

Town of Ayer
Board of Selectmen
Ayer Town Hall – 1st Floor Meeting Room
Ayer, MA 01432
Tuesday, July 15, 2014 - 7:00pm
Meeting Minutes



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

Call to Order: The meeting was called to order by Chairman Hillman at 7:01pm.

Review and Approve Agenda and Announcements: G. Luca stated that he has documentation for the JBOS update under New Business. G. Luca also would like to discuss the wastewater RFP. The Sandy Pond Road and Old Groton Road updates will also be brought up under Superintendent Wetzel's report.

R. Pontbriand announced that on July 31, 2014 at 7pm in the Great Hall the DPW will be holding a Public Input Meeting on the Solid Waste Curbside Study.

R. Pontbriand also announced that the Finance Committee Chairman would not be able to make it for the 7:15pm agenda item.

R. Pontbriand also indicated that he received a letter of interest from Jeremy Callahan to be appointed to the Zoning Board of Appeals, which will be taken up under the Town Administrator's Report.

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

Public Input: Mr. Howard Hall came before the Board to request that the Town pave Mountain View Avenue. Although the road is a "private road" it has access to public water and sewer. M. Wetzel stated that the opinion of counsel, at this time, doesn't allow the town to pave the private way, but they are able to plow it. M. Wetzel then informed the Board about the Town of Westford's committee to study non-public ways. Mr. Hall stated he would be interested in helping out on that committee, once it's formed. M. Wetzel will be putting together a proposal for a committee and will present at the next Selectmen's meeting.

Because Mr. Hall is also under the appointments section of the agenda, G. Luca suggested taking up his Zoning Board of Appeals appointment because Mr. Hall was already in front of the Selectmen.

MOTION: Motion was made by G. Luca and seconded by J. Livingston to appoint Mr. Howard Hall to a three year term on the Zoning Board of Appeals. Motion passes 3-0.

Selectman Hillman thanked former Superintendent Carl Mock for his service to both the Towns of Ayer and Shirley.

Resident Mary Spinner brought up the condition of the flags on Main Street during the 4th of July festivities. M. Wetzel is working on the issue with his Department and the Veteran's Department.

Selectman Hillman also thanked the 4th of July Committee for another successful 4th of July celebration.

Mr. Scott Houde, Chairman, Finance Committee - Financial Policy Update: As stated earlier Chairman Houde could not attend the meeting due to an unforeseen work obligation. Both Selectman Luca and Selectman Livingston served on the policy review committee, therefore the Board felt comfortable taking up the matter.

MOTION: Motion was made by G. Luca and seconded by J. Livingston to approve the financial policy, as printed. Motion passes 3-0.

Ayer Gun & Sportsman's Club - Request for Change of Beer & Wine License: The Board received a request from the Ayer Gun and Sportsman's Club to change their hours of operation to Sunday through Saturday from 12:00pm until 11:00pm and to increase the number of functions per year to 40.

MOTION: Motion made by G. Luca and seconded by J. Livingston to approve request, effective immediately. Motion passes 3-0.

Appointment of Rail Advisory Committee: Mr. Patrick Hughes, Ms. Kathleen O'Connor were present to be appointed to the Ayer Train Station Advisory Committee. Mr. Jeremy Callahan was not in attendance. The group presented their Mission Statement and Objectives.

MOTION: Motion made by G. Luca and seconded by J. Livingston to appoint Patrick Huges, Kathleen O'Connor and Jeremy Callahan to the Ayer Train Station Advisory Committee and to appoint Carolyn McCreary and Harry Zane as Alternates. Motion passes 3-0.

Ms. Alicia Hersey, Economic Director Office: Ms. Alicia Hersey was in attendance for Mr. David Maher to request a transfer of lien for 15-17 Main Street. The property is held in trust by members of the Bresnahan and McGuane families. Joseph and Ryan McGuane are in the process of purchasing the building from the other trust members, which is why they are requesting the transfer.

MOTION: Motion made by G. Luca and seconded by J. Livingston to approve the Transfer of Lien for 15-17 Main Street and for the Town of Ayer to be subordinate in the municipal lien with signature by the Chairman when the paperwork is drawn up. Motion passes 3-0.

Chief Robert Pedrazzi, Ayer Fire Department: Chief Pedrazzi presented a purchase order that needed Board approval in the amount of \$29,757.00 to purchase Life Pack 15 from Physico Control, Inc.

MOTION: Motion made by G. Luca and seconded by J. Livingston to approve the purchase order in the amount of \$29,757.00. Motion passes 3-0.

Mr. Mark Wetzel, DPW Superintendent: Superintendent Wetzel gave an update of the Pingry Hill subdivision built by Crabtree Development, LLC. Four streets need acceptance at the Fall Town Meeting: Deer Run, Partridge Run, Hickory Way and Old Farm Way.

M. Wetzel gave an update on the National Pollutant Discharge Elimination System and presented a proposed permit compliance schedule.

M. Wetzel then presented MRPC traffic data for Sandy Pond Road. Police Chief William Murray worked with the DPW to put up additional traffic signs and signals. New cross walk will be going in this week. Both M. Wetzel and W. Murray said that solar powered signs displaying speed may help with traffic calming. M. Wetzel and W. Murray will be meeting with the Parks Commission to discuss larger issue of lack of parking.

M. Wetzel gave an update on Old Groton Road. He referenced the July 10, 2014 letter from Town Counsel and said that a bylaw is needed to establish a process to allow temporary repairs to the roadway and that most other communities assess betterments for this type of road repair roads. G. Luca and J. Livingston both expressed their concerns that the road should be graded before the winter so that a plow is able to get down the road safely and in a timely manner.

MOTION: Motion was made by J. Livingston and seconded by G. Luca to direct the DPW to grade Old Groton Road and to make it serviceable as soon as possible. Motion passes 3-0.

G. Luca stated that he realized it was a “Band-Aid” approach and that the issue is much bigger, but he is hopeful it will be addressed in the committee to study non-accepted ways, discussed earlier in the meeting.

C. Hillman then brought up the issue of GPS in town vehicles. M. Wetzel stated that the DPW did need it in the truck that goes out of town/state daily, but he didn’t see a need for it in other vehicles.

Building Department Staffing Proposal: J. Livingston asked Building Commissioner Gabe Vellante why his submitted proposal listed only 15 hours per week, when the Board previously voted on 18 hours per week. G. Luca stated his concerns that the collective board wants more coverage. R. Pontbriand stated that he will proceed with hiring a part-time inspector for 18 hours a week at \$25 per hour with two goals in mind: increased coverage and property enforcement.

BOS Policies Review: J. Livingston went over proposed changes to the Board of Selectmen’s General Policies and Procedures Manual. G. Luca and C. Hillman thanked J. Livingston for her hard work in preparing the document. Minor formatting changes and edits will be made and presented at the next Board of Selectmen Meeting on 8/19/14.

Town Administrator’s Report: R. Pontbriand asked the Board to approve the following appointments:

MOTION: Motion made by G. Luca and seconded by J. Livingston to make the following one year police department appointments: Robert Finn, Edward Nelson; Robert Soultainian – Reserve Police Officers and Robert Freidrich – Animal Control Officer. Motion passes 3-0.

MOTION: Motion made by G. Luca and seconded by J. Livingston to appoint Mr. Casey Scott as Reserve Patrol Officer, contingent upon successfully passing background check, physical and physiological check. Motion passes 3-0.

MOTION: Motion made by G. Luca and seconded by J. Livingston to appoint Jeremy Callahan to the unexpired term on the Zoning Board of Appeals with an end date of 6/30/2015. Motion passes 3-0

R. Pontbriand then went over the specifics of the new hours at Town Hall.

R. Pontbriand presented a request from St. Mary’s Parish for two (2) One-Day Beer & Wine Licenses. St. Mary’s is requesting 2 licenses for Friday September 5, 2014 and Saturday September 6, 2014 for their annual Lawn Party.

MOTION: Motion made by J. Livingston and seconded by G. Luca to approve 2 One-Day Beer & Wine Licenses from 5pm- 9pm on both September 5, 2014 and September 6, 2014. Motion Passes 3-0.

R. Pontbriand then presented a letter drafted to the General Manager of the MBTA relative to the Ayer Commuter Rail Station to emphasize the importance of a timely resolution and asked for the Board for their signatures. The Board signed the letter as drafted.

R. Pontbriand presented a letter drafted to Mr. George Ramirez at Mass Development at the request of Chairman Hillman relative to the Agreement for Wastewater Treatment and Disposal Services.

MOTION: Motion made by J. Livingston and seconded by G. Luca to approve the letter as drafted and to sign. Motion Passes 3-0.

R. Pontbriand presented a memo that was sent to the Town Treasurer relative to the OPEB/PRIT trust fund. The Treasurer has not set this fund up yet.

R. Pontbriand explained a request for three reserve fund transfers: 1) Planning Board (\$13.72) 2) ZBA (\$51.20) 3) Town Counsel (\$9,866.05)

MOTION: Motion was made by G. Luca and seconded by J. Livingston to approve the Planning Board Reserve Fund Transfer in the amount of \$13.72. Motion passes 3-0.

MOTION: Motion was made by G. Luca and seconded by J. Livingston to approve the Zoning Board of Appeals Office Reserve Fund Transfer in the amount of \$51.20. Motion passes 3-0.

MOTION: Motion was made by G. Luca and seconded by J. Livingston to approve Town Counsel Reserve Fund Transfer in the amount of \$9,866.05. Motion passes 3-0.

R. Pontbriand gave a brief review of the status of the Employee Recognition Program. He reported that at a recent Department Heads meeting, no one supported the idea.

New Business/Selectmen's Questions: JBOS Update: Selectman Luca gave out two updates relative to potential zoning changes for fall town meeting and a request for funding from MassDevelopment for JBOS members for the evaluation of zoning changes.

Properties Enforcement Update: Selectman Hillman suggested convening a meeting later in the summer.

Selectman Hillman brought up the enforcement of the Town's Littering Bylaw. Chief Murray said that the Police Department also uses the State's littering law for enforcement purposes.

Selectman Hillman would like someone to give a presentation about the logistics of GPS in Town Vehicles.

Approval of Meeting Minutes: The Board approved the following meeting minutes:

MOTION: Motion was made by J. Livingston and seconded by G. Luca to approve the meeting minutes of March 4, 2014. Motion passes 3-0.

MOTION: Motion was made by J. Livingston and seconded by C. Hillman to approve the meeting minutes of June 17, 2014. Motion passes 3-0.

MOTION: Motion was made by J. Livingston and seconded by C. Hillman to approve the meeting minutes of June 24, 2014. Motion passes 3-0.

MOTION: Motion was made by J. Livingston and seconded by G. Luca to adjourn at 10:22pm. Motion passes 3-0.

Minutes Recorded and Submitted by Carly M. Antonellis

BOS Approved Meeting Minutes on 8-19-14

Approved by BOS Clerk , Gary J. Luca, Clerk