



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



Tuesday, June 17, 2014 - 7:00pm

Executive Session Meeting Agenda – 6:45pm

- 6:45pm Call To Order in Open Session
6:50pm Executive Session Pursuant to MGL Chapter 30A, Section 21A: Exemption #1(111F Medical Bills Re: Police Officer M. Power) Request for Reserve Fund Transfer
7:00pm Adjournment from Executive Session for the Purposes of Convening in Open Session at 7:00pm

Open Session Meeting Agenda – 7:00pm

- 7:00pm Call to Order
1. Review and Approve Agenda
2. Announcements
- 7:05pm* Public Input
- 7:15pm Mr. David Maher, Economic Development Director
1. Approval of UDAG & IDFA FY'15 Budget(s)
2. July 4th Update
- 7:30pm Chief Robert J. Pedrazzi, Fire Department
1. Purchase Order: FEMA Grant Amendment \$29,412.50
2. Fire Prevention Position Update
- 7:45pm Appointment of Ayer Commuter Rail Advisory Committee
- 8:00pm Worcester Regional Medical Reserve Corps, North East Division
- 8:15pm Mr. Mark Wetzel, DPW Superintendent's Report
1. Update on Devens Wastewater Agreement
2. One Year Extension for Casella Solid Waste Contract
3. Old Groton Road Update
4. Overview of MassDEP Sustainable Water Management Initiative
- 8:45pm Town Administrator's Report
1. BOS Summer Meeting Schedule (Proposed: Jun. 24; July 15; Aug. 19)
2. Reserve Fund Transfers for Year End FY 2014: BOS Office; Town Accountant Office; Planning/ZBA Office
3. Use of Electronic Devices by Selectmen for BOS Packets at BOS Meetings
4. FY'15 BOS Appointments; Part 1 of 2 (Part 2 on 6/24/14)
5. Disbursement of Town's Health Reimbursement Account (HRA Account)
- 9:15pm Ms. M. Stephanie Gintner, Town Treasurer
1. BOS Approval and Authorization of Bond Anticipation Notes (BANs)
- 9:30pm New Business/Selectmen's Questions
1. Sandy Pond Road Traffic Study Update (Selectman Hillman)
- 9:45pm Approval of Meeting Minutes
May 6, 2014; June 3, 2014
- 10:00pm Adjournment

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



**Town of Ayer
Board of Selectmen
Meeting Agenda and Open Session Packet For
Tuesday, June 17, 2014, 7pm
Ayer Town Hall – 1st Floor Meeting Room**

7:00pm - CALL TO ORDER IN OPEN SESSION

1. Review and Approve Agenda
2. Announcements

7:05pm - Public Input

7:15pm - Mr. David Maher, Economic Development Director

1. Approval of UDAG and IDFA FY 2015 Budget(s)
(See Attached)
2. July 4th Update (Oral Update)

Town of Ayer

Office of Community & Economic Development

Town Hall ♦ One Main Street ♦ Ayer, MA 01432 ♦ 978-772-8206 ♦ Fax: 978-772-8208



TO: Ayer Board of Selectmen
FR: David Maher
RE: Economic Development Budget
Cc: Robert Pontbriand
DT: June 12, 2014

Honorable Members:

Item #1:

I will be coming before you on June 17th to request that you approve the additional line items that make up the budget funding for the Office of Economic Development.

The funding for this office is as follows:

- 1) The Omnibus Budget (that was approved at the May Town Meeting)
- 2) A combined UDAG & IDFA total of \$62,686 which covers salaries and administrative line items (to be approved by BOS) *.

I have attached a copy of the IDFA approval letter that took place at their meeting on June 6. Approval came with a 4-0 vote, being a majority of members present that day.

Item #2

As Chairman of our Fresh Ayer Celebration of Independence, I would also ask you to recognize the grand marshals of this year's parade, two ladies that have distinguished themselves with many years of service to the Town, Ms. Roberta Chase and Ms. Janet Lewis. The Committee has certificates prepared which we would ask the Board/Chairman to present on behalf of the July 4th Committee. If you have any questions about the material submitted or need more background to my request please don't hesitate to call my office. Thank you.

David Maher
Town of Ayer
Office of Community and Economic Development

*Financial information provided by Ms. Gabree of Ayer Accounting Department

Town of Ayer

Office of Community & Economic Development

Town Hall ♦ One Main Street ♦ Ayer, MA 01432 ♦ 978-772-8221 ♦ Fax: 978-772-8208



June 17, 2014

Mr. Chris Hillman
Chairman
Ayer Board of Selectmen
Town of Ayer
1 Main St.
Ayer, MA

Dear Chairman Hillman:

This letter is to inform the Board of Selectmen that the Industrial Development Finance Authority for the Town of Ayer is in agreement to continue to support the efforts of the Town's Office of Economic Development with the sum of \$19,490 (nineteen thousand, four hundred and ninety dollars). The members of the IDFA would like to support Mr. Maher's efforts to continue to develop, market and deliver local, regional, state and federal programs that will continue to enhance and grow the Ayer business community.

The IDFA strongly supports the BOS in our combined efforts to continue to make the Town's economic and business development one of our most important priorities and the IDFA recognizes and welcomes the progress that can be made with our combined investment in this important department and its work.

Therefore, the IDFA wishes to continue its support of the Office of Economic Development with the amount of funds previously mentioned and trust that our investment will continue to help our Town and its businesses prosper.

Sincerely,

A handwritten signature in black ink, appearing to read "Brian Anderson". The signature is stylized and fluid.

Brian Anderson, Chairman
Ayer Industrial Development Finance Authority

7:30pm - Chief Robert J. Pedrazzi, Fire Department

1. Purchase Order: FEMA Grant Amendment \$29,412.50
(See Attached)
2. Fire Prevention Position Update (See Attached)

AYER FIRE DEPARTMENT



Robert J. Pedrazzi
Chief

1 WEST MAIN STREET
AYER, MASSACHUSETTS 01432
Tel. (978) 772-8231
Fax (978) 772-8230
firechief@ayer.ma.us

PURCHASE (05132015FT&S

Vendor: Fire Tech &
Safety

Contract #

Date: May 13, 2014

Bill to: Ayer Fire Department
1 West Main Street
Ayer, MA 01432-1210
Contact: Robert J. Pedrazzi, Fire Chief 978-772-8231
Tax Exempt # 04-6001078

Ayer Fire Department
1 West Main Street
Ayer, MA 01432-1210

54	Zico H-6 Clips	\$ 12.00	\$ 648.00
15	Scott AV 3000 Masks with Mounting Brackets	\$ 220.00	\$ 3,300.00
	#201215-05		
28	Scott Face Mask Bags #805534-01	\$ 18.00	\$ 504.00
1	Scott RIT Pack Complete without Cyl #200954-02	\$ 1,900.00	\$ 1,900.00
1	Scott 60 min Carbon Cylinder #804723-01	\$ 910.00	\$ 910.00
1	Scott Pak Tracker Search Locator #200266-02	\$ 1,050.00	\$ 1,050.00
1	Junkin Wire Stokes Basket #JSA 300	\$ 279.00	\$ 279.00
1	Cutters Edge Rotary Saw 12" with Black Diamond Blade #CE760-RH12A	\$ 1,647.00	\$ 1,647.00
1	TFT Blitzfire Personal Monitor #XXC-52 HE Version	\$ 3,600.00	\$ 3,600.00
2	Fire Hooks Pro Bar 30" Single Piece	\$ 215.00	\$ 430.00
2	Fire Hooks Flat Head Axes Fiberglass Handles	\$ 50.00	\$ 100.00
2	Fire Hooks Irons Strap #ISS-82	\$ 37.00	\$ 74.00
2	TNT Tools #TN 835	\$ 215.00	\$ 430.00
2	TFT Handline Nozzles #H-VPGI	\$ 960.00	\$ 1,920.00
1	RAM FAN Variable Speed PPV #EV400	\$ 2,350.00	\$ 2,350.00
2	RIT RESCUE Chicago Bag with 200' rope only #PRI-CH200	\$ 660.00	\$ 1,320.00
2	Rock and Rescue Non-Locking Carbiners #BINER3	\$ 6.75	\$ 13.50
20	Sterling F4 Escape Bags with 50" rope F4 device, crosby Hook and Carbiner #F4E75CH15	\$ 275.00	\$ 5,500.00
2	Super Vac Smoke Ejectors #P164S 16' 1/3hp	\$ 875.00	\$ 1,750.00
1	Stihl 18" Chain Saw #MS251	\$ 439.00	\$ 439.00
6	Survivor Lights LED #90513	\$ 160.00	\$ 960.00
12	Inno-Tex Nomex Hoods #333	\$ 24.00	\$ 288.00
	TOTAL		\$ 29,412.50

Name & Title

Date



AYER FIRE DEPARTMENT

Robert J. Pedrazzi
Chief

1 West Main Street
Ayer, Massachusetts 01432
Tel. (978) 772-8231
Fax (978) 772-8230



FIRE PREVENTION OFFICER POSITION POSTING

DATE: 6/12/14

TO: LOCAL 2544 LIEUTENANTS

SUBJECT: FIRE PREVENTION OFFICER JOB POSTING

The position of a Fire Prevention Officer has been incorporated into the Union contract; as memorialized in the Memorandum of Agreement between the Town of Ayer and IAFF, Local 2544, Ayer Firefighters dated May 7th 2014. This position shall be open to bid by employees holding the rank of Lieutenant. The Lieutenant with the most seniority in rank bidding for the job shall receive the appointment which shall be for a period of three (3) years. In the event that no Lieutenant shall apply for the position, the Chief may assign the least senior Lieutenant to the position.

This position will be a ten (10) hour day four (4) day assignment. The Chief and the Fire Prevention Officer will determine the regular work schedule which shall be in effect for the term of the appointment, unless changed by mutual agreement. This position shall be entitled to overtime for all hours worked in excess of forty (40) hours.

All Lieutenants shall respond in writing to the Fire Chief with your intent for this position, by June 26th 2014. This position will be filled if it is determined by the Fire Chief to fill the position.

Respectively;


Robert J. Pedrazzi
Fire Chief

Posted
6/12/14
08:00



7:45pm - Appointment of Ayer Commuter Rail Advisory Committee

At the request of Selectman Livingston, the BOS will discuss and consider the Appointment of an Ayer Commuter Rail Advisory Committee.

8:00pm - Worcester Regional Medical Reserve Corps, North East Division

The Worcester Regional Medical Reserve Corp, North East Division will appear before the BOS to make a brief presentation (See Attached)

What is the Worcester Regional MRC?

The Worcester Regional MRC (WRMRC) is a volunteer organization that assists communities across central Massachusetts in disaster response, public health preparedness and community service events.



When a public health emergency takes place, the need for volunteers will be vital. Volunteers part of the MRC will be used in various capacities for emergency services, public health opportunities and community education events.

Be Informed.
Be Prepared. Be Ready.



Worcester Regional MRC



How do I become a volunteer?

1. Visit MAResponds.org
2. Click "Register Now"
3. Under "Organizations" find Worcester Regional MRC in Region 2
4. Choose "Northeast Division"
5. Create a profile
6. Submit a CORI Form and begin training!

How do I find out more information?

If you have questions, please visit www.worcesterregionalmrc.org or email the MRC Division Leader at WRMRCNE@comcast.net

Worcester Regional Medical Reserve Corps

Volunteers helping to
promote public health and
preparedness across Central
MA



Northeast Division

Ashby - Ayer - Berlin - Bolton -
Dunstable - Groton - Harvard -
Lancaster - Lunenburg - Northborough
- Pepperell - Shirley - Townsend

About the Medical Reserve Corps...

- Housed under the US Surgeon General's office.
- Founded after President Bush asked Americans to volunteer to support their country in his 2002 State of the Union Address.
- Part of a national network of volunteers dedicated to ensuring hometown security.
- Community based and functions as a way to organize and utilize volunteers who want to promote healthy living and to prepare for and respond to emergencies



Want to Help? We are looking for...

Licensed Medical Professionals and others with

Medical Experience

Nurses, doctors, pharmacists, EMTs, dentists, physicians assistants, and others

Mental Health Professionals

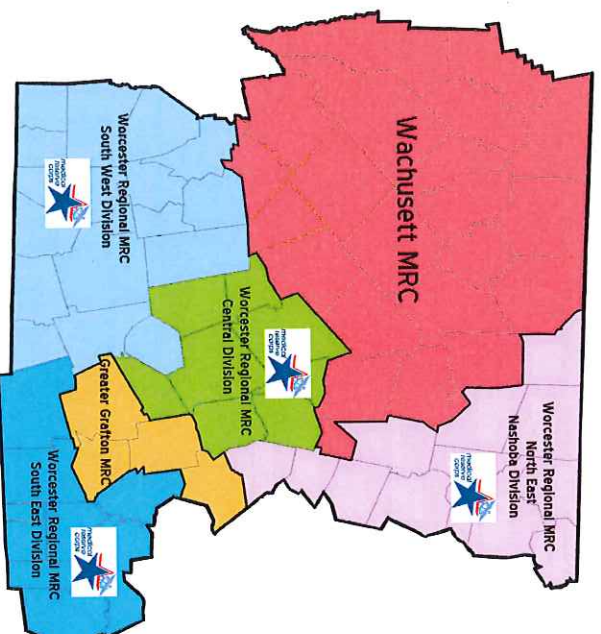
Counselors, social workers, therapists, psychologists, psychiatrists, clergy and others

People with Other Special Skills

Interpreters, health educators, office workers, chaplains, security personnel, and others

All other types of volunteers to provide basic support services.

Region 2 Medical Reserve Corps Units and Divisions



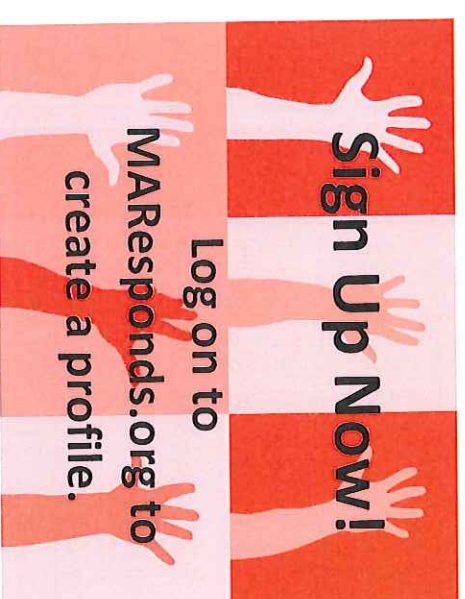
MRC Volunteers Assist

During...

- Public Health Emergencies
- Mass Casualty Incidents & Disasters
- Community Service Events

Why Join Today?

- The Medical Reserve Corps provides a means utilize your individual skills by giving back to your community.
- Pre-registering and credentialing volunteers allows for organized response and participation surrounding community needs during both emergency and non-emergency events..
- Upon becoming a volunteer, you are provided with free trainings, and join a local network of MRC volunteers.
- Response and participation is completely voluntary and based on your own availability.



8:15pm - Mr. Mark Wetzel, DPW Superintendent's Report

1. Update on Devens Wastewater Agreement (Oral Update)
2. One Year Extension for Casella Solid Waste Contract (See Attached)
3. Old Groton Road Update (See Attached)
4. Overview of Mass DEP Sustainable Water Management Initiative (Oral Overview)

DEPARTMENT OF PUBLIC WORKS

Mark L. Wetzel, P.E., Superintendent
Pamela J. Martin, Office Manager



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

MEMORANDUM

Date: June 17, 2014
To: Board of Selectmen
From: Mark Wetzel, P.E., Public Works Superintendent
Subject: Meeting Agenda Items

1. Update on Devens Wastewater Agreement - We will provide a summary of our meeting with Mass Development regarding the Wastewater Disposal Agreement.
2. One year Extension for Casella Solid Waste Contract - The contract with Casella Waste Management was a three year contract with two 1-year extensions. Last year we executed the first extension, with a negotiated reduction in costs. This extension expires on June 30, 2014. I recommend that the Town execute a 1-year extension with Casella Solid Waste.
3. Old Groton Road Update - I prepared a detailed memo (10-27-13) regarding the improvements required to upgrade the road and the costs involved. Before anything can be done, the Town needs to determine the legal status of the road and the Town's ability to improve the road. The DPW is planning some drainage improvements at each of the road this summer.
4. Overview of MassDEP Sustainable Water Management Initiative

AMENDMENT NO. 2
TO RECYCLING AND SOLID WASTE DISPOSAL SERVICES AGREEMENT
Subject of Amendment: One Year Renewal Term

1. Background Data:

- a. Effective Date of Agreement: July 1, 2010
- b. OWNER: Town of Ayer, One Main Street, Ayer MA 01432
- c. Recycling Provider: Casella Recycling, LLC
- d. Disposal Provider: Casella Waste Management of Massachusetts, Inc.
- e. Contract Term: 3 years with two consecutive 1-year extensions

2. Nature of Amendment

- a. One year extension of Contract Term
- b. Revisions to rates and fees

3. Description of Modifications

- a. 2.2 a. The Town will pay Disposal Provider Sixty Seven Dollars and Fifty Cents (\$67.50) per ton for Disposal Fee.
- b. 3.1 The Town shall pay rent of \$250.00 per month for use of the Compactor
- c. Exhibit A Tip Fee will be \$5.00 per ton.
- d. 5.2 Contract is extended for one year effective July 1, 2014 through June 30, 2015

OWNER and CONTRACTOR hereby agree to modify the above-referenced Agreement as set forth in this Amendment. All provisions of the Agreement not modified by this or previous Amendments remain in effect. The Effective Date of this Amendment is July 1, 2014 .

OWNER: Ayer Board of Selectmen

CONTRACTOR:
Casella Recycling, LLC

By: _____
Title: Chairman

Title:

Date Signed: _____

Date Signed: _____

Casella Waste Management of Massachusetts, Inc.

Title:

Date Signed: _____

DEPARTMENT OF PUBLIC WORKS

Mark L. Wetzel, P.E., Superintendent
Pamela J. Martin, Office Manager

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

Memorandum

Date: May 28, 2014

To: Robert Pontbriand, Town Administrator

From: Mark Wetzel P.E., Public Works Superintendent

Re: Legal Status of Old Groton Road

It is my understanding that the Board of Selectmen have requested that I prepare a plan for upgrading Old Groton Road. I prepared a memo dated October 7, 2013 with recommendations to improve the road to minimum standards as a gravel surface alleyway.

Before the DPW spends additional time on planning improvements to this road, it is important to know the legal status of the road and the liability to the Town. If this is a private road, there are laws that must be accepted by the Town and process that must be followed to repair a private way.

Please provide me with a legal opinion on the ownership of the road and the status of the Town accepting the appropriate Massachusetts General Laws and / or passing Town bylaws.

As discussed, there are many challenges with improving this roadway. It cannot effectively be regraded without continued erosion and gravel wash-outs. The ROW is simply too narrow to properly grade the road and manage stormwater. The DPW is planning to do some minor stormwater improvements at both the Washington Street and Pleasant Street ends. This will involve construction of asphalt berms and sediment traps.

8:45pm - Town Administrator's Report

1. BOS Summer Meeting Schedule (Proposed: Jun. 24; July 15; Aug. 19)


2. Reserve Fund Transfer for Year End FY 2014:
 - a. BOS Office (See Attached)
 - b. Town Accountant Office (See Attached)
 - c. Planning/ZBA Office (See Attached)

3. Use of Electronic Devices by Selectmen for BOS Packets at BOS Meetings (See Attached)

4. FY 2015 BOS Appointments; Part 1 of 2 (Part 2 on 6/24/2014) (See Attached)

5. Disbursement of Town's Health Reimbursement Account (HRA Account) (See Attached)

RESERVE FUND TRAFNER REQUEST

Section I	(Completed by Elected Official or Department Head)
This request for a transfer from the Reserve Fund is being made in accordance with M.G.L., Chapter 40, Section 6:	
1. Amount requested:	\$7,792.16
2. To be transferred to:	
A. Account Name	Board of Selectmen - Secretary Wages
B. Account #:	01122-51110
3. Present balance in budget	\$16,666.88
4. The amount requested will be used for (please attach supporting information):	To pay for unused vacation time for retiring secretary.
5. The expense is extraordinary or unforeseen for the following reason(s):	Retirement of secretary during FY2014 was unforeseen.
Date	June 13, 2014
Elected Official or Department Head	

Section II	Action by Board of Selectmen or Appointing Authority when Section I not completed by an Elected Official
Transfer Approved:	YES NO
Amount Approved:	\$ _____
Date of Meeting:	_____
	Number Present/Voting _____

	Chariman

Section III	Action by Finance Committee
Transfer Approved:	YES NO
Amount Approved:	\$ _____
Date of Meeting:	_____
	Number Present/Voting _____

	Chariman

RESERVE FUND TRANSFER REQUEST

Section I (Completed by Elected Official or Department Head)

This request for a transfer from the Reserve Fund is being made in accordance with M.G.L., Chapter 40, Section 6:

1. Amount requested: \$3,000.00
2. To be transferred to:
 - A. Account Name Town Accountant - Services
 - B. Account #: 01135-52000
3. Present balance in budget \$18,962.98 of which \$13,794.20 remains for wages thru year-end and \$4,823.71 is an unpaid bill for remainder of audit and remaining \$345 for recurring expenses
4. The amount requested will be used for (please attach supporting information):
Special services provided by auditor to review status of prior year management letter recommendations including meeting with various Town financial departments
5. The expense is extraordinary or unforeseen for the following reason(s):
The auditor was especially concerned about this meeting due to the turnover in the Collector resulting from the April 2014 election. (The turnover in the Collector was unforeseen.)

Date 5-Jun-14

Lisa Gabree
Elected Official or Department Head

Section II Action by Board of Selectmen or Appointing Authority when Section I not completed by an Elected Official

Transfer Approved: YES NO

Amount Approved: \$ _____

Date of Meeting: _____ Number Present/Voting _____

Chairman

Section III Action by Finance Committee

Transfer Approved: YES NO

Amount Approved: \$ _____

Date of Meeting: _____ Number Present/Voting _____

Chairman

RESERVE FUND TRANSFER REQUEST

Section I (Completed by Elected Official or Department Head)

This request for a transfer from the Reserve Fund is being made in accordance with M.G.L., Chapter 40, Section 6:

- 1. Amount requested: \$2,015.00
- 2. To be transferred to:
 - A. Account Name Planning Board
 - B. Account #: 01175-51000
- 3. Present balance in budget \$2,355.38
- 4. The amount requested will be used for (please attach supporting information):
to pay unused vacation pay upon employee layoff
(see attached info)
- 5. The expense is extraordinary or unforeseen for the following reason(s):
May 2014 ATM vote to not fund the Planning Board appropriation was unforeseen

Date

June 13, 2014

Elected Official or Department Head



Section II Action by Board of Selectmen or Appointing Authority when Section I not completed by an Elected Official

Transfer Approved: YES NO

Amount Approved: \$ _____

Date of Meeting: _____

Number Present/Voting _____

Chariman

Section III Action by Finance Committee

Transfer Approved: YES NO

Amount Approved: \$ _____

Date of Meeting: _____

Number Present/Voting _____

Chariman

RESERVE FUND TRANSFER REQUEST

Section I (Completed by Elected Official or Department Head)

This request for a transfer from the Reserve Fund is being made in accordance with M.G.L., Chapter 40, Section 6:

1. Amount requested: \$3,080.00
2. To be transferred to:
 - A. Account Name: Zoning Board of Appeals
 - B. Account #: 01176-51000
3. Present balance in budget \$1,306.20
4. The amount requested will be used for (please attach supporting information):
to pay unused vacation pay upon employee layoff
(see attached info)
5. The expense is extraordinary or unforeseen for the following reason(s):
May 2014 ATM vote to not fund the Planning Board appropriation was unforeseen

Date June 13, 2014 Elected Official or Department Head



Section II Action by Board of Selectmen or Appointing Authority when Section I not completed by an Elected Official

Transfer Approved: YES NO

Amount Approved: \$ _____

Date of Meeting: _____

Number Present/Voting _____

Chairman

Section III Action by Finance Committee

Transfer Approved: YES NO

Amount Approved: \$ _____

Date of Meeting: _____

Number Present/Voting _____

Chairman

DEPARTMENT OF INFORMATION TECHNOLOGY

Cindy Knox, Systems Administrator
(978) 501-5113



Town of Ayer, Massachusetts
1 Main Street – Ayer, MA 01432

Date: May 21, 2014
To: Robert Pontbriand
From: Cindy Knox
Re: Paperless Packets

CKK
5/21/14

Dear Robert,

You have asked me to look into the best way to implement Paperless Packets for the Board of Selectmen. This time consuming task also involves punching holes, inserting them into binders, and having each member of the Board of Selectmen pick them up prior to the meetings. I am fully supportive of this project and look forward to working on it with you and the Board.

Packets are already being created electronically, so this can be put into action in a short period of time. We would just need to select and purchase devices, set them up, and do a bit of training.

To research what others are doing, I drew upon the knowledge of my peers via the Tech-forum. The Tech-Forum is a list of Municipal IT Professionals throughout the state and is helpful for inquiries of this type. I queried the members to see what they are doing and all of the responses I received were positive. Some responses were regarding School Committees; others reported on doing this with their Municipal Boards.

Medway: Provides ChromeBooks (inexpensive internet based laptops) to all Board Members and uses google apps. They are not doing any mark ups with the ChromeBooks.

St. Johns Prep Board of Trustees: the packet is provided online to a secure portal and the members provide their own devices; some bring iPads and use an app to mark up the document, some bring laptops, and some show up with no technology and the packet is printed for them.

Avon: Schools have setup a dropbox for the documents to be retrieved and the School Committee Members use iPads.

Carlisle Schoosl: Have been doing this for a several years and report that everyone is satisfied. They provide a pdf but do not provide the hardware. Members use ipads with a note taking app or a laptop.

Since we are already creating an electronic packet which can be downloaded from the website, and because we have a Tech-Savvy Board, the implementation process will be quick. We just need to select the hardware and do a bit of training.

Recommendations:

- **Hardware:** Apple iPad2 16gb wifi (\$399)
- **Stand up case:** (\$40)
- **Stylus** (\$10)
- **Notes Plus App** (\$10)

We could get this up and running quickly for under \$500 a user. I am assuming we would purchase four devices: Three(3) for the Board of Selectmen and One (1) for the Town Administrator.

Please let me know if you have any questions about this.

Board of Selectmen

MEETING TUESDAYS AT 7:00 P.M. • UPPER TOWN HALL • 1 MAIN STREET • AYER, MASSACHUSETTS 01432



Tel. (978) 772-8220
Fax. (978) 772-3017

Town Administrator
(978) 772-8210

MEMORANDUM

DATE: June 13, 2014

TO: Ayer Board of Selectmen

FROM: Robert A. Pontbriand
Town Administrator

SUBJECT: FY 2015 Appointments

Dear Honorable Selectmen,

The Board of Selectmen will conduct FY 2015 Appointments in two parts. Part 1 at the June 17, 2014 BOS Meeting and Part 2 at the June 24, 2014 BOS Meeting. Attached for the BOS convenience is the FY 2015 Appointments Matrix. Please note that appointments to be made on June 24, 2014 are indicated in the comment line. Additionally, all of the Building Department Appointments will be discussed/considered at the June 24, 2014 BOS Meeting. As always, kindly report any errors/inaccuracies and/or questions to the Town Administrator. Thank you.

The following Appointments/Reappointments are respectfully recommended for BOS consideration on June 17, 2014:

Mr. Charles Comeau	Cable TV Commission	3-Year Term (2014-2017)	Reappointment
Mr. Charles Comeau	APAC Board of Directors	3-Year Term (2014-2017)	Reappointment
Mr. James Pinard	Capital Planning Committee	3-Year Term (2014-2017)	Appointment
Mr. Thomas Sylvester	Commission on Disabilities	3-Year Term (2014-2017)	Reappointment
Ms. Martha Sylvester	Commission on Disabilities	3-Year Term (2014-2017)	Reappointment
Chief Robert Pedrazzi	Emergency Management Dir.	1-Year Term (2014-2015)	Reappointment
Energy Committee	All Members (See Attached Matrix)	to be Reappointed 1-Year Terms (2014-2015)	
Mr. George Bacon	Historical Commission	3-Year Term (2014-2017)	Reappointment
Mr. Thomas McLain	Historical Commission	3-Year Term (2014-2017)	Reappointment
Mr. Jeffery Mayes	I.T. Committee	1-Year Term (2014-2015)	Reappointment

Mr. Evan Torlin	I.T. Committee 1-Year Term (2014-2015)	Reappointment
Mr. Alan Wilson	I.T. Committee 1-Year Term (2014-2015)	Reappointment
Town Administrator	MART Advisory Board 1-Year Term (2014-2015)	Reappointment
Town Administrator	MBTA Advisory Board 1-Year Term (2014-2015)	Reappointment
Ms. Pauline Hamel	MJTC Representative 1-Year Term (2014-2015)	Reappointment
Economic Development Dir.	MRPC Representative 1- Year Term (2014-2015)	Reappointment
Ms. Lisa White	Personnel Board 3-Year Term (2013-2016) (unexpired term)	Appointment
Ms. Lauri Sabol	Recycling Committee 3-Year Term (2014-2017)	Reappointment
Ms. Barbara Wilson	Registrars of Voters 3-Year Term (2014-2017)	Reappointment
Town Counsel	Kopelman & Paige, P.C. 1-Year Term (2014-2015)	Reappointment

The Board of Selectmen Should Consider Its Respective Representatives for 2014-2015 to the Following:

- BOS Rep to 4th of July Committee Vacant
- Capital Planning Committee Selectman Hillman (Currently Serving)
- Energy Committee Carolyn McCreary (Former Selectman/Currently Serving)
- Insurance Advisory Committee Vacant
- BOS Rep to Bi-Board Selectman Luca (Currently Serving)
- BOS Rep to JBOS Selectman Luca (Currently Serving)
- TIF Review Committee Vacant

Attachment: FY 2015 BOS Appointments Matrix

**FY 2015
Appointments**

Position Name	Appointee	# of Mbrs	Term	Start	End	Comments
ADA Coordinator	Town Administrator per ADA Plan					
Auctioneers	Dan Swanfeldt	2	1 yr	2014	2015	Pending Confirmation to be Reappointed 6-24-2014
	Vacant	2	1 yr	2014	2015	
BoS Rep to July Fourth	Vacant	1	1 yr	2014	2015	To Be Determined by BOS on 6-17-2014
Bos Rep to Bi-Board						
	Gary J. Luca	1	1 yr	2014	2015	To Be Determined by BOS on 6-17-2014
BoS Rep to JBOS	Gary Luca	1	1 yr	2014	2015	To Be Determined by BOS on 6-17-2014
Building Department						
Bldg Inspector	Gabriel J. Vellante	1	1 yr	2014	2015	All Building Department Appointments to Be Considered 6-24-2014
Assistant Bldg Inspector	VACANT	1	1 yr	2014	2015	"
Alternate Bldg Inspector	Roland Bernier	1	1 yr	2014	2015	"
Plumbing/Gas Inspector	Robert Friedrich		1 yr	2014	2015	"
Assistant Plumbing/Gas Inspector	James Bakum		1 yr	2014	2015	"
Wiring/Electrical Inspector	Alan Parker		1 yr	2014	2015	"
Assistant Wiring Inspector	VACANT		1 yr	2014	2015	"
Cable TV Commission	Three to five directors appointed by BOS					
	Douglas Becker - Chairman		3 yr	2013	2016	
	Charles Comeau		3 yr	2014	2017	To Be Reappointed on 6-17-2014
	Harry Zane		3 yr	2012	2015	
APAC Board of Directors						
	Douglas Becker	5	3 yr	2013	2016	
	Charles Comeau	5	3 yr	2014	2017	To Be Reappointed on 6-17-2014
	VACANT	5	3 yr	2014	2017	
Capital Planning Committee						
Town Administrator	Robert Pontbriand		ex-officio/non-voting			
Town Accountant	Lisa Gabree		ex-officio/non-voting			
BOS Rep	Christopher Hillman	7	1 yr	2014	2015	To Be Determined by BOS 6-17-2014
FinCom Rep	John Kilcommins	7	1 yr	2014	2015	To Be Determined by Fin Com
Citizen Reps	James Stephen	7	3 yr	2012	2015	
	Mary Spinner	7	3 yr	2012	2015	
	Richard Skoczylas	7	3 yr	2014	2017	
	James Pinard	7	3 yr	2014	2017	To Be Appointed 6-17-2014
Collector of Taxes, Assistant	Ramona Bean	1	1 yr	2014	2015	MGL 41, s 39C: appointment by Tax Collector w/approval of BoS 6-24-2014
Commission on Disabilities						
	Thomas Sylvester	9	3 yr	2013	2016	To Be Reappointed 6-17-2014
	Martha Sylvester	9	3 yr	2013	2016	To Be Reappointed 6-17-2014
	VACANT	9	3 yr	2013	2016	
Communications Committee	Replaced by I.T. Committee					
Replaced by I.T. Committee						
Community Preservation Comm.						5 statutory positions, 4 added by 2001 TM
Planning Board Rep	VACANT	7	3 yr	2013	2016	Designated by Planning Board
ConCom Rep	Jessica Gugino	7	3 yr	2014	2017	Designated by Conservation Comm
Historical Commission Rep	Barry Swartzel	7	3 yr	2013	2016	Designated by Historical Comm; alene.reich@gmail.com
Housing Authority Rep	Janet Providakas - Chair	7	3 yr	2013	2016	Designated by Housing Auth
Park Commission Rep	Jason Mayo	7	3 yr	2014	2017	Designated by Park Dept
Citizen at Large	Beth Suedmeyer	7	3 yr	2014	2017	Pending Confirmation to be Reappointed 6-24-2014
Citizen at Large	VACANT	7	3 yr	2012	2015	
Conservation Commission	MGL 40, s 8C: not less than 3 or more than 7 mbrs - Ayer Town Meeting 1963 voted 5 mbrs					
	Jessica Gugino	5	3 yr	2012	2015	
	Takashi Tada	5	3 yr	2012	2015	
	George Bacon	5	3 yr	2013	2016	
	William Daniels - Chairman	5	3 yr	2013	2016	
	Lee Curtis	5	3 yr	2014	2017	Pending Confirmation to Be Reappointed 6-24-2014
Council on Aging Board of Directors						
	Sr. Paula McCrea - Chairman		3 yr	2012	2015	
	Sally Balcom		3 yr	2012	2015	
	Lisa White		3 yr	2013	2016	
	VACANT		3 yr	2013	2016	
	Agnes Shanahan		3 yr	2013	2016	
Cultural Council						MGL c. 10, s. 58: Min of 5, max of 22 members, apptd by BoS
	VACANT	11	3yr	2010	2016	
	VACANT	11	3 yr	2012	2016	
	VACANT	11	3 yr	2010	2016	

**FY 2015
Appointments**

Superior Officers	Mike Edmonds	8					
AFSCME Clerical Union	Susan Sullivan	8					
IT Committee							
IT Systems Administrator	Cindy Knox	ex-officio					
Town Administrator	Robert Pontbriand	ex-officio					
Finance Manager	Lisa Gabree	ex-officio					
	Jeffery Mayes		1 yr	2014	2015	To Be Reappointed 6-17-2014	
	Evan Torlin		1 yr	2014	2015	To Be Reappointed 6-17-2014	
	Alan Wilson		1 yr	2014	2015	To Be Reappointed 6-17-2014	
Memorial Garden Committee							
Verteran's Agent	Mike Detillion	ex-officio					
	VACANT		1 yr	2014	2015		
	VACANT		1 yr	2014	2015		
	VACANT		1 yr	2014	2015		
	VACANT		1 yr	2014	2015		
	VACANT						
	VACANT						
MART Advisory Board	Robert Pontbriand	1	1 yr	2014	2015	To Be Reappointed on 6-17-2014	
MBTA Advisory Board	Robert Pontbriand	1	1 yr	2014	2015	To Be Reappointed on 6-17-2014	
MJTC Representatives							
BOS Rep	Pauline Hamel	1	1 yr	2014	2015	To Be Reappointed on 6-17-2014	
Planning Board	VACANT	1	1 yr	2013	2014		
MRPC Representatives							
Planning Board	VACANT		1 yr	2012	2013	VACANT	
BOS Rep	David Maher		1 yr	2014	2015	Town Administrator is back-up	
Personnel Board	NEED TO ADVERTISE						
Employee Rep	Lt. Brian Gill - Chairman	5	3 yr	2012	2015		
FinCom Rep	Scott Houde	5	1 yr	2014	2015	Annual designation by the FinCom	
Citizen Rep	VACANT	5	3 yr	2014	2017		
Citizen Rep	Lisa White	5	3 yr	2013	2016	Deferred from 6-3-2014; For Consideration on 6-17-2014	
Citizen Rep	Mark Coulter	5	3 yr	2012	2015		
Personnel Board of Appeals	See PPPM, Section 12: 5 mbr Board apptd annually from the following: PC, FC, DPW Supt, TA, Treas, Town Clk, Bd of Assrs, Acct, EDD, Park Comm, P						
	NEED TO SEND MEMO TO BOARDS						
	To Be Selected on 6-24-2014						
Police Department	Only need to appoint the Reserve and Special officers, not full-time staff						
Reserve Officers	Robert Finn		1 yr	2014	2015	TO BE APPOINTED ON 6-24-2014	
	Edward Nelson		1 yr	2014	2015		
	Robert Soultanian		1 yr	2014	2015		
Special - Out of Town	Per attached list from Chief Murray		1 yr	2014	2015		
Animal Control Officer	Robert Friedrich	1	1 yr	2014	2015		
Rate and Fees Review Comm							
Town Administrator	Robert Pontbriand	ex-officio					
Finance Manager	Lisa Gabree	ex-officio					
FinCom Representative	To Be Designated by Fin Com						
Business Representative	VACANT					may be more than one	
Citizen Representative	VACANT					may be more than one	
Recycling Committee							
	Laurie Sabol - Chairman	5	3 yr	2014	2017	To Be Reappointed on 6-17-2014	
	Susan Tordella	5	3yr	2013	2016		
	Kim Krieser	5	3 yr	2013	2016		
	Melissa Maedonald	5	3 yr	2014	2017		
	VACANT	5					
Registrars of Voters	Must be equal representation from Democratic and Republican parties						
	Robert Hammond	4	3 yr	2012	2015		
	Barbara Wilson	4	3 yr	2014	2017	To Be Reappointed on 6-17-2014	
	Pauline Hamel	4	3 yr	2013	2016		
	Susan Copeland	4	3 yr	2013	2016		
Sealer of Weights & Measures	MGL c. 98, s. 35: State certification on file.						
	Eric Aaltonen	1	1 yr	2014	2015	For Consideration on 6-17-2014	
Phase II Storm Water Committee	Committee is part of compliance plan w/ DEP/EPA						
BOS Rep	VACANT						
DPW Superintendent	Mark Wetzel	7	3 yr	2013	2016		
ConCom Rep	VACANT	7	3 yr	2013	2016		
Communications Rep	VACANT	7	3 yr	2013	2016		
Recycling Rep	Laurie Sabol	7	3 yr	2013	2016		
Planning Board Rep	Mark Feranian	7	3 yr	2013	2016		
Citizen Rep	Susan Tordella	7	3 yr	2013	2016		
		7	3 yr	2013	2016		

MEMORANDUM OF AGREEMENT
ON THE ESTABLISHMENT AND TERMS OF A HEALTH INSURANCE REIMBURSEMENT (HRA)
ACCOUNT

BETWEEN

TOWN OF AYER

AND

THE AYER TOWN HALL / CLERICAL UNION – AFSCME 93

THE AYER DEPARTMENT OF PUBLIC WORKS UNION – AFSCME 93

INTERNATIONAL ASSOCIATION OF FIRE FIGHTERS – LOCAL 2544

THE AYER POLICE SUPERIOR OFFICER'S UNION - NEPBA

THE AYER POLICE PATROL OFFICERS ASSOCIATION
(Patrolmen and Communications Divisions)

This Agreement, entered into by and between the Town of Ayer, Massachusetts hereinafter referred to as the "TOWN" and the Ayer Town Hall / Clerical Union; Ayer DPW Union; Ayer Fire Union; Ayer Police Superior's Union; and the Ayer Police Patrol Officers Union (Patrolmen and Communications Divisions), hereinafter referred to as "the CBUs" is designated to maintain and promote a harmonious relationship between the Town and such of its employees who are covered by the provisions of this agreement in terms of health insurance, in order that a more efficient and progressive public service may be rendered.

WHEREAS, the Town of Ayer ("the Town") and all of the abovementioned Collective Bargaining Units ("CBUs") have been negotiating Health Insurance of which the establishment of an HRA is a fundamental component of the Town and CBU's negotiations and mitigation plan;

WHEREAS, the Town and the CBUs have successfully and in good faith negotiated a mutually agreeable HRA subject to the approval of funding by Town Meeting have reached an agreement;

WHEREAS, the Parties have agreed to execute this Memorandum of Agreement pending the final drafting of a comprehensive Health Insurance Agreement between the Town and the CBUs;

NOW, THEREFORE, the Town and the CBUs agree as follows:

1. The Parties mutually agree that per the terms of the Health Insurance Agreement reached between the Town and the CBUs on February 1, 2012, the Town shall establish a Health Reimbursement Account (HRA) in a one-time, total amount of \$100,000.00.

2. The Parties mutually agree that the Town shall maintain the HRA unless one of the following three conditions occurs at which time the HRA shall terminate:

1. The \$100,000.00 initial deposit is depleted;

2. The period of three (3) years from the inception of the HRA (initial deposit) has passed.

3. The Town and CBUs change health insurance coverage from Minuteman Nashoba Health Group to another insurance provider.

4. If health insurance coverage changes from Minuteman Nashoba Health Group to another insurance provider, any funds remaining in the HRA will be distributed equally to all eligible, active employees and all eligible active retirees.

3. The Parties mutually agree that the Town shall be responsible for paying all administrative costs of the HRA which is approximately \$8,000.00 a year for up to three years.

4. The Parties mutually agree that the firm of Benefits Strategies of Manchester, N.H. shall serve as the Town's third party administrator for the HRA.

5. The Parties mutually agree that debit cards shall be issued to all employees and early retirees to be used for any and all legally permissible medical co-pays and deductibles to include but not limited to: eyeglasses, prescriptions, dental, etc.

6. The Parties mutually agree that each Family Plan will receive \$1,000.00 on a debit card and each Individual Plan will receive \$500.00 on a debit card to be used for co-pays and deductibles.

7. The Parties mutually agree that the HRA shall be effective on June 1, 2012.

8. The Parties mutually agree that in FY 2014 the Town will begin to offer a Flexible Spending Account (FSA) Program to all employees wishing to participate. The costs of the FSA administration will be borne by the Town.

9. The Parties mutually agree that the Town, the CBUs and Benefits Strategies shall meet no later than one-hundred (100 days) before June 1, 2013 to review and assess the status of the HRA and to determine the parameters of the HRA for the next year.

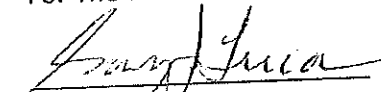
10. The Parties mutually agree that all of the above-mentioned terms and conditions were negotiated in good faith between the Town and the CBUs; and agreed to at the conclusion of the March 29, 2012 Negotiations.

11. The Parties mutually agree that the funding of the HRA is subject to appropriation by Town Meeting.

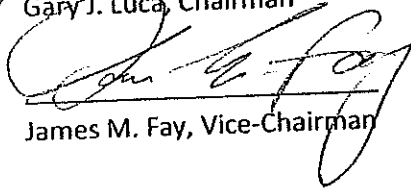
12. The Parties mutually agree that this Memorandum of Agreement shall take full force upon execution of the parties and that the terms and conditions of this MOA shall be memorialized in a final, comprehensive Health Insurance Agreement between the Town and the CBUs.

This Memorandum of Agreement is mutually agreed to and signed on March 29, 2012:

For The Town:




Gary J. Luca, Chairman

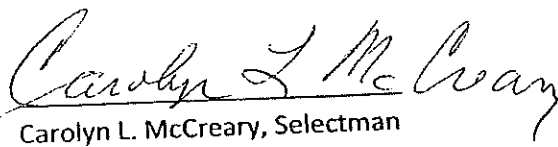


James M. Fay, Vice-Chairman

Frank F. Maxant, Clerk

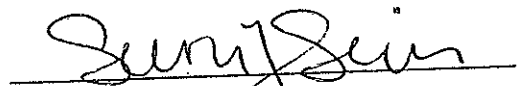


Pauline Conley, Selectman

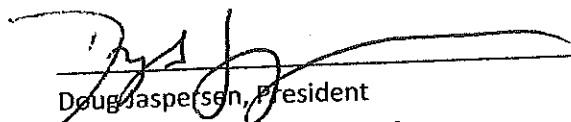


Carolyn L. McCreary, Selectman

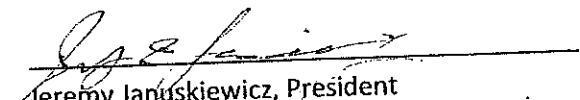
For the Collective Bargaining Units:



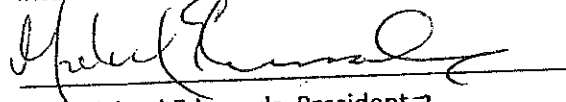
Susan Sullivan, President
Ayer Town Hall / Clerical Union, AFSCME 93



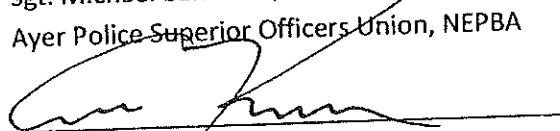
Doug Jaspersen, President
Ayer DPW Union, AFSCME 93



Jeremy Januskiewicz, President
International Assoc. of Firefighters, Local 2544



Sgt. Michael Edmonds, President
Ayer Police Superior Officers Union, NEPBA



Detective Andrew Kularski, Vice-President
Ayer Police Patrol Officers Association
(Patrolmen and Communications Divisions)

9:15pm - Ms. M. Stephanie Gintner, Town Treasurer

1. BOS Approval and Authorization of Bond Anticipation Notes (BANs) (See Attached)

Certificate of Award

I, the Treasurer of the Town of Ayer, Massachusetts, hereby award the \$1,692,878 General Obligation Bond Anticipation Notes dated June 26, 2014 (the "Notes") to the bidder or bidders submitting the bid or bids attached hereto in accordance with the terms set forth in the attached bid or bids and in the Notice of Sale dated June 4, 2014, relating to the Notes, subject to the approval of this award by the Board of Selectmen.

Date: June 11, 2014

Treasurer

Town of Ayer, Massachusetts

\$1,692,878 General Obligation Bond Anticipation Notes



Sale Date: 6/11/2014
Dated Date: 6/26/2014
Delivery Date: 6/26/2014
Due Date: 6/26/2015
Days Per Year: 360
Day Count: 360
Bank Qualified: Yes
Rating: None

Bidder	Principal	Coupon Rate	Premium	Interest	Net Interest	NIC	Prorata Premium	Prorata Interest	Award	Reoffering Yield
Eastern Bank	\$1,692,878	1.00%	\$10,597.42	\$16,928.78	\$6,331.36	0.3740%	\$10,597.42	\$16,928.78	\$1,692,878	
Jefferies LLC	\$1,692,878	1.00%	\$10,277.00	\$16,928.78	\$6,651.78	0.3929%				
Century Bank	\$1,692,878	0.45%	\$0.00	\$7,617.95	\$7,617.95	0.4500%				
Award Totals			\$10,597.42	\$16,928.78					\$1,692,878	

Weighted Average Net Interest Cost: 0.3740%

Town of Ayer, Massachusetts
 \$1,692,878 General Obligation Bond Anticipation Notes

MUNICIPAL PURPOSE LOAN



Sale Date: 6/11/2014
 Dated Date: 6/26/2014
 Delivery Date: 6/26/2014
 Due Date: 6/26/2015
 Bank Qualification: Yes

Purpose	Vote Date(s)	Reference	Article Number	Amount Authorized	Previous Issues	Bonds, Grants, and/or Paydowns	Renewal This Issue	New This Issue	Total This Issue	Balance Unissued	Original Issue Date	Pro rata Interest	Pro rata Premium
DPW Dump Truck	5/14/2012	Ch.44, s.7(9)	19	\$167,000	\$164,771	\$0	\$164,771	\$0	\$164,771	\$2,229	6/26/2013	\$1,647.71	\$1,081.47
Town Hall	5/14/2012	Ch.44, s.7(9a)	19	\$16,571	\$16,571	\$0	\$16,571	\$0	\$16,571	\$0	6/26/2013	\$1,657.11	\$103.73
Service Truck	5/14/2012	Ch.44, s.7(9)	19	\$43,000	\$37,734	\$0	\$37,734	\$0	\$37,734	\$5,266	6/26/2013	\$377.34	\$236.21
Police security entrance	5/14/2012	Ch.44, s.7(9)	19	\$30,000	\$25,095	\$4,905	\$25,095	\$0	\$25,095	\$0	6/26/2013	\$250.95	\$157.09
Street signs	5/14/2012	Ch.44, s.7(14)	20	\$43,603	\$32,141	\$11,462	\$32,141	\$0	\$32,141	\$0	6/26/2013	\$321.41	\$201.20
Water - valve replacement	5/14/2012	Ch.44, s.8(7c)	19	\$42,000	\$42,000	\$0	\$42,000	\$0	\$42,000	\$4,425	6/26/2013	\$420.00	\$282.92
Water - one ton cab and chassis	5/14/2012	Ch.44, s.7(9)	19	\$68,000	\$64,575	\$0	\$64,575	\$0	\$64,575	\$4,425	6/26/2013	\$645.75	\$404.24
Water - cross country main transmission engineering	5/14/2012	Ch.44, s.7(9)	19	\$75,000	\$75,000	\$0	\$75,000	\$0	\$75,000	\$35,656	6/26/2013	\$750.00	\$459.50
Sewer - #3 RAS pump and controls replacement	5/14/2012	Ch.44, s.7(9)	19	\$60,000	\$24,344	\$0	\$24,344	\$0	\$24,344	\$35,656	6/26/2013	\$243.44	\$152.39
Sewer - Hydro-jetter	5/14/2012	Ch.44, s.7(9)	19	\$81,000	\$78,042	\$0	\$78,042	\$0	\$78,042	\$2,958	6/26/2013	\$780.42	\$488.54
Sewer - W1 Main pump station construction	5/14/2012	Ch.44, s.8(15)	19	\$50,000	\$40,000	\$0	\$40,000	\$0	\$40,000	\$10,000	6/26/2013	\$400.00	\$250.72
Solid waste - one ton dump truck	5/14/2012	Ch.44, s.7(9)	19	\$16,500	\$16,500	\$0	\$16,500	\$0	\$16,500	\$1,980	6/26/2014	\$1,650.00	\$103.60
Network infrastructure upgrades	5/13/2013	Ch.44, s.7(29)	18	\$16,500	\$0	\$0	\$0	\$16,500	\$16,500	\$1,980	6/26/2014	\$1,650.00	\$103.60
Tractor with front-end loader	5/13/2013	Ch.44, s.7(9)	18	\$30,000	\$0	\$0	\$0	\$30,000	\$30,000	\$4,072	6/26/2014	\$3,000.00	\$182.31
Replace admin vehicle	5/13/2013	Ch.44, s.7(9)	18	\$45,000	\$0	\$0	\$0	\$45,000	\$45,000	\$1,168	6/26/2014	\$4,500.00	\$274.28
Replace Fire Chief vehicle	5/13/2013	Ch.44, s.7(9)	18	\$20,000	\$0	\$0	\$0	\$20,000	\$20,000	\$1,168	6/26/2014	\$2,000.00	\$124.28
Truck mounted asphalt/recycling mixer	5/13/2013	Ch.44, s.7(9)	18	\$121,382	\$0	\$0	\$0	\$121,382	\$121,382	\$1,168	6/26/2014	\$121,382.00	\$7,593.85
Renald engine #4	5/13/2013	Ch.44, s.8(7c)	19	\$50,000	\$0	\$0	\$0	\$50,000	\$50,000	\$0	6/26/2014	\$500.00	\$318.00
Spec Road Filter valve replacement	5/13/2013	Ch.44, s.7(1)	21	\$37,801	\$0	\$0	\$0	\$37,801	\$37,801	\$0	6/26/2014	\$378.01	\$236.53
Meter read radio system upgrade	5/13/2013	Ch.44, s.7(1)	21	\$31,922	\$0	\$0	\$0	\$31,922	\$31,922	\$0	6/26/2014	\$319.22	\$199.83
WWTP Facility engineering evaluation	5/13/2013	Ch.44, s.7(9)	18	\$100,000	\$0	\$0	\$0	\$100,000	\$100,000	\$0	6/26/2014	\$1,000.00	\$628.00
Water read radio system upgrade	5/13/2013	Ch.44, s.7(9)	21	\$31,922	\$0	\$0	\$0	\$31,922	\$31,922	\$0	6/26/2014	\$319.22	\$199.83
Culvert replacement - Victor Dr	5/13/2013	Ch.44, s.7(1)	21	\$150,000	\$0	\$0	\$0	\$150,000	\$150,000	\$0	6/26/2014	\$1,500.00	\$938.00
Software & laptops	5/13/2013	Ch.44, s.7(29) & 7(29)	18	\$27,000	\$0	\$0	\$0	\$27,000	\$27,000	\$0	6/26/2014	\$270.00	\$169.02
Totals				\$1,768,780	\$1,058,931	\$16,567	\$1,058,931	\$634,247	\$1,692,878	\$59,535		\$16,928.78	\$10,597.42

9:30pm - New Business / Selectmen's Questions

1. Sandy Pond Road Traffic Study Update (Selectman Hillman)

9:45pm - Approval of Meeting Minutes

May 6, 2014 (See Attached)

June 3, 2014 (See Attached)

10:00pm - Adjournment



Town of Ayer Selectmen's Meeting Minutes
Tuesday, May 6, 2014
1st Floor Meeting Room, Town Hall, Main Street, Ayer, MA

*****[DRAFT]*****

Open Session Meeting Agenda – 7:00 pm

7:00pm **Call to Order**

Review and Amend Agenda and Announcements: Selectman Hillman requests that the 3 Special Olympians be invited to the next BOS session, Wednesday the 21st. unanimously agreed. A general congratulation to all winning Selectmen was extended. Selectman Livingston reminded everyone of the upcoming Memorial Day Parade. And Selectman Luca announced the Loafs and Fishes Food Drive which the Ayer Post Office was running. The Food Drive was running through Saturday the 10th. The Agenda was accepted with no amendments.

Public Input: Frank Maxant requests an opportunity to speak to the issue of the Treasurer's Assistant at the appropriate time. Selectman Luca noted the request.

Green Communities/Energy Committee Update

Ms. Carolyn McCreary, Chair of the committee reported on the Solar Net Metering project. Ms. McCreary started by extending congratulations to all three of the BOS members for their recent win in the town election. She then announced "Good News" regarding the Town's Solar Net Metering Project. Ms. McCreary presented a spread sheet with data for the first 10 months of the project, showing an energy savings of \$120,000, which comes to the town in the form of energy credits. She explained that the Town had designated 15 Town meters to receive these energy credits, currently the meter that receives the largest amount of credits is the Waste Water Treatment Meter. Ms. McCreary emphasized the importance of balancing the meters which received credits. Ms. McCreary noted the work that Town Accountant Lisa Gabree has put into the project. Noting that she issues a monthly report on the solar energy credits and the meter distribution. Ms. McCreary noted that the savings potential is very large. Selectman Luca asked about the possibility of Solar Arrays being placed on the Town Dump property. Ms. McCreary said that they were reviewing that possibility but that there is risk involved. Selectman Hillman asked if there was any news on the LED street lights. Ms. McCreary said not yet. Ms. McCreary stated that she was working with Mark Wetzel, DPW Superintendent on both of these possible projects.

Due to the fast pace of the meeting Chairman Luca with approval of the other Selectmen moved the DPW Superintendent's Report forward.

Mr. Mark Wetzel, DPW Superintendent's Report

Mr. Wetzel started his report with an announcement that it is National Drinking Water week. Mr. Wetzel stated that he wanted to show our appreciation to the DPW Water Division, Rick Linde the foreman, Gregg Cormier the assistant foreman, Brian Boomgaarden and Scott Schwinger the operators. Mr. Wetzel reported that he had applied for rebates for installing more efficient motors and drives at the Grove Pond Waste Water Treatment Plant. He announced that rebates had been approved for \$21,000. All three Selectmen expressed their appreciation. Selectman Hillman noted the electrical savings as well.

Grove Pond Water Treatment Plant Upgrade – Change Order #2

Mr. Wetzel reported that the Grove pond water treatment plant had been delayed due to National Grid not getting the power to the plant. He stated that at this time the plant did have power and would be on line at the end of this month. Small issues and change orders combined into the second change order totaling \$40,347.47. A motion was made by Selectman Hillman to accept the change order #2 for the Grove Pond Water Treatment Plant upgrade for the amount of \$40,347.47. Seconded by Selectman Livingston. The vote was 3 in favor and 0 opposed.

Paving Contract – Mr. Wetzel reported that last year they had gone out to bid for a Unit Contract for paving and pot hole repair. This contract had the options for 2, 1year extension. Mr. Wetzel reported the extended contract would be at the original rate. Selectman Livingston made a motion that the Paving contract as presented by Mark Wetzel be extended by 1 year. Second by Selectman Hillman. The vote was 3 in favor and 0 opposed.

Mr. Wetzel reported that included in this Contract was the Winter Road Rapid Recovery for about \$3500. He stated that he hoped that this work would be done in the next week or two. In the discussion on what roads would be targeted Groton St. came forward. Mr. Wetzel said that Groton St. would be a part of a Chapter 90 total reconstruction. Also in Chapter 90 would be Pearl St. from Groton St. to Cambridge St., Cambridge from Pearl to Columbia. Also included in Chapter 90 repair will be overlay on Groton/Harvard Road and West Main St.

Wastewater Discharge Permit Update: Mr. Wetzel reported that the Wastewater Treatment Discharge permit is up for renewal. This is a 5 year renewal. The EPA has some new standards which the Town will not be able to comply with. Mr. Wetzel reported that the Aluminum, Lead and Copper discharge will not be in compliance. Mr. Wetzel reports that the EPA has suggested that when we get the permit we will need to negotiate a compliance schedule with the EPA. Mr. Wetzel was looking for Board consensus to move forward on negotiating the compliance schedule and the permit. The Board agreed.

Update on Storm water Utility Implementation and Proposed Fees/Credits

Mr. Wetzel reported that a Storm Water Committee had been formed and that the Committee had meet 5 times to date. The Committee was reviewing a rate structure and fees. The Committee is looking at a flat rate for residential, single and 2 family homes, multi family and condo associations have a proposed rate based on averages. The Storm Water Committee is working on a program credit manual as well. The Committee will have one more meeting and then make recommendation to the BOS. Selectman Luca asked if an implementation of new fees would need to go to town meeting. The concessions was that the Committee proposal would need to go in front of the BOS and after approval the Town Administrator would recommend that it be reviewed by the rate review committee.

BOS Final Vote on Acceptance of Mt. Laurel Way as a Public Way

Mr. Wetzel reported that he had meet with the Contractor regarding Mt. Laurel Way, and that he had completed all requirements. The Town Administrator reported that the Planning Board had met on May 1st, and had voted to recommend that Mt. Laurel Way be accepted as a public way. The Town Administrator explained that there was a miss print and it needed to be amended to read Mt. Laurel Rd. **A motion was made by Selectman Hillman to approve the acceptance of Mt. Laurel Rd. per the recommendation to Planning Board and DPW Superintendent. Seconded by Selectman Livingston. The vote was 3 in favor and 0 opposed. Motion Passed.**

Public Hearing – All Alcohol License Application

Ho Hing Restaurant, Inc. d/b/a Empire City, 210 W. Main Street #1 Ayer, MA 01432

Selectman Livingston read the public hearing notice, stating that the Public Notice had been posted in the Nashoba Publications. Chairman Luca called the Public Hearing to order. It was noted that the Form 43 License Application has been completed. A \$200 application fee will need to accompany the application. It was noted that there were no issues from Police Departments. There was no input from the public. **Selectman Livingston made the motion to approve the application for All Alcoholic Beverage restaurant License for Ho Hing Restaurant, Inc. d/b/a Empire City. Selectman Hillman Seconded. The vote was 3 in favor and 0 opposed. Motion Passed.**

Mr. Mohammed Kahn –MART Administrator

Ayer Rail Trail Commuter Surface Parking Lot Project Update

Town Administrator Robert Pontbriand introduced Mr. Mohammed Kahn of MART and Mr. George Kahale of MRPC. Mr. Pontbriand explained that he had been asking Mr. Kahn from MART to come to the BOS and give an update on the Ayer Rail Trail Commuter Parking Lot Project for a while, and that this past week events where not the reason for the meeting. Mr. Pontbriand suggested that we have the update first and then the public could ask questions. Mr. Pontbriand explained that the disputed of that week was between the MBTA and the landowner. Mr. Pontbriand reported that the

MBTA Deputy Commissioner had stated that the MBTA will be resolving the issues with Mr. Berry, the landowner, within 30 days. Mr. Pontbriand pointed out that Pauline Hamel, Peter Johnston, and Frank Maxant, residents representing related committees were all in the audience. Mr. Kahn and MR. Kahale supplied copies of maps presented to the BOS and a large map for the general public. Mr. Kahn stated that this was supposed to be an easy project, Federal Transient Authority had agreed with the parking lot plan with one contingency. Mr. Kahn explained that the Federal Transient Authority had approved the plan with the contingency that MART secure access to the train platform. Prior to this MART had already started talks with the landowner to confirm and secure an access. Mr. Kahn reviewed the four possible accesses that had been discussed with the landowner, explaining that the landowner did not like any of the proposed access, except for the one access which was not legally viable for the MBTA. Mr. Kahn reported that at the same time as discussions with the landowner, MART and MRPC moved forward with getting a legal review and interpretation of the deeded easement. Mr. Kahale explained that the easement is for 100 years and expires in 2060. Mr. Kahale reported that a platform, services and access are all required in the deed. The deeded rights had not been discussed with the landowner. Mr. Kahn proceeded to discuss the access options, noting that option 2 was preferred by MART.

At this point the Town Administrator moved the discussion on to the dispute of the past week. Mr. Pontbriand explained that on April 27th at 5:00 pm he received a call from Chief Murray, saying that a fence was going up around the property. Due to the fact that there is currently work being done on the rail line, there was no weekend commuter rail service and the weekend was not impacted. Mr. Pontbriand reported that on Monday, April 28th, the property was fully fenced off. At this point the Town's, concerns as well as both Fire and Police Chief's concerns were with public safety and access. Mr. Pontbriand reported that the landowner had given no prior notice that this was going to happen. On April 29th a meeting with the landowner, the MBTA, MART, both the Police and Fire Chiefs, Mr. Pontbriand and Mr. Maher was held. The MBTA evoked it's legal right to access to the property and the fence was removed. Mr. Pontbriand recognized the public's concern, noting that the legislative support was out there and that time was of the essences.

The meeting was opened to public comment and the public's concern was the same as what had been mentioned before. The question of eminent domain was raised. For more detail on the public comment please refer to the video tape at the following link. <http://vimeo.com/94596730>

Town Administrator's Report

Review/Awarding of the Former Central Fire station RFP

The Town Administrator, Mr. Pontbriand explained the procedure for opening, reviewing and awarding the Central Fire station RFP. Selectman Hillman recused himself from the process explaining that he does work for one of the companies who has submitted a proposal. Selectman Luca and Livingston had both reviewed the two proposals before the meeting reporting that both proposals were for residential housing. Selectman Luca proceeded to open the sealed price envelopes, announcing GS Holding LLC at \$60,000 and Monument Construction at \$42,974. Selectman Luca and Selectman Livingston

agreed that they could move forward and award the RFP without interviewing the candidates. Selectman Livingston reported that both proposals had everything they needed to have. Both proposals were for residential use. Evaluation score of both proposals were good. Neither proposal contained demolition of the structure. And both proposals had minimal change to the façade and a high level of historic preservation. **Selectman Luca made a motion to award the Central Fire Station RFP to GS Holdings LLC subject to board approval of the Purchase and Sales. Selectman Livingston seconded. The vote was 2 in favor and 0 opposed. Motion Passed.**

Selectman Livingston made a motion to authorize the town administrator and Town Council to prepare the purchase and sales agreement. Seconded by Selectman Luca The vote was 2 in favor and 0 opposed. Motion Passed.

It was noted that the moneys from the sale would go into the General Fund.

Appointment of Assistant to the Town Administrator and Board of Selectmen

The Town Administrator reported that the position had been extensively advertised and that over 100 people had applied. The applicants were narrowed first to 10 then 5 where interviewed and then 3 had second interviews. Mr. Pontbriand recommended Ms. Carly Antonellis to the board requesting that the board approve Ms. Antonellis for the job of Assistant to the Town Administrator and Board of Selectmen at the salary of \$53,000 per year. **A motion was made by Selectman Livingston and seconded by Selectman Luca to approve the appointment with a June 2nd start date. The vote was 3 in favor and 0 opposed. Motion Passed.**

Authorization for hiring process for the position of Payroll /Benefits Manager

Town Administrator, Robert Pontbriand presented his request for authorization for the hiring process regarding the position of Payroll/Benefits Manager. Mr. Pontbriand explained that this process would include the appointment of a hiring committee made up of himself, the Town Treasurer, the Town finance director, the Chair of the Finance Committee and the Fire Chief. Mr. Pontbriand explained that for some time the reclassification of the Assistant to the Treasurer has been needed and like many towns similar to Ayer the position of Payroll/Benefits Manager has been created. He also explained that a screening committee for the hiring of the Payroll/ Benefits Manager would be created. Selectman Luca pointed out that the job has evolved and this reclassification represents the needs of the Town. Town Treasurer requested to speak. Ms. Gintner explained that she did not agree with the creation of this new position. Ms. Gintner stated that she felt the Assistant Treasurers job was under her jurisdiction according to MA General Law, and that she had the right to make this appointment. Selectman Livingston responded that this was a creation of a new position and that this was under the Selectmen's jurisdiction. Mr. Pontbriand pointed out that the Treasurer can hire an assistant with Board approval. Frank Maxant was recognized and he stated that in his opinion the administration of policy should not be handled in the same office as the policy makers. **A motion was made by Selectman Livingston to proceed with the process of the hiring of a Benefits/Payroll Manager to be appointed by**

the BOS and to report to the Town Administrator. A motion was made by Selectman Livingston and seconded by Selectman Hillman. The vote was 3 in favor and 0 opposed. Motion Passed.

Motion: Selectman Livingston made a motion to appoint a screening committee made up of the Town Administrator, the Town Treasurer, the Director of Finance, the Chair of the Finance Committee and the Fire Chief. Seconded by Selectman Hillman. . The vote was 3 in favor and 0 opposed. Motion Passed.

Authorization of BOS Letter for “Here to There Transportation, LLC”

Mr. Pontbriand explained that the Town of Ayer does not have a Livery Policy, but that the MA Port Authority requires a letter from the BOS authorizing livery services with in there community. Joanne Malish of Here to There Transportation, LLC came before the board requesting such a letter. A motion was made by Selectman Hillman for the BOS to draft a letter to the MA Port Authority regarding Here to There Transportation, LLC’s livery application in the state of MA, Town of Ayer. Seconded by Selectman Livingston. The vote was 3 in favor and 0 opposed. The Motion Passed.

Approval/Adoption of Town-Wide Remote Participation at Meetings Policy

Mr. Pontbriand explained that the Town-Wide Remote Participation at Meetings Policy has been drafted and revised and that after the BOS votes on it the policy would need to go to the Attorney General’s office for review. The revision was to exempt executive season meetings from the policy. Motion: Selectman Livingston made a motion to approve the Town-Wide Remote Participation at Meetings Policy and to send it to the Attorney General’s office for review. Selectman Hillman seconded. . The vote was 3 in favor and 0 opposed. Motion Passed.

9:15pm New Business/Selectmen’s Questions

BOS Policies and Procedures Update – Selectman Livingston – Now that the BOS is a 3 member board we need to update policies and procedures to reflect this. Once there is an official draft it will be presented to the board.

Paper Reduction Policy – Selectman Livingston stated that she was looking for a formal policy that allows laptops rather than paper packets. Selectman Luca suggested that they look into prices. Mr. Pontbriand said that he would put together a proposal w/ IT’s input to be presented to the Board. Mr. Pontbriand pointed out that whatever was decided needed to be in compliance with the open meeting law.

Cleaning of Town Hall – Selectman Hillman brought up the need for the building to be cleaned. It was noted that renovations were done in 200, and the building at this point

needs a good cleaning. The question was asked if extra hours for Custodian were needed. Robert – I will meet with Mr. Sherman, create a list of expectations.

Employee Break Room – Selectman Livingston brought forward the condition of the Town Hall Break room. It was noted that new refrigerator and microwave were needed. Town Accountant Lisa Gabree commented that the trash is back in the break room.

9:30pm Reorganization of the Board of Selectmen.

- Board Chairman:

Selectman Livingston motioned that Selectman Hillman become Chairman for the term of one year. Selectman Luca seconded. The vote was 3 in favor and 0 opposed. Motion Passed.

- Board Vice Chair:

Selectman Hillman motioned that Selectman Livingston be Vice Chair for the term of one year. Selectman Luca seconded. The vote was 3 in favor and 0 opposed. Motion Passed.

- Board Clerk:

Selectman Livingston motioned that Selectman Luca be the Board Clerk for the term of one year. Seconded by Selectman Hillman. The vote was 3 in favor and 0 opposed. Motion Passed.

9:35pm Approval of Meeting Minutes:

Selectman Livingston motioned to approve the BOS minutes from April 1st. Selectman Luca seconded. The vote was 3 in favor and 0 opposed. Motion Passed.

Selectman Livingston motioned to approve the BOS minutes from April 15th. Selectman Luca seconded. The vote was 3 in favor and 0 opposed. Motion Passed.

9:45pm Adjournment:

A Motion was made by Selectman Luca and seconded by Selectman Livingston to Adjourn. The vote was 3 in favor and 0 opposed. Motion Passed.

Meeting Adjourned at 9:45pm

Minutes Recorded and Submitted by Alicia Hersey (Edited/Revised by R. Pontbriand)
BOS Approved Meeting Minutes on _____
Approved by BOS Clerk _____, Gary J. Luca, Clerk

**Town of Ayer
Ayer Board of Selectmen**

**Meeting Minutes for Tuesday, June 3, 2014, 7pm
[DRAFT]**

Selectmen in Attendance: C. Hillman, Chair; J. Livingston, Vice Chair; G. Luca, Clerk
Also In Attendance: R. Pontbriand, Town Administrator

Call to Order: Meeting was called to order in Open Session at 7pm by Chairman Hillman.

Review and Approval of Agenda: R. Pontbriand thru the Chair requested that the July 4th Grand Marshall Item be moved to June 17th and an item #5 added under the Town Administrator's Report for the Grove Pond Change Order for the Variable Pump Drive funded by the Green Communities Grant.

MOTION: Motion was made by G. Luca and seconded by J. Livingston to approve the meeting agenda as amended. Motion passes 3-0.

Morris Babcock, Chair of the Planning Board request to add an agenda item.

C. Hillman informs M. Babcock that the request is out of order and inappropriate in that items cannot be added to the agenda once the agenda is set but that he could address the Board under Public Input which is next.

Public Input: M. Babcock, Chair of the Planning Board comes to the table to discuss the issue(s) of the zeroing of the Planning Board Budget at the May 12, 2014 Ayer Town Meeting by Town Meeting. An exchange between the Planning Board Chair and BOS Chair occurs regarding inaccuracies of statements made by M. Babcock.

Note: The other three members of the Planning Board present, Mr. Jim Lucchesi, Mr. Rick Roper, and Mr. Kyle Gordon approach the table and sit down.

The members of the Planning Board under Public Input state their concerns regarding the actions of Town Meeting on May 12th and concerns about the future of the Planning Board and Zoning Board Office after July 1, 2014.

The Town Administrator thru the BOS Chair offered clarifications on legal inaccuracies stated by M. Babcock and explained that the services of Town Counsel would be available to assist the Planning Board with any questions they have as well as the three pending Open Meeting Law Complaints against the Planning Board.

M. Babcock stressed that without an Office Manager there will be no one to greet and assist the Public on Planning and Zoning matters at Town Hall. Additional concerns were stated by R. Roper regarding having no funding for supplies and stamps as of July 1, 2014.

[DRAFT]

G. Luca stated that the position of the Board of Selectmen has been to support the actions, will, and vote(s) of Town Meeting. The Board of Selectmen cannot undermine Town Meeting.

R. Roper stated that Town Meeting has held the Planning and Zoning Boards hostage and the acts of Town Meeting are unlawful.

G. Luca stated that is not true. Town Counsel was present at Town Meeting and Town Counsel has been consulted and Town Meeting has acted in accordance with the Law.

M. Babcock asked the Chair why he voted at Town Meeting to zero out the budgets.

C. Hillman stated that he reserves his right as a citizen of Ayer to vote at Town Meeting.

C. Hillman asked each of the Planning Board Members who was actually at Town Meeting.

J. Lucchesi was the only one that answered in the affirmative.

R. Roper stated that he wants the BOS to understand where they are coming from.

J. Livingston stated that Town Meeting is Town Meeting and it has voted and acted.

J. Lucchesi state that the action(s) of Town Meeting targeted one individual.

J. Livingston stated that the individual's name was not stated at Town Meeting and that voters of any Town Meeting not just in Ayer will show up for emotional reasons. It is the nature of Town Meetings.

J. Lucchesi stated that if we do not have a Zoning Board then constructive grants will be given out that could result in more money for law suits.

C. Hillman clarified that the budgets for the Planning and ZBA were zeroed out by Town Meeting but both Boards still exist.

M. Babcock stated that the Town need to find the funding for the Boards and that we need Ms. Sullivan.

C. Hillman called a point of order and stated that he and the BOS did not appreciate the Planning Board High jacking this meeting. They should have got onto the Agenda through the formal process. All of these matters are under consultation with Town Counsel, the BOS is very aware of the situation and no one on the BOS has issues with the Planning or Zoning Board and there is not ill will intended but this evening's meeting needs to move on to the items on the agenda.

J. Lucchesi stated that we have until June 30th to fix. 27 days to correct the matter.

[DRAFT]

R. Roper and M. Babcock stated that they were satisfied with being heard by the BOS.

C. Hillman said that the Town will continue to move forward.

G. Luca added that the BOS was aware of all the issues brought forward this evening.

J. Lucchesi stated that he wanted the public to be fully aware.

Pauline Conley approached the BOS Table under Public Input to discuss the May 21st BOS Meeting. She stated that she was not at the May 21st BOS Meeting but was surprised to learn that she was not appointed to the ZBA. More importantly, she stated her concerns from the May 30, 2014 Nashoba Public Spirit Article which stated that there was an outstanding ethics complaint regarding her and that was a factor according to G. Luca for her not being appointed. P. Conley stated that the only record at the Ethics Commission pertaining to her was a 2007 question she had asked at that time.

P. Conley went on to state that ZBA Members resigned as a result of her not being appointed. There are several projects which will receive constructive grants if not acted upon. Her purpose this evening was to publically address the statement that there is an open/ongoing ethics complaint regarding her is not correct.

C. Hillman stated that on May 26th, he made the motion to appoint but it was not seconded and only he and G. Luca were present.

P. Conley stated that there is no open ethics complaint regarding her and that she requests a public apology from the BOS for this erroneous statement by G. Luca and requests a letter from the BOS tomorrow.

J. Livingston stated that this stems from the November 19, 2013 meeting and that Selectman Fay at that meeting stated that he would file an ethics inquiry regarding your actions.

G. Luca stated that is what Mr. Fay told me, that he had filed an ethics inquiry.

P. Conley restated that there is nothing but a 2007 letter of inquiry at the ethics commission pertaining to her name. There is no open record and there is no open ethics violation. I want a letter of apology from the BOS and a retraction.

The Town Administrator was asked through the Chair by P. Conley if there is an open ethics complaint pertaining to her. R. Pontbriand stated that there is no open ethics complaint in the BOS Office and that the BOS Office did not file such a complaint.

P. Conley stated that Ms. Katharine Gallant at the Ethics Commission would be the person to speak to.

Old Business:

1. Update on Ayer Commuter Rail Station Access and Ayer Commuter Rail Surface Parking Lot Project.

The Town Administrator provided an overview of the issue and the project.

C. Hillman stated that the MBTA has dropped the ball in that the 30 days they said for resolution of the access issue has expired as of May 29th.

Pauline Hamel (Town Representative to MJTC) offered historic information to the BOS regarding the issue of the ticket booth and bathrooms.

C. Hillman stated that he can understand the frustrations of Mr. Berry in terms of just having the public walk all thru his property and that the goal of this project is to provide a dedicated access to the platform. C. Hillman further commented on the deplorable conditions of the parking lot and current access to the platform.

Ellen Fitzpatrick (Resident) was acknowledged by the Chair and state her frustrations about the lack of progress in resolving the MBTA/Mr. Berry property dispute as well as the access/easement issues. She urged the Board to exert additional leadership and pressure in resolving this issue.

C. Hillman raised the issue of the BOS reversing its 2006 policy position and putting the issue of Eminent Domain back on the table as a potential policy consideration.

G. Luca stated that he had to tread lightly on the issue and in fact recused himself from the discussion.

The BOS discussed Eminent Domain. C. Hillman made a motion to reverse the BOS 2006 policy on eminent domain with respect to this project but there was not second. No official motion or vote was taken at this time with J. Livingston stating that it is definitely an option but she cannot make a formal decision tonight on that without additional information.

C. Hillman stated that the BOS should revisit the issue.

Presentation of TADS (Teenage Anxiety and Depression Solutions)

Ms. Betsy Dolan, ASRSD Guidance Counselor and Officer Jennifer Bigelow, School Resource Officer made a presentation to the BOS on the Teenage Anxiety and Depression Solutions. Ms. Dolan was seeking a total of \$8,000 in funding for the TADS Grant for a two year grant contract effective Nov. 1, 2014 to Nov. 1, 2016. ASRSD to pay \$8,000 and Town of Shirley to pay \$8,000 as well.

MOTION: A motion made by G. Luca and seconded by J. Livingston to accept and support TADS and to find \$8,000 to fund Ayer's portion of the matching grant contract. Motion passes 3-0.

[DRAFT]

Ayer July 4th Committee

1. Mr. Sal Perla, Director of Economic Development introduce Mr. Salvatore Perla, President of Nashoba Valley Medical Center who presented the BOS and 4th of July Committee with a check for \$2,000 for the Ayer 4th of July Celebration.
2. Mr. Maher provided an update on this year's 4th of July Schedule of Events.

Economic Development Discussion

The BOS had a discussion about the Economic Development Office and Economic Development Strategy for the Town with Mr. Maher. Selectmen emphasized the importance of not only retaining the businesses the Town has but also marketing to potential businesses and growing the Town's commercial/industrial base. The Selectmen further stated that Ayer has so many great assets such as public water, sewer, a hospital, a new high school project, commuter and freight rail, and a close proximity to Routes 2 and 495.

C. Hillman stated that part of our strategy needs to be to market and attract the businesses that other Town's do not have that could come here. C. Hillman further stated that West Main Street has great potential as does Park Street, and the Rotary. Additionally the Town needs a large drugstore such as a CVS.

D. Maher stated that his office will be focusing on developing a better web presence for economic development for the Town as well as improved signage on Route 2 for businesses such as restaurants.

Administrative Update

The Town Administrator provided an administrative update to the BOS.

Appointment of Lisa White to the Personnel Board was presented to the BOS.

P. Conley was recognized from the audience and stated that the appointment of Ms. White would be in conflict with Town Meeting's approved Personnel Bylaw from 1996.

Appointment was withdrawn to June 17, 2014 pending further research.

FY2015 Appointments

The Town Administrator provided an overview of the FY 2015 Appointments and stated that the BOS would be making appointments on June 17, 2014.

Properties Enforcement

The Town Administrator provided an overview of ongoing properties enforcement at 64 Westford Road; 14 Williams Road; 128 Washington Road; and 71 Sandy Pond.

C. Hillman asked if G. Luca, the Town Administrator and one of the Chiefs could meet with McNiff.

[DRAFT]

JBOS Update

G. Luca stated there was no JBOS Update at this time.

New Business / Selectmen's Questions

C. Hillman asked the Town Administrator to look into the legalities of the Planning Board Meeting held recently in Executive Session at 6pm.

Approval of Minutes

May 6th Minutes were moved to June 17, 2014 for approval

May 21, 2014 Minutes were approved by a motion made by G. Luca and seconded by J. Livingston. **Motion to approve minutes for May 21, 2014 passes 3-0.**

Adjournment

Motion was made by G. Luca and seconded by C. Hillman to adjourn the meeting at 9:55pm. Motion passes 3-0. Meeting adjourned at 9:55pm.

Minutes Recorded and Respectfully Submitted By: R. Pontbriand, Town Administrator

BOS Approved Minutes on: _____

Signed by Clerk: _____ Gary J. Luca, Clerk