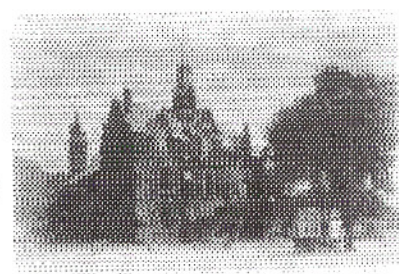


# Town of Ayer

## Board of Selectmen

**Town Hall, First Floor Meeting Room  
Ayer Massachusetts, 01432  
1-27-09**



**Tuesday, January 27, 2009**

**Meeting date: 1-27-09**

Present:

|   |   |   |   |
|---|---|---|---|
| Carolyn McCreary, Chairman (Ms. McCreary) | X | Cornelius F. Sullivan, Vice-Chairman (Mr. Sullivan)absent |   |
| Richard D. Gilles, Clerk (Mr. Gilles)     | X | James Fay, Member (Mr. Fay)                               | X |
| Gary J. Luca, Member (Mr. Luca)           | X | Shaun Suhoski, Town Administrator (Mr. Suhoski)           | X |
| Janet Lewis, Secretary (Mrs. Lewis)       | X |   |   |

**Meeting Called to order at 7:15p.m.**

**Agenda Item #1. Special Town Meeting**-Town Administrator advised the Board to several business items requiring need for Special Town Meeting:

- Funding for finalized Collective Bargaining Agreement with Teachers transfer from Stabilization Fund to fund wage adjustment re Health Insurance transfer
- Water Capital Projects borrowing -Tata & Howard-Enterprise Fund Transfer
- Article to ratify and fund Collective Bargaining Agreements Fire-fighters, if ready (not finalized)
- Request from MADeV for Super Town Meeting, re Vicksburg Square rezoning.

Mr. Suhoski advising in order to provide sufficient time for posting (14 day requirement) , voter registration, notification to public. Mr. Suhoski suggesting Monday 2-23-09 or Monday, 3-2-09 as a possible dates for Special Town Meeting.

The Board requested if Contract/s approved at Town Meeting they should be made public immediately.

**Agenda Item #2. Super Town Meeting –Vicksburg Sq. rezoning** –Selectman Fay updated the Board to the Vicksburg Square Super Town Meeting request re zoning necessary to stay within bounds of Reuse Plans Chapter 498. Ayer, Shirley & Harvard requested to have a Super Town Meeting within four (4) weeks re this rezoning of mixed use (commercial & residential) with the goal being further development of affordable housing. Zoning change required to put plan forward. Selectman Gilles stating Super Town Meeting being premature don't have development plan-work in progress-end of February will have an idea what zoning interest is don't have all the information re change in zoning/don't know nature/scope of projects planned to schedule a Super Town Meeting in thirty days is absurd. Wait until Thursday's JBOS re further information re this request for Super Town Meeting. Selectman Luca requested if Selectman Gilles had financial interest/conflict of interest. Mr. Gilles stating no- not aware of any has contacted State Ethics Commission re concepts of development re Vicksburg Sq. Ms. Spinner also concerned re need to know what going on, planned for before scheduling a Super Town Meeting , reiterating Selectman Gilles request to wait for more information from JBoS Meeting on Thursday the 29<sup>th</sup> of January. Frank Maxant also in agreement to wait to see what's proposed protect quality of life in Ayer, and ensure no competition of businesses to take away from downtown Ayer. Consensus of Board to agenda this on the Board's Agenda for the 2<sup>nd</sup> for more discussion and not go forward with Super Town Meeting until Board has clear idea of what is being proposed. The Board also discussed whether the Super Town Meeting needs to be held on the same date as Harvard & Shirley. Mr. Maxant alerting Selectman Fay to 2/3 Vote required re zoning change.



**Agenda Item #3. Fy-09 Snow Budget Deficit**-Mr. Suhoski updated the Board to Town Accountant submitting current snow budget depicting budget shortfall of \$8300.00 and requesting the Board of Selectmen and Fin-Com to authorize the Department of Public Works to Deficit spend the Fy-09 Snow Removal budget.

ii Selectman Luca moved the Board authorize the Department of Public Works with the approval of the Fin-Com to Deficit spend the Fy-09 Snow Removal Budget, 2<sup>nd</sup> by Selectman Fay, VOTE: 4-0 unanimous, so moved

Mr. Suhoski updated the Board to Town participating in regional effort for inclusion of Middlesex County in the Federal Disaster Declaration for the December 2008 ice storm which yielded positive results the Town will be able to recoup 75% of its FEMA eligible and approved costs associated with the storm. Mr. Suhoski also advised to Doug Jaspersen, Asst. Foreman Highway Dept. and himself attending FEMA training in Leominster and Town Accountant and Fire Chief attending similar training in Marlboro to ensure compliance with FEMA re this cost recovery.

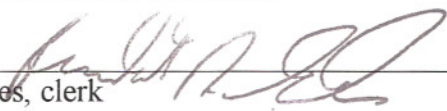
**Agenda item #4. Highway Dept. Utility Person (see attached)**-Mr. Suhoski advising the Board to Union agreeing to Non-Union Non Benefited temporary position at the rate of pay of \$15.00/per hour re the Highway Dept. utility position which current employee is out on workmen's compensation for 6-12 weeks for back surgery. The Board discussed nature of position contract vs. special services contract-at will employee. Selectman Luca questioning necessity of position -is it really needed, how badly do we need employee emphasizing "Hiring Freeze" recently voted upon by the Board. The Board to agenda this item for their 2-3-09 Selectmen's Meeting for further discussion.

**Agenda Item #5. Selectmen's Questions/new Business**-Town Administrator gave the Board a brief update re IT Group meeting with George Frost, Mike Tebow and Town Accountant Lisa Gabree and possibility of shared position to be development for Town & School Department. Selectman Gilles also updated the Board to MMA Annual Meeting conducting seminar re Larger Server advantages along with contacting Evan Torlin re working with Town to interface software and basic support for \$95/hr.

Verizon Fios update-Selectman Gilles reporting Verizon off schedule due to December 2008 storm and start up Re service pushed back later in 2009. Selectman Gilles also reporting on percentage to Town possibility re service connections.

8:05p.m Selectman Luca moved the Board adjourn the meeting, 2<sup>nd</sup> by Selectman Gilles, VOTE: 4-0, unanimous, so moved.

8:05p.m. Open Session concluded



Richard Gilles, clerk  
Ayer Board of Selectmen

Date: 2-3-09

for 1/27/09 XS  
✓ OS announce if favorable

## NOTICE OF VACANCY

### HIGHWAY DEPARTMENT UTILITY PERSON

**Note: Temporary, non-union, non benefited position with the possibility of being converted to permanent.**

RATE OF PAY: \$15.00 per hour (\*two required licenses listed below)

APPLICATION: Application forms are available in the Superintendent's office and must be completed and submitted **no later than 12:00 Noon on February 10, 2009.**

#### DEFINITION:

1. Cleans and maintains D.P.W. office areas, the Public Works Garage, the Rail Trail bathrooms and other areas upon request.
2. Responsible for replacement of light bulbs in fluorescent fixtures, cutting grass at D.P.W. buildings.
3. Semi-skilled manual work of a routine nature in operating automotive equipment.
4. Related work as required.

#### JOB ENVIRONMENT:

1. Works under the general supervision of the Superintendent and the daily supervision of the Foreman or Assistant Foreman in the Highway Department.
2. Performs a variety of routine and repetitive tasks, with work checked during progress and upon completion for satisfactory performance.
3. May act as a lead person in a small working party.
4. Makes contacts beyond immediate associates.
5. Errors could result in property damage and under certain conditions could jeopardize public safety.
6. Continuous and strenuous physical effort demanded in walking, bending, standing, and lifting or carrying equipment, tools, materials, while performing duties in and out of buildings under varying weather conditions.
7. Ability to use a variety of hand tools and operate power equipment.
8. Work is performed outdoors at which time the incumbent may be exposed to weather extremes of heat and cold temperatures and inclement weather. Work is also performed indoors with possible exposure to exhaust fumes, oil, caustic chemicals, dust and other airborne particles; may occasionally be exposed to hazardous materials. Work involves risk of burns and electrical shock and other hazards associated with working near moving mechanical parts. Work environment is noisy and at times very loud.

#### ESSENTIAL FUNCTIONS:

1. Sweeping, mopping, cleaning, waxing, polishing and painting of offices and toilet areas.
2. Sweeping, scraping, washing, and cleaning of garage floors, shop floors, and other areas upon request.
3. Drives trucks in all kinds of Public Works construction, maintenance, and repair



operations.

4. Loads, unloads and transports materials, tools, supplies, equipment, and workers.
5. Operates a snowplow and/or sand spreader during general snow removal as necessary.
6. May service and follow prescribed preventive maintenance procedures on assigned equipment units.
7. Empties rubbish containers daily on Main Street.
8. Shovels snow and removes ice and snow from walks, steps, drives, and pavement.
9. Operates snow blower and riding mower.
10. Assists other divisions in the performance of work on request.
11. Maintains and cleans toilets at Rail Trail parking area.

## RECOMMENDED MINIMUM QUALIFICATIONS:

### Education, Training and Experience:

1. High school education; qualifying experience in the operation of light equipment; or any equivalent combination of education and experience.
2. Ability to understand and follow oral instructions.
3. Ability to use hand tools and operate power equipment, related work as required.

### KNOWLEDGE, ABILITY AND SKILL:

*Knowledge:* General knowledge of related work assignments in the labor force of a department of public works. Familiarity with the Towns' geography.

*Ability:* Strong mechanical abilities. Ability to respond to inquiries and complaints with discretion and tact. Ability to work calmly and effectively under emergency conditions. Ability to work with and maintain service records.

*Skill:* Good customer service skills. Skill in operating heavy motorized equipment.

### PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Regularly lifts and/or moves objects. Accesses all levels of a vehicle, traverse uneven terrain, climb a ladder and enter and exit from vehicles. Manually operates all tools and vehicle controls. Must be able to detect odors and vibrations. Must be able to operate equipment/trucks for extended periods of time during snow emergencies. Communicates verbally and in writing. Vision and hearing at/or correctable to normal ranges.

### \* REQUIRED LICENSES:

1. CDL B Massachusetts Driver's License
2. Class 2B Hoisting Engineer (Hydraulic) License

## HELP WANTED

### TOWN OF AYER DEPARTMENT OF PUBLIC WORKS HIGHWAY DIVISION TEMPORARY UTILITY PERSON

The Town of Ayer seeks a temporary, non-union, non-benefited Utility Person. Rate of pay is \$15.00 per hour. CDL B and Class 2B Hoisting Engineer licenses required. Potential conversion to permanent position. Job description and application available at the Dept. of Public Works, 25 Brook St., Ayer, MA 01432 due no later than 12:00 Noon on Feb. 10, 2009. The Town of Ayer is an EOE/AA employer.