

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



Tuesday, June 24, 2014 – 7:00pm

MEETING MINUTES

Selectmen in Attendance: Christopher Hillman, Chair; Jannice Livingston, Vice-Chair; Gary Luca, Clerk
Also in Attendance: Robert A. Pontbriand, Town Administrator
Carly M. Antonellis, Assistant to the Town Administrator

Call to Order: Meeting was called to order in Open Session at 7:07pm by Chairman Hillman.

Review and Approval of Agenda: J. Livingston requested to table the approval of the 6/17/14 meeting minutes to the next meeting. J. Livingston requested to take up the approval of the December 17, 2013 and January 7, 2014 meeting minutes. R. Pontbriand also provided documentation for Chief Murray's appointment recommendations.

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

Public Input: Mr. John Kilcommins, 16 Mulberry Circle, is concerned relative to speeding on Mulberry Circle. Mr. Kilcommins has been in contact with Chief Murray on 6/25/14 to discuss options. Mr. Kilcommins will make sure that Chief Murray is aware he has brought this issue up to the Board.

Common Victualler's License Application: Mr. Jenish "Danny" Patel, owner of Ayer Convenience Inc., requested approval of a Common Victualler's License at 60 Park Street.

MOTION: Motion was made by G. Luca and seconded by J. Livingston to approve the application for a Common Victualler's License. Motion passes 3-0.

Appointment of Benefits and Payroll Manager: R. Pontbriand stated that the search committee for the position of Benefits and Payroll Manager met four times. The Committee received seventeen applications and selected five to interview. One applicant withdrew their name prior to being interviewed. R. Pontbriand thanked the search committee and stated that the committee selected Mr. Kevin Johnston for recommendation to the Board of Selectmen for their approval.

MOTION: Motion was made by J. Livingston and seconded by G. Luca to approve appointment of Mr. Kevin Johnston as Benefits and Payroll Manager. Motion passes 3-0.

Susan Copeland, Town Clerk and Tax Collector: Ms. Copeland presented a proposal to change hours at Town Hall from Monday through Friday 8:30am – 5pm to Monday, Wednesday and Thursdays 8am-4pm; Tuesdays 8am-7pm; Friday 8am – 1pm. Ms. Copeland stated that the request is being made after receiving many inquiries from the public who have difficulty coming to town hall during normal business hours. R. Pontbriand also stated that the proposed change in hours will also lessen the heating and cooling needs of the building. C. Hillman stated that there is no harm in trying the proposal and the Board can revisit the issue in three to four months, if need be.

MOTION: Motion was made by G. Luca and seconded by J. Livingston to approve the proposed change in hours effective August 4, 2013. Motion passes 3-0.

Town Administrator's Report: R. Pontbriand explained a request for a reserve fund transfer in the amount of \$15,479.47 in the legal services line item. The requested amount is needed to close out the FY'14 budget.

MOTION: Motion was made by J. Livingston and seconded by G. Luca to approve the reserve fund request in the amount of \$15,479.57 for legal services. Motion passes 3-0.

R. Pontbriand provided an overview of the Disbursement/Resolution of the Town's HRA Account. There is approximately \$18,000 left in account. Based on the provisions of the agreement between the Town and the unions, the HRA may not be closed at this time. Federal law requires remaining funds to revert to the general fund. The Board took no action this time. G. Luca asked that the Town Accountant contact Benefit Strategies.

Building Commissioner G. Vellante presented a proposal for staffing changes in the Building Commissioner's Office. Board members expressed concern with the proposal because the goal of the funding is to have the office open more than two days per week. Mr. Vellante said that he doesn't feel there is a problem with scheduling.

MOTION: Motion was made by G. Luca and seconded by J. Livingston to advertise for an assistant building inspector at the rate of \$25 per hour 18 hours a week and to discuss at the 7/15/2014 meeting the office coverage issue. Motion passes 3-0.

The Board then made the following FY'15 appointments:

MOTION: Motion made by G. Luca and seconded by J. Livingston to appoint Ms. Ramona Bean as Assistant Tax Collector. Motion passes 3-0.

MOTION: Motion made by G. Luca and seconded by J. Livingston to appoint the following people for one year appointments: Gabriel Vellante – Building Commissioner; Roland Bernier – Alternate Building Inspector; Robert Friedrich – Plumbing/Gas Inspector; James Bakum – Assistant Plumbing/Gas Inspector; Alan Parker – Wiring/Electrical Inspector; Philip Horgan – Assistant Inspector of Wires. Motion passes 3-0.

MOTION: Motion made by G. Luca and seconded by J. Livingston to appoint Lee Curtis to a three year term on the Conservation Commission. Motion passes 3-0.

MOTION: Motion made by G. Luca and seconded by J. Livingston to appoint Brian Anderson and Nicholas Laggis to five year terms to the Industrial Development Finance Authority. Motion passes 3-0.

MOTION: Motion made by G. Luca and seconded by J. Livingston to appoint Charles Schultz to a three year term on the Zoning Board of Appeals.

MOTION: Motion made by G. Luca and seconded by J. Livingston to appoint Charles Schultz to a three year term on the Personnel Board. Motion passes 3-0.

The Board tabled the Police Department appointments until the next meeting.

New Business/Selectmen's Questions: DPW Superintendent Mark Wetzel stated that he had met with MRPC regarding the traffic count data taken on Sandy Pond Road. The DPW will be reviewing options for traffic calming, speeding and parking. Further information to be reported to the Board on July 15, 2014.

C. Hillman inquired about the beaver dam situation. M. Wetzel stated there are several issues with the beavers. The DPW hired Beaver Solutions last fall to research solutions for the damns in town affected by the beavers. The DPW is actively working to keep up with the damage caused by the beavers.

C. Hillman asked about a proposed sign bylaw for signs placed on the rotary. J. Livingston brought up that the rotary is under Mass Highway's jurisdiction. C. Hillman will contact the Commonwealth.

C. Hillman wanted to discuss enforcement of the Littering Bylaw. The Board will table the matter until the next meeting.

Approval of Meeting Minutes: J. Livingston stated that no changes have been made to the draft meeting minutes of December 17, 2013 and January 7, 2014.

MOTION: Motion made by G. Luca and seconded by C. Hillman to approve the meeting minutes of December 17, 2013. Motion passes 3-0.

MOTION: Motion made by G. Luca and seconded by J. Livingston to approve the meeting minutes of January 7, 2014. Motion passes 3-0.

J. Livingston would like more detail in the June 17, 2014 minutes relative to the electronic devices. Minutes tabled until next meeting.

G. Luca then asked Town Treasurer M. Stephanie Gintner why she put in for a payment for herself on the warrant of over \$1,800. S. Gintner said she wouldn't comment.

G. Luca asked for an update of Old Groton Road. R. Pontbriand stated that the issue still being reviewed by Town Counsel. M. Wetzel stated that the DPW is doing drainage work on both ends of Groton Road and that he still has concerns with liability on a private road. G. Luca stated that he wants the road fixed to the point where it can be plowed with a regular plow truck.

C. Hillman brought up the paving of the parking lot at the corner of West Main and Park Street. R. Pontbriand will follow up with G. Vellente to ensure proper permits were pulled, etc.

MOTION: Motion made by G. Luca and seconded by J. Livingston at 9:09pm to enter into executive session pursuant to MGL Chapter 30A, Section 21A, Exemption #3 pursuant Collective Bargaining for DPW Contract Negotiations Re: DPW Office Manager Position Removal from the Union and AFSCME 93 Town Hall / Clerical Union Contract Negotiations Strategy and to adjourn meeting from Executive Session. To discuss these matters in open session would be detrimental to the Town's negotiations strategy. Roll Call: C. Hillman YES; J. Livingston YES; G. Luca YES; Motion passes 3-0.

Minutes Recorded and Submitted by Carly M. Antonellis

BOS APPROVED MEETING MINUTES ON July 15, 2014

APPROVED BY BOS CLERK , GARY J. LUCA, CLERK