

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



Tuesday December 1, 2015
Meeting Minutes

Broadcast and Recorded by APAC

Present: Jannice L. Livingston, Chair; Gary J. Luca, Vice-Chair; Christopher R. Hillman, Clerk

Robert A. Pontbriand, Town Administrator
Carly M. Antonellis, Assistant to the Town Administrator

Call to Order: J. Livingston called the meeting to order at 7:02 PM.

Announcements: J. Livingston made the following announcements:

- The Senior Citizen Property Tax Work-off Abatement Program will be available in 2016. The program provides Senior Citizens the opportunity to provide up to 125 hours of service to the Town in exchange for up to a \$1,000 reduction in personal property taxes in FY 2017.
- A Winter Parking Ban is in effect as of Friday November 15, 2015 through April 15, 2016.
- The Downtown Ayer Christmas Celebration will take place on Saturday December 12, 2015 from 12:00 PM – 3:00 PM.
- The Annual Tuba Christmas Concert will be held on Sunday December 13, 2015 at 2:00 PM. Both events are free and open to the public.

Review and Approve Agenda:

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

Public Input: None

Public Hearing – Application for License – Storage of Flammable and Combustible Liquids (MGL c. 148, §13) - Groton Ayer Realty Trust, 95 Fitchburg Road: C. Hillman opened the Public Hearing at 7:05 PM by reading the public hearing notice as advertised in the Lowell Sun on Monday November 23, 2015. Groton Ayer Realty Trust is seeking a new license pursuant to MGL c.148 §13 (storage of flammable and/or combustible liquids) for the storage of up to 10,000 gallons LP gas.

Mr. Henry Woodle, owner of the property, explained that he had a request from one of his business tenants to increase the capacity.

No abutters spoke against or in favor of the application.

Motion: A motion was made by G. Luca and seconded by C. Hillman to approve the application for the storage of flammable and combustible liquids, pursuant to MGL c.148 §13 for the storage of up to 10,000 gallons LP gas with signature by the Chair. **Motion Passed 3-0.**

Motion: A motion was made by G. Luca and seconded by C. Hillman to close the public hearing at 7:09 PM. **Motion Passed 3-0.**

Mrs. Susan Copeland, Town Clerk and Tax Collector: S. Copeland stated that she wanted to provide an update from the Offices of Town Clerk and Tax Collector.

Fee Increase Schedule – Effective January 4, 2016, pursuant to Article 37 of the 2015 Annual Town Meeting, fees for the following will increase: Municipal Lien Certificates, Vital Records, Marriage Intentions and Vital record amendments. These increases are intended to offset the increased costs for production.

Clerk Update – S. Copeland stated that the dog tags for 2016 will be available in December, which will give residents more time to register their dogs.

Collector Update – S. Copeland updated the BOS on collection volume for the following accounts: tax title, water and sewer liens, personal property, excise and real estate.

Superintendent Mark Wetzel, Ayer Department of Public Works: M. Wetzel introduced Mr. Bruce Burns as the recommended candidate for the DPW Highway Division Equipment Operator. M. Wetzel stated that Mr. Burns has worked for the town for several years and is the ideal candidate for the position.

Motion: A motion was made by G. Luca and seconded by C. Hillman to appoint Mr. Bruce Burns as Highway Division Equipment Operator for the Department of Public Works. **Motion passed 3-0.**

Ms. Cindy Knox, IT Director: C. Knox presented a draft policy for consideration relating to portable storage devices. C. Knox explained this policy was drafted in an effort to reduce the Town's risk of data breaches.

Motion: A motion was made by C. Hillman and seconded by G. Luca to approve the Informationan Technology Policy for Portable Storage Devices. **Motion passed 3-0.**

Town Administrator's Report: R. Pontbriand offered a brief administrative update regarding the FY '17 budget; the Personnel Board's intention to review the Personnel Bylaw and Procedures; the Comprehensive Plan Committee and an update of the intersection of Rt. 2A and Willow Road in the Town of Littleton.

C. Hillman added that the Town of Ayer has met with Littleton twice and are planning another meeting in December. The tentative plan is to have a public hearing in both communities on the project in early 2016 to hear input about needed upgrades to the intersection.

2016 License Renewals – C. Antonellis presented the 2016 License Renewals and suggested voting to approve all renewals contingent upon the applicants paying all renewal fees and meeting all requirements pursuant to Town of Ayer Bylaw XLII and relevant Massachusetts General Law(s).

The list of 2016 License Renewals are as follows:

Business Name	Business Address	License Type
Toreku Tractor & Equipment, Inc.	4 Littleton Road	Class 1 Automobile
Gervais Inc.	5 Littleton Road	
Trailer Home Sales	1 Fitchburg Road	
L-3 Communications	90 Nemco Way	
Central Collision Center	121 Central Avenue	Class 2 Automobile
Nukar Auto Sales	7-11 Park Street	
Don's Auto Sales	9 Bishop Road	
J.C. Madigan, Inc.	8 Shaker Road	
Terranova Auto Body	40 Littleton Road	
Sean's Auto & Truck Center, Inc.	42 Littleton Road	
Rt 2A Auto Sales, Inc.	77 Fitchburg Road	
Power of Honesty, Inc.	179 West Main Street	
Harry Schwartz & Sons, Inc.	20 Sandy Pond Road	Class 3 Junk Collector
Subway	1 Mill Street	Common Victualler
Ayer Convenience	60 Park Street	
Deven's Pizza & Deli	210 West Main Street	
McDonald's Restaurant	2 Sandy Pond Road	
Wendy's Restaurant	2 Barnum Road	
Woo Jung Restaurant	174 West Main Street	
Verona Pizza & Seafood	18 Park Street	
Dunkin Donuts	18 Park Street	
Dan's Place	200 West Main Street	
Ayer Gulf	26 Park Street	
The Cottage Restaurant	18 Main Street	
Wok & Roll	49 Park Street	
Lazy Mary's	30 Littleton Road	
Taco Bell	4 Sandy Pond Road	
Union Coffee	25 Main Street #1	
Tipo Taco's	35 Main Street	
The Vineyard	63 Park Street	s15 Beer and Wine Package
Ayer Shop 'n Save	22 Fitchburg Road	
Ayer Package Store, Inc.	48 Main Street	s15 All Alcohol Package
Traffic Circle Liquors, Inc.	2 Littleton Road	
Barnum Road Liquors, Inc.	1 Barnum Road	
Archer's Mobil	70 Main Street	s15 Beer and Wine Package; Common Victualler
Chung Ge Market	210D West Main Street	
Pauline's Variety	67 1/2 East Main Street	
Ayer Gun & Sportsmen's Club	225 Snakehill Road	s15 Beer and Wine Package Club; Common Victualler
Carlin's	7 Depot Square	s12 All Alcohol Restaurant; Common Victualler; Amusement; Sunday Entertain;
Billiard's Café	39 Main Street	
Mango Grill	38 Littleton Road	s12 All Alcohol Restaurant; Common Victualler
Lucia's Tavola Ristorante	31 Main Street	
Markoh's on Main	43 Main Street	

Shaker Hills Country Club	146 Shaker Road	
New England Flatbread & Ale Company, Inc.	9 Main Street	
Tiny's Restaurant	2 Groton School Road	s12 All Alcohol Restaurant; Common Victualler; Amusement
Nashoba Club	14 Central Avenue	
Parthenon Pizza	60 West Main Street	Common Victualler; Amusement

Motion: A motion was made by G. Luca to approve all renewals contingent upon the applicants paying all renewal fees and meeting all requirements pursuant to Town of Ayer Bylaw XLII and relevant Massachusetts General Law(s) and to only release the licenses of those who have met those requirements. **Motion passed 3-0.**

Restructuring of the I.T. Committee – R. Pontbriand explained the need for the restructuring of the I.T. Committee. He stated that the I.T. Committee, over the past three years, has been plagued with quorum issues and the Committee’s charge has become more complex with the threat of data breaches/security issues. R. Pontbriand is recommending that the make-up of the Committee change to the following: I.T. Director, Town Administrator, Town Accountant/Finance Manager, Police Department Representative, Fire Department Representative.

Motion: A motion was made by G. Luca and seconded by C. Hillman to approve the restructuring of the I.T. Committee, as recommended by the Town Administrator. **Motion passed 3-0.**

New Business/Selectmen’s Questions: The BOS discussed the ongoing property dispute at Depot Square and lack of progress being made with respect to the transfer of land. Members requested that all parties be invited to the next meeting of the BOS.

Nuisance Bylaw Discussion (Selectman Hillman) C. Hillman wanted to get status of the nuisance bylaw that passed at the Special Fall Town Meeting. R. Pontbriand advised that the Attorney General’s office is in the process of reviewing the bylaw and has ninety days to do so. R. Pontbriand stated that he will convene a meeting of enforcement departments upon hearing from the Attorney General’s office and report back to the Board.

Approval of the Minutes:

Motion: A motion was made by C. Hillman and seconded by G. Luca to approve the meeting minutes from November 17, 2015. **Motion passed 3-0.**

Adjournment:

Motion: A motion was made by G. Luca and seconded by G. Luca to adjourn at 8:33 PM. **Motion passed 3-0.**

Minutes Recorded and Submitted by Carly M. Antonellis

Minutes Approved by BOS: 12-15-15

Christopher R. Hillman, Clerk: CHR Hillman