

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



Tuesday, January 20, 2015
Meeting Minutes

Broadcast and Recorded by APAC

Present: Christopher R. Hillman, Chair; Jannice L. Livingston, Vice-Chair; Gary J. Luca, Clerk
Robert A. Pontbriand, Town Administrator
Carly M. Antonellis, Assistant to the Town Administrator

Call to Order: C. Hillman called the meeting to order at 7:02 PM.

Review and Approve Agenda: C. Hillman asked that online permitting be added to the Town Administrator's Report.

Motion: A motion was made by G. Luca and seconded by C. Hillman to approve the agenda as amended. **Motion passed 3-0.**

National Great Kindness Challenge Week Proclamation: The Board presented Page Hilltop School Principal Fred Deppe with a certificate of recognition for the school's participation in the Great Kindness Challenge Week.

Public Input: Mr. Sal Perla, President of the Nashoba Valley Medical Center, read a statement outlining his concerns with the proposed New England Recovery Center on Patton Road in Devens and the unintended negative consequences it could have on the Nashoba Valley Medical Center.

Frank Maxant, 14 Williams Street asked about the status of the MassDevelopment Wastewater Contract. C. Hillman said the Town Administration was actively communicating with the Mass Development on this issue. DPW Superintendent Mark Wetzal stated that he recently met with Mass Development to discuss.

Lisa Gabree, Town Accountant: L. Gabree requested approval of a Reserve Fund Transfer in the amount of \$2,550 for software training for the Tax Collector and the Benefits and Payroll Manager. The training will take place in February.

Motion: A motion was made by G. Luca and seconded by J. Livingston to approve the reserve fund transfer request in the amount of \$2,550 into account 01136. **Motion passed 3-0.**

Public Hearing – CDBG Projects for Submission: The public hearing was opened at 7:31 PM. G. Luca read the public hearing notice. Mr. David Maher and Ms. Alicia Hersey of the Office of Community and Economic Development and Michael Pingpank from Community Opportunities Group presented an overview of the upcoming CDBG submission, due February 13, 2015.

Tom Horgan, 134 Washington Street asked a question about the Pleasant Street School sewer project.

Motion: A motion was made by G. Luca and seconded by J. Livingston to close the public hearing at 7:56 PM. **Motion passed 3-0.**

Superintendent Mark Wetzel, Department of Public Works: M. Wetzel asked for consideration to waive the water and sewer connections for the Habitat for Humanity project at 76 Central Avenue; the total cost for the connections is \$7,500.

Motion: A motion was made by G. Luca and seconded by C. Hillman to waive the water and sewer connection fees for the Habitat for Humanity project located at 76 Central Avenue in the amount of \$7,500. **Motion passed 3-0.**

M. Wetzel has asked that the Board authorize Option Year 2 for the agreement with Hoyle, Tanner & Associates, Inc. for management of the Industrial Pretreatment Program for a fee not to exceed \$42,500.

Motion: A motion was made by G. Luca and seconded by J. Livingston to execute Option Year 2 for the agreement with Hoyle, Tanner & Associates, Inc. for management of the Industrial Pretreatment Program for a fee not to exceed \$42,500 with signature by the Chair. **Motion passed 3-0.**

M. Wetzel gave an update on the status of the Shirley Street Bridge. An inspection will be done by the State Bridge Engineer; once that is done an estimate can be done on needed repairs. \$75,000 is budgeted in the draft FY'16 capital planning budget.

M. Wetzel made a presentation from the Stormwater Utility Committee which focused on the stormwater utility status, budget, fee structure and recommend fees and implementation. The Board will hold a public hearing on Tuesday February 24, 2015 at 7:00 PM.

Town Meeting Warrant Guide and Article Submission System: J. Livingston stated that the approved 2005 version of the Town Meeting Guide was found recently. She will be reviewing both the 2005 document and her proposed document and will present one document at a future meeting.

She then presented the Article Submission System which creates action item tracking for each warrant article. It also provides additional information about articles for town meeting warrants.

Motion: A motion was made by J. Livingston and seconded by C. Hillman to approve the warrant article submission form as included in the January 20, 2015 packet. **Motion passed 3-0.**

Town Administrator's Report: R. Pontbriand requested to take the Habitat Humanity Land Transaction first because Carolyn Reed from Habitat was present at the meeting. R. Pontbriand and C. Reed explained the three documents needing approval by the Board of Selectmen that have been reviewed by Town Counsel.

Motion: A motion was made by G. Luca and seconded by J. Livingston to approve the arson and tax delinquency agreement with signature by the Chair. **Motion passed 3-0.**

Motion: A motion was made by G. Luca and seconded by C. Hillman to approve the land use agreement for 76 Central Avenue. **Motion passed 3-0.**

Motion: A motion was made by G. Luca and seconded by J. Livingston to approve the release of deed from the Town of Ayer to Habitat for Humanity for the property located at 76 Central Avenue for \$1 (one dollar and 00/100). **Motion passed 3-0.**

R. Pontbriand gave an administrative update relative to the ongoing budget hearings, health insurance rates; the upcoming Annual Town Meeting and an online permitting/online payment update.

The Massachusetts Alcoholic Beverages Control Commission requires each municipality to give a seasonal population estimate. This usually affects communities with a large tourism base, such as Cape Cod. Town Clerk Susan Copeland sent a memo stating that the projected seasonal population increase to the Town of Ayer in 2015 is zero.

Motion: A motion was made by C. Hillman and seconded by G. Luca to approve the projected seasonal increase of zero. **Motion passed 3-0.**

R. Pontbriand recommended that that the Board of Selectmen authorize the creation of a Comprehensive Plan Committee for the ten year update needed to the current plan. The committee will consist of 13 members, with seven (7) of the thirteen (13) being members from the community and the remaining six (6) be designees from the following: Board of Selectmen, Planning Board, Historical Commission, Zoning Board of Appeals, Parks Commission, Ayer Shirley Regional School District School Committee Ayer Representative.

Motion: A motion was made by G. Luca and seconded by J. Livingston to authorize the creation of the Comprehensive Plan Committee. **Motion passed 3-0.**

R. Pontbriand then recommended that the Board of Selectmen authorize the creation of a Holiday Tree Lighting Committee consisting of seven (7) members charged with the planning, programming, fundraising and implementation of the Town's 2015 Holiday Lights program.

Motion: A motion was made by J. Livingston and seconded by G. Luca to authorize the creation of the Holiday Tree Lighting Committee. **Motion passed 3-0.**

The Board of Selectmen reviewed a draft letter of support for the Town's upcoming Community Development Block Grant application, drafted by the Assistant to the Town Administrator.

Motion: A motion was made by G. Luca and seconded by C. Hillman to approve and sign the draft letter. **Motion passed 3-0.**

R. Pontbriand outlined the process for filling the Planning Board Vacancy as requested by the Planning Board. The Ayer Board of Selectmen and the Ayer Planning Board will meet in a Joint Session on February 17, 2015 during the regularly scheduled Board of Selectmen's meeting to jointly appoint a new member. Applications are due February 11, 2015 and the term of the appointment will be until the April 2015 election.

Motion: A motion was made by G. Luca and seconded by C. Hillman to have a joint meeting with the Planning Board on February 17, 2015. **Motion passed 3-0.**

R. Pontbriand gave an overview of the discussion of the official town flag. The Board reviewed two (2) submissions from resident Mr. Jim Fay. The Board has asked R. Pontbriand to contact the school department to talk about the possibility of having a town flag design contest.

New Business/Selectmen's Questions: C. Hillman inquired about the status of summer parking at Sandy Pond Road. R. Pontbriand advised that the Parks Commission will be discussing at their February meeting.

Approval of Meeting Minutes:

Motion: A motion was made by J. Livingston and seconded by C. Hillman to approve the meeting minutes of January 6, 2015. **Motion passed 3-0.**

Adjournment:

Motion: A motion was made by J. Livingston and seconded by C. Hillman to adjourn at 10:00 PM. **Motion passed 3-0.**

Minutes Recorded and Submitted by Carly M. Antonellis

Minutes Approved by BOS: 2-3-15
Gary J. Luca, Clerk: *Gary Luca*