apply my skills and expertise in the Town of Ayer and to contribute to the local community.

As important as my engineering and planning skills are my enthusiasm, my can-do attitude and my commitment to hard work. Evening meetings and weekend work sessions are already a regular part of my job. I am by nature an optimist and know that collaboration and cooperation serve me, town residents, and my municipal partners well. The Ayer Town Planner job offers a number of opportunities and responsibilities in which to apply my knowledge and experience to benefit and make meaningful contributions to the Town of Ayer and its residents.

Please feel free to contact me at any time



Thank you very much for your consideration.

Sincerely,

Daniel G. Ruiz

DANIEL G. RUIZ



WORK EXPERIENCE

Assistant Planner, Town of Salisbury, *Salisbury, MA* March 2022 – Present

- Manage land use permitting process under supervision of Director of Planning and Community Development: Review applications, provide technical review comments, consult with department heads and compile comments, collaborate with peer review consultants hired to review aspects of proposed projects (e.g., stormwater, traffic, architecture), prepare staff reports and meeting packets, brief Planning Board Chair and Vice Chair on projects, advise the Board during meetings, prepare summary updates for the Board of Selectmen.
- Prepare decisions for Site Plan Approvals, Special Permits, Subdivisions, and Certificates of Completion.
- Serve as point person for update of the town's Master Plan in collaboration with consultant, Barrett Planning Group: Help with community outreach and community surveys, host community meetings, hold public hearings with the Master Plan Committee, review and comment on updated sections.
- Aid in creation and adoption of the new Lafayette & Main Commercial District Design Guidelines.
- Initiate and facilitate transition of permitting process from paper forms to online forms via Citizenserve.
- Write new zoning bylaws (e.g., Groundmounted Solar Bylaw, Stormwater Bylaw), hold Bylaw workshops for the public.
- Supervise the Planning Department administrative assistant.

Permitting/Project Manager, Capital Group Properties, *Southborough MA* April 2015 – February 2022

- Manage multiple residential, industrial and commercial projects of various sizes simultaneously.
- Oversee development projects through planning, bylaw review, land use permitting, design, construction, and close-out phases, in Massachusetts towns (e.g., Southborough, Maynard, Framingham, Worcester, Shrewsbury, Newton, Wellesley, Natick, Sudbury, Hopkinton).
- Design and create concept plans for residential, 40B, commercial, and industrial projects using AutoCAD; review with town and state officials.
- Communicate with state departments (e.g., DEP, DCR, MassDOT, MEPA) and project abutters.
- Collaborate with engineers and consultants: Prepare scope of work documents and Requests for Proposals (RFPs), review and select proposals, prepare site plans and reports for permit approval process.
- Conduct weekly project construction meetings with site contractors and town officials: Review construction schedule, address concerns raised by officials, maintain meeting minutes.
- Conduct weekly SWPPP inspections.

Land Surveyor, Snelling & Hamel Associates Inc., *Lincoln, MA* May 2014 – May 2015

- Survey job sites using Carlson Surveyor data collectors and Topcon Total Stations.
- Serve as Crew Chief: Manage and supervise surveying crew.
- Train interns and new employees on use of data collectors.
- Create site plans, permit plans, and As-Built plans with Carlson Surveyor and AutoCAD for private properties and town departments.
- Research record plans, deeds, utilities, and street layouts.

Laborer, Town of Wellesley Highway Department, *Wellesley, MA* May 2013 – August 2013

- Communicate with head town engineers on site to discuss jobs, goals and implementation strategies.
- Work on project to create and build a new town drainage system that removed stagnant water.
- Assist foreman in implementation of blueprints.

EDUCATION

Bachelor of Arts, Saint Anselm College, *Manchester, NH*

August 2010 – May 2014

- Major: Applied Physics, Concentration: Civil Engineering
- Minor: Math

SKILLS

- Applications: AutoCAD, ArcGIS, Microsoft Office (Word, Excel, PowerPoint), Data Collectors, Processing, Octave, C++, Solid Works, Matlab
- Tools: Slope laser, Topcon Total Stations
- Languages: English (fluent), Spanish (fluent)

INTERESTS

Outside Linebacker, St. Anselm Hawks Division II Football Team

August 2010 – December 2013

Cooking, Home Improvement



33 Andrews Parkway
Devens, MA 01434

Main: 978-784-2900
Fax: 978-772-8879

massdevelopment.com

May 16, 2023

Ayer Select Board
Ayer Town Hall
1 Main Street
Ayer, MA 01432

RECEIVED

MAY 19 2023

TOWN OF AYER
OFFICE OF THE SELECT BOARD

RE: Moore Field Autocross Events

Dear Members of the Select Board:

Thank you for your letter dated April 13, 2023, and received on April 14, 2023, concerning the use of Moore Field within the Devens Regional Enterprise Zone ("Devens") for autocross events. It is unfortunate that this longstanding seasonal weekend use of Moore Field has apparently recently caused concern in Ayer.

For over a quarter century, MassDevelopment has endeavored to be respectful of the communities surrounding Devens as it has worked to redevelop the former Fort Devens for housing, industrial, recreational, commercial and manufacturing uses to strengthen the local economy, the regional economy and the economy of the Commonwealth. The hosting of weekend recreational autocross events on the otherwise disused airfield, which attracts thousands of participants over the course of the season who patronize businesses in Ayer, has been a small part of how MassDevelopment has worked to fulfill those redevelopment obligations.

The several autocross operators are bound to comply with all applicable laws in the operation of their events. MassDevelopment is reviewing the operation of the autocross events over the course of this season to assess the operational impacts on and in the vicinity of Moore Field. If any operators are determined to have failed to comply with applicable law, MassDevelopment reserves the right to take action under the applicable contract and to disqualify that operator from future use of Moore Field.

MassDevelopment personnel would be pleased to meet with you at a mutually convenient time to further discuss this matter should you wish to do so. Thank you again for your letter bringing this concern to our attention.

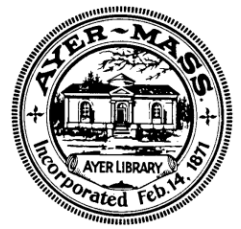
Sincerely,

Meg Delorier

Meg Delorier
Acting EVP, Devens

CC: Senator Jamie Eldridge
Representative Danillo Sena

Office of the Select Board
Office of the Town Manager



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

MEMORANDUM

DATE: June 2, 2023

TO: Ayer Select Board

FROM: Robert A. Pontbriand
Town Manager

SUBJECT: Town Manager's Report for the June 6, 2023 Ayer Select Board Meeting

Dear Honorable Select Board Members,

I am pleased to transmit to you the following Town Manager's Report for the June 6, 2023 Select Board Meeting. If you have any questions prior to the meeting, please do not hesitate to contact me directly. Thank you.

Administrative Update and Review of Town Warrants:

- At the meeting I will provide a brief Administrative Update on the various activities, initiatives, and projects of the Town since the Select Board last met on May 16, 2023.
- I have reviewed, approved, and signed the following Town Warrants since the Select Board last met on May 16, 2023:

Payroll Warrant #23-23 in the amount of \$419,463.31 was reviewed, approved, and signed on May 16, 2023.

Accounts Payable Warrant #23-23 in the amount of \$693,205.86 was reviewed, approved, and signed on May 23, 2023.

Payroll Warrant #23-24 in the amount of \$398,301.34 was reviewed, approved, and signed on May 30, 2023.

Appointments & Reappointments - Part 1:

- Please see the attached memo prepared by the Assistant Town Manager for the annual Appointments and Reappointments to the various Town Boards, Commissions, and Committees appointed by the Select Board. I am recommending appointment/reappointment of all the individuals in the attached memo for your consideration (See attached). Part 2 of the annual Appointments and Reappointments will be before the Select Board at the June 20, 2023 meeting.

ARPA Funding Update and Discussion:

- During the recent National discussion/debate on raising the National Debt Ceiling on the Federal Level, it was proposed to “claw back” certain unspent COVID relief funds. To date, there is no indication that this impacts the Town’s ARPA funds. However, it is a reminder that in addition to the statutory deadlines of December 31, 2024 to commit the funds and December 31, 2026 to expend the funds, the Town should be mindful and prudent in the timely use of these funds.
- The Town’s current ARPA Fund balance is \$1,110,687.48. I would like to further discuss with the Board the following potential proposals for use of ARPA funds for your consideration:

Senior Center/Community Center Design/Due Diligence: Up to \$300,000 from ARPA funds for the design and due diligence for the Senior Center/Community Center project to be administered accordingly by the Senior Center/Community Center Building Committee. In order to present to the Town Meeting a proposed project for their consideration, final design, and due diligence of the Pirone Park site location must be completed to present a complete project subject to review and approval by Town Meeting. The Building Committee currently has no funding to conduct any further professional design and due diligence on the project and the proposed site location.

Grove Pond Water Treatment Plant Clearwell Project - As discussed at the May 16, 2023 Select Board meeting, it would be prudent to fund design of the Clearwell project at Grove Pond Water Treatment Plant. The Clearwell would resolve the water production capacity issues due to PFAS treatment at Grove Pond. The Engineer’s estimate currently (conceptual) is approximately \$366,000; however, this includes construction phase services. Therefore, the DPW Director would recommend assuming \$300,000 toward the project at this time.

Sandy Pond Road Sewer Trunkline Rehabilitation – The Town has allocated \$1.25M toward the rehab of the Sandy Pond Road Sewer Trunkline project. The project has been split into two phases – one to be performed in FY24 and the second in FY25 (presuming funding through capital FY25). The design is currently at 75% and the current cost estimate to do the entire project (Phase 1 and 2 from Westford Road to Central Ave Pump Station) is anticipated to be \$1,747,600. Therefore, a request for ARPA funds up to \$500,000 is recommended. This would complete the critical project in one construction season which can save cost since the contractor is mobilized and contracted.

- These three proposals would total \$1,100,000 in ARPA funds leaving a remaining balance of \$10,687.48. Additionally, these authorizations would be an “up to amount” which means any unused funds from each project would revert to the ARPA fund.

Update on Opioid Settlement Allocation:

- Since the last Select Board Meeting on May 16, 2023, I did hear back from the Attorney General’s Office on May 22, 2023 regarding the issue(s) and concern(s) regarding the apparent disparity in opioid settlement funds between the Towns of Ayer and Harvard. All the readily available information including the concerns of the Select Board and the article in *The Harvard Free Press* were discussed. I was advised that further research would be needed by the Attorney General’s Office to further understand how the opioid settlement amounts for the Town of Ayer and Harvard were reached and what accounts for the significant disparity in the funds. I was advised that I would hear back from the Attorney General’s Office after Memorial Day. As of the printing of the packet (June 2, 2023) I have not heard back and have followed up. I hope to have more information to report on and discuss with the Select Board at the meeting.

Annual Select Board Committee Assignments:

- Each year, the Select Board has reviewed and approved its assignment of Select Board representatives to several standing boards/committees of the Town in which there is a Select Board representative. Now that the Select Board has reorganized for the 2023-2024 year, respectfully the Select Board should vote to assign its various members to the boards/committees. The following are the current assignments from this past year:

Capital Planning: Select Board Member Scott Houde

Devens Committee (Town committee): Select Board Member Scott Houde

Devens Jurisdictional Framework Committee: Select Board Member Jannice Livingston

Executive Bi-Board: Select Board Member Scott Houde

OPEB Board: Select Board Member Shaun Copeland

Rate Review Committee: Select Board Member Jannice Livingston

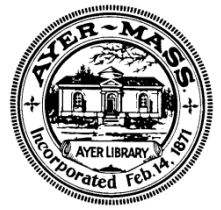
2023 Select Board Summer Meeting Schedule:

As in past years, the Select Board has adopted a summer meeting schedule of one scheduled meeting in July and one scheduled meeting in August. As in the past the Select Board has always had additional meetings as needed in July and August. Respectfully, the Select Board should discuss and set its summer meeting schedule for July and August 2023. My recommendation on meeting dates are July 18, 2023 and August 15, 2023.

Thank you.


Attachment: Appointments & Reappointments Memo from the Assistant Town Manager

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



Town of Ayer | Ayer Town Hall | 1 Main Street | Ayer, MA 01432 | 978-772-8220 x100 | www.ayer.ma.us

Memorandum

To: Select Board
 From: Carly Antonellis, Assistant Town Manager 
 Date: June 2, 2023
 Re: 2023 Annual Reappointments

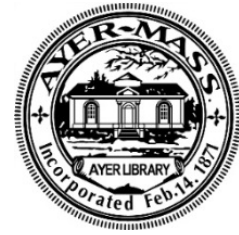
Dear SB,

I am respectfully requesting that the following be appointed and reappointed by the SB:

New Appointment		
Board / Committee	Length of Term	Seeking Appointment
Affordable Housing Committee	3 Years	David Cibor, Term (Unexpired) to expire June 30, 2025
Reappointments		
Board / Committee	Length of Term	Current Member
Ayer Affordable Housing Trust	2 Years	Cindy Lavin
		Patricia Latimer-Bagni
Capital Planning Committee	3 Years	Richard Skoczylas
		James B. Pinard, Jr.
Cemetery Commission	3 Years	Susan Tordella-Williams
Conservation Commission	3 Years	Jennifer Amaya
Cultural Council	3 Years	Susan Tordella-Williams
Historical Commission	3 Years	George Bacon
Recycling Committee	3 Years	Scott Murray
Registrar of Voters	3 Years	Susan Copeland
		Barbara Wilson
Zoning Board of Appeals	3 Years	Sam Goodwin
		Michael Gibbons
		Jess Gugino
Not Seeking Reappointment		
Thomas McLain, Historical Commission		

There will be additional appointments on the next SB agenda, which are those that have not responded yet to the Town's reappointment inquiry.

Thank you for your consideration!



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

Broadcast and Recorded by APAC

May 16, 2023
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. Houde and seconded by S. Copeland to approve the meeting agenda.
Motion passed 3-0.

Announcements: J. Livingston announced that on May 20, 2023, the American Legion Post 139 will be posting flags on Veteran's graves in both cemeteries. Also, the Legion will be hosting Memorial Day activities on Saturday May 27, 2023.

Public Input: Dennis Curran, 51 Pleasant Street informed the Select Board that the Council on Aging is in need of volunteers to help deliver Meals on Wheels.

Vote of Approval for Bond Anticipation Note (BAN): Barbara Tierney, Finance Manager – Tax Collector/Treasurer was in attendance seeking approval of a Bond Anticipation Note. She stated that on May 10, 2023, the Town received competitive bids for a \$6,095,803 six-month BAN. This coming fall the Town will go to Bond, which will include the West Main Street Bridge project.

Motion: A motion was made by S. Copeland and seconded by S. Houde that the Select Board vote to approve the sale of \$6,095,803 4.50 percent General Obligation Bond Anticipation Note dated May 25, 2023 and payable to Jefferies, LLC. at par and accrued interest, if any, plus premium of \$23,407.89. The following vote will be signed by the Clerk and incorporated into the meeting minutes, as presented in this meeting: to approve the sale of \$6,095,803 4.50 percent General Obligation Bond Anticipation Notes (the "Notes") of the Town dated May 25, 2023, and payable October 12, 2023, to Jefferies LLC at par and accrued interest, if any, plus a premium of \$23,407.89. Further Voted: that in

connection with the marketing and sale of the Notes, the preparation and distribution of a Notice of Sale and Preliminary Official Statement dated May 3, 2023, and a final Official Statement dated May 10, 2023, each in such form as may be approved by the Town Treasurer, be and hereby are ratified, confirmed, approved and adopted. Further Voted: that the Town Treasurer and the Select Board be, and hereby are, authorized to execute and deliver a significant events disclosure undertaking in compliance with SEC Rule 15c2-12 in such form as may be approved by bond counsel to the Town, which undertaking shall be incorporated by reference in the Notes for the benefit of the holders of the Notes from time to time. Further Voted: that we authorize and direct the Town Treasurer to establish post issuance federal tax compliance procedures and continuing disclosure procedures in such forms as the Town Treasurer and bond counsel deem sufficient, or if such procedures are currently in place, to review and update said procedures, in order to monitor and maintain the tax-exempt status of the Notes and to comply with relevant securities laws. Further Voted: that any certificates or documents relating to the Notes (collectively, the "Documents"), may be executed in several counterparts, each of which shall be regarded as an original and all of which shall constitute one and the same document; delivery of an executed counterpart of a signature page to a Document by electronic mail in a ".pdf" file or by other electronic transmission shall be as effective as delivery of a manually executed counterpart signature page to such Document; and electronic signatures on any of the Documents shall be deemed original signatures for the purposes of the Documents and all matters relating thereto, having the same legal effect as original signatures. Further Voted: that each member of the Select Board, the Town Clerk and the Town Treasurer be and hereby are, authorized to take any and all such actions, and execute and deliver such certificates, receipts or other documents as may be determined by them, or any of them, to be necessary or convenient to carry into effect the provisions of the foregoing votes. **Motion passed 3-0.**

Dan Van Schalkwyk, Director, Department of Public Works: D. Van Schalkwyk presented an award that the Water Division received at the State House last week for Outstanding Excellence in Public Water Supply for the Town's PFAS remediation efforts.

Easy Street Easement Agreement- D. Van Schalkwyk presented an easement agreement for the Town to acquire stormwater easements for the maintenance of the two stormwater basins in the Easy Street subdivision. Steven Mariotti from the Easy Street Homeowner's Association was in attendance and was very supportive of this request.

Motion: A motion was made by S. Houde and seconded by J. Livingston to approve the easement agreement as presented. **Motion passed 3-0.**

Grove Pond WTP Production Evaluation Presentation – D. Van Schalkwyk was joined by Water and Sewer Superintendent Kimberly Abraham and Town Engineer Matt Herson. They stated that since PFAS treatment began, the Water Division has experienced a decrease in production capacity, particularly at the Grove Pond Treatment Facility. An Engineering Firm, Woodward and Curran, was hired to evaluate the issue; tonight, they are summarizing the current conditions and the recommended solution. K. Abraham gave a brief overview of the history of the water system, noting it was authorized in 1887 and services 3,340 accounts. She noted that water consumption has increased, especially in the summer months, but due to PFAS treatment the capacity has decreased. There is significant pressure loss in the PFAS treatment system, which is causing decreased production. They are recommending the installation of a Clearwell and Finished Water Pumps. The Clearwell is a storage tank that is at the end of the treatment process. This will create a hydraulic break between the facility and the distribution system. They are estimating the total project cost to be \$2.7 Million. This summer, during high demand, they'll be monitoring the need to recommend conservation measures.

S. Houde asked if the engineering study took into account future needs, especially with West Main Street

and Fitchburg Road projects being permitted. K. Abrahams stated that the study looked at getting the Town back to where they were prior to PFAS remediation. Once that point is reached, they'll be able to serve the increased population.

S. Copeland said it would be helpful to do a PSA for all water customers.

Dennis Curran, 51 Pleasant Street asked what the maximum capacity will be and its correlation to upcoming development projects. D. Van Schalkwyk stated that the Town has a 10-year Master Plan which evaluates capacity.

R. Pontbriand asked about the 50% reduction in capacity at Grove Pond and whether it would further deteriorate or if it had plateaued. K. Abrahams believed it had plateaued. R. Pontbriand asked about a potential timeline for the installation of the Clearwell. K. Abrahams anticipates it could be completed by the end of next summer.

D. Van Schalkwyk stated that the Town planned to speak with the Army about the need for further funding related to this project. S. Copeland asked if a Clearwell was needed at Spectacle Pond. M. Hernon stated that not for a very long time. S. Houde asked if there was any thought given to building a new water tank. D. Van Schalkwyk stated that an additional tank was not in the Master Plan, but the Clearwell would give us additional storage capacity.

DPW Project Updates – D. Van Schalkwyk gave an update on the following projects:

West Main Street Bridge – The Debt Exclusion recently passed at the May 9, 2023 election. DPW is in the process of re-permitting the project. It will then be re-bid. In Spring of 2024 construction will begin.

Main Street TIP – The Town is in the process of submitting the design justification workbook as part of the 25% design. There will be a public input session this summer. There will be a public design hearing this coming winter.

Central Ave./Groton Harvard Road Intersection – The Town is wrapping up design for the 4-way stop. There will be a great deal of public notice well in advance of the project commencement. The work will be completed in-house by the DPW.

J. Livingston asked about the handicap parking near the post office. She is concerned about cars parking in the “No Parking Zone” in front of the Post Office.

Sandy Pond Road – The Complete Streets project is underway.

Route 2A/Willow Road Intersection – Mass DOT has begun reconstructing this past year. There will be a detour for the first two weeks of June.

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.

Appointments – COA Board of Directors and Senior Center/Community Center Building Committee - R. Pontbriand, in consultation with the Council on Aging Board, recommended the appointment of Judge Robert Gardner to the COA Board for a three-year term (unexpired) to expire on June 30, 2024.

Motion: A motion was made by S. Copeland and seconded by S. Houde to appoint Judge Robert Gardner to the COA for a term to expire on June 30, 2024. **Motion passed 3-0.**

R. Pontbriand, in consultation with the COA Board, recommended the appointment of Ms. Mary Markham to the COA Board for a three-year term (unexpired) to expire on June 30, 2024.

Motion: A motion was made by S. Copeland and seconded by S. Houde to appoint Ms. Mary Markham to the COA for a term to expire on June 30, 2024. **Motion passed 3-0.**

R. Pontbriand recommended the following individuals for appointment to the Senior Center/Community Center Building Committee in accordance with the terms authorized by the Select Board at the April 4, 2023. He also stated that for the three resident seats on the Committee, the Town did advertise the opportunities publicly and received three applicants for which the Board has their letters of intent in the meeting packet. R. Pontbriand recommended the following individuals for appointment to the Senior Center/Community Center Building Committee as follows: Dennis Curran (COA Representative selected by the COA and an Ayer resident); Dr. Katie Petrossi, COA/Senior Center Director; Kevin Malantic (Parks Commission Representative selected by the Parks Commission and an Ayer resident); Jeff Thomas, Parks Director (Ayer resident); Dan Van Schalkwyk, P.E., DPW Director; Ken Diskin (Planning Board Representative selected by the Planning Board and an Ayer resident); Ellen Fitzpatrick (Ayer resident); Christine Logan (Ayer resident); Marge Withee (COA Member and Ayer resident).

Motion: A motion was made by S. Copeland and seconded by S. Houde to appoint the individuals as presented by the Town Manager to the Senior Center/Community Center Building Committee. **Motion passed (3-0).**

Update on Opioid Settlement Allocation - R. Pontbriand advised that since the last meeting on May 2, 2023 he has formally contacted the State Attorney General's Opioid Settlement Division regarding the apparent disparity between the Town of Ayer and the Town of Harvard's opioid settlement allocations as discussed by the Select Board on May 2, 2023. He is awaiting a response currently. Additionally, he advised that he has contacted State Senator Eldridge and State Representative Sena regarding this issue. He will continue to keep the Select Board update and hopes to have a detail update on the issue for the June 6, 2023, Select Board Meeting.

Review/Approval of Policy – Disposition of Town of Ayer Surplus Tangible Supplies - R. Pontbriand stated that the Town is in need of a formal, written policy regarding the disposition of surplus tangible supplies. This would include equipment and furniture, but not real property as governed by the provisions of MGL Chapter 30B, Section 15. The need for this policy recently presented itself when the Library Board of Trustees wanted to dispose of a shed that was purchased during COVID for the purposes of checking out books and materials. The Library declared the shed surplus and no value to them but multiple inquiries of interested parties were made regarding obtaining the shed. The creation of a policy, in accordance with the provisions of MGL Chapter 30B, Section 15, for the disposition of supplies with an estimated value of less than \$10,000 is in the Town's best interests. The Assistant Town Manager provided an overview of the proposed policy in the Board meeting packet.

Motion: A motion was made by S. Houde and seconded by S. Copeland to approve the Policy for Disposition of Town of Ayer Surplus Tangible Supplies as presented for signature by the Board. **Motion passed 3-0.**

New Business/Select Board Member Questions: *Devens Committee Discussion/Update (Select Board Member S. Houde)* - S. Houde made a brief presentation to the Select Board regarding the Devens Committee and next steps. The Committee will be focused on a review and analysis of potential impacts of potential decisions with respect to the former Fort Devens which include local communities retaking original borders; local communities retaking modified borders; Devens remaining a MassDevelopment Enterprise Zone; Devens becomes its own town. The Committee will look at the financial, social, and environmental impacts of these decisions. Additionally, the impacts on services for Ayer residents and the impacts on Devens residents and businesses will be analyzed. The Committee will take a preliminary approach looking at historic and existing conditions; work with Ayer departments, committees, and boards to look at impacts and the impacts to Ayer's Master Plan. The Committee will also work closely with the Devens Jurisdictional Framework Committee and look at possible cross collaboration with other Towns' Devens Committees.

J. Livingston stated that there is a nice application for interested members in the Committee in the Packet.

Pauline Conley, 40 Cambridge Street (Resident) was recognized by J. Livingston and stated that she would like a copy of S. Houde's presentation and that she would be very interested in working on this Committee.

Approval of Meeting Minutes:

Motion: A motion was made by S. Houde and seconded by S. Copeland to approve the meeting minutes from April 4, 2023 and May 2, 2023. **Motion passed 3-0.**

Reorganization of the Select Board:

Motion: A motion was made by S. Copeland and seconded by S. Houde to have S. Houde serve as Chair; J. Livingston serve as Vice-Chair; and S. Copeland serve as Clerk. **Motion passed 3-0.**

Adjournment:

Motion: A motion was made by S. Houde and seconded by S. Copeland to adjourn at 7:28 PM. **Motion passed 3-0.**

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

Date Minutes Approved by SB: _____

Signature Indicating Approval: _____