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Town of Ayer
 Board of Selectmen
 Town Hall, First Floor Meeting Room



Ayer Massachusetts 1432

Thursday June 2, 2011

Gary J. Luca, Chairman	X	Carolyn McCreary, Member (vacation)	A
James M. Fay, Vice Chairman	X	Pauline Conley, Member	X
Frank F. Maxant, Clerk	X	Robert Pontbriand, Town Administrator	X
Janet S. Lewis, Secretary	X		

7:00p.m. Open Session

Chairman Luca called the meeting to order-**stating** this would be a short meeting.

Agenda Item #1. Town Administrator Robert Pontbriand requesting to take up two additional last minute items under his report: Certification of Application signature by Chairman required under Green Communities Action Grant approved by Board on 5-4-11 and Police Dept.- request to proceed with process to fill vacancy.

Selectman Maxant advising to Planning Board meeting on 2nd Floor this evening due to Selectmen’s Meeting. Selectman Maxant advising to bet with Planning board member as to who would adjourn sooner.

Chairman Luca requested if there was anyone wishing to speak under Public Input-Mary Spinner –to be taken up at end of meeting.

Agenda Item #2. DPW Director’s Report-The Board met with Supt. Dan Nason

United Rentals Purchase Order-Selectman Fay moved the Board vote to approve the P.O. 93523807 for the rental of a track machine with hammer for the water main replacement project on Newton Street, work commencing on June 6, 2011 in the amount not to exceed \$7500.00, 2nd by Selectman Conley, VOTE: unanimous, so moved.

Selectman Conley questioning why Town Administrator/Superintendent cannot approve rental should be allowed to make decision. Selectman Fay stating procedural issue if purchase is over \$5K must be approved by Board. Selectman Conley suggesting guidelines be established re making judgment calls, Chairman Luca having no problem if request falls within procedures will allow. Supt. Nason advised to signs being placed on vehicles at NMSB parking lot and Town Hall employees notified to seek additional parking during construction of water line on Newton St., and Town Administrator advising to Calvin Moore allowing Town Hall employees to park in his lot across from the old fire station and Chairman Luca advising to a few additional parking spaces at Post Office as well. Fire Dept to place barricade up re safety issues.

MHQ-Ford F-250 2011 Wastewater Pick-up Truck-Supt. Nason advising to funding for the purchase was approved at the Spring 2011 ATM. Selectman Fay moved the Board vote to approve the P.O. from MHO of Marlborough, MA in the amount not to exceed \$33,241.00 per the MA State Bid 2nd by Selectman Conley for discussion, inquiring re number of tires needed, and invoice indicating all terrain tires listed twice on invoice. Supt. Nason to remove \$145.00 from bill re double billing. VOTE: unanimous, so moved.

Agenda Item #3. Fire Chief Robert Pedrazzi –the Board met with Chief Pedrazzi

COM OF MA FEMA REIMBURSEMENT-Chief Pedrazzi presented the Board the Contract for additional money realized from the WWTP re Flood Insurance policy in the amount of \$5,142.87. Chief Pedrazzi advising to challenge presented re Town’s having Flood Insurance in place during the March 2010 flooding. Town Administrator Robert Pontbriand acknowledging the Chief’s steadfast attitude working diligently during the flooding dealing with tenacious mountain of paperwork which paid off with this additional

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reimbursement to the Town. Selectman Conley moved the Board approve the FEMA Reimbursement Contract presented by Chief Pedrazzi in the amount of \$5,142.87 payable to Town of Ayer and authorize the signature of Chairman on this contract, 2nd by Selectman Fay, VOTE: unanimous, so moved.

Reserve Fund Transfer-Chief Pedrazzi presented the Board a Reserve Fund Request in the amount of \$48,160.00 in salaries and over-time due to two (2) unforeseen and extraordinary injuries to personnel requiring replacement personnel and two (2) Family Medical Leave requests and extraordinary amount of fires (brush). Chief Pedrazzi advising to this being an extraordinary year all salary related and budget for Fy-11 not enough to cover last payroll. Chief Pedrazzi advising to Town Accountant and Fin-/Com being briefed during the budget discussions re shortfall anticipated. Selectman Fay moved the Board vote to approve the Reserve Fund Transfer in the amount not to exceed \$48,160.00 and authorize the Chairman's signature, 2nd by Selectmen Conley, VOTE: unanimous, so moved.

Agenda item #3. Town Administrator's Report-

1. One Day Beer & Wine License-Ayer/Shirley Lion's Club Annual Spaghetti Supper

Mr. Pontbriand presented the Board the Ayer/Shirley Lions Club License for their approval per the request by Calvin Moore for the Billiards Café to serve/pour at this function on Tuesday, June 14, 2011 from 4pm to 9:00p.m. at Dan's Place -200 West Main Street, Ayer, MA . Selectman Fay moved the Board vote to approve the One Day Beer & Wine License for the Ayer/Shirley Lions Club for 6-14-10 2nd by Selectman Conley, VOTE: unanimous, so moved.

2. BCM Controls-Mr. Pontbriand updated the Board to the Department of Energy Resources (DOER) grant provisions for the WWTP Heating System Upgrade, the DOER will provide up to 10% of the total project cost to the Town for project administration. Mr. Pontbriand advising to the project valued at \$105K or up to \$10,500.00 available to the Town for project administration. Mr. Pontbriand advising to technical expertise re the project's success attributable to Dan Sherman, Facilities Director who continues to administer the project for the Town. Mr. Pontbriand requesting the Board's authorization to compensate Mr. Sherman at his salaried hourly rate for 78 hours plus an additional 8 hours through June 30, 2011.and balance of \$10,500.00 going into General Fund.

<u>Hours:</u>	Project research and time:	25 hours
	Office/Admin time:	21 hours
	Site/facility evaluation:	20 hours
	Procurement preparation:	12 hours
	Additional hours through 6-30-11	<u>8 hours</u>
	Total	86 hours

Selectman Fay moved the Board vote to approve and authorize compensation to Dan Sherman for 86 hours at his hourly rate, from \$10,500.00 Project Administration DOER WWTP Heating System Grant for his technical assistance over and above his regular hours with balance of the \$10,500.00 going into the General fund, 2nd by Selectman Conley.

Selectman Maxant urging Mr. Pontbriand to charge the DOER Project Administration for his time re procurement preparation, to which Mr. Pontbriand stated he did not want reimbursement as procurement is part of his responsibilities as Town Administrator but he would look into charging the Grant to reimburse the Town for his time spend on procurement preparation and present the Board a proposed budget at their next meeting on 6-14-11.

3. Certification of Application-Green Communities Action Plan-Mr. Pontbriand updated the Board to meeting with Margaret Graham on 4-19-11 and Certificate of Application necessary to accompany the Grant Application due in to the State by 6-30-11 and the Board unanimously approving the Green Communities Action Grant at their 5-4-11 Meeting. Selectman Maxant moved the Board authorize the

Chairman’s signature on the Certification of Application, 2nd by Selectman Fay, VOTE: unanimous, so moved.

- 4. Police Chief –Patrolman’s position- Vacancy Request to proceed to fill vacancy-Mr. Pontbriand presented the Chief’s request to fill vacancy and approved by Board. The Board acknowledging Strong Chief Policy but as a courtesy to Board permission requested and approved. Last day of employment of patrol officer 6-30-11.

PUBLIC INPUT-Mary Spinner

Ms. Spinner requested status in following:

- Devens Wastewater buy back-advised by Town Administrator advising to proposal coming in on 6-3-11 for Rate Com to review along with Town Accountant being involved in future discussions.
- Groton Inter-municipal Agreement- (Sewer) being discussed by Town of Ayer/Town of Groton Selectmen and DPW staff.
- Water/Sewer Outstanding bills-Town Administrator to update Board on 6-14-11
- Home Rule Petition-status
- Insurance Committee-Selectman Conley advising to having this Committee reactivated and on Fy-Appointments for Fy-12
- 76 Central Ave.-scheduled for 6-14-11 Selectmen’s Meeting re update on Habitat interest.
- Political Campaign** Signs-discussion re creating a policy re placement & removal timeframes.
- Mailing of warrants-reconsider –look into placing on Website
- TIF Committee-reactivated and placed on Fy-12 Appointments
- Redistricting-Town Clerk to be on 6-14-11 Agenda re his input/update
- Willow Rd. traffic light-update –Town Administrator & Supt. Nason to review current information that exists to resurrect –Selectman Maxant suggesting to involve Senator Eldridge re regional plan through Metropolitan Planning Organization (MPO) for Ayer & Littleton.

New Business/Selectmen’s Questions-Selectman Maxant noted Planning Board leaving Town Hall
Selectman Conley:

1. Status of Patrolmen’s Contract and advised by Chairman –in holding pattern.
2. Questioned if Selectman’s Office still received CD from APAC re recordings of Selectmen’s Meetings and advised no- the library only.

Town Administrator advising Board to Executive Session on Selectmen’s 6-14-11 Meeting Schedule re Collective Bargaining and two other matters.

8:15p.m. Selectman Fay moved the Board adjourn the meeting, 2nd by Selectman Maxant, VOTE: unanimous, so moved.

8:15p.m. Meeting adjourned.

____ Frank F. Maxant, Clerk

____ Date: