

RECEIVED
JUN 03 2022

12:05pm
TOWN OF AYER
TOWN CLERK


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



Tuesday June 7, 2022
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

Recognition of Eagle Scouts – Grace and David Audette

Recognition of Kevin Johnston, Benefits and Payroll Manager

Recognition of Newly Hired Public Safety Personnel

6:15 PM

Public Input

6:20 PM

Request for One Day Outdoor Liquor License – Billiard’s Café, 39 Main St

6:25 PM

Dan Van Schalkwyk, Director, DPW & Alan Manoian, Director, AOCED

1. Downtown Ayer Main Street Comprehensive Redesign and Reconstruction Project
Presentation and Design Recommendation

6:35 PM

Town Manager’s Report

1. Administrative Update/Review of Town Warrant(s)
2. Appointments Part 1 of 2
3. Cemetery Commission Appointment Process
4. Select Board Committee Assignments for FY 2023
5. Discussion on Select Board Summer Meeting Schedule
6. Status of Finance Committee Membership

6:50 PM

New Business/Select Board Member Questions

6:55 PM

Adjournment

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

The next regularly scheduled meeting of the Select Board is June 21, 2022 at 6:00 PM both in-person and remote participation.



AYER POLICE DEPARTMENT

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



Brian P. Gill
Chief of Police

To: Town Manager Robert A. Pontbriand
From: Chief Brian P. Gill
Date: Friday June 3, 2022
RE: Employee Updates and Introductions

Dear Mr. Pontbriand,

As you know, since the beginning of the pandemic in 2020, the Ayer Police Department has been in a period of employee and command staff transition, mostly due to retirements. I am excited for the opportunity to present our new members (or newly promoted / appointed members) to the Select Board on June 7th, 2022. Please find the list below highlighting all of the personnel changes that the Ayer PD has experienced in the last two and a half years:

1. Chief Brian Gill – Appointed 7/1/21
2. Deputy Chief Jennifer Bigelow – Appointed 4/11/22
3. Sgt. Andrew Kularski – Promoted 2/22/21
4. Sgt. David Lansing – Promoted 1/25/22
5. Ptl. Andrew Gambrell – Appointed 7/6/21
6. Ptl. Diosmar Reynoso – Appointed 7/6/21
7. Ptl. Michael Bourisk – Appointed 8/30/21
8. Ptl. David Curran – Appointed 8/30/21
9. Recruit Officer Jake Minear – Academy 5/16/22 (Graduation 9/16/22)
10. Recruit Officer Alexia Surprenant – Academy 5/16/22 (Graduation 9/16/22)
11. Communicator Timothy Harnden – Appointed 8/17/20
12. Communicator Robert Mackie – Appointed 8/18/20
13. Communicator Mark Lebel – Appointed 1/25/21
14. Communicator Danielle Hobin – Appointed 4/29/22
15. Records Clerk Robert Mackie – Appointed 4/14/22

Thank you for the opportunity to highlight the newest members of the Ayer PD family.

Sincerely,

Brian P. Gill
Chief of Police

MEMO



To: Mr. Pontbriand, Town Manager
From: Chief Timothy P. Johnston
CC: Ms. Antonellis, Asst. Town Manager
Date: June 2, 2022
Re: New Public Safety Personnel

Comments: New Fire Department personnel

- Dave McGloughlin, Firefighter/Paramedic
 - Drew Brassard, Firefighter/Paramedic
 - Jeremy O'Connell, Firefighter/Paramedic
 - Robert Henderson, Firefighter/Paramedic
-

DEPARTMENT OF PUBLIC WORKS

Dan Van Schalkwyk, P.E. Director
Pamela J. Martin, Business Manager



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

MEMORANDUM

Date: June 2, 2022
To: Select Board
From: Dan Van Schalkwyk, P.E., Director
Subject: **New Personnel in DPW**

Dear Select Board,

The DPW has welcomed new employees to its labor workforce over the past year. Please welcome:

Kimberly Abraham, Water and Sewer Superintendent
Natalie Goodwin, Water and Sewer Billing Clerk
Jeff deHorsey, Meter Reader / Laborer
Thomas Bozek, Highway Utility Person

From: calvinm@needtogohunting.com
To: ["Carly Antonellis"](#)
Subject: corrected date
Date: Friday, June 3, 2022 12:12:44 PM

Good morning. the correct date for the Billiards Café outdoor event will be Sunday June 26, 2022 .

Thank you

Calvin

Carly Antonellis

From: calvinm@needtogohunting.com
Sent: Tuesday, May 24, 2022 1:56 PM
To: Carly Antonellis
Subject: RE: liq. license

Hello, it will be our outside parking lot.
Calvin

From: Carly Antonellis <cantonellis@ayer.ma.us>
Sent: Tuesday, May 24, 2022 10:29 AM
To: calvinm@needtogohunting.com
Cc: Robert Pontbriand <rpontbriand@ayer.ma.us>
Subject: RE: liq. license

Calvin,

Can you please provide me with a sketch of the proposed outdoor area. Once I get that, I can schedule you in front of the Select Board.

Thanks!

Carly

Carly M. Antonellis
Assistant Town Manager
Town of Ayer
1 Main Street
Ayer, MA 01432
978-772-8220 x100

 Please consider the environment before printing this email.

From: calvinm@needtogohunting.com <calvinm@needtogohunting.com>
Sent: Tuesday, May 24, 2022 7:58 AM
To: 'Carly Antonellis' <atm@ayer.ma.us>
Subject: liq. license

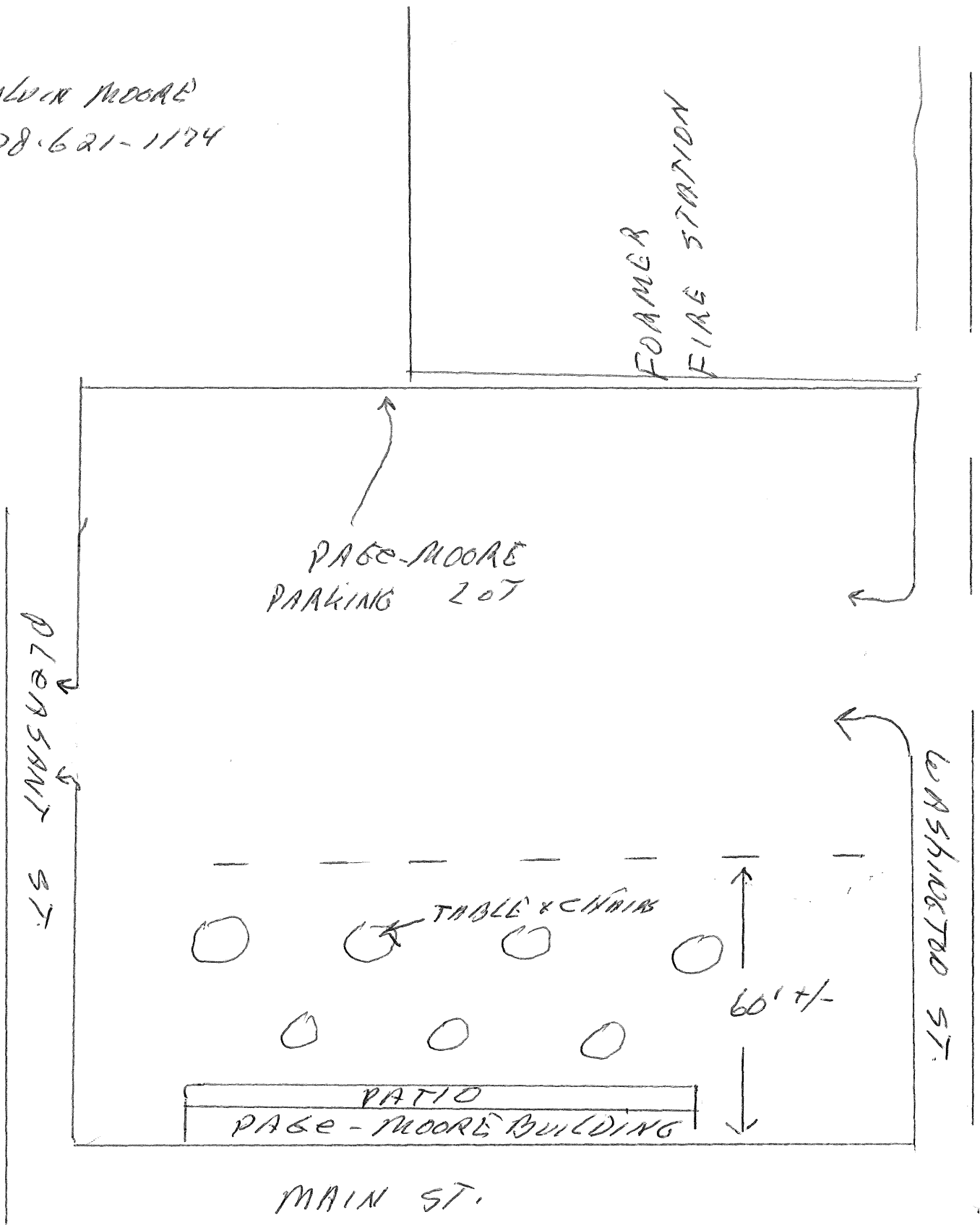
Good morning, I would like to apply for a one day liq. License for the outside area of the Billiards Café for June 27, 2022.

We are planning on an outside grill and music.

Time is 10.00 till 9.00pm

Thanks you

CALVIN MOORE
978-621-1124



MUSIC IN PARKING LOT OR
ON BACK DECK. DEPENDING
ON WEATHER

Town of Ayer

Office of Community & Economic Development (AOCED)

Town Hall - One Main Street - Ayer, MA 01432 - 978.772.8220 X141



To: Robert Pontbriand, Town Manager

From: Alan S. Manoian, Dir. AOCED

Date: 5/31/2022

Re: Request Placement on Ayer Select Board June 7th Agenda – re: Downtown Ayer Main Street Comprehensive Re-Design & Re-Construction Project Presentation & Design Recommendations

The Ayer Office of Community & Economic Development (AOCED) in partnership with the Ayer Public Works Department (DPW) request placement on the Ayer Select Board Agenda for Tuesday, June 7th in order to conduct a brief presentation on the proposed “Comprehensive Re-Design & Re-Construction Project of Main Street in Downtown Ayer”.

The Dir. of AOCED and Dir. of Public Works will provide visual content showing the recommended Main Street Cross-Section Design Plan including, vehicular travel lanes, bicycle lanes, on-street parking, sidewalks, crosswalks, intersections, sidewalk shade trees, etc. for discussion and Select Board review, comment, and directive. We will also provide an update on current status and future schedule.

The primary funding source for the proposed \$4+ million “Downtown Ayer Main Street Project” is the Annual Federal Transportation Improvement Project (TIP) Fund as administered by the Montachusett Metropolitan Planning Organization (MMPO) of the Montachusett Regional Planning Commission (MRPC).

Downtown Ayer Main Street Re-Design Project Update

Ayer DPW and AOCED

PRESENTED

JUNE 7, 2022

Last Update

- SB Meeting on 02/01/2022
- Alternative for shared bike/travel lanes and wider sidewalks identified as a desirable option
 - Alternative requires giving up on-street parking or dedicated bike lanes (tight cross-section)
- Bike lane removal requires design exception from MassDOT
- Support Letters for design exception

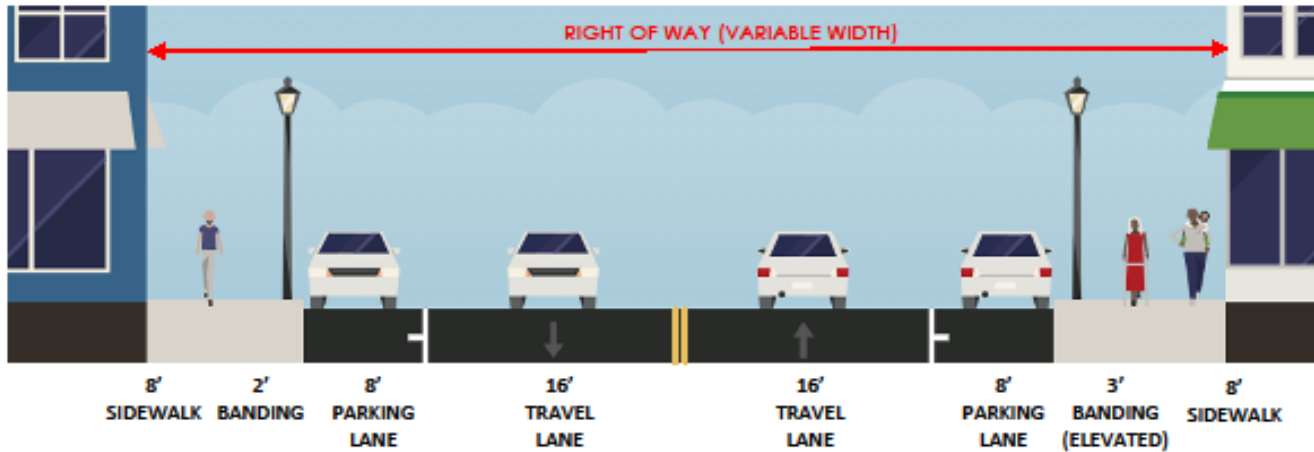




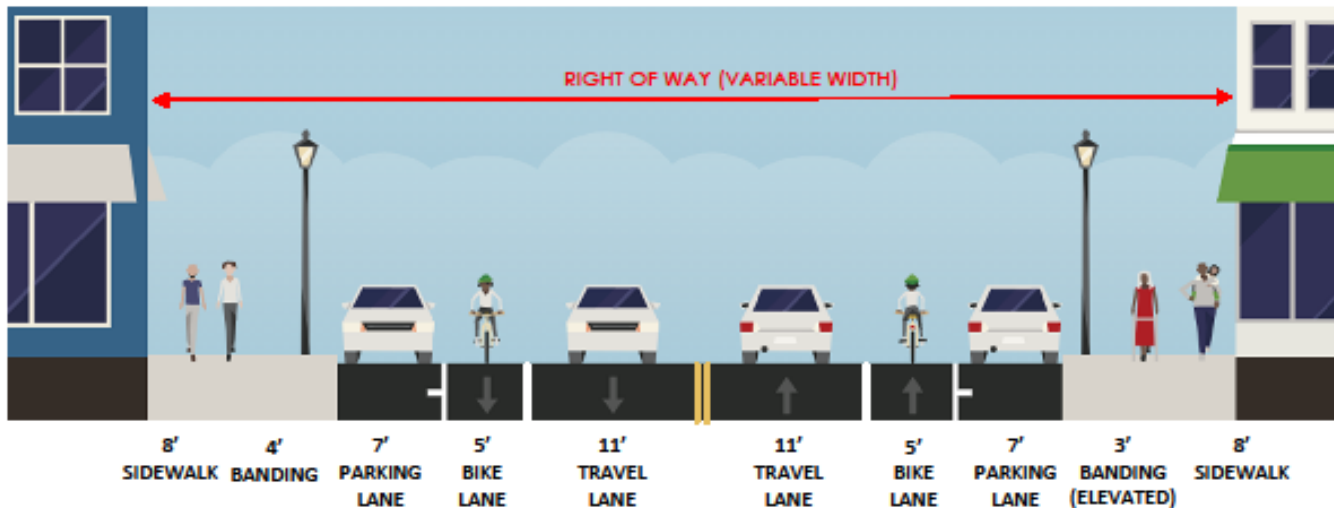


MAIN STREET RECONSTRUCTION

ROADWAY CROSS SECTION – DEDICATED BICYCLE LANES ALTERNATIVE



Existing Condition

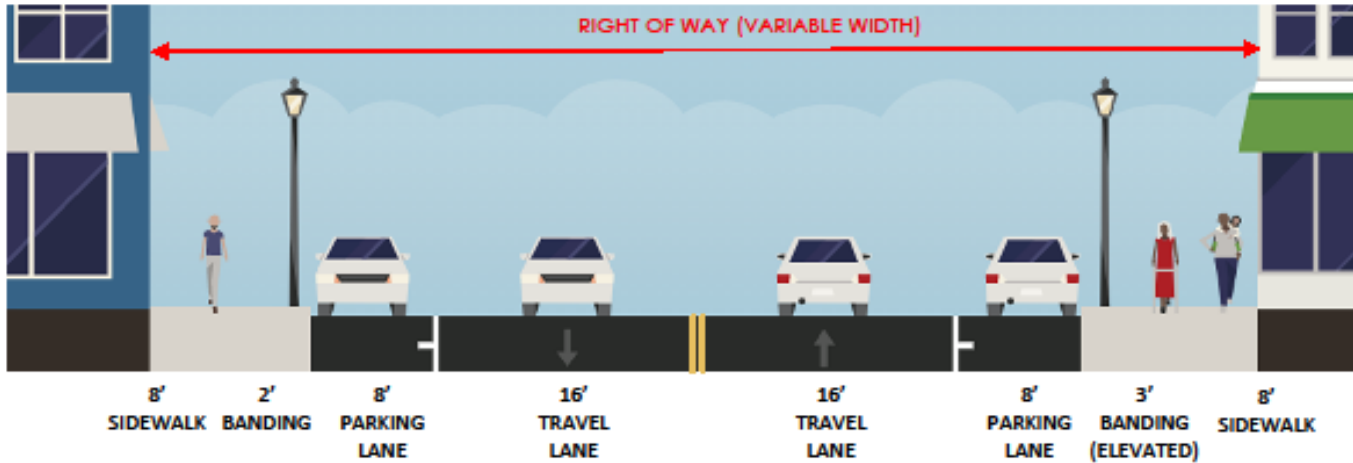


Proposed Alternative

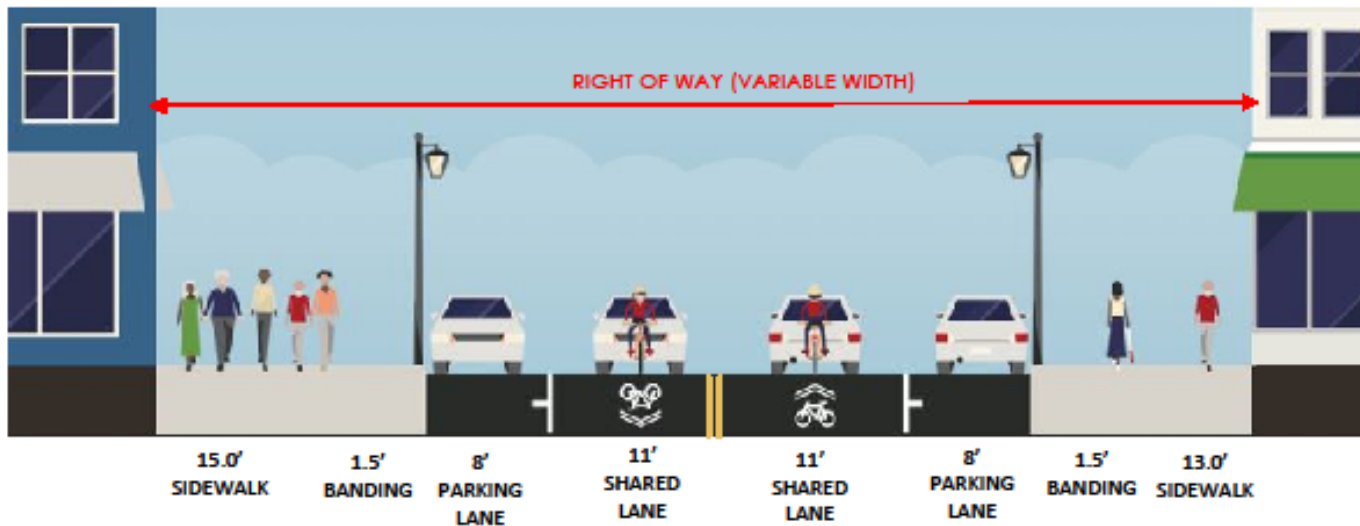


MAIN STREET RECONSTRUCTION

ROADWAY CROSS SECTION – SHARED BICYCLE ACCOMMODATIONS ALTERNATIVE



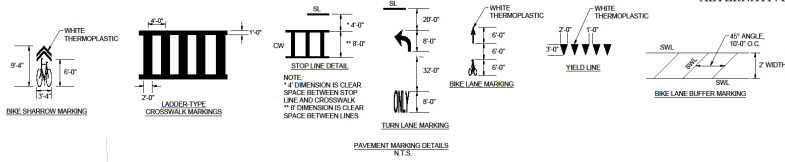
Existing Condition



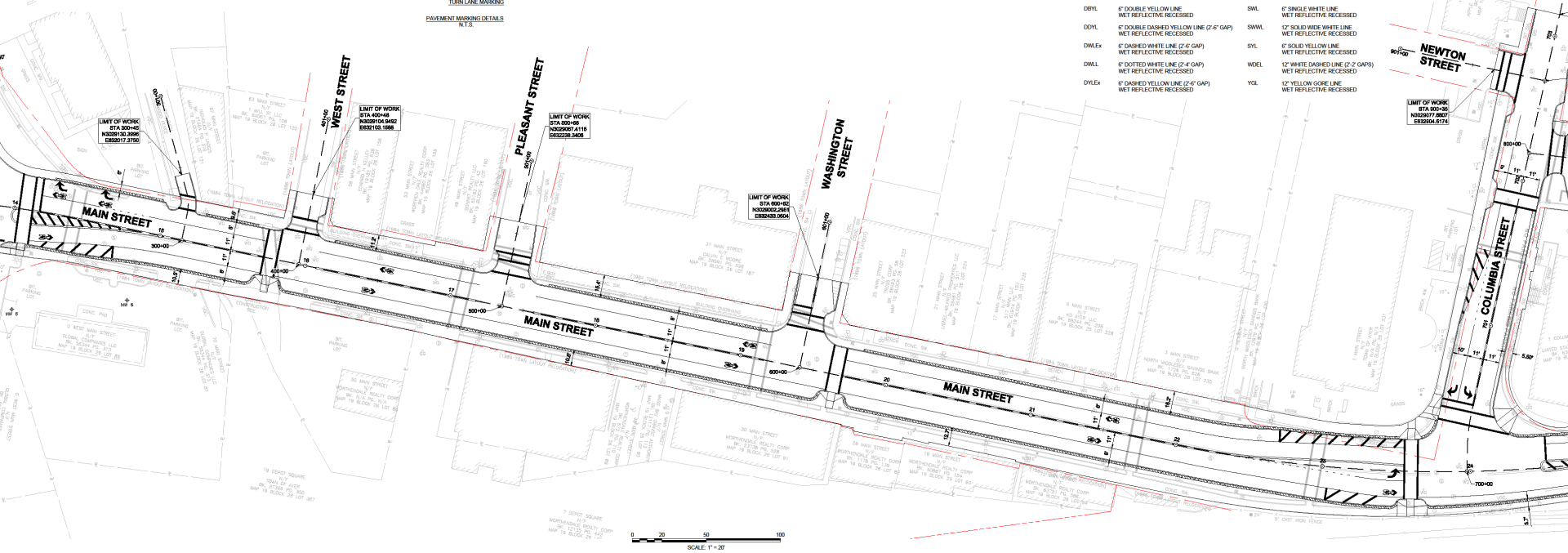
Proposed Alternative

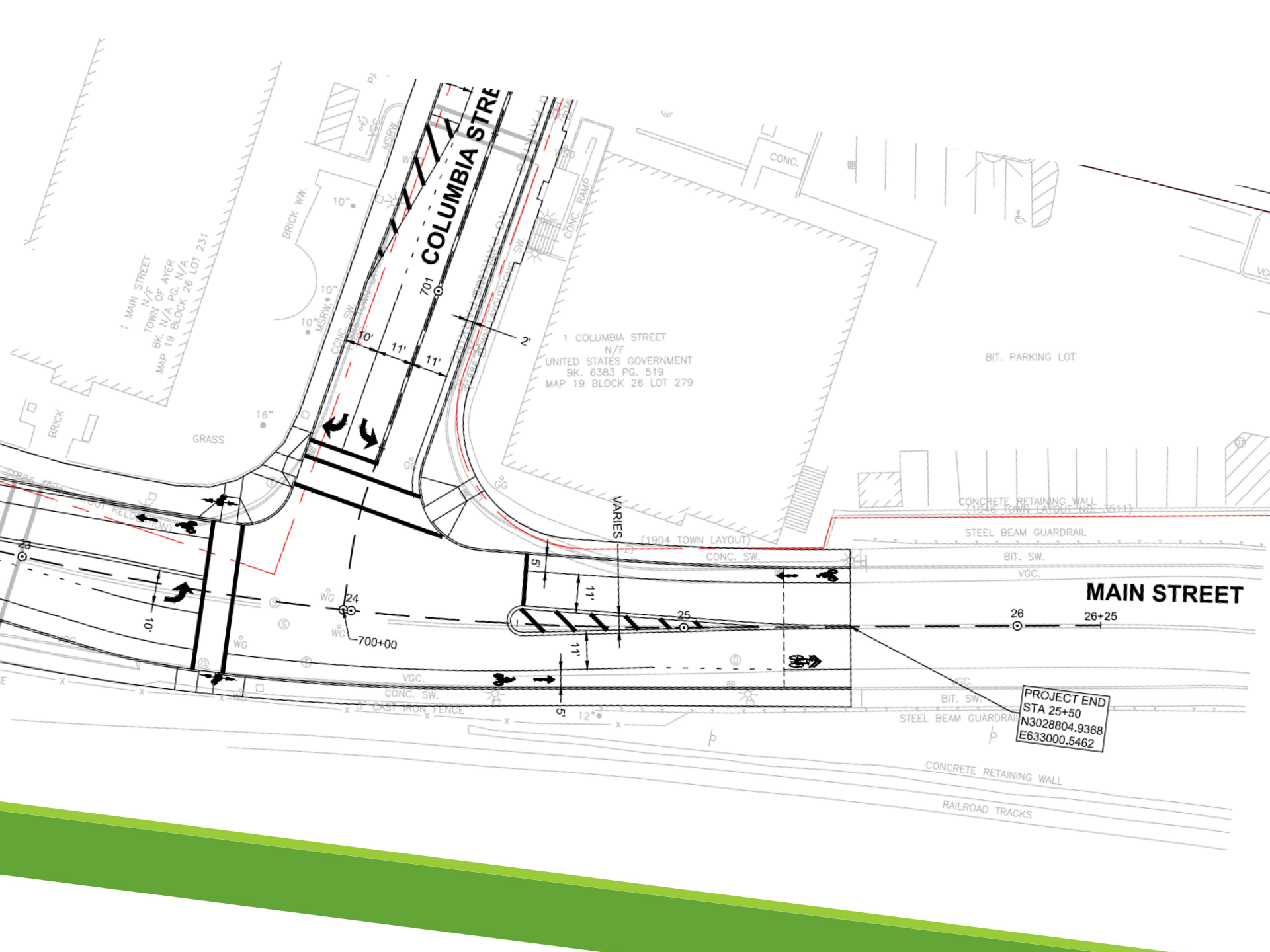


PAVEMENT MARKING PLANS
 ALTERNATIVE 1 - SHARED BICYCLE ACCOMODATIONS
 DECEMBER 2021



EXISTING SIGN	PROPOSED SIGN	PAVEMENT MARKING LEGEND
YIELD	YIELD LINE 6" W/ 30" HEIGHT (12" SPACE) WHITE THERMOPLASTIC	SL STOP LINE 12" WHITE WET REFLECTIVE RECESSED
SWALK	6" BROKEN WHITE LANE LINE (10'-30' GAP) WET REFLECTIVE RECESSED	SWCH 12" SINGLE WHITE CHANNELIZING LINE WET REFLECTIVE RECESSED
CW	CROSSWALK 12" WHITE WET REFLECTIVE RECESSED	SWL 6" SINGLE WHITE LINE WET REFLECTIVE RECESSED
DDYL	6" DOUBLE YELLOW LINE WET REFLECTIVE RECESSED	SWWL 12" SOLID WIDE WHITE LINE WET REFLECTIVE RECESSED
DDYL	6" DOUBLE DASHED YELLOW LINE (2'-6" GAP) WET REFLECTIVE RECESSED	SYL 6" SOLID YELLOW LINE WET REFLECTIVE RECESSED
DMEX	6" DASHED WHITE LINE (2'-6" GAP) WET REFLECTIVE RECESSED	WDEL 12" WHITE DASHED LINE (2'-2" GAPS) WET REFLECTIVE RECESSED
DMWL	6" DOTTED WHITE LINE (2'-4" GAP) WET REFLECTIVE RECESSED	YGL 12" YELLOW GORE LINE WET REFLECTIVE RECESSED
DYEX	6" DASHED YELLOW LINE (2'-6" GAP) WET REFLECTIVE RECESSED	





COLUMBIA STRE

701
1 COLUMBIA STREET
N/F
UNITED STATES GOVERNMENT
BK. 6383 PG. 519
MAP 19 BLOCK 26 LOT 279

1 MAIN STREET
N/F
TOWN OF AYER
BK. N/A PG. N/A
MAP 19 BLOCK 26 LOT 231

MAIN STREET

PROJECT END
STA 25+50
N3028804.9368
E633000.5462

CONCRETE RETAINING WALL
(1946 TOWN LAYOUT NO. 3511)

STEEL BEAM GUARDRAIL

CONCRETE RETAINING WALL

RAILROAD TRACKS

(1904 TOWN LAYOUT)

VARIES

BIT. PARKING LOT

GRASS

BRICK

BRICK WW.

CONC. SW.

BIT. SW.

STEEL BEAM GUARDRAIL

CONC. SW.

VGC.

WG

WG

10'

700+00

24

5

11'

11'

5

12'

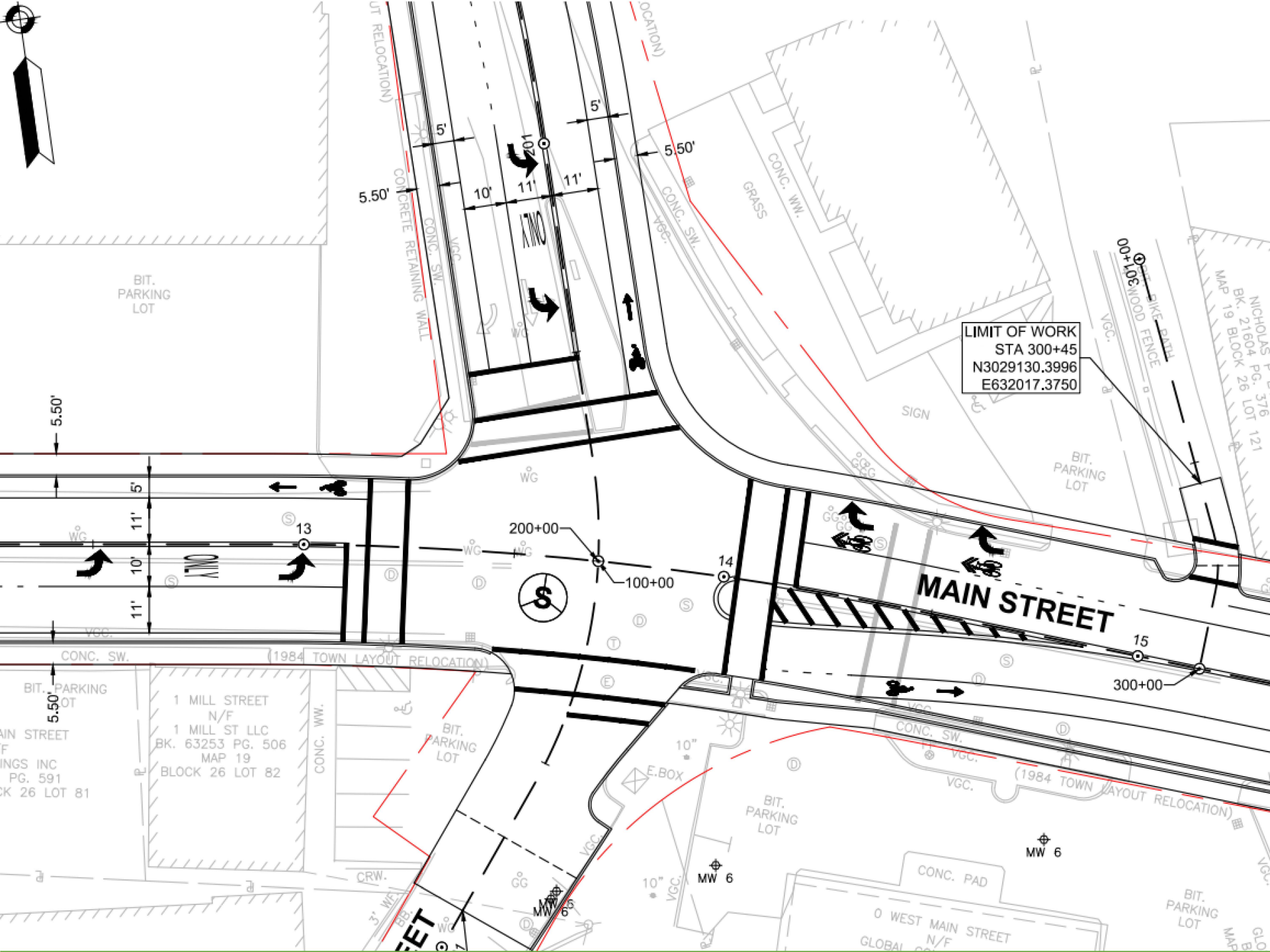
26

26+25

b

b





LIMIT OF WORK
 STA 300+45
 N3029130.3996
 E632017.3750

MAIN STREET

1 MILL STREET
 N/F
 1 MILL ST LLC
 BK. 63253 PG. 506
 MAP 19
 BLOCK 26 LOT 82

1 MILL STREET
 N/F
 ...
 PG. 591
 ...
 BLOCK 26 LOT 81

0 WEST MAIN STREET
 N/F
 GLOBAL ...

(1984 TOWN LAYOUT RELOCATION)

(1984 TOWN LAYOUT RELOCATION)

200+00

100+00

14

300+00

15

5.50'

5'

11'

10'

11'

5.50'

5'

5'

10'

11'

11'

5.50'

10"

10"

MW 6

MW 6

WG

WG

WG

WG

VGC

CONC. SW.

CONC. WW.

CONC. WW.

CRW.

VGC

VGC

CONC. SW.

VGC

VGC

CONC. PAD

BIT. PARKING LOT

BIT. PARKING LOT

BIT. PARKING LOT

00+100 SINKHOLE PATH

NICHOLAS ...
 BK. 21604 PG. 376
 MAP 19 BLOCK 26 LOT 121

GRASS

CONC. WW.

CONC. SW.

CONC. SW.

CONCRETE RETAINING WALL

UT RELOCATION)

LOCATION)

ONLY

MAIN STREET

STREET

MAP

Design Requirements

- MassDOT Engineering Directive
 - Requires dedicated bicycle facility

Bicycle Facility	Minimum Width (feet)
Shared-Use Path	10
Side Path	10
Separated Bike Lane (one-way) *	5
Separated Bike Lane (two-way) *	8
Buffered Bike Lane *	5
Bike Lane	5
Shoulder	5

*minimum width excludes buffer area

- Option to design Shared Bike/Travel Lanes
 - Design Exception Required
 - MassDOT stance:
 - Verbal - would not approve design exception
 - Formal response requires submission of Design Justification Workbook

Downtown Ayer “Main St. Design”

Walking Tour

Friday, March 4th

12:00 Noon-1:00 PM

(Meet at the front of Ayer Town Hall at 12:00 Noon)

Re-Design/Re-Construction of Downtown Ayer’s MAIN STREET

To be Discussed/Designed on The Walking Tour: New Roadway, Wider Sidewalks, New Bicycle Lanes, On-Street Parking, Narrowed Travel Lanes, Improved Crosswalks, Emergency Vehicle Response, Better Street/Sidewalk Lighting, ADA Accessibility, Sidewalk Shade Trees, Heavy-Trucking Route, New Wayfinding Signage, and more!

For additional info contact Alan S. Manoian, Dir. AOCED at 978.772.8220 X141 and/or amanoian@ayer.ma.us

Public Input

- 02-15-2022 Public Forum on Zoom
- 03-04-2022 Main Street Walking Tour
- Attendees from a variety of stakeholders
 - Downtown Business Owners
 - Residents
 - Friends of Nashua River Rail Trail
 - Town Departments
- Strong desire for maintaining on-street parking and including dedicated bike lanes
- Less desire for widened sidewalks

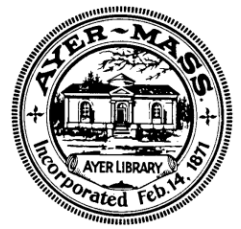
Recommendations

- Regardless of MassDOT's stance, Town should design cross-section as it sees fit
- Public Input = Strong desire for dedicated bike facility and on-street parking
- Based on Public Input
 - **Recommend move forward with design alternative including dedicated bike lanes on each side of the road**
- (Note: Dedicated 10-ft bike facility was looked at but would eliminate on-street parking on one side due to buffer requirements)

Future

- Assuming move forward with recommendation:
 - Additional Public Input will be available at the 25% design public hearing.
 - This is a public meeting for comment on the 25% design. Comments are taken into consideration and addressed to further develop the design.
- Design Schedule

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 3, 2022

TO: Ayer Select Board

FROM: Robert A. Pontbriand
Town Manager

SUBJECT: Town Manager's Report for the June 7, 2022 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 7, 2022 Ayer Select Board Meeting. If you have any questions prior to the meeting, please do not hesitate to contact me directly. Thank you.

Administrative Update/Review of Town Warrant(s):

- 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 17, 2022.
- I have reviewed, approved, and signed the following Town Warrants since the Select Board last met on May 17, 2022:

Accounts Payable Warrant #22-23 in the amount of \$1,358,228.38 was reviewed, approved, and signed on May 24, 2022.

Payroll Warrant #22-24 in the amount of \$369,263.19 was reviewed, approved, and signed on June 1, 2022.

Appointment Part 1 of 2 (Part 2 to be done on June 21, 2022):

- Please see the attached memo from the Assistant Town Manager with the recommended appointments and reappointments for review and approval by the Select Board (see attached).

Cemetery Commission Appointment Process:

- As the Select Board is aware, at the Special Annual Fall Town Meeting held on October 25, 2021, Town Meeting approved Article 3 which authorized the establishment of an appointed Cemetery Commission subject to the passage of a ballot question to this effect before the voters at the Annual Town Election on May 10, 2022. At the Annual Election on May 10, 2022, voters approved the ballot question by a vote of 291 in favor to 88 opposed.

- In accordance with the provisions of MGL Chapter 41, Section 21, *“If a town so votes under section twenty-one of chapter forty-one the selectmen shall appoint a board of cemetery commissioners to consist of three members, to be appointed for the term of three years.”* Additionally, MGL Chapter 43B, Section 20 states that the appointments shall expire in different years. Therefore, the appointments of the three members will initially be for one, two, and three years, respectively. This will create the staggered three-year terms for the Cemetery Commission consistent with other Town Boards and Commissions.
- In terms of the public process for these three appointments to the Cemetery Commission, the following is a proposed process for consideration by the Select Board:
 1. The Town will publicly advertise the opportunity to be considered for appointment to the Cemetery Commission from June 8, 2022 to a deadline of June 24, 2022. The advertisement will be posted on the Town’s website; Town’s social media; and on the exterior Town Hall posting board.
 2. Interested applicants must be at least 18 years of age and a resident of Ayer.
 3. Applicants should send a letter of intent to the Town Manager’s Office by the deadline of June 24, 2022 indicating their interest in serving on the Cemetery Commission.
 4. All applicants will appear before the Select Board at a duly posted meeting to be interviewed by the Select Board and considered for appointment by the Select Board.
 5. The Select Board could do the interviews and appointments as part of the July 2022 Select Board Meeting.
 6. At the conclusion of the interviews at the July 2022 Select Board Meeting, the Select Board would then deliberate, and applicants would be appointed by receiving a simple majority vote of the Select Board Members. The Select Board will need to determine the length of each initial term for each appointment (i.e., one for one year; one for two years; and one for three years)
- I look forward to further discussing this process with the Select Board at your meeting.

Select Board Committee Assignments for FY 2023:

- Each year after the reorganization of the Select Board Officers, the Select Board reviews its current Committee assignments for the upcoming year and makes any changes if needed.
- The current Committee Assignments of the Select Board are as follows:
 - Executive Bi-Board: S. Houde
 - Capital Planning: S. Houde
 - OPEB Board of Trustees: S. Copeland
 - Rate Review Committee: J. Livingston
 - Affordable Housing Trust: S. Copeland
 - Devens Jurisdictional Framework Committee: J. Livingston

Respectfully, the Select Board should review and discuss these Committee assignments at the meeting and make any changes if needed.

Discussion on Select Board Summer Meeting Schedule:

- Each year the Select Board has considered a summer meeting schedule for the months of July and August where the Board meets once in each of those months. However, the Select Board has always met additionally if needed.
- The Select Board should discuss the Summer Meeting Schedule at the meeting.

Status of Finance Committee Membership:

- The Town Moderator, Mr. Geof Tillotson has asked that the status of the Finance Committee Membership be transmitted to the Select Board. The Screening Committee met on Wednesday, June 1, 2022 and recommended to the Town Moderator that the following individuals be appointed to the Finance Committee of which the Moderator has appointed:

Sebastian Cordoba

Patrick Diamond

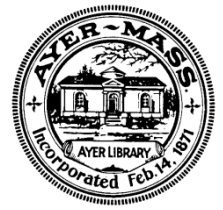
Kurt Fraczkowski

- These three appointments along with current Fin Com Members, Mark Smith and Lou Conrad constitutes a full Finance Committee.

Thank you.


Attachment: Appointments (Part 1 of 2) Memo from Assistant Town Manager

**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

To: Select Board
 From: Carly Antonellis, Assistant Town Manager 
 Date: June 3, 2022
 Re: 2022 Annual Reappointments

Dear Select Board Members,

I am respectfully requesting that the following be reappointed by the Select Board:

Expiring Term List		
Board / Committee	Current Member	Length of Term
Affordable Housing Committee	Janet Providakes	3 Years
	Ken Diskin	
	Ron Morrison	
	James Stephen	
Conservation Commission	George Bacon	3 Years
Council on Aging Board of Directors	Dennis Curran	3 Years
Historical Commission	Barry Schwarzel	3 Years
Rate Review Committee	Richard Skoczylas	3 Years
Recycling Committee	Geof Tillotson	3 Years
Registrar of Voters	Patrick Kelly	3 Years
Not Seeking Reappointment		
Council on Aging Board of Directors	Carolyn McCreary	

There will be additional appointments on the next SB agenda, which are those that have not responded yet to the Town's reappointment inquiry. The Select Board have the following appointments to make among your membership: Capital Planning Committee, Executive Bi-Board, Rate Review Committee, OPEB Board of Trustees, Montachusett Joint Transportation Committee (MJTC).

Thank you for your consideration!

