

Town of Ayer Board of Selectmen

**Ayer Town Hall – 1st Floor Meeting Room
Ayer, MA 01432**

Tuesday, June 18, 2013, 7:00pm

OPEN SESSION MEETING AGENDA*

1. **7:00pm Call to Order: Review, Amend & Approve the Agenda. (5 min)**
 - 1.1 Moment of Silence in Honor of Governor Argeo Paul Cellucci; 1.2 Announcements
2. **ASRSD Budget Update (15 min)**
Mr. Pat Kelley and Superintendent Carl Mock
3. **Appointment of NVTHS Representatives [Tentative] (5 min)**
4. **Approval of Meeting Minutes: April 16th, May 7th, May 21st, June 4th (5 min)**
5. **PUBLIC INPUT (5 min)**
6. **PUBLIC HEARING: Class II Amendment- Mr. Partridge, 42 Littleton Rd. Ayer (20 min)**
7. **Police Chief Murray (15 min)**
 - 7.1 Appointments of Three Per Diem Dispatchers
 - 7.2 2013-2014 Appointments of Ayer Police Department and Out of Town Officers
8. **Fire Chief Pedrazzi (5 min)**
 - 8.1 Purchase Order for the SCBA
9. **Mr. David Maher – Economic Development Director (15 min)**
 - 9.1 FY 2014 CDBG Budget (For Approval)
 - 9.2 FY 2014 UDAG Budget (For Approval)
10. **Town Administrator's Report (30 min)**
 - 10.1 Final Fire Station RFP (For Approval)
 - 10.2 Reserve Fund Transfer: Fire, Casualty, and Liability Insurance (For Approval)
 - 10.3 Reserve Fund Transfer: Town Counsel (For Approval)
 - 10.4 2013-2014 APPOINTMENTS
11. **BOS Open Discussion (15 min/time permitting)**
 - 11.1 New Business and Future Topics
 - 11.2 Selectmen's Questions: Selectman Fay: Town Vehicle Transponders Discussion
 - 11.3 Future Meetings
12. **M. Stephanie Gintner, Town Treasurer (10 min)**
 - 12.1 Sale and Certification of Bonds (For Approval)

ADJOURNMENT

**Note: All Open Session Meetings of the Ayer Board of Selectmen are video recorded by APAC and audio recorded by the Board of Selectmen.*

7:00PM OPEN SESSION

AGENDA ITEM #1

Call To Order: Review, Amend & Approve the Agenda (5 min)

1.1 Moment of Silence in Honor of Governor Argeo Paul Cellucci

1.2 Announcements

- Special Town Meeting: Monday, June 24, 2013, 7pm, Ayer Shirley Reg. High School
- U.S. Senate Election: Tuesday, June 25, 2013, Voting at Town Hall, 7am to 8pm

AGENDA ITEM #2

ASRSD FY 2014 Budget Update (15 min)

- Mr. Kelley and Superintendent Mock will appear before the Board to provide a brief update on the FY 2014 ASRSD Budget and Assessment.

AGENDA ITEM #3

Appointments of NVTHS Representatives [Tentative] (5 min)

- In accordance with the Bylaws of the NVTHS, the Town of Ayer has one School Committee Member and one Alternate School Committee Member to the NVTHS.
- Additionally, in accordance with the Bylaws of the NVTHS, the School Committee Members to the NVTHS are elected by a joint meeting of the Ayer Board of Selectmen, Ayer Representatives to the ASRSD, and the Town Moderator.
- Mr. Ted Januskiewicz has submitted his name for consideration as the School Committee Member from Ayer.
- Ms. Christine Logan has submitted her name for consideration as the Alternate School Committee Member from Ayer.
- Assuming we can get all required individuals including the appointees together on Tuesday, we will conduct the Appointments.

FY14 - ASSESSMENT DETAIL PER REGIONAL AGREEMENT

***** REVISED - ESTIMATES ONLY *****

Operating Assessment		Total	Ayer	Shirley	Formula Source and Shares
1	Required Local Contribution	10,459,048	6,502,423	3,956,625	DESE/DOR data; prelim.; subj. to change
2	Net School Spending Above RLC	2,640,692	1,791,134	849,558	ASRSD - 68/32 % allocation
3	Transportation	1,209,483	667,399	542,084	ASRSD - 55/45 % allocation
4	Capital: Debt (Not Excluded)	0	0	0	ASRSD - 56/44 % allocation
5	Capital - All Other	16,500	9,295	7,205	ASRSD - 56/44 % allocation
		14,325,723	8,970,251	5,355,472	
	FY13	13,531,117	8,581,117	4,950,000	
		794,606	389,134	405,472	
		5.9%	4.5%	8.2%	

Excluded Debt					
4	Capital: Debt Service (Excluded)	22,898	22,898	0	ASRSD - initial 61/39 % alloc.; then adjusted
4	Capital: Stab. Fund (Excluded)	172,498	172,498	0	ASRSD - initial 61/39 % alloc.; then adjusted
		195,396	195,396	0	

Total - Oper. Assess. & Excluded Debt					
	FY13	13,531,117	8,581,117	4,950,000	
		990,002	584,530	405,472	
		7.3%	6.8%	8.2%	

NSS In Excess of RLC				
	Total	Ayer	Shirley	
Base Year (FY11) Allocation	100.0%	76.3%	23.7%	Certified FY12 budget - Sect. VI B (2) a-d
Third Fiscal Year (FY14) Allocation	100.0%	55.2%	44.8%	FY14 calculation - Sect. VI B (1)
Difference		21.1%	-21.1%	
Base Year (FY11) Allocation		76.3%	23.7%	
40% of Difference		-8.4%	8.4%	Section VI B (2) e
FY14 Allocation as Adjusted		67.8%	32.2%	Section VI B (2) e

Assessment Element	Basis & Calculation
1 Required Local Contribution	FY14 from DESE - Based on town income & property value
2 Net School Spending Above RLC	FY14 based on FY11; five year phase-in begins FY13.
3 Transportation	Foundation Enrollment Share - five year average
4 Capital: Principal & Interest	50% Found. Enroll. Share and 50% Resid. Enroll. Share MS & HS (Roll. Avg.)
5 Capital - All Other	Five Yr. Avg. of 50% Found Enroll. Share and 50% Comb. Effort Yield (DESE)

Potential Changes in FY2014 Assessment Amounts Based on Senate Figures (*estimated only*)

AYER

	FY2013	F2014		FY2014	
	Approved	Prelim (Gov.)	Difference re FY13	Updated	Difference re FY13
RLC	\$ 6,251,074	\$ 6,242,423	\$ (8,651)	\$ 6,502,423	\$ 251,349
NSS	\$ 1,774,262	\$ 1,901,016	\$ 126,754	\$ 1,791,134	\$ 16,872
Transportation	\$ 543,413	\$ 667,399	\$ 123,986	\$ 667,399	\$ 123,986
Capital debt (not excluded)	\$ 2,893	\$ -	\$ (2,893)		\$ (2,893)
Capital (other)	\$ 9,476	\$ 9,295	\$ (181)	\$ 9,295	\$ (181)
TOTAL	\$ 8,581,118	\$ 8,820,133	\$ 239,015	\$ 8,970,251	\$ 389,133

SHIRLEY

	FY2013	F2014		FY2014	
	Approved	Prelim (Gov.)	Difference re FY13	Updated	Difference re FY13
RLC	\$ 3,793,926	\$ 4,054,625	\$ 260,699	\$ 3,956,625	\$ 162,699
NSS	\$ 693,224	\$ 901,676	\$ 208,452	\$ 849,558	\$ 156,334
Transportation	\$ 453,887	\$ 542,084	\$ 88,197	\$ 542,084	\$ 88,197
Capital debt (not excluded)	\$ 1,939	\$ -	\$ (1,939)	\$ -	\$ (1,939)
Capital (other)	\$ 7,024	\$ 7,205	\$ 181	\$ 7,205	\$ 181
TOTAL	\$ 4,950,000	\$ 5,505,590	\$ 555,590	\$ 5,355,472	\$ 405,472

ASRSD TOTAL

	FY2013	F2014		FY2014	
	Approved	Prelim (Gov.)	Difference re FY13	Updated	Difference re FY13
RLC	\$ 10,045,000	\$ 10,297,048	\$ 252,048	\$ 10,459,048	\$ 414,048
NSS	\$ 2,467,486	\$ 2,802,692	\$ 335,206	\$ 2,640,692	\$ 173,206
Transportation	\$ 997,300	\$ 1,209,483	\$ 212,183	\$ 1,209,483	\$ 212,183
Capital debt (not excluded)	\$ 4,832	\$ -	\$ (4,832)	\$ -	\$ (4,832)
Capital (other)	\$ 16,500	\$ 16,500	\$ -	\$ 16,500	\$ -
TOTAL	\$ 13,531,118	\$ 14,325,723	\$ 794,605	\$ 14,325,723	\$ 794,605

FY13 BUDGET - WATCH LIST

Expenses	Planned	Updated	Change	Status
Facilities - HVAC & Security	0	50,000	(50,000)	
SPED Tuition	0	370,000	(370,000)	
SPED Trans	0	170,000	(170,000)	
	0	590,000	(590,000)	

May Transfer Options		
FY13 Budget Leave of Absence		26,031
FY13 Budget Charter Tuition		122,835
Circuit Breaker		90,830
Excess and Deficiency		189,409
		429,105

Estimated Remaining Gap (160,895)

Revenue Sources	Available	
Sch. Choice	253,804	July 1 balance (audited)
Non-Res. Tuit.	74,470	July 1 balance (audited)
Non-Res. Tuit.	22,856	FY13 SPED revenue
	351,130	

Other Budget Factors to Consider	Est. Amount	
DESE - Extraord. Relief - Circ. Breaker	0	not eligible
School Choice Tuition	101,558	updated including SPED \$
DESE Foundation Reserve ("Pothole")	???	revenue to be determined
State Aid "9C" Budget Cuts	(25,000)	circuitbreaker/other

FY14 BUDGET - WATCH LIST

Unfunded Expenses		Amount	
Charter Tuition		80,000	higher proj. enrollment
Electricity		20,000	increase to 14 cents/kwh
Unemployment		60,000	expected annual cost
K-6 Teacher		60,000	possible enrollment increase
		220,000	

Revenue Elements		Amount	
Regional Incentive Aid		53,280	House - no; Senate - yes
Food Service Health Ins.		(25,000)	price increase voted
Federal Grants	federal cuts	60,000	8% of SPED, T1 & Teacher Qual.
Medicaid	FY12 & FY13	30,000	Reduce to \$125,000.
		118,280	

Total Update	338,280
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Possible Resources	Senate	House
Charter Reim.	70,000	60,000
Transport. Reim.	23,275	(3,725)
Circuit Breaker	125,000	90,000
School Choice	90,425	40,425
	238,700	126,700

Senate	House	Budget
170,000	160,000	100,000
230,000	203,000	206,725
645,000	610,000	520,000
850,000	800,000	759,575
125 + \$225k	120 + \$200k	

ASRSD REGION/TOWN RESERVES

7/1/2012	Ayer	Shirley	ASRSD	NVTHS
Free Cash/ E&D	1,421,490	571,396	189,409	473,641
Stabilization	1,091,932	256,123	-	451,970
	2,513,422	827,519	189,409	925,611
% of GF Budget	11.9%	7.0%	0.9%	8.7%
GF Budget*	21,088,518	11,834,969	21,999,362	10,694,089
* FY13 recap and certified budget				

June 1 2013

Mr Robert Pontbriand
1 Main St
Ayer Ma 01432



Dear Mr Pontbriand,

My name is Theodore Januskiewicz and I am interested in the open Nashoba Valley Technical High School representative position for the Town of Ayer.

I recently retired from the Ayer Shirley Regional School District and I have worked for the town in various capacities for the last 35 plus years. Most recently, I was an appointed member of the planning committee that was formed to bring Ayer and Shirley together as a regional school system.

I am eager to be the representative for Ayer and am aware of the challenges that face Ayer and the NVTHS. I am prepared to put in the necessary time and commitment to ensure that Ayer is properly represented in the region.

Respectfully

Ted Januskiewicz

9 Groton School Rd
Ayer Ma 01432

978-702-6087

Dear Selectman Hillman

6/10/13

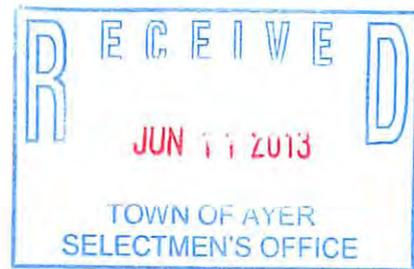
I am writing you to express my interest in the alternate position to represent Ayer on the Nashoba Valley Technical School Committee. I have been an Ayer resident for the past 21 years and have had two children graduate from Nashoba Tech with my third child currently enrolled as a sophomore there. I hope you will consider me for this position. Please let me know if you need anything else in order to be considered for this position.

Thank you,

Christine Logan

14 Whitcomb Ave.

978-772-4610



AGENDA ITEM #4
Approval of Meeting Minutes (5 min)

(See Enclosed) [FOR APPROVAL]

April 16, 2013

May 7, 2013

May 21, 2013

June 4, 2013

AGENDA ITEM #5
PUBLIC INPUT (5 min)

TOWN OF AYER SELECTMEN MEETING MINUTES

Tuesday, June 4, 2013

The Selectmen's Meeting can be viewed in its entirety on the Town's Website at: www.ayer.ma.us

Chairman Conley called the meeting to order at 7:05p.m. advising all to the Board of Selectmen Open Session Meeting is video recorded by APAC Present: Chairman-Pauline Conley, Gary J. Luca- Vice-

Chairman, Christopher Hillman-Clerk, Member- James M. Fay, Town Administrator Robert A. Pontbriand, and Janet Lewis Secretary. Ms. Livingston absent

Announcements: Chairman Conley made the following announcements

1. Planning Board Public Hearing, 6-6-13 @7pm re Medical Marijuana Dispensary - Compassionate Care at 31 Central Ave., Ayer, and MA possible Zoning Moratorium.
2. Selectmen's Meeting-Friday, June 7, 2013 at 8:30a.m. re the finalization of the June 24, 2013 Special Town Meeting Warrant re the ASRS Assessment and possibly the Medical Marijuana Moratorium.

Minutes-passed upon

Public Input-Terrance Perham, 39 Willard St., Ayer, MA re why Town hasn't condemned house destroyed by fire three (3) years ago. (October 2010) Mr. Perham advised the Board to meeting with the Building Inspector and Board of Health without getting any results. Mr. Perham stated he has to keep his windows shut to keep the odor out that emanates from the house next door. The roof is caving in, it smells, trash/rodents, etc. and he is afraid of children getting hurt, having seen teens going in and out of the house. Ms. Spinner stated she also shares her neighbors concerns. Mr. Hillman advised Mr. Perham to Selectmen meeting with the Board of Health, the Building Commissioner, NBOH, DPW and Town Counsel in Executive Session on 6-11-13 and he would place this address on the list to be discussed as he champions the Town-wide enforcement and clean up of properties in Town.

Michael Pattenden-status of Town's Property Tax Work off Program (former SHAVE Program) Article 37 of 2012 ATM.

David Maher, Director of Economic & Community Development -The Board met with David Maher Present for the discussion Susan Provencher and Alicia Hersey.

Lien Subodination-96 Washington St., Ayer, MA Case #06-247-09-247. Mr. Fay moved the Board vote to approve the Lien Subordination as outline in a Memo dated 5-30-13 conditioned upon a new mortgage not to exceed \$115,400.00 and the 2nd mortgage not to exceed \$50K and authorize the Chairman's signature, 2nd by Mr. Luca VOTE: unanimous, so moved.

Extension of Alicia Hersey's employment - Mr. Maher requested the Board extend Ms.Hersey's employment beyond June 30, 2013 deadline. Mr. Fay moved the Board vote to extend Ms. Hersey's employment from 7-1-13 to 6-30-14, funded through Program Income at \$18.95 for 15 hours per week and Union pay scale to be incorporated for Fy-14, 2nd by Mr. Luca. VOTE: unanimous, so moved.

Regional Application-CDG-1-Mr. Maher requested the Board allow him to contact the Town of Shirley as part of the Town of Ayer's next CDG-1 submission advising the Board to the Towns chances would greatly increase by applying with another Town as part of a regional submission, coupled with their needs score and consideration of a length of time since their last grant and Ayer's track record of administering a very successful program would give us a better chance to be awarded in 2014.

Chairman Conley suggested inviting the Town of Shirley to a meeting to see if there is interest before engaging. Mr. Pontbriand to contact the Town of Shirley re interest and report back to the Board.

Solicit Grant Writing Administration Company-Mr. Maher suggested the Board solicit a grant writing/grant administration company to write and administer the grant through the grant cycle with Ms. Hersey's support which will be a lot more difficult due to the nature of a regional application. All administrative expenses funds would be funded by grant. The Board requested contact be made first with Town of Shirley re initiating discussion of interest.

Fire Chief-re P.O. for Chief's new vehicle-The Board met with Robert Pedrazzi. The Board approved the purchase of new Fire Chief's Vehicle per Article 18 of the 5-13-13 ATM of 2013. Chief Pedrazzi

presented P.O. #05302013FD in the amount of \$35,367.00 (with trade-in of 2003 Tahoe) without trade-in \$38,367.00 for a 2013 Chevrolet Tahoe SSV . Mr. Luca moved to approve the sum not to exceed \$38,367.00 to Mirak Automotive Group, PO #05302013FD dated 5-30-13, 2nd by Mr. Hillman, VOTE: unanimous, so moved.

John Canney Town Clerk/Tax Collector- Extension of Temporary Asst. Tax Collector to 7-15-13

Mr. Canney updated the Board to Ms. Shepard's last day of employment 6-11-13 and requested the Board's approval to extend Ms. Shepard's employment to 7-15-13. Mr. Luca moved to approve the temporary Tax Collector's employment to 7-15-13 subject to availability of funding, 2nd by Mr. Fay, VOTE: Mr. Luca aye, Mr. Fay aye, Mr. Hillman no, Chairman Conley no, Motion fails. The Board suggested Mr. Canney meet with the Town Accountant re funding for two weeks from Fy-13 budget and two weeks from Fy-14 new budget, and clarify funds in his budget re line item to line item transfer approval. The Board invited Mr. Canney to meet with them on Friday morning at 8:30a.m. to approve extension once funding has been validated by town Accountant may or may not need RFT.

Mr. Hillman requested if Mr. Canney had posted the newly adopted by-laws from Town Meeting with AG and advised not yet , he has thirty (30) days to do so.

JBOS Update-Selectman Luca updated the Board to MADev's Transition Plan looking to hiring an Administrator to be governed by JBoS and include Devens community as a member in the governing body regarding future governance of the DREZ. MADev looking at some way to evolve want to get development done. Informative White paper to be developed outlining scope, impacts for future meeting. Mr. Fay stating regretfully Disposition got in the way of the Mission Statement and Mission Statement needs to be revised. Mr. Luca stating economic growth will benefit all communities we will encounter expenses but will all share in all of this in a collaborative approach speaking to the 350 new jobs estimated between 2015-2016 with new studio during final build out; phase I (studio) opens in late summer, Phase II-Andrews Sq. Chairman Conley questioning DREZ-School Choice within stakeholder communities asking who pays for child to attend school doesn't want Devens telling ASRSD who will attend where. On another issue Mr. Luca advised to Regional Dispatch Ctr. (Lancaster, Lunenburg, Harvard & Devens) opening in late July all paid for by grants inquiring if Ayer would like to participate but not open to other towns right now.

Board of Selectmen Policies and Procedures-Mr. Pontbriand advised Board to copies of the Board's Policies & Procedures distributed on 5-21-13 re changes/amendments. Mr. Fay suggested adding a Mission/Vision Statement offering to draft one for Board's review to include economic strength, infrastructure, and public safety. Mr. Hillman stated need for economic analysis incorporated re marketing, resident's income, highway, businesses, schools, tax rate, traffic which could be developed by Mr. Maher. Policies have not been updated since 1999 need to review, update and revise manuals. Chairman Conley also echoing need to revise manuals adding a new section re relations with citizens, Public Input tracking system also suggesting to look at announcing votes electronically during selectmen's meetings. Mr. Luca suggesting to place communication policy in Board's revised policy/procedures. Mr. Fay suggesting future packets be replaced with IPADS should be a paperless society by now. Mr. Hillman questioning newsletter release status to be released after Town Meeting.

Town Administrator/Board of Selectmen Goals & Objectives

Mr. Pontbriand updated Board to compiling all of the Selectmen's Goals & objectives he received into one document which he was delighted to report spoke to for the most part to all of the same issues: policies & procedures, personnel protocols, economic development, property enforcement, and public input tracking system. Mr. Fay moved the Board vote to approve the Board's five (5) goals & objectives for July 1, 2013 to 6-30-14, 2nd by Mr. Hillman VOTE: unanimous, so moved.

Mr. Pontbriand reviewed with the Board his five Goals & Objectives for 7-1-13 to 6-30-14. administer the Policies, Procedures & directives of the BOS, Personnel Protocols, and economic development, complete Department Head Personnel Evaluations by 6-1-14, Consolidate all Town Insurance Administration, Claims & Files in BOS office, and draft proposed policy for encumbering funds by department heads. The Board reviewed the 3rd bullet -Department Head evaluations re rewarding

motivation/reprimand insubordination are included. Mr. Luca requested if all the Goals & objectives were attainable and Mr. Pontbriand responded they were. Mr. Luca moved the Board vote to approve the Town Administrators Goals & Objectives, 2nd by Mr. Hillman, VOTE: unanimous, so moved.

Board's Open Discussion

Mr. Fay- schedule for July Meeting-1. Transponders-need data from DPW, APD & AFD re their concerns, cost factor, Union impact, requesting a white paper from all above as well as implications use/misuse of transponders. 2. Poles & light replacement cost 3. Sidewalks for Groton School Road.

Mr. Hillman advising to 15 crosswalks from Park St. to E. main St. need to have Police Chief in re his review and advice re locations of sidewalk placement/s. 2. Contact MRPC re available grants to do Market study re encouraging CVS/Market Basket to town.

New Business-Fy-14 Appointments scheduled for 6-18-13 the Board requesting to have all re-appointments come before Board.

Mr. Luca has a candidate-Ted Januskiewicz for NVRTS member. Mr. Pontbriand reminding the Board to need of vote of Town Moderator, School Committee re the permanent member and alternate member.

Mr. Pontbriand suggested the Board meet at 6:30p.m. on June 24, 2013 prior to the Special Town Meeting to vote this appointment/s.

Mr. Pontbriand presented the weekly warrant in the amount of \$125,557.00 for the Board's signature.

Mr. Pontbriand presented the Town Accountant's Chapter 90 reimbursements for Fy-13 in the amount of \$164,008.03 for the Board's signatures. Balance of Chapter 90 unexpended funds \$368,327.66.

9:40p.m. Mr. Luca moved to adjourn the meeting, 2nd by Mr. Hillman VOTE: unanimous, so moved.

9:40p.m. meeting adjourned.

_____ Date: _____
Christopher R. Hillman, Clerk

TOWN OF AYER SELECTMEN MEETING MINUTES

Tuesday, May 21, 2013

The Selectmen's Meeting can be viewed in its entirety on the Town's Website at: www.ayer.ma.us

Chairman Conley called the meeting to order at 7:07p.m. advising all to the Board of Selectmen Open Session Meeting is video recorded by APAC Present: Chairman-Pauline Conley, Gary J. Luca- Vice-Chairman, Christopher Hillman-Clerk, Members- James M. Fay and Jannice Livingston, Town Administrator Robert A. Pontbriand, and Janet Lewis Secretary.

Announcements: Chairman Conley made the following announcements

1. **Memorial Day Parade-Saturday, May 25, 2013** forming at 9:30a.m. at St. Mary's Parking Lot on Shirley Street, Ayer. parade stepping off at 10:00a.m. Parade Marshalls for Memorial Day Parade- Joseph Landry of Shirley, MA and Ralph Winslow of Ayer, parade will march down Main St, stopping at Town Hall for Honorary Guest speakers' memorial and continuing on to Pirone Park for closing ceremony.
2. **Re-dedication of E. Main Street Bridge in honor of Hebert Ohler** prior to parade by the American Legion.
3. **Chairman Conley announced the Janice Bresnahan Road Race raising over \$28K. Congratulations extended to the Bresnahan Family.**

Chairman Conley called for a motion to approve the Agenda. Mr. Luca moved the Board approve the Agenda, 2nd by Mr. Hillman, VOTE: unanimous, so moved.

Minutes: passed upon

Agenda item #1. Presentation of Certificates-Ayer Special Olympians-Chairman Conley welcomed Special Olympians: Jack Hillman, Nick Dutton, Andre Mayorga, and Josh Harris to the meeting. Ms. Conley recognized Principal Fred Deppe, and Coordinator Meg Saucier, Kristina Howard and Paula Gravelle-Para Professionals organizers of the games at Fitchburg State University on April 26, 2013. Mr. Fay presented the Certificates while Board members distributed Trophies to each of the Olympians upon their successful winning of a medal/s at the event. Flowers and Certificates of Appreciation were presented to Ms. Saucier, Ms. Howard and Ms. Gravelle from the Board. A very special thank you was sent to Jeff Thomas and the Ayer Park Commissioners for their generous donation of the trophies. Mr. Hillman expressed his deepest appreciation to all who sponsored and volunteered their assistance to this event.

7:15p.m. Public Hearing-Tross Corp.-All Alcohol License & Common Victualler's License-25 Main Street, Ayer, MA - Selectman Hillman recused himself from the discussion and left the table-Conflict of Interest -family member (cousin). Legal Notice was read in to the record published in the Nashoba Publications the weeks of 5-10-13 and 5-17-13. Chairman Conley requested if there were abutters present to speak for or against the petition, abutters' present spoke in favor of restaurant/pub. Certified mailings to abutters were presented for the record. The Board viewed architect renderings of proposed restaurant/pub, handicap accessibility, parking and advising to all employees/owners to undertake TIPS certification. Mr. Luca moved the Board vote to submit the All Alcohol License for Tross Corp. to the ABCC subject to TIPS Certification, 2nd by Mr. Fay, VOTE unanimous, so moved 4-0. The Board was advised to Kitchen in renovation process and working with Nashoba Boards of Health-(work in progress). Mr. Luca moved the Board vote to approve the Common Victualler's License for Tross Corp contingent upon Nashoba Boards of Health Approval of Food Handler's License, 2nd by Mr. Fay, VOTE unanimous, so moved. 4-0. Mr. Luca moved to close the Hearing, 2nd by Mr. Fay VOTE: unanimous, so moved.

Public Interest

1. **Proposed Dog Park**--Supt. Wetzel introduced Agnes Shannahan proponent for establishing a Dog Park in the Town under the Stanton Foundation Grant. Supt. Wetzel advising to being contacted by many residents re this proposal who are interested in developing a working group towards this effort.

Mr. Wetzel advised to site being considered is a Snakehill Road parcel. The Board suggested Ms. Shannahan & others contact the Park Commissioners to get on their agenda re this proposal as well as other potential sites. Mr. Luca expressed concern re care and clean-up responsibilities and to check other communities if they have Dog Parks to see how they are run/operated. Supt. Wetzel advising to Grant paying for 90% of construction and 5% for additional annual years.

2. Central Ave Compassionate Care Inc.-The Board met with founder John Hillier of Shirley, MA and Atty. Chris Lilly. Mr. Hillier opened the discussion by advising the Board to his purchasing the former Sudz-it Building on 31 Central Avenue, Ayer, MA for a regulated medical marijuana facility. Mr. Hillier reviewed with the Board his project overview for a non-profit regulated marijuana dispensary for the production and dispensing of medical marijuana products to only qualified registered patients or their registered caregivers, as permitted under State Law passed in November 2012 and strictly regulated by the Dept. of Public health (DPH). Dispensary will not be open to the general public only qualified patients will be allowed into the facility by appointment who suffer from debilitating conditions, such as ,Lou Gehrigs disease (ALS), cancer, Multiple Sclerosis, HIV/AIDS, Crohn 's and Parkinson's disease. Mr. Hillier advised the Board to security measures that will use state of the art alarm systems, comprehensive video surveillance to secure the security of patients, employees and the general public, building and contents. Mr. Hillier updated the Board to the voters of Massachusetts voting to legalize the medical use of marijuana (Chapter 369 of the Acts of 2012) along with 2/3 of Ayer voters. The Board advised to need to hold a Public Hearing re possible moratorium re community support, non-support, urging need to take one step at a time and want Board of Health, Police Chief & Fire Chief's perspective/input. The Board advised to Planning Board conducting a Public Hearing re Zoning Moratorium on June 6, 2013 at 7pm at the Ayer Town Hall re moratorium. The State DPH Regulations are to be released this week and everyone needs to take a look at them and proceed very carefully.

Partridge Auto Class II Auto Dealer's License Amendment-The Board met with Sean Partridge. Mr. Partridge updated the Board to his request to amend his current Class II License to increase the number of cars permitted o his lot from six (6) to fifty (50). Mr. Partridge reviewed with the Board his lot size being 44,000 sq. ft and looking to utilize 21,000 sq. ft for auto sales along both sides of his building and in the back. Mr. Partridge advised the Board to meeting with Building Commissioner and zoned properly. Mr. Partridge advising to his change of use changing as well from garage to sales. The Board advised to need to conduct a Public Hearing re this request to advise abutters of change .

Fire Station Re-Use-RFP/Statement of Interest-

The Board viewed the 2012 FTM video re Article 10 for actual language proposed by Selectman Maxant per the Board's 5-7-13 Meeting, to which Selectman Maxant's amendment removed the option to raze or sell the building. The Draft RFP and Statement of Interest presented by the Reuse Committee offered limited use of the building for municipal use. Selectman Fay suggested issuing a Statement of Interest to attract more applicants. Mr. Pontbriand advised to Town Counsel opinion to amendment gave many options by creating process or disposition of property. Mr. Pontbriand suggested the Board proceed with RFP and authorize the release of the RFP per Chapter 23B. Mr. Fay stating the Committee awaits the Board's course of action. Mr. Pontbriand advising the RFP will come back to the Board re acceptance or rejection.

Board of Selectmen's Policies & Procedures-Mr. Pontbriand distributed current copies of the Board of Selectmen's Policies & Procedures advising to last review conducted in 1999. Mr. Pontbriand requested the Board review and remit their suggestions re changes/notes back to him within two weeks along with their goals & objectives for Fy-2014.

Board of Selectmen & Town Administrator's Goals & objectives 2013-2014-Mr. Pontbriand again restated the need for the Board to submit their five (5) priority Goals & Objectives to him as soon as possible then he will combine them and make a master list of the Board's combined five goals & objectives which in turn will become his Fy-2014 Goals & Objectives.

New Agenda -Chairman Conley advising Board to her incorporating a no time limit agenda for future meetings.

Reserve Fund Transfer-Mr. Pontbriand resubmitted the Fire, Casualty, & Liability Insurance Reverse Fund Transfer from the May 7, 2013 meeting which the Board required verification and confirmation from MIIA. Mr. Pontbriand confirmed that this \$2,500.00 is a legitimate claim that was filed in February 2013 from a residential sewer back-up caused in the town's public street. Mr. Luca moved the Board vote to approve the amount not to exceed \$2,486.00 to Account #01193-57430 as stated by Mr. Pontbriand, and authorize the Chairman's signature 2nd by Mr. Fay, VOTE: unanimous, so moved.

Roundtable-Future Topics

Selectman Hillman:

1. Schedule Board of Health Enforcement Meeting with Bldg. Com, APD & AFD
2. Chief Murray's input re Westford Rd. /Sandy Pond truck traffic

Selectman Luca:

1. Continue with Press packet release-Mr. Pontbriand advising to working with Cindy Knox to have the Board's packets on website.
2. Mr. Luca advised the Board to having person interested in serving on NVTHS School Committee. Mr. Pontbriand reminded Board to need for primary representative and alternate urging the Board to get names into him as soon as possible.
3. Home Rule Petition update (reducing Selectmen from 5 to 3) passed house. Mr. Pontbriand reminded board to Meeting on 5-28-13 with Supt. Wetzel in Open Session re DPW Projects and entering Executive Session re: contract strategy later.

9:15p.m. Mr. Luca moved to adjourn the meeting, 2nd by Mr. Hillman VOTE: unanimous, so moved.

9:15p.m. Meeting adjourned.

Date: _____

Christopher R. Hillman, Clerk

TOWN OF AYER SELECTMEN MEETING MINUTES
Tuesday, May 7, 2013

The Selectmen's Meeting can be viewed in its entirety on the Town's Website at: www.ayer.ma.us

Chairman Fay called the meeting to order at 7:07p.m. advising all to Board of Selectmen Open Session Meeting is video recorded by APAC.

Present: Chairman-James Fay, Vice-Chairman Pauline Conley, Clerk-Christopher Hillman, Members-Gary J. Luca and Jannice Livingston, Town Administrator Robert A. Pontbriand, and Janet Lewis Secretary.

Chairman Fay welcomed Senator Jamie Eldridge and Representative Jennifer Benson to the meeting. Chairman Fay welcomed Jannice Livingston to the Board of Selectmen upon her successful election on 4-30-13.

Announcements: Chairman Fay made the following announcements

1. Lupus Proclamation- Chairman Fay read into the record a LUPUS Proclamation declaring May 2013 as LUPUS Awareness Month.
2. LUPUS Bowl-a-Thon Thursday, May 16, 2013 at Harvard Lanes from 5:30-7:00p.m.
3. LUPUS Awareness Pins -being sold at the Town Hall-Selectmen's Office beginning Friday, May 10, 2013.
4. 4th of July Grand Marshall-chosen by the Committee for 2013 MS. Pauline Hamel
5. welcome to new business-
6. Welcome to Pierre Comtois new press reporter from Nashoba Publications covering meeting.
7. Mr. Luca announced the MA Letter-carriers Food Drive Saturday, May 11, 2013, urging residents to leave non-perishables by door for pick-up by postal employees.

Amendment/s to Agenda-Selectman Luca-under Town Administrator's Report -requested to add
10.6 Devens Police RFP
10-7 Curbside RFP

Chairman Fay called for a motion to approve the Agenda.

Mr. Luca moved the Board approve the Agenda as amended, 2nd by Ms. Conley, VOTE: unanimous, so moved.

Agenda item #1. Presentation of 2012 Annual Town Report -The Board welcomed back Joan Pena and presented Mrs. Pena with the Town Report dedicated to her husband Mr. Robert Pena who passed away in 2012.

Agenda Item #2. Welcome to new Selectwoman Jannice Livingston-The Board again took this opportunity to congratulate Ms. Livingston up her recent election to the Board and looked forward to working with her.

Agenda Item #3. Senator Jamie Eldridge and Representative Jennifer Benson-The Board welcomed back Senator Eldridge & Rep. Benson and thanked them for coming to brief the Board re State Funding and local issues. Senator Eldridge opened his remarks by advising to Representative Harrington unable to be present do to another pressing engagement, sending g the Board her apology. Senator Eldridge advising to budgetary issues still dominating the legislative agenda but assuring the Board to his working to retain his constituent's share of the money including protecting local aid to Cities & Towns i.e. school transportation, educational spending and lottery aid. Senator Eldridge also promising to work to preserve safety net funding including money for the homeless, low-income families, at risk children, people with disabilities and the elderly. Infrastructure, public transportation, water, (Mr. Luca urging sewer also be included) libraries, schools and higher education also high on his agenda including a fair and equitable tax system to support the states goals & objectives. Representative Benson opened her remarks by stating she felt a special connection with Ayer re educational concerns i.e. local aid returning to 2008 levels and being dedicated to getting more money out to Cities & Towns advising to the State budget being more streamlines and transparent and trying to focus money where necessary. The Board

thanked both Senator Benson & Representative Benson for coming out to meet with the Board. On the local level areas discussed with the Board were economic development on Devens via new Film Studio ensuring local hiring and advised by Board to Disney Rep touring studio. Funding re new Court House and Medical Marijuana Centers also dominated the local requests re updates.

Agenda Item #4. Re-organization of the Board of Selectmen-Mr. Fay opened the floor for nominations for the re-organization of the Board for Chairman: Mr. Hillman nominated Pauline Conley, 2nd by Mr. Luca, Ms. Conley accepted the nomination, VOTE: unanimous, so moved.

Mr. Fay called for nomination of Vice-Chairman: Ms. Conley nominated Gary Luca, 2nd by Ms. Livingston,

Mr. Luca accepted the nomination, VOTE: unanimous, so moved.

Mr. Fay called for nomination of Clerk Ms. Conley nominated Mr. Hillman, Mr. Hillman accepted the nomination, 2nd by Ms. Livingston, VOTE: unanimous, so moved. Mr. Fay extended his congratulations to the new Chairman who in turn thanked the Board stating she was happy to serve.

Agenda Item #5. Public Input-no one

Agenda Item #6. David Maher-Economic Development Director re Lien Subordination-Mr. Maher introduced property owner Kelli White to the Board advising the Board to Ms. White requesting to subordinate her mortgage on the property at 83-85 W. Main Street in favor of a first mortgage. Mr. Maher advising the owner is refinancing to obtain a better interest rate and the Town's position will not be changing. Mr. Luca moved the Board vote to approve the Lien Subordination in the amount of \$84,690.00 and authorize the Chairman's signature, 2nd by Mr. Fay, VOTE: unanimous, so moved.

Agenda Item #7. Fire station Reuse RFP-Mr. Fay proposed the Board consider issuing a Statement of Interest regarding adaptive reuse of the former Fire Station since Article 10 of the 2012 Fall Town Meeting took the sale option out of the equation-don't have permission to sell. Rehab to restore the former Fire Station would be \$3.5 million dollars -with municipal use attached. Chairman Conley stating Mr. Maxant's amendment included not limiting to municipal use and advising to IT Coordinator bringing up that section of tape which she viewed and encouraged the Board revisit vote of 11-27-12 to hear what was said. The Board requested to view this portion of the 11-27-12 FTM at their meeting on 5-21-13.

Agenda Item #8. Property Enforcement Policy- Mr. Hillman suggested the Board schedule a meeting with Town Counsel and Board of Health, Building Commissioner, Conservation Commission, Fire & Police to look at tools of each committee/commission to co-ordinate strategy. This meeting to be held in Executive Session and held to Executive privilege. The Board requested this meeting be scheduled after Town Meeting or before 6-1-13.

Agenda Item #9. Board of Selectmen Goals 2013-

9.1. The Board to submit their top five (5) goals & objectives to the Town Administrator who will create a Master List of the Board's five most important Goals, which in turn will become the Town Administrators goals for 2014.

9.2 Board of Selectmen Polices & Office Procedures-Chairman Conley suggesting the Board make this a priority an look at weekly, re-work stating the policies have not been updated since 1999.

Agenda Item #10. Town Administrator's Report-see Administrative Update dated 4-17-13 to 5-7-13.

10.1 Mr. Pontbriand welcomes Selectwoman Livingston to the Board.

10-2. Energy Update-Mr. Pontbriand updated the Board to work of Green Communities working to replace street light through their new grant cycle and advising to the Town Hall seeing a 75% reduction in energy through quality controls. Ms. Livingston stated he concern re ladies room/s in Town Hall shutting off within minutes of door closing and citing safety concerns.

10.3 Reserve Fund Transfer-The Board approved a Fire Casualty and Liability Insurance transfer in the amount of \$5,086.00 for payment of unpaid MIIA invoices & CAN invoices. The Board questioned \$2500.00 deductible & requested to hold off until it is identified. Mr. Luca moved to approve the RFT in the amount of \$2,486.00, 2nd by Mr. Fay, VOTE: unanimous, so moved.

10.4 Executive Session Minutes- Mr. Pontbriand updated the Board to all his Executive Session Minutes from 8-17-10 to present finalized for the Board's review and approval.

10.5 Town Administrator's Goals & objectives -taken up earlier in the evening under the Boards Goals & objectives.

10.6 Fy-2014 Budget & Warrant-Mr. Pontbriand took this opportunity to thank everyone for their assistance re the formation of the 5-13-13 Town Meeting Warrant, Fy-2014 Budget and Town Report.

10.7 Devens RFP Mr. Hillman to meet with Chief Murray and go over. Police Chief to submit cost estimates. Chief to be requested to attend upcoming meeting re this RFP re cost benefit analysis. The Board suggested their first meeting in June re this meeting.

10-7. Curbside trash pick-up Mr. Luca advising to sample RFP on MADev website suggesting the Board take a look at review options re savings and convenience of residents. Mr. Pontbriand to work with Supt. Wetzel re draft with objective being maximizing recycling and associated cost of closing the transfer station and potential re-use i.e. storage (records) draft by the end of May.

Agenda Item #11. JBOS- Mr. Luca advising to no meeting in two months. Mr. Luca approved by Board as the Board's voting member and Mr. Fay and Mr. Hillman backups. Mr. Pontbriand to notify JBOS to Mr. Maxant no longer voting representative or official voting member from Town of Ayer.

Agenda Item #12 New Business/Selectmen's Questions-

12.1 Transponders to be put back on Selectmen's Agenda for 5-21-13, re data and cost factor.

12.2 Medical Marijuana -Board to meet with proponent on 5-21-13 re proposal. DPPH Regulations to be released later this month and Board requesting to get copy as soon as possible. The Board requested Mr. Pontbriand contact Town Counsel re a one (1) year moratorium re zoning issues and for the Board to meet with Town Safety personnel and Health Boards for their input re unknowns.

Agenda Item #12. Minutes-4-16-12 Mr. Luca moved the Board approve the amended minutes, 2nd by Mr. Fay, VOTE: unanimous, so moved.

9:25p.m. Mr. Luca moved to adjourn, 2nd by Mr. Hillman VOTE: unanimous, so moved.

9:25p.m. Meeting adjourned.

Date: _____

Christopher R. Hillman, Clerk

TOWN OF AYER SELECTMEN MEETING MINUTES

Tuesday, April 23, 2013

The Selectmen's Meeting can be viewed in its entirety on the Town's Website at: www.ayer.ma.us

Chairman Fay called the meeting to order at 7:0p.m. advising all to Board of Selectmen Open Session Meeting is video recorded by APAC.

Present: Chairman-James Fay, Vice-Chairman Pauline Conley, Clerk-Christopher Hillman, Members-Gary J. Luca and Frank Maxant and Town Administrator Robert A. Pontbriand.

Chairman Fay read into the record Exemption #1. for the Reasons for Convening Executive Session (MGL Chapter 39, s30b)

To discuss the reputation, character, physical condition or mental health rather than the professional competence of an individual. Chairman Fay requested Mr. Maxant wished Open Session or Executive, Mr. Maxant answered Open Session.

Mr. Fay read the complaints against Mr. Maxant.

1. G.L. Chapter 26.8A, Section 23 9c) (2)
2. A.G. Public Records
3. Release of Executive Session Minutes
4. Selectmen may contemplate further censure at a later date.

Chairman Fay read from Nashoba Publications-Public Spirit 4-19-13 edition asking Mr. Maxant if he released this information.

Mr. Maxant asked how you came to this complaint. Did Board conduct "Serial" Meeting with Town Administrator?

Chairman Fay-consulted Legal opinion-re provision of Conflict of Interest Law provides:

1. No one currently on Board or anyone present shall disclose contents of meeting.
2. Executive Session Exempt under Public Records-mandatory disclosure.

Chairman Fay stated Board polled to meet.

Mr. Luca advising the Board has done this before.

Mr. Hillman advising to email sent asking to meet.

Chairman Fay requested if the Board wanted to file complaint

1. Ethics
2. A.G. Violation

Ms. Conley moved the Board refer matter to Ethics Commission to investigate whether Conflict of Interest Law broken, 2nd by Mr. Luca, VOTE: Chairman Fay aye, Mr. Luca aye, Mr. Hillman aye, Ms. Conley aye, Mr. Maxant abstaining, 4-1 motion passes.

Mr. Maxant stating he did nothing improper. Ms. Conley stating matter referred to Ethic Commission to determine. Ethics will hear Mr. Maxant.

Chairman Fay requested this also be filed with the A.G. re Public Records. Ms. Conley moved the Board file official complaint with A.G. re improper release of November 14, 2013 Executive Session Minutes, 2nd by Mr. Hillman VOTE: Chairman Fay aye, Mr. Luca aye, Mr. Hillman aye, Ms. Conley aye. Mr. Maxant abstaining, 4-1 motion passes.

Mr. Maxant challenging whether improperly is correct. Chairman Fay stating he needs vote of Board.

Mr. Hillman stating he has been on the Board for over a year re 20 executive sessions re minutes and suddenly this get released without proper closure.

Mr. Maxant stating bylaw makes us a target. Public needs to know.

Mr. Hillman stating what makes us a target is you contacting other parties.

Mr. Maxant stated he responded to others who have contacted him.

Mr. Hillman question Mr. Maxant if he had ever spoken to King.

Mr. Maxant stated yes about football.

Chairman Fay stated this concludes business and called for a motion to adjourn. Mr. Luca moved to adjourn, 2nd by Ms. Conley, VOTE: unanimous, so moved.

7:15p.m. Meeting adjourned.

TOWN OF AYER SELECTMEN MEETING MINUTES
Tuesday, April 16, 2013

The Selectmen's Meeting can be viewed in its entirety on the Town's Website at: www.ayer.ma.us

Chairman Fay called the meeting to order at 7:15p.m. Advising all to Board of Selectmen Open Session Meetings are Video Recorded by APAC and apologized for late start do to earlier Executive Session.

Present: Chairman-James Fay, Vice-Chairman Pauline Conley, Clerk-Christopher Hillman, Members-Gary J. Luca and Frank Maxant, Town Administrator Robert A. Pontbriand, and Janet Lewis Secretary.

Chairman Fay opened the Meeting by calling for a Moment of Silence for the April 15, 2013 Boston Marathon bombing pausing to honor the victims, 1st responders, police and fire departments who assistance at scene. Special sentiments were offered to the Loring Family of Ayer, MA for their daughter Brittany who suffered serious injuries at the event.

Fire Chief -Robert Pedrazzi, Police Chief-William Murray and DPW Supt. Mark Wetzel. Chairman Fay thanked the Towns Public Safety Officials for being present this evening to re-assure the Town to their Emergency Management Plans being in place and following same/similar partnerships re mutual aid as Boston. Reaffirming all Town Public Safety personnel are fully trained and versed in emergency situations.

Agenda Additions-

Mr. Pontbriand- Agenda Item #5 Department of Public Works- add 5.6 Water Update Printing , Item #6 Town Administrator's Report add item 6.5 Town Administrator's Employment Contract.

Announcements-Chairman Fay announced the 2013 4th of July Committee's Spring Dance at the Ayer Sportsmen's Club on Saturday, April 20, 2013 from 7-11pm with David Maher and the Spring Clean-up earlier in the day from 9-2 forming at Depot Sq. Chairman Fay also announced the Memorial Day Parade to be held Saturday, 5-25-13 more to come re this event.

Agenda Item #1. Dedication of 2012 Annual Town Report-Chairman Fay welcomed Ms. Joan Pena to the meeting. Mr. Luca moved to dedicate the 2012 Town Report to Ms. Pena's late Husband former Selectman Robert Pena who also served the town on many other Committees/Commissions: Disabilities, Historical, Capital Plan, CPC, Fire Station Reuse, and many other Town organizations, 2nd by Ms. Conley, VOTE: unanimous, so moved. The Board presented Ms. Pena a framed picture of Mr. Pena when he served as Chairman of the Board of Selectmen in 1989.

Agenda Item #2. Public Input-

Chairman Fay requested if there was anyone present wishing to speak under Public Input:

Lisa Gabree-Town Accountant, re uninsured, uncollateralized funds.

Selectman Hillman-re Planning Board resignation -Jeremy Callahan, calling for Public inquiry re treatment of by him by Planning Board.

Agenda Item #3. Fire Chief FEMA Grant -Self Contained Breathing Apparatus-The Board met with Chief Pedrazzi. Chief Pedrazzi announced his Departments successful Grant Application to the Dept. of Homeland Security (DHS) and FEMA in the amount of \$188,432.00 with a 5% Town match of \$9,421.00. For Self Contained Breathing Apparatus. Ms. Conley moved to approve and accept the FEMA & DHS Grant award in the amount of \$188,432.00, 2nd by Mr. Hillman, VOTE: unanimous, so moved. The Board commended both the Chief & staff for their work preparing the grant application.

Agenda Item #4. Review & Approval of the 5-13-12 Town Meeting Warrant and Fy-2014 Budget

Mr. Pontbriand presented his final draft Warrant & 2014 Budget for the Board's final review dated

4-12-13 with edits from Lisa Gabree, Scott Houde, Selectwoman Conley and Mr. Pontbriand. Mr. Pontbriand suggested the Board review each article and pass on any articles they have questions on. Articles passed upon: #2, #4, #36 & #37.

Article 2. Ms. Conley questioning if Dr. Klimowicz will speak to NVRTHS Assessment Article and Mr. Pontbriand advising she planned to be present and if not he or Selectman Luca will present article.

Article 4.-Omnibus-Ms. Conley requesting to amend Omnibus Article with \$2K placeholder for Town Administrator's new successful contract negotiation for three (3) years (7-1-13/6-30-16) with contingency to attend and pass 25 week Advance Management Certified Program in Municipal Government and contingent upon Town Meeting approval. Motion to approve made by Mr. Hillman 2nd by Ms. Conley, VOTE: unanimous, so moved.

Article 28-Strike

Article 36. Littering By-law-language changes from Town Counsel to be incorporated

Article 37. Enforcement By-law--language changes from Town Counsel to be incorporated

Mr. Hillman moved to approve Articles 36 & 37 removing DPW from both articles, 2nd by Ms. Conley, VOTE: unanimous, so moved.

Mr. Luca moved the Board vote to approve the 5-13-13 Annual Town Meeting Warrant with above changes, 2nd by Ms. Conley VOTE: unanimous, so moved. Mr. Pontbriand thanking everyone for their support and effort with the preparation of the 2013 Annual Town Meeting Warrant.

Agenda Item # 5. Superintendent Wetzel's Report-DPW- The Board met with Mark Wetzel Supt. Wetzel announced the annual water flushing start up on 4-29-13, estimating flushing to take between 4-6 weeks to complete. the Board requested this announcement be placed on Town website.

5.1 Street Signs Project-Supt. Wetzel took this opportunity to publicly thank Mr. Hillman for referring him to the State's Prison Signs Co-op re purchasing new Town signs advising to huge savings, the Board also requested Supt. Wetzel look into replacing other signage i.e. public safety (Stop, Yield).

5.2 Engineering Agreement -Grove Pond Water Treatment Facility & Well Expansion-Ms. Conley moved the Board vote to approve Amendment #3 with Onsite Engineering to provide Engineering services during the construction of the Water Treatment Plant Upgrade for the contract award not to exceed \$166,800.00 and authorize the Chairman's signature, 2nd by Mr. Hillman, VOTE: Unanimous, so moved.

5.3 P.J. Albert Inc. Fitchburg, MA-Paving Contract-Supt. Wetzel recommended the Board accept the Contract as presented (3 year contract) and vote to extend the contract each year (one (1) year contracts). Ms. Conley moved the Board vote to approve Mr. Wetzel's recommendation and approve the one year paving contract with P.J. Albert with the option to extend the contract for two more years. Payment of services as stipulated in agreement, Estimated annual total \$138,311.67 2nd by Mr. Hillman, VOTE: unanimous, so moved. (see Bidder's contract unit prices attached)

5.4 Casella Solid Waste Contract-One Year Extension-The Board voted to approve Supt. Wetzel's recommendation to award the solid waste contract to Casella with amendment -no turn-around clause, only mutual agreement for two (2) one year extensions for the period of 6-1-13 to 6-30-14 at Casella's quotes presented re tonnage. Motion made by Ms. Conley 2nd by Mr. Hillman VOTE: unanimous, so moved.

Littleton-Line Sewer Extension-Supt. Wetzel updated the Board to no extension necessary permit in place for two (2) more years, no approval needed.

Street Light Update-Ms. Conley requested status re presentation of sample street lights and Supt. Wetzel advising to David Maher and National Grid meeting on Thursday 4-18-13. Ms. Conley encouraging Board to view Post Office lighting in rear of building, light placed on concrete block projecting down and covering large area requesting to get cost and Town look into similar design.

LEAD in Drinking Water Publication - Supt. Wetzel distributed brochure to the Board advising to MADEP requiring public water systems that exceed the lead action level provide this notification to consumers. Supt. Wetzel advising to fall 2012 the DPW -Water Div. found elevated levels of lead in drinking water in

some homes. Supt. Wetzel advising to water provided by the Town is lead free when it leaves the water treatment plants however lead can get into tap water through home piping, lead solder used in plumbing, although banned may be present in older homes and some brass fixtures. Supt. Wetzel stating this brochure will answer and reduce resident's exposure.

Agenda Item #6. Town Administrator's Report- The Board met with Robert Pontbriand

6.3 Flanigan Pond Aquatic Plant Management-Mr. Pontbriand advised to the Con-Com approved unanimously the Aquatic Control Technology Contract pursuant to MGL Chapter 30 B. for 2013. Mr. Luca moved to approve Aquatic Control Tech. contact in the amount not to exceed \$26K, 2nd by Ms. Conley, VOTE: unanimous, so moved.

6.2. Non-Union Personnel Compensation Grid Contract-Mr. Pontbriand presented and recommended the proposal from Human Resources Services, Inc. to perform the compensation and classification performance appraisal for non-union personnel in the amount of \$4,800.00. Mr. Pontbriand advising to Human Resources coming highly recommended from neighboring towns i.e. Littleton, Harvard, Shirley. Mr. Pontbriand advising to study and GRID estimated to take three months and ready for consideration by the Board & Town Meeting in October 2013. Mr. Maxant moved the Board vote to approve the contract and authorize the Chairman's signature, 2nd by Mr. Luca, VOTE: unanimous, so moved.

The Board took up the scheduled Public Hearing at this time.

8:45p.m. Agenda Item #7 Shaker Hills Country Club All Alcohol License and Common Victualler's

License- The Board met with Atty. Feinzeig representing Frederick Curtis, Jr. Mr. Hillman opened the Public Hearing by reading the Legal Notice into the record published in the Nashoba Publications the Weeks of April 5, & 12, 2013. Atty Feinzeig presented and reviewed with the Board the All Alcohol and Common Victualler's License applications advising to abutters notified. Present for the discussion were abutters to the property who spoke in favor of the application. Mr. Luca moved the Board vote to approve the All Alcohol License & Common Victualler's License, 2nd by Mr. Maxant - Common Victualler's License to be held contingent upon Nashoba Board's of Health Certification, VOTE: unanimous, so moved.

9:15p.m. Ms. Conley moved to close the Public Hearing, 2nd by Mr. Maxant, VOTE: 4-0, so moved. Mr. Luca left table and not present for vote.

Town Administrator's Report (Cont.)

6.4 Property Enforcement Policy-Mr. Pontbriand recommended the Board schedule a meeting with representatives from the Board of Health, Nashoba Board of Health, Police Chief, Fire Chief, Building Commissioner and representatives from the Board of Selectmen regarding the next steps re establishing a property enforcement policy for the Town after Town Meeting. Mr. Hillman & Mr. Fay to serve on this Committee. The Board requested Mr. Pontbriand schedule this meeting after the Board's 2nd meeting in May 2013.

Agenda Item #8 JBos-Grant Road Development-Ayer Board of Selectmen's position-Mr. Luca moved the Ayer Board of Selectmen support development in this area 2nd by Ms. Conley, VOTE: unanimous.

Agenda Item #9. New Business/Selectmen's Questions-Transponders on Town vehicles-Mr. Pontbriand requesting will of the Board. The Board requested Mr. Pontbriand put together "White Paper" re concerns: technology/monitoring, cost, administration of transponders, security and impact bargaining.

Agenda Item #10. Minutes -Mr. Luca moved the Board vote to approve the minutes as amended by Ms. Conley and Mr. Maxant, 2nd by Selectman Conley, Vote unanimous, so moved. Mr. Maxant requested release of the 11-14-12 Executive Session minutes. Mr. Pontbriand advising to the minutes should be reviewed by the whole board in Executive Session, and then the Board needs to vote the release of the minutes. Mr. Maxant maintaining the minutes should have been released when the matter was settled stating the Board is and has been in violation of the Open Meeting Law & Public Records law. Mr. Pontbriand stating there are members of Board question if they should be released maintaining

Attorney/Client privilege. Mr. Hillman moved to adjourn, 2nd by Ms. Conley VOTE: 4-0 Mr. Maxant
abstaining.
9:50p.m. Meeting adjourned.

Janet Lewis

From: Stephanie Brow [sbrow@mrpc.org]
Sent: Friday, June 14, 2013 9:22 AM
To: Stephanie Brow
Subject: Upcoming MJTC Meeting - Please RSVP
Attachments: Int Parties Draft 2013 2014 UPWP Memo 6 13 2013.pdf; Summary DRAFT UPWP 2013 14 6 12 2013.pdf; Fitchburg Line Extended Weekend Shutdown Fact Sheet.pdf; 6.19.13 agenda.doc

Please find attached correspondence for the upcoming MJTC meeting to be held on Wednesday June 19th at 7:00 p.m.

Thank you!

Stephanie

Stephanie N. Brow
Administrative Assistant
Montachusett Regional Planning Commission
1427R Water Street
Fitchburg, MA 01420

ph: 978.345.7376 x300
fax: 978.348.2490

To Laura Callahan
URGENT

Janet Lewis

From: Robert Pontbriand [ta@ayer.ma.us]
Sent: Friday, June 14, 2013 1:06 PM
To: 'Pat Kelly'; 'DAN GLEASON'; 'Michele Granger'
Cc: 'Laura Callahan'; 'Carl Mock'; jlewis@ayer.ma.us; pconley@ayer.ma.us; 'Tom Horgan'
Subject: Meeting on Tuesday, June 18, 2013 at 7pm for Appointment of NVTSH School Committee Members

emails bounced
back no phone
messages returned.

Importance: High

Dear Pat, Dan, and Michelle,

The Town of Ayer has one Member and one alternate Member to the NVTSH School Committee.

Mr. Ted Januskiewicz and Ms. Christine Logan have asked to be appointed.

Per the NVTSH Bylaws, a quorum of the Ayer BOS, Ayer Representatives to the ASRSD, and the Town Moderator must meet to appoint.

We would like to make these appointments on Tuesday, June 18, 2013 at 7pm.

Are the three of you available to attend? It should only take 5 minutes. The Town Moderator is available and the BOS will be in Session.

Thank you for your consideration.

Sincerely,

Robert

Robert A. Pontbriand
Ayer Town Administrator

Ayer Town Hall
1 Main Street
Ayer, MA 01432

(978)772-8210
ta@ayer.ma.us

From: "Robert Pontbriand" <ta@ayer.ma.us>
To: "'Pat Kelly'" <pkelly@ayershirleyregion.org>,
"Carl Mock'" <cmock@ayershirleyregion.org>
Cc: <pconley@ayer.ma.us>,
"Laura Callahan'" <lcallahan@ayershirleyregion.org>,
<jlewis@ayer.ma.us>
Subject: BOS Agenda for June 18, 2013
Date: Fri, 14 Jun 2013 10:00:53 -0400
Organization: Town of Ayer, Massachusetts
Message-ID: <003a01ce6907\$95a7e920\$c0f7bb60\$@ma.us>
MIME-Version: 1.0
Content-Type: multipart/alternative;
boundary="-----_NextPart_000_003B_01CE68E6.0E964920"
X-Priority: 1 (Highest)
X-MSMail-Priority: High
X-Mailer: Microsoft Office Outlook 12.0
Thread-Index: Ac5pB5VZJHM4CKa0TJykCZ8p3CNa2w==
Content-Language: en-us
Importance: High
X-Virus-Scanned: Yes, by ClamAV at mf-5.mecnet.net

This is a multi-part message in MIME format.

-----_NextPart_000_003B_01CE68E6.0E964920
Content-Type: text/plain;
charset="us-ascii"
Content-Transfer-Encoding: 7bit

Gentlemen,

Good morning. We have an ASRSD Assessment Update on the beginning of the BOS Agenda for Tuesday, June 18, 2013 at 7pm.

Would you kindly confirm who is attending/presenting, kindly let me know how much time you will need, and finally if you have any documents you would like the BOS to have, if you could send them to me electronically by noon today that would be great.

Sincerely,

Robert

Robert A. Pontbriand

Ayer Town Administrator

To: Laura Callahan

URGENT

emails bounced
back no phone
message returned.

Janet Lewis

From: Robert Pontbriand [ta@ayer.ma.us]
Sent: Friday, June 14, 2013 10:02 AM
To: jlewis@ayer.ma.us
Subject: URGENT FW: Mail delivery failed: returning message to sender

Importance: High

Dear Janet,

Can you get the information in this e-mail conveyed up to the Superintendent. Their e-mails keep kicking back.

Thank you!

Sincerely,

Robert

Robert A. Pontbriand
Ayer Town Administrator

-----Original Message-----

From: Mail Delivery System [mailto:Mailer-Daemon@mecnet.net]
Sent: Friday, June 14, 2013 9:57 AM
To: ta@ayer.ma.us
Subject: Mail delivery failed: returning message to sender

This message was created automatically by mail delivery software.

A message that you sent could not be delivered to one or more of its recipients. This is a permanent error. The following address(es) failed:

pkelly@ayershirleyregion.org
SMTP error from remote mail server after RCPT
TO:<pkelly@ayershirleyregion.org>:
host 192.168.1.8 [192.168.1.8]: 550 Unknown User
lcallahan@ayershirleyregion.org
SMTP error from remote mail server after RCPT
TO:<lcallahan@ayershirleyregion.org>:
host 192.168.1.8 [192.168.1.8]: 550 Unknown User
cmock@ayershirleyregion.org
SMTP error from remote mail server after RCPT
TO:<cmock@ayershirleyregion.org>:
host 192.168.1.8 [192.168.1.8]: 550 Unknown User

----- This is a copy of the message, including all the headers. -----

Return-path: <ta@ayer.ma.us>
Received: from 173-13-100-21-newengland.hfc.comcastbusiness.net
[173.13.100.21] helo=BNHP4K1ROBERT)
by mf-5.mecnet.net with esmtp (Exim 4.80)
(envelope-from <ta@ayer.ma.us>)
id 1UnUUC-0007XA-UZ; Fri, 14 Jun 2013 09:56:43 -0400

From: "Robert Pontbriand" <ta@ayer.ma.us>
To: "'Pat Kelly'" <pkelly@ayershirleyregion.org>,
 "'Carl Mock'" <cmock@ayershirleyregion.org>
Cc: <pconley@ayer.ma.us>,
 "'Laura Callahan'" <lcallahan@ayershirleyregion.org>,
 <jlewis@ayer.ma.us>
Subject: BOS Agenda for June 18, 2013
Date: Fri, 14 Jun 2013 10:00:53 -0400
Organization: Town of Ayer, Massachusetts
Message-ID: <003a01ce6907\$95a7e920\$c0f7bb60\$@ma.us>
MIME-Version: 1.0
Content-Type: multipart/alternative;
 boundary="-----_NextPart_000_003B_01CE68E6.0E964920"
X-Priority: 1 (Highest)
X-MSMail-Priority: High
X-Mailer: Microsoft Office Outlook 12.0
Thread-Index: Ac5pB5VZJHM4CKa0TJykCZ8p3CNa2w==
Content-Language: en-us
Importance: High
X-Virus-Scanned: Yes, by ClamAV at mf-5.mecnet.net

This is a multi-part message in MIME format.

-----_NextPart_000_003B_01CE68E6.0E964920
Content-Type: text/plain;
 charset="us-ascii"
Content-Transfer-Encoding: 7bit

Gentlemen,

Good morning. We have an ASRSD Assessment Update on the beginning of the BOS Agenda for Tuesday, June 18, 2013 at 7pm.

Would you kindly confirm who is attending/presenting, kindly let me know how much time you will need, and finally if you have any documents you would like the BOS to have, if you could send them to me electronically by noon today that would be great.

Sincerely,

Robert

Robert A. Pontbriand

Ayer Town Administrator

Ayer Town Hall

1 Main Street

Ayer, MA 01432

(978)772-8210

ta@ayer.ma.us

-----_NextPart_000_003B_01CE68E6.0E964920

Content-Type: text/html;

charset="us-ascii"

Content-Transfer-Encoding: quoted-printable

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<html xmlns:v=3D"urn:schemas-microsoft-com:vml" = xmlns:o=3D"urn:schemas-microsoft-
com:office:office" = xmlns:w=3D"urn:schemas-microsoft-com:office:word" =
xmlns:m=3D"http://schemas.microsoft.com/office/2004/12/omml" =
xmlns=3D"http://www.w3.org/TR/REC-html40"><head><META = HTTP-EQUIV=3D"Content-Type"
CONTENT=3D"text/html; = charset=3Dus-ascii"><meta name=3DGenerator content=3D"Microsoft Word
12 = (filtered medium)"><style><!--
/* Font Definitions */
@font-face
    {font-family:Calibri;
    panose-1:2 15 5 2 2 2 4 3 2 4;}
/* Style Definitions */
p.MsoNormal, li.MsoNormal, div.MsoNormal
    {margin:0in;
    margin-bottom:.0001pt;
    font-size:11.0pt;
    font-family:"Calibri","sans-serif";}
a:link, span.MsoHyperlink
    {mso-style-priority:99;
    color:blue;
    text-decoration:underline;}
a:visited, span.MsoHyperlinkFollowed
    {mso-style-priority:99;
    color:purple;
    text-decoration:underline;}
span.EmailStyle17
    {mso-style-type:personal-compose;
    font-family:"Calibri","sans-serif";
    color:windowtext;}
.MsoChpDefault
    {mso-style-type:export-only;}
@page WordSection1
    {size:8.5in 11.0in;
    margin:1.0in 1.0in 1.0in 1.0in;}
div.WordSection1
    {page:WordSection1;}
--></style><!--[if gte mso 9]><xml>
```

```
<o:shapedefaults v:ext=3D"edit" spidmax=3D"1026" /> </xml><![endif]--><!--[if gte mso
9]><xml> <o:shapelayout v:ext=3D"edit"> <o:idmap v:ext=3D"edit" data=3D"1" />
</o:shapelayout></xml><![endif]--></head><body lang=3DEN-US link=3Dblue = vlink=3Dpurple><div
class=3DWordSection1><p = class=3DMsoNormal>Gentlemen,<o:p></o:p></p><p =
lass=3DMsoNormal><o:p>&nbsp;</o:p></p><p class=3DMsoNormal>Good = morning.&nbsp;<o:p></o:p></p><p =
ASRSD Assessment Update on the beginning of = the BOS Agenda for Tuesday, June 18, 2013 at
7pm.<o:p></o:p></p><p = class=3DMsoNormal><o:p>&nbsp;</o:p></p><p class=3DMsoNormal>Would you
= kindly confirm who is attending/presenting, kindly let me know how much = time you will
need, and finally if you have any documents you would like = the BOS to have, if you could
send them to me electronically by noon = today that would be great.<o:p></o:p></p><p =
class=3DMsoNormal><o:p>&nbsp;</o:p></p><p = class=3DMsoNormal>Sincerely,<o:p></o:p></p><p =
class=3DMsoNormal><o:p>&nbsp;</o:p></p><p = class=3DMsoNormal>Robert<o:p></o:p></p><p =
class=3DMsoNormal><o:p>&nbsp;</o:p></p><p class=3DMsoNormal><span = style=3D'font-
size:14.0pt;color:#4F81BD'>Robert A. = Pontbriand<o:p></o:p></span></p><p
class=3DMsoNormal><span = style=3D'font-size:12.0pt;color:#4F81BD'>Ayer Town =
Administrator<o:p></o:p></span></p><p class=3DMsoNormal><span =
style=3D'color:#4F81BD'><o:p>&nbsp;</o:p></span></p><p = class=3DMsoNormal><span
style=3D'color:#4F81BD'>Ayer Town = Hall<o:p></o:p></span></p><p class=3DMsoNormal><span =
style=3D'color:#4F81BD'>1 Main Street<o:p></o:p></span></p><p = class=3DMsoNormal><span
style=3D'color:#4F81BD'>Ayer, MA = 01432<o:p></o:p></span></p><p class=3DMsoNormal><span =
style=3D'color:#4F81BD'><o:p>&nbsp;</o:p></span></p><p = class=3DMsoNormal><span =
style=3D'color:#4F81BD'>(978)772-8210<o:p></o:p></span></p><p = class=3DMsoNormal><span
style=3D'color:#4F81BD'>ta@ayer.ma.us = <o:p></o:p></span></p><p =
class=3DMsoNormal><o:p>&nbsp;</o:p></p></div></body></html>
-----_NextPart_000_003B_01CE68E6.0E964920--
```

- Please see below for an invitation to the dedication of the Bob Eisengrein Community Center. We hope that you can join us for this event.

*Please join MassDevelopment to
Honor the Life & Work of
Bob Eisengrein and Rename the
Devens Community Center the
Bob Eisengrein Community Center*

*Friday, June 28
11 a.m. - Noon
100 Sherman Avenue, Devens*

Light refreshments will be served.

*RSVP to Kathy O'Connor via
koconnor@massdevelopment.com or 978-784-2933.*

AGENDA ITEM #6
PUBLIC HEARING (20 min)

Class II Amendment – Mr. Partridge, 42 Littleton Road, Ayer

(See Enclosed) [FOR REVIEW/APPROVAL]

MARKET

Public Notice

**Commonwealth of Massachusetts
The Trial Court**
Probate and Family Court
Docket No. PL13C0057CA
Plymouth Probate and Family Court
52 Obery Street, Suite 1130
Plymouth, MA 02360
(508)747-6204

NOTICE OF PETITION FOR CHANGE OF NAME
In the matter of Charles Earl Edwards III of Bridgewater, MA

To all persons interested in petition described: A petition has been presented by Charles E. Edwards III requesting that Charles Earl Edwards III be allowed to change his name as follows: **Pharaoh Lion Emperor I.** IF YOU DESIRE TO OBJECT THERETO, YOU OR YOUR ATTORNEY MUST FILE A WRITTEN APPEARANCE IN SAID COURT AT PLYMOUTH ON OR BEFORE TEN O'CLOCK IN THE MORNING (10:00 AM) ON **07/01/2013**. WITNESS, Hon. Catherine P. Sabatini, First Justice of this Court.

Date: May 16, 2013
ROBERT McCARTHY
Register of Probate

June 7, 2013

Public Notice

**NOTICE OF PUBLIC HEARING
TOWN OF PEPPERELL**

In accordance with the provisions of MGL, Ch. 40A, Sec. 11, the Pepperell Planning Board will hold a public hearing on Monday, June 24, 2013 at 7:30p.m. at Town Hall, 1 Main St., Pepperell, MA 01463 on the application of Thomas Jenkins, P.O. Box 61, Pepperell, MA 01463 for a Special Permit for a Multi-family Residential Development to be located at 11 Tucker Street, Assessors Map 23 Lot 218, Urban Zoning District, under the provisions of Section 7300 of the Protective Zoning Bylaws. Copies of the application and any associated plans are available for review in the Office of the Town Clerk or Planning Board during regular business hours or may be viewed online at www.pepperell.ma.us/planning. Special services,

Public Notice

LEGAL NOTICE

In accordance with MGL Chapter 40A and the Townsend Zoning Bylaw, the Townsend Zoning Board of Appeals will hold a public hearing on Wednesday, June 19, 2013 at 7:00p.m. at Memorial Hall, 272 Main St. on the application of NH Signs on behalf of Energy North Group for a Variance under Zoning Bylaw §§145-52 and 145-66. The applicant is requesting a variance from the requirements of the sign bylaw to modify and increase illumination of the existing sign on the property located at 197 Main Street (Assessor's Map 26, Block 26, Lot 0). Parties wishing to speak in support of, or in opposition to, this application may do so in writing prior to the hearing, or at the hearing in person or represented by an agent or attorney. Copies of this application are available for review in the offices of the Town Clerk and Zoning Board Office during business hours. William Cadogan, Chairman, Zoning Board of Appeals

May 31, 2013
June 7, 2013

Public Notice

**PUBLIC NOTICE
TOWNSEND BOARD OF HEALTH
TITLE 5 REGULATION
UPDATES**

The Townsend Board of Health held a hearing on 1/14/2013, which was continued until and closed on 3/11/2013, to discuss and revise their subsurface sewage disposal regulations. The following is a summary of those revisions, per the requirements of MGL C111 S31: Section 10.9 was removed; permit expiration shall be determined by Title 5. Section 11.8 & 16.1.1 were removed; the aquifer overlay district will no longer dictate the offset to groundwater. Section 12.6.1 was removed; trench design/construction shall be determined by Title 5. Section 12.9.1 was revised; a 2,500 gallon two-

1BR in Pepperell Center, 1st flr, Avail 7/1. \$575/mo. No utils. No pets. Call 978-433-2478.

Missing Female Grey Cat from Pepperell MASS Microchipped- REWARD 978-925-9257

Pepperell- large room, central location, no pets, \$110/week 508-479-3006 978-433-6246

120 Motorcycles

2004 Harley Davidson Ultra Classic FLHTCUI black 9,800 miles \$5,800. Serious buyers! BENDERS955@GMAIL.COM

434 Lost & Found

Missing Female Grey Cat from Pepperell MASS Microchipped- REWARD 978-925-9257

510 Help Wanted General

7-D SCHOOL VAN DRIVERS
Ayer Shirley area
Village Transportation
8-422-6808

Public Notice

**TOWN OF AYER
Ayer Board of Selectmen
Public Hearing**

The Ayer Board of Selectmen will be conducting a Public Hearing on Tuesday, June 18, 2013, at 7:15 PM at the Ayer Town Hall, first floor meeting room, Main Street, Ayer, MA re: the application by Sean Partridge for Partridge Auto Sales, Inc. seeking to amend his Class II license by increasing his auto sales from six (6) vehicles to fifty (50) vehicles on his property located at 42 Littleton Road, Ayer, MA, pursuant to and in accordance with provisions of Chapter 140 of the General Laws with amendments thereto. Pauline Conley, Chairman Gary J. Luca, Vice-Chairman Christopher R. Hillman, Clerk James M. Fay, Member Jannice L. Livingston, Member Ayer Board of Selectmen

510 Help Wanted General

**Groton School
Two Part Time Campus Security Officer Positions**

Friday & Saturday - second shift (3PM - 11:30PM)
Sunday & Monday -- third shift (11PM - 7:30AM)

The Buildings and Grounds Department is seeking two Campus Security Officers to join the Security Department. Applicants must possess a valid and unencumbered Massachusetts driver's license, a Massachusetts Class "A" firearms permit and First Responder/CPR training. Applicants will be required to successfully complete a physical ability test. Candidates will have a positive attitude with very good interpersonal skills for performing work duties among students, faculty, staff and guests on campus. Snow shoveling and occasional heavy lifting is required. These positions require 1-3 years previous experience in school or campus security, law enforcement, military police training or correctional officer training. A 10% shift differential is paid for second and third shifts. Please apply in person at the Buildings and Grounds Office, Groton School, Farmers Row (Route 111), Groton MA 01450 or download application at www.groton.org and email to b&g@groton.org and call Telephone # (978) 448-7541. Groton School is an equal opportunity employer.

510

DETA (LAI)
Full time busy S
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514 Help Met

CNA's for As:
Westford.
7-3pm, 3-11
Full-time, Pa
diem. Experie
Living preferre
tact 978.
themdon@brdg

DRIVERS

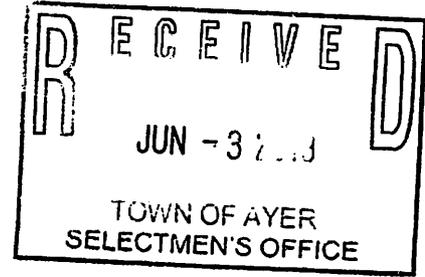
**Starting Pay \$24.80/hour
Up to \$2,000
Starting Bonus!!!!**
Liquefied Natural Gas (LNG) tank truck work. Immediate openings for F/T & P/T drivers, w/a minimum of 3 years CDL Class A semi-trailer experience. Teamsters Union. Requirements include: Class A license with tank & HAZMAT Endorsement, 3 years clean driving record and company drug screening. Must have in hand current DOT physical card and DOT long form as well

700

BOY'S 24 INCH BIKE with dual 21 spd., MGX, tion, \$45. 978

camcorder with Sony, Good I

Town of Ayer
Board of Selectman
Ayer, MA 01432



Partridge Auto Sales, Inc.
42 Littleton Road
Ayer, MA 01432

To whom it may concern,

Partridge Auto Sales would like a used car license for a total of 50 cars. We have approximately 44,000 square feet of land, with 31,500 square feet of land that is ready to be used for car sales. I have enclosed a diagram of our property showing the layout of the cars and the measurements of the land we will use for used cars.

Parking spaces are measured 7' X 17'. On the section of land we will use for car sales there are a total of 67 parking spaces. We have an additional area of land that will hold 53 spaces that we will not be using at this time.

I have enclosed a chart that I received from the building inspector showing the zoning of our property. We are located in a General Business zone in town. The specific use of the General Business zone is "Auto sales and service establishments, public garages, filling stations." The building inspector said this was zoned perfectly for the business I am proposing.

We currently have a used car license for up to 6 cars and we have no complaints about the operation of our business.

Thank you
Sean Partridge
Partridge Auto Sales, Inc.

A-1 A-2 GR DB QB LI HI HCS

2.29	Ancillary and supporting storage of mobile medical vehicles	NP	P						
2.30	Ancillary and supporting temporary (not to exceed 2 years) modular office space	NP	P						
2.31	Ancillary and supporting swimming pool	NP	P						
2.32	Ancillary and supporting newsstand or cafeteria (food service)	NP	P						
2.33	Ancillary and supporting training/educational center for the public	NP	P						
2.34	Ancillary and supporting helipad	NP	P						
3.0	Agricultural / Outdoor Uses								
3.1	Farming, horticulture, forestry nurseries, greenhouses, and sale of on premise raised produce	P	P	P	P	P	P	P	NP
3.2	Domesticated animal keeping for resident's uses with related structures at least 20 feet from rear and side lot lines	P	P	P	NP	NP	NP	NP	NP
3.3	Golf courses, ski, camping or swimming facilities with incidental sales for patrons	SPZ	SPZ	SPZ	SPZ	P	P	NP	NP
3.4	Commercial removal of sod, stone, loam or other earth products for the elsewhere within the town	SPB	SPB	SPB	SPB	SPB	SPB	P	NP
4.0	Commercial Uses								
4.1	Hotels, motels and inns	SPZ	SPZ	SPZ	P	P	P	P	NP
4.2	Funeral homes and mortuaries	NP	NP	NP	SPZ	P	NP	NP	NP
4.3	Retail stores, showrooms, bakeries	NP	NP	NP	P	P	NP	NP	NP
4.4	Retail consumer service establishments such as but not limited to barber shops, appliance repair shops, dry cleaners	NP	NP	NP	P	P	NP	NP	NP
4.5	Restaurants, cafes, taverns and other food and beverage establishments	NP	NP	NP	P	P	P	NP	NP
4.6	Workshops for custom or on-premise sales goods	NP	NP	NP	P	P	P	NP	NP
4.7	Offices, office buildings	NP	NP	NP	P	P	P	NP	NP
4.8	Banks and other financial institutions	NP	NP	NP	P	P	P	NP	NP
4.9	Theaters, clubs, and other places of indoor commercial amusement and assembly	NP	NP	NP	P	P	P	NP	NP
4.10	Commercial or public parking areas	NP	NP	NP	P	P	SPZ	SPZ	NP
4.11	Auto sales and service establishments, public garages, filling stations	NP	NP	NP	SPZ	P	NP	NP	NP
4.12	Wholesaling and distribution	NP	NP	NP	NP	SPZ	P	P	NP
4.13	Uses accessory to permitted uses	NP	NP	NP	P	P	P	P	NP

BOS Mtg
6-18-13

TOWN OF AYER
Ayer Board of Selectmen
Public Hearing

The Ayer Board of Selectmen will be conducting a Public Hearing on Tuesday, June 18, 2013, at 7:15 PM at the Ayer Town Hall, first floor meeting room, Main Street, Ayer, MA re: the application by Sean Partridge for Partridge Auto Sales, Inc. seeking to amend his Class II license by increasing his auto sales from six (6) vehicles to fifty (50) vehicles on his property located at 42 Littleton Road, Ayer, MA, pursuant to and in accordance with provisions of Chapter 140 of the General Laws with amendments thereto.

Pauline Conley, Chairman
 Gary J. Luce, Vice-Chairman
 Christopher R. Hillman, Clerk
 James M. Fay, Member
 Janice L. Livingston, Member
 Ayer Board of Selectmen

June 7, 14, 2013

\$ 57.28 / Day
 \$ 114.56 / Total

June 4, 2013

Nashoba Publications
Public Spirit

**Re: Public Hearing Legal Notice
Partridge Auto Sales, Inc.**

Dear Rebecca:

Please release the following Legal Notice for the periods of June 7, 2013 and June 14, 2013.

**TOWN OF AYER
AYER BOARD OF SELECTMEN
PUBLIC HEARING**

The Ayer Board of Selectmen will be conducting a Public Hearing on Tuesday, June 18, 2013, at 7:15p.m. at the Ayer Town Hall, first floor Meeting Room, Main Street, Ayer, MA re the application by Sean Partridge-for Partridge Auto Sales, Inc. seeking to amend his Class II License by increasing his auto sales from six (6) vehicles to fifty (50) vehicles on his property located at 42 Littleton Road, Ayer, MA pursuant to and in accordance with provisions of Chapter 140 of the General Laws with amendments thereto.

**Pauline Conley, Chairman
Gary J. Luca, Vice-Chairman
Christopher R. Hillman, Clerk
James M. Fay, member
Jannice L. Livingston, member
AYER BOARD OF SELECTMEN**

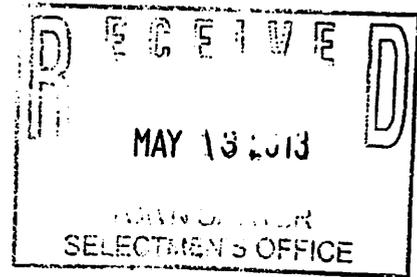
Thank you,

Janet Lewis, Secretary

5-21-13

7:30

Town of Ayer,
Board of Selectman

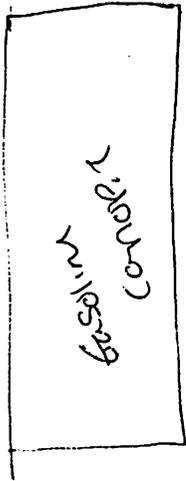


To whom it may concern,

I would like to amend my current used car license. I would like to increase the number of cars from 6, to 50 based on the measurements of the space I will use. My lot size is approximately 44,000 square feet, I will use approximately 21,000 square feet for auto sales. I calculate a total of 61 parking spaces, at 8' per space. The cars will be displayed along both sides of the parking lot and in the back yard.

Sincerely,
Sean Partridge

RT QA



8' per parking space = 9 spaces

Total of 61 Parking spaces

8' per parking space = 18 spaces

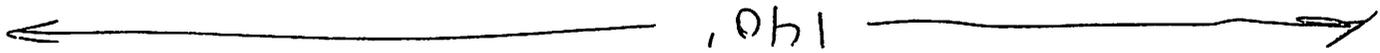
150'



8' per parking space = 17 spaces



8' per parking space = 17 spaces



EXISTING license

NUMBER
98-2013

THE COMMONWEALTH OF MASSACHUSETTS
TOWN OF AYER

FEE
\$100.00

**USED CAR DEALER'S LICENSE--CLASS II
TO BUY AND SELL SECOND-HAND MOTOR VEHICLES**

In accordance with the provisions of Chapter 140 of the General Laws with amendments
thereto

Sean Partridge- Donald Partridge-Partridge Auto

Is hereby licensed to buy and sell second-hand motor vehicles at **42 Littleton Road**
NO. **Ayer, MA 01432**

On Premises described as follows:

**One Story Brick Building consisting of Office &
Garage. Six (6) car used car area to be located
on west side of premises.**

Display of signage to be done in good taste
And great care in "Gate Way" zone.

12-18-12

Signed

AYER BOARD OF SELECTMEN

THIS LICENSE EXPIRES JAN. 1, 2014

THIS LICENSE MUST BE POSTED IN A CONSPICUOUS PLACE UPON THE PREMISES.

(over)

.....
Cut Here

AGENDA ITEM #7
Police Chief Murray (15 min)

Police Chief Murray will appear before the BOS regarding the following items:

7.1 Appointments of Three Per Diem Dispatchers (See Enclosed) [FOR APPROVAL]

7.2 2013-2014 Appointments of Ayer Police Department and Out of Town Officers (See Enclosed) [FOR APPROVAL]



AYER POLICE DEPARTMENT

54 Park Street · Ayer, Massachusetts 01432-1161
Tel. (978) 772-8200 · Fax (978) 772-8202



William A. Murray
Chief of Police

MEMO

To: Board of Selectmen
From: Chief William A. Murray 
CC: Town Administrator, file
Date: June 13, 2013
Re: Per Diem Dispatcher Appointment

I am respectfully requesting that the Board of Selectmen appoint **Christine Sawin**, **Michael Moriarty**, and **Donald Girard** as a Police/Fire/EMS Per Diem Dispatchers to augment our Dispatch staff. This position is no additional cost to the Town and will actually help to save money by allowing our Senior Dispatcher to make use of her Administrative Leave rather than us having to pay her for unused time. Additionally these positions will provide much needed relief to the full time staff who have been putting in many extra hours due to health related absences.

All three appointee candidates are fully trained, work full time as EMD Dispatchers for their respective departments, and use the same IMC Record Management System that we use.

SUMMARY OF QUALIFICATIONS

- *Over fourteen years of experience in customer services, resulting in exceptional communications/interpersonal skills, coupled with excellent references*
- *Ability to think clearly and act quickly in emergencies*
- Outgoing and friendly in nature with a positive attitude and great work ethic
- Dependable team player, yet able to assume responsibility or function independently
- Skilled in multi-tasking – coordinating simultaneous mental, manual and visual activities
- **Computer Skills:** MS Word, Excel, Internet, E-mail

WORK EXPERIENCE

EMERGENCY DISPATCHER

ATHOL POLICE DEPARTMENT, ATHOL, MA

2005-PRESENT

- Receive and respond to emergency and non emergency calls from the public, dispatchers and law enforcement agencies via telephone/radio systems, as well as computer aided dispatch systems
- Process and evaluate information received, prioritize calls and dispatch required units and/or agencies
- Monitor and coordinate police unit activity and assignments via police radio frequencies
- Maintain status and locations of public safety personnel
- Utilize technology such as computers, radio systems, telephones, and fax machines
- Create and maintain manual logs of public safety communications activity
- Access and enter sensitive data in local/state/national databases for investigative purposes

EMERGENCY DISPATCHER POLICE/FIRE/AMBULANCE

2010-2012

BARRE POLICE DEPARTMENT, BARRE, MA

- The same duties as Athol Police Department with the addition of the EMT/Fire personnel.

EMERGENCY DISPATCHER POLICE/FIRE/AMBULANCE

2012-PRESENT

SOUTH HADLEY POLICE DEPARTMENT, SOUTH HADLEY, MA

- The same duties as Athol Police Department with the addition of the EMT/Fire personnel.

RECEPTIONIST/MEDICAL RECORDS/BILLING CLERK

1997-2009

NORTH QUABBIN FAMILY PHYSICIANS, ATHOL, MA

- Medical experience with training on disease control and blood borne pathogens
- Maintain intake and outtake of daily patients and medical billing claims
- Maintained patient medical records
- Trained new employees
- Maintained the small claims cases with Orange District Court

SECRETARY

1999-2000

L. S. STARRETT COMPANY, ATHOL, MA

- Secretary to the head of the Saw Sales Division
- Handled sales orders/invoices for the tool department
- Coordinated Sales Representatives for the Saw Division worldwide
- Fielded calls for the head of the Saw Sales division and qualified their level of importance
- Coordinated the scheduling of meetings, flights, training, etc for the Saw Sales Division

M I C H A E L C . M O R I A R T Y

1 Tri Town Drive Lunenburg, MA 01462
774-232-3998 / MMoriarty@rrecc.us

Valid Certifications

First Responder • CPR • Suicide Prevention • Baton Cert.
OC Cert. • E911 • CJIS • EMD
APCO • Under Water Rescue Diver • Nims 100,100.LEB,200,700,701,702,800

PROFESSIONAL EXPERIENCE

Rutland Regional Communication Center • Rutland, MA 01543 • August 2011-Current
Emergency Dispatcher - My duties include taking Emergency and non emergency calls and dispatching Police, fire, and EMS when needed. Also deal with public walk-ins in the lobby.

- APCO Certified
- EMD Certified
- E911/CJIS

Rutland Fire Department • Rutland, MA 01543 • August 2011-Current
Firefighter - My duties include performing basic fire fighting skills, and assisting EMS with first aid.

- First Responder
- CPR
- Nims 100,200,700,701,702,800

Paxton Fire Department • Paxton, MA 01612 • August 2011-Current
Firefighter - My duties include performing basic fire fighting skills, and assisting EMS with first aid.

Leicester Fire Department • Leicester, MA 01524 • June 2001-August 2011
Firefighter - My duties include performing basic fire fighting skills, and assisting EMS with first aid. Also specialized fields I was a member of were Rescue Squad, and Dive Team.

- Under Water Rescue Diver

Education

Bay Path Regional High School • Charlton, MA 01507 • Graduated In 2003
Studied Electrical

M.P.T.C Reserve Police Academy • Boylston, MA 01505 • September 2010 - January 2011
Baton Certification - OC Certification - Nims 100.LEB - Suicide Prevention

References

Nick Monaco - Rutland Police - 774-836-8859
Charles Reardon - Holland police - 508-688-4138
Travis Mccauley- Rutland Police- 508-981-4341

DONALD I. GIRARD

10 Old Meetinghouse Road, Townsend, MA 01469 • (978) 518-2199 (C) • (978) 597-3014 (H) • lubby123@aol.com

SKILLS

- Multi-task Proficiently under Pressure
- Strong Communication Skills
- Ability to Work Independently
- Dedicated Work Ethic
- Project & Time Management
- Problem Solving & Analysis
- Mentoring & Development

PROFESSIONAL SUMMARY

TOWN OF CARLISLE

Telecommunicator

2012 – Present

- Dispatch police, fire and ambulance to emergency and non-emergency calls
- 911 certified, leaps, EMD

ON CALL INTERNATIONAL, Salem, New Hampshire

2011 – 2012

Aero Medical Transportation Manager

- Manage all medical transports around the world; including medical evacuations
- Arrange air ambulance transports, nurse escorts, as well as evacuations from disaster or political areas to safe areas
- Responsible for creating and following departmental budgets
- Create, analyze and communicate monthly reports
- Complete vendor audits which ensures that companies are maintaining high standards
- Handle contracts and insurance investigations

TOWN OF TOWNSEND, Townsend, Massachusetts

2010 - Present

Part Time Telecommunicator

- Dispatch police, fire and ambulance to emergency and non-emergency calls
- 911 certified, leaps, EMD

SEARS HOLDINGS, Leominster, Massachusetts

2007 – 2011

Operations Manager

- Responsible for all operational aspects which includes a staff of approximately 200 employees
- Supervise and direct receiving and human resource departments as well as human resource manager, leads and all cashiers
- Provide support as needed in maintenance, payroll and cash flow
- Matrix and P&L overview, planning and budgeting
- Responsible for hiring and terminating employees as well as evaluations and any investigations
- Take an active role in education, systems-based learning and on-the-job coaching to enhance and supplement current knowledge of departmental procedures
- Analyze and communicate resolutions to customers thereby ensuring quality customer service and satisfaction

PATRIOT AMBULANCE, Chelmsford, Massachusetts

1991 - 2007

Director of Operations (2001 – 2007)

- Supervise management, employees as well as Communications Department
- Oversee daily operation of the company insuring a smooth operation, handling all on the spot issue as they may arise and correcting any problems
- Work closely with city officials and act as main point of contact for all issues and updates
- Responsible for interviewing and hiring employees as well as evaluations, investigations, and terminations
- Take an active role in education, training, systems-based learning and on-the-job coaching to enhance and supplement current knowledge of departmental procedures
- Handle all incoming complaints and quality control
- Keep all SOP's up to date and rewrite them as needed
- Insure that all OSHA, State and FDA regulations are followed thereby insuring the company is compliant

- Oversee 7 locations throughout the state and insure that each location is running smoothly and maintained to the standards of the company
- Respond to MCI's and other emergency's as requested
- Oversee fleet and inventory maintenance of all vehicles and equipment to insure effectiveness, safety and company standards

Operations Manager (1999 - 2001)

- Supervise management
- Ensure completion of tasks and responsibilities thereby ensuring operations are completed
- Main point of contact for facility personnel as well as city officials

Supervisor (1998 – 1999)

- Oversee forty five street personnel and ensure they are well equipped for the job
- Resolve any issues or complaints that arise
- Respond to emergency and non-emergency calls

EMT – Basic (1991 - 1998)

- Provide emergency and non-emergency transportation while responding to a wide variety of calls
- Patient assessment
- File and maintain confidentiality of medical records

TOWN OF TOWNSEND, Townsend, Massachusetts

1999 - 2003

Part Time Ambulance Director (2002 – 2003)

- Direct twenty five employees both ALS and BLS
- Oversee day to day operations
- Responsible for billing and budget planning
- Attend Town Meetings

Part Time Telecommunicator (1999 – 2001)

- Dispatch police, fire and ambulance to emergency and non-emergency calls
- 911 certified, leaps, EMD

EDUCATION, CERTIFICATION AND TRAINING

COMMONWEALTH OF MASSACHUSETTS

NIMS 275, 007, 200HC, 362, 015A, 800A, 801, 805, 807, 810, 814, 821, 1900 ~ 2008

NIMS 200 ~ 2007

NIMS 700, 100 ~ 2006

Emergency Medical Dispatch ~ 2006

Emergency Response to Terrorism (Fitchburg, MA) ~ 2002

Emergency Crime Scene Responder Course ~ 2001

Defibulator Certification ~ 1994

Emergency Medical Technician Course ~ 1991

Policy Academy Course ~ January 2012

NASHOBA VALLEY TECHNICAL SCHOOL, Westford, MA

Automotive Degree ~ 1986



AYER POLICE DEPARTMENT

54 Park Street • Ayer, Massachusetts 01432-1161
Tel. (978) 772-8200 • Fax (978) 772-8202



William A. Murray
Chief of Police

DATE: 11 JUNE 2013

TO: BOARD OF SELECTMEN

FROM: Chief William A. Murray

RE: APPOINTMENTS FY/2013/14



AYER POICE DEPTMENT

Chief William A. Murreay
Lt. Brian P. Gill
Sgt Michael J. Edmonds
Sgt. Todd J. Crumpton
Sgt. Austin J. Cote
Sgt. John P. MacDonald
Det. Andrew S. Kularski
Det Kelly A. Barhight
Ptl. Matthew D. Callahan
Ptl James D. Willson
Ptl Brain F. Cunningham
Ptl. Matthew J. Harty
Ptl. Jennifer D. Bigelow
Ptl. Richard G. Krasinskas
Ptl. Matthew J. Power
Ptl. Eric J. Pearson
Ptl. George J. Fitcher
Res. Edward G. Nelson
Res. Robert W. Finn
Res. Robert Soutanian

OUT OF TOWN OFFICER/SHIRLEY

Chief J. Gregory Massak
Sgt. Peter Violette
Sgt. Alfreda Cromwell
Seg. Samuel Santiago
Ptl. Craig K. LaPrade
Ptl. Everett W. Moody, Jr.
Ptl. Brandon Bruin
Ptl. Jason Strnist
R. O. Robert Pacetti
R.O. Merkendrick Jackson
R.O. Lesley Hampson

AGENDA ITEM #8
Fire Chief Pedrazzi (5 min)

Chief Pedrazzi will appear before the BOS regarding the following item:

8.1 Purchase Order for the SCBA (See Enclosed) [FOR APPROVAL]

AYER FIRE DEPARTMENT



Robert J. Pedrazzi
Chief

1 WEST MAIN STREET
AYER, MASSACHUSETTS 01432
Tel. (978) 772-8231
Fax (978) 772-8230
firechief@ayer.ma.us

PURCHASE ORDER #6072013FD

**Vendor: Fire Tech & Safety of
New England, Inc.**

Contract # FIR-03

Date: June 7, 2013

**Bill to: Ayer Fire Department
1 West Main Street
Ayer, MA 01432-1210
Contact: Robert J. Pedrazzi, Fire Chief 978-772-8231
Tax Exempt # 04-6001078
FEMA Grant # EMW-2012-FO-00385**

**Ayer Fire Department
1 West Main Street
Ayer, MA 01432-1210**

26	Scott AP 75 (2013 NFPA Edition) Protective Breathing Apparatus with Dual EBSS and Integrated Pass with Pak Tracker #X3214021200302	\$ 4,164.00	\$ 108,264.00
52	Scott 45 Min Carbon Cylinders with Valve Assemblies # 804722-01	\$ 819.00	\$ 42,588.00
26	Scott AV 3000 Sure Seal with Mounting Bracket # 201215-05	\$ 233.00	\$ 6,058.00
26	Scott Voice Amplification Units # 201275-0125	\$ 321.00	\$ 8,346.00
1	Scott Pak Tracker Search Locaters #200266-02	\$ 1,048.00	\$ 1,048.00
1	Scott Pak Tracker Charger #200433-01	\$ 336.00	\$ 336.00
2	Scott Pak Tracker Personal Locaters #200267-01	\$ 212.00	\$ 424.00
1	Scott RIT Pak III w/o Cyl #200954-02	\$ 2,143.00	\$ 2,143.00
	Total cost of Items		\$ 169,207.00
	Less Trade-in Allowance for Existing SCBA Units and Spare Cylinders		\$ (26,894.00)
Any	Fit Testing of All Department Members	Included	
Any	Training	Included	
	Shipping and Handling	Included	
	TOTAL		\$ 142,313.00

**FIRE TECH & SAFETY
OF NEW ENGLAND INC.**

90 Progress Ave.
Tyngsborough Mass 01879

Phone 1-978-649-6800
Fax 1-978-649-6833

QUOTATION

RK

PLEASE INDICATE THE ABOVE NUMBER WHEN ORDERING

TO Ayer Fire Department
West Main Street
Ayer Mass 01432

QUOTATION DATE	SALESPERSON
5/13/2013	Roger Knipe

Att: Chief Pedrazzi

ESTIMATED SHIPPING DATE	SHIPPED VIA	FOBO	TERMS	
4-6 Weeks ARO	Best Way		Net 30 days	
QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT	
	ALL PRICING PER 2012-2013 MASS STATE BID UNDER CONTRACT # FIR-03			
26	Scott AP 75 (2013 NFPA Edition) Protective Breathing Apparatus with Dual EBSS and Intergrated Pass with Pak Tracker # X3214021200302	\$4,164.00	\$108,264.00	
2	Scott 45 Min carbon cylinders with Valve Assemblies # 804722-01	\$819.00	\$42,588.00	
26	Scott AV 3000 Sure Seal with Mounting Bracket # 201215-05	\$233.00	\$6,058.00	
26	Scott Voice Amplification Units # 201275-0125	\$321.00	\$8,346.00	
1	Scott Pak Tracker Search Locators # 200266-02	\$1,048.00	\$1,048.00	
1	Scott Pak Tracker Charger # 200433-01	\$336.00	\$336.00	
2	Scott Pak tracker Personal Locators # 200267-01	\$212.00	\$424.00	
1	Scott RIT Pak III w/o Cyl # 200954-02	\$2,143.00	\$2,143.00	
	Total cost of Items		\$169,207.00	
	Less Trade in Allowance for Existing SCBA Units and Spare Cylinders		(\$26,894.00)	
Any	Fit testing of All Department members	Included		
Any	Training Included	Included		
	Shipping and handling included	TOTAL:	\$142,313.00	

WE ARE PLEASED TO SUBMIT THE ABOVE QUOTATION FOR YOUR CONSIDERATION. SHOULD YOU PLACE AN ORDER, BE ASSURED IT WILL RECEIVE OUR PROMPT ATTENTION. THIS QUOTATION IS VALID FOR 30 DAYS. THEREAFTER IT IS SUBJECT TO CHANGE WITHOUT NOTICE.

ORDERED BY: Roger Knipe ACCEPTED _____ DATE: _____

PLEASE SIGN AND RETURN A COPY WHEN ORDERING.

THANK YOU!

AGENDA ITEM #9

Mr. David Maher, Economic Development Director (15 min)

Mr Maher will appear before the BOS regarding the following items:

- **9.1 FY 2014 CDBG Budget (See Enclosed) [FOR APPROVAL]**
- **9.2 FY 2014 UDAG Budget (See Enclosed) [FOR APPROVAL]**

Town of Ayer

Office of Community & Economic Development

Town Hall ♦ One Main Street ♦ Ayer, MA 01432 ♦ 978-772-8206 ♦ Fax: 978-772-8208



TO: Ayer Board of Selectmen, Robert Pontbriand

FR: David Maher

RE: **Approving Economic Development Budget**

DT: June 13, 2013

Honorable Members of Ayer's Board of Selectmen:

I am requesting your approval of the other two sources of financial support for the Economic Development Office budget: funds from UDAG and funds from IDFA.

For those members who are new to the BOS Board, funding for the Economic Development Department comes from three funding sources: 1) the Town Omnibus Budget which approved \$31,562, 2) money from the Town's UDAG account and 3) the Town's Industrial Development Finance Authority which is the Board (and money) that funds the activities for the business community.

I am requesting level funding from the UDAG Fund which like last year would be \$55,473.

From the IDFA I am requesting your approval of their submission of \$19,167 (last year \$16,167) which is an increase of \$3000 to be budgeted for developing and the printing of a high profile marketing package, which is currently underway. The IDFA, in the past, favorably discussed this increase at earlier meetings and following their meeting on Tuesday morning June 18th will forward their approval of this budget amount to the Board of Selectmen. Following the IDFA initial interest to this increase, I appeared before the Fin-Com to brief them on my request and per an email that I received from Chairman Houde, their response was favorable as well.

I appreciate all of your support, suggestions and input on the Economic Development matters of our Town and with your continued help and support look forward to working for the successful completion of all the projects I am involved in this year.

David Maher
Director, Community and Economic Development

FY12 Approved Consolidated Budgets - Planning Development
and
FY13 Proposed Planning and Development Budget

FY12 Planning and Development Consolidated Budget			Omnibus	FY2012	1%	3%
Account	Fund	Description	FY13	Funded		
		Director (40 hrs; G11, S3)	\$57,568	\$57,568		
		Dept. Assistant (8 hrs; G6, S5)	\$ 7,989	\$7,989		
		Purchase of Services	\$5,735	\$5,735		
		Postage	\$400	\$400		
		Purchase of Supplies	\$2,800	\$2,800		
		Community and Eco Development Audit	\$2,700			
		Other Charges and Expense	\$1,500	\$1,500		
		Dues and Memberships	\$0	\$0		
		Fringe Benefits	\$8,700	\$8,700		
Totals:			\$ 87,392	\$ 84,692		

FY12 Omnibus Budget - Planning and Development			FY 2013	2012 Level Funded
01188	51000	Director	\$ 28,784	\$28,784
01188	51100	Dept. Assistant	\$ -	0
01188	51110		\$ -	0
01188	52000	Purchase of Services	\$ 235	\$235
01188	53400	Postage	\$ 100	\$100
01188	54000	Purchase of Supplies	\$ 100	\$100
01188	55803	Community and Eco Development Audit	\$2,700	
01188	57000	Other Charges and Expense	\$ -	
01188	57300	Dues and Memberships	\$ -	
Totals:			\$ 31,919	\$ 29,219

FY12 UDAG Budget - Economic Development			FY 2013	
30952	51000	Director	\$28,784	\$28,784
30952	51100	Dept. Assistant	\$7,989	\$7,989
30952	52000	Purchase of Services	\$5,500	\$5,500
30952	53400	Postage	\$300	\$300
30952	54000	Purchase of Supplies	\$2,700	\$2,700
30952	57000	Other Charges and Expense	\$1,500	\$1,500
30952	57450	Fringe Benefits	\$8,700	\$8,700
Totals:			\$ 55,473	\$ 55,473

FY12 IDFA Budget - Economic Development			FY 2013	
30952	51000	Director	\$ 8,635	
30952	51100	Dept. Assistant	\$ 2,232	
30952	52000	Purchase of Services	\$5,000	
30952	54000	Purchase of Supplies	\$ 500	
30952	57000	Other Charges and Expense	\$ 500	
30952	57450	Fringe Benefits	\$ 2,300	
Totals:			\$ -	\$ 19,167

NOTES: The Economic Development Budget is split between 3 accounts: Omnibus, Town UDAG and IDFA UDAG. Due to the completion of the current DHCD 2011 Community Development grants, funds will have to be allocated to cover the cost of auditing that departments fu. The additional IDFA increase comes from their recommendation and vote to initiate and produce current marketing material to promote the business and economic benefits that be offered by the Town in coordination with banks and other state and federal agencies.

From: Scott Houde [scott.a.houde@gmail.com]
Sent: Tuesday, February 26, 2013 3:21 PM
To: David Maher
Cc: Scott Houde; Lisa Gabree; Robert Pontbriand
Subject: Re:
Hi David-

The Finance Committee did vote in late January support of the marketing material. I apologize for not completing a memo and forwarding to you. I will get you a formal memo over the weekend.

I will review the attached sheet and share any changes with the committee tonight in our review.

Thank you.

Scott

On Tue, Feb 26, 2013 at 2:38 PM, David Maher <dmaher@ayer.ma.us> wrote:

Mr. Houde: My draft 2013 budget includes:

- 1) the marketing amount that was proposed to both your committee and the IDFA for up-to-date economic development marketing material
- 2) the \$2700 is per Ms. Gabree's recommendation to cover the upcoming expense of the audit that will be needed to be done for the Economic and Community Development departments. In the past, part of these costs were covered by CDBG Administration money within the grant itself but our current grant will probably be closing out as of June 30, 2013. The IDFA pays for their audit from the IDFA account itself.

If you have any questions, or further recommendations please feel free to call or email me. Thank you,

David J. Maher

Director, Community and Economic Development

Town of Ayer

[978-772-8206](tel:978-772-8206)

Your Business Success Starts Here

--
Scott Houde

AGENDA ITEM #10
Town Administrator's Report (30 min)

10.1 Final Fire Station RFP (See Enclosed) [FOR APPROVAL]

Enclosed is the final version of the Fire Station RFP. Upon approval from the Board, the RFP will be advertised for two weeks in the Lowell Sun, Nashoba Public Spirit, as well as on the State's Central Register, and Town Web-Site.

10.2 Reserve Fund Transfer: Fire, Casualty, and Liability Insurance (See Enclosed) [FOR APPROVAL]

Due to a mathematical error, this RFT which was previously approved by the BOS and Fin Com was short by \$14.00. The BOS is respectfully requested to approve the RFT for \$14.00. The RFT will then be brought before the Fin Com on June 26, 2013.

10.3 Reserve Fund Transfer: Town Counsel (See Enclosed) [FOR APPROVAL]

Enclosed is a RFT for Town Counsel. As a result of several unforeseen legal matters during FY 2013 which were not known when the FY 2013 budget was formulated, an RFT is needed. Town Counsel will provide their final bill on Monday, June 17, 2013 at which time I will have the exact figure requested for transfer. I will discuss briefly with the Board on Tuesday. Upon BOS approval, the RFT will then be brought before the Fin Com on June 26, 2013.

10.4 2013-2014 APPOINTMENTS (See Enclosed) [FOR APPROVAL]

Enclosed is a memo from the Town Administrator respectfully recommending the reappointment of the following individuals that have terms expiring on June 30, 2013. Additionally, attached is an updated Appointments Matrix for the Board. Finally, I would respectfully recommend that the positions within the Building Department have no action taken on them until the Board decides how it would like to proceed with respect to the Building Department in light of discussions this year as well as the recent appropriation(s) of Town Meeting. By taking no action, the incumbents will continue to serve in their respective capacities until further notice. NOTE: All Building Department Appointees wish to be reappointed and will provide letters to that effect on Monday, June 17, 2013 which will be transmitted to the BOS.

Fire Station Reuse RFP
FINAL PROPOSAL DOCUMENT
June 13, 2013

REQUEST FOR PROPOSALS PACKET

FOR THE REHABILITATION AND REUSE OF

FORMER AYER CENTRAL FIRE STATION

14 WASHINGTON STREET

TOWN OF AYER, MASSACHUSETTS

REQUEST FOR PROPOSALS

FOR REHABILITATION AND REUSE OF THE FORMER CENTRAL FIRE STATION 14 WASHINGTON STREET TOWN OF AYER, MASSACHUSETTS

I. Introduction

The Ayer Board of Selectmen (BOS) requests proposals from qualified individuals and firms for the **use and or lease** of a property consisting of one parcel and a two story building with approximately 9,240 square feet overall and 6000 GSF on the first floor located on 0.23 acres. The property is immediately adjacent to Ayer's Downtown Historic Mercantile District. While the building does not contribute to the 19th century rail and military history of the District, as Ayer's first official fulltime fire station it is historically and culturally significant. Although the Downtown Mercantile Historic District does not confer any control to the Town with regard to restrictive preservation covenants, it is the intent of the Town to require such a covenant to preserve the façade essentially unchanged. Any proposed façade changes must be done in consultation with the Ayer Historical Commission.

In 2012, the Ayer Town Meeting, through Warrant Article 10 (see attachment), authorized the Board of Selectmen to be responsible for the future use of the Central Fire Station property, which is currently vacant. The property is zoned within the Downtown Business designation area under the Ayer Zoning Bylaws.

The goal of the Town of Ayer is to utilize the building in a multi-functional way for possibly both municipal and/or community purpose uses. To that end the Committee could select one or more User Groups to partner with. The Board of Selectmen with the recommendation of the Fire Station Committee will negotiate a preliminary agreement for use of the space, develop a detailed renovation plan and then seek funding to implement the plan.

Through this Request for Proposals (RFP), the BOS is making this public offer to award the best use for the property. The property may be **leased** to the proposer submitting the proposal that the BOS evaluates as being the most advantageous based on the evaluation criteria, both purchase price and comparative criteria, in this RFP.

II. Goals: Buyer Responsibilities

The BOS has established the following goals for the reuse of the property:

1. To **reuse or lease** the entire property "as is" with these contingencies: execute a lease agreement as soon as possible and to execute those documents based on the attached Potential Terms of Lease
2. To ensure that the use of the property minimizes disruption to the neighborhood; and,
3. To preserve the architectural façade of the building to the maximum extent feasible, particularly the area of the original fire station footprint

The **proposer** is responsible for:

1. Complying with relevant laws and regulations; and obtaining and complying with permits granted by appropriate authorities; and must comply with existing use requirements and restrictions, unless the buyer initiates and completes processes to legally change said requirements and restrictions, at the buyer's expense;
2. The cost of all proposed renovations and/or changes to the property; and for the cost of all required permits, etc.

III. Required Submittals

To be responsive, each prospective proposer must submit six (6) copies of the proposal, and include all of the information listed below. The six (6) copies of the use proposal must be inserted into a single sealed envelope marked RFP # _____, USE PROPOSAL FOR REUSE OR LEASE OF FORMER CENTRAL FIRE STATION, AYER, MASSACHUSETTS

All of the following information must be included in each copy of the use proposal in the following order (if any item is not applicable, include a statement explaining why the item is not applicable):

1. The completed proposal cover page (see attachment).
2. A table of contents with page numbers.
3. The name and address of the Proposer/ User Group, and brief description including a copy of its articles of organization, corporate bylaws, and tax status, if applicable; together with letters of interest, or other financial commitments, from financial organizations, if applicable.
4. If applicable, a certification executed by the secretary of the corporation indicating that the person signing the proposal has been authorized to do so by a vote of the board of directors. The proposal documents must be signed as follows: 1) if the proposer is an individual, by him or her personally; 2) if the proposer is a partnership, by the name of the partnership, followed by the signature of each general partner; and, 3) if the proposer is a corporation, by the authorized officer, whose signature must be attested by the clerk/secretary of the corporation, and the corporate seal affixed.
5. A fully executed copy of the Disclosure of Beneficial Interests Statement, a blank of which is attached (see MGL c. 7, s. 40J).
6. A fully executed copy of the Certificate of Non-collusion form, a blank of which is attached (see MGL c. 268A).

7. A fully executed copy of a Certificate of Tax Compliance form, a blank of which is attached (see MGL c. 62C, s. 49A).
8. The completed References form, a blank copy of which is attached.
9. A fully executed Zoning Compliance Statement, a blank copy of which is attached; together with a statement indicating that the use will comply with all applicable laws, regulations, and permits.
10. An explanation of how the proposal complies with each of the Minimum Quality Criteria listed in **Section VI**, Minimum Quality Criteria, below.
11. An explanation of the level (highly advantageous, advantageous, etc.) at which the proposer believes the proposal complies with each of the Comparative Quality Evaluation Criteria listed in **Section VII**, Comparative Quality Evaluation Criteria, below, including a clear explanation of the proposer's objectives for the use of the property, and including specific actions showing how the proposer proposes to integrate its use into the character of the surrounding neighborhood with minimal disruption.
14. A written description of how the proposer will configure the space, together with a copy of the approximate floor plan of the proposed configuration of the space.
15. As applicable, a statement indicating the hours of operation, the number of employees on the site at any time, the number of parking spaces required, and the number of visitors or customers expected by the time of the day.

IV. General Procedures

Advertisements noticing the availability of this RFP have appeared, or will appear, in the state Central Register on _____; in the Lowell Sun on _____; and in the Public Spirit on _____. In addition, notice of the availability of this RFP is conspicuously posted at the Ayer Town Hall as of _____ and can be found on the Town's website www.ayer.ma.us.

The Town will conduct two tours of the property on _____ and _____ and at _____. All those considering submission of a proposal are encouraged to tour the property. Contact David Maher at 978-772-8206 or dmaher@ayer.ma.us for information on touring the property.

Those wishing to submit a proposal must obtain a copy of the RFP packet. The RFP packet is available at the Board of Selectmen's Office, first floor, Ayer Town Offices, 1 Main Street, Ayer, Massachusetts 01432, between the hours of 9:00 a.m. and 5:00 p.m., Mondays through Friday, *except for holidays, when the Town Offices will be closed.*

Proposals are invited and must be received on or before 4 p.m., _____ at the Board of Selectmen's Office, First Floor, Ayer Town Offices, 1 Main Street, Ayer, Massachusetts 01432. Proposals received later than this time and date will be returned unopened as non-responsive. All times will be ascertained by reference to the clock in the Board of Selectmen's Office.

A proposer may correct, modify, or withdraw a proposal by written notice received by the Town prior to the time and date set as the submittal deadline (_____). Each modification to proposals must be submitted in a sealed envelope clearly labeled "Modification #____." Each modification must be numbered in sequence, and must reference the original RFP.

After the opening of the proposals in public, a proposer may not change any provision of the proposal in a manner prejudicial to the interests of the Town or fair competition. Minor informalities will be waived, or the proposer will be allowed to correct them. Minor informalities are minor deviations, insignificant mistakes, and matters of form rather than substance, of the proposal, that can be waived or corrected without prejudice to other offerors, potential offerors, or the Town of Ayer. If a mistake and the intended proposal are clearly evident on the face of the proposal document, the mistake will be corrected to reflect the intended correct proposal, and the proposer will be notified in writing; the proposer may not withdraw the proposal. A proposer may withdraw a proposal if a mistake is clearly evident on the face of the proposal document, but the intended correct proposal is not similarly evident.

The Town may cancel this RFP, or reject in whole or in part any and all proposals, if the Town determines that cancellation or rejection serves the best interests of the Town.

The Town also reserves the right to select the winning proposal based on the evaluation of the proposer's overall submittal, and the extent to which the proposal meets the evaluation criteria in this RFP. **Thus, the Town may exercise its right to select a proposal that may not have offered the best lease options.**

If any changes are made to this RFP, an addendum will be issued. Addenda will be mailed, faxed, or emailed to all proposers on record as having picked up the RFP.

Questions concerning this RFP must be submitted in writing to: David Maher, Director of Economic Development and Fire Station Reuse Committee, Ayer Town Offices, 1 Main Street, Ayer, Massachusetts 01432. Questions may be delivered or mailed to this address; or faxed to 978-772-8208 (clearly addressed to David Maher); or emailed to dmaher@ayer.ma.us. All questions must be received by 4 p.m. on _____. Written responses will be mailed, faxed, or emailed after this deadline to all proposers on record as having picked up the RFP.

V. Evaluation Procedures

The Town Administrator (TA) and the members of the Fire Station Reuse Committee will screen the proposals for completeness. Proposals deemed to be incomplete will be rejected. The TA will then review each completed proposal to ensure that it meets all of the minimum quality criteria listed in **Section VI, Minimum Quality Criteria**, below. Those proposals that meet all of the minimum quality criteria, and that are determined to be responsive, will be further reviewed using the Comparative Quality Evaluation Criteria listed in **Section VII, Comparative Quality Evaluation Criteria**, below.

An Evaluation Team will be comprised by **members of the Ayer Board of Selectmen**. The Evaluation Team will rate each of the first four (4) mandatory Comparative Quality Evaluation Criteria listed below using the listed ratings. Once evaluated and rated with respect to the first four (4) mandatory Comparative Quality Evaluation Criteria, the Evaluation Team will then decide whether to conduct interviews of proposers. In either case listed immediately below, each member of the Evaluation Team shall evaluate and assign a rating to each criterion, and an overall rating to each proposal; the Evaluation Team shall then assign a team rating to each criterion, and an overall rating to each proposal.

The Evaluation Team shall either:

Recommend to the BOS which proposer to negotiate a deal with, based on the most advantageous overall ratings of the first four (4) mandatory Comparative Quality Criteria

Conduct the Optional Interview/Presentation with the top-ranked proposers

VI. Minimum Quality Criteria

Following are the Minimum Quality Criteria that proposers must meet. **Failure to meet these Minimum Quality Criteria will result in the immediate rejection of the proposal.** Proposers must clearly indicate, and explain in detail, compliance with these Minimum Quality Criteria in a *separate chapter of the proposal* (see **Section III, Required Submittals, Item 12**, above).

1. Proposers must meet all of the goals listed in **Section II, Goals**, above. In addition, proposers must comply with the requirements specified in **Section III, Required Submittals**, and **Section IV, General Procedures**, above;
2. Proposers must **accept and evaluate** the property “as is” with no contingencies;
3. Proposed uses of the property must comply with relevant laws, regulations, and permits granted by appropriate authorities; and must comply with existing use requirements and restrictions, unless the buyer proposes to initiate and complete processes to legally change said requirements and restrictions, at the proposer’s expense, in which case said changes must be listed and explained; and,

4. The proposer must be responsible for the cost of all proposed renovations and/or changes to the property, and for obtaining, and the cost of obtaining, all required permits, etc.

VII. Comparative Quality Evaluation Criteria

Each of the Comparative Quality Evaluation Criteria below may contain ratings of *highly advantageous, advantageous, not advantageous, and unacceptable*. Proposers must clearly indicate, and explain in detail, the level of compliance with these Comparative Quality Evaluation Criteria in a *separate chapter of the proposal* (see Section III, Required Submittals, Item 13, above).

2. PROPOSED TERMS OF ACQUISITION CHANGES/ELIMINATIONS

Highly Advantageous – No changes/eliminations are proposed.

Advantageous – A few changes/eliminations are proposed.

Not Advantageous – Many changes/eliminations are proposed.

Unacceptable – An altogether different set of terms is proposed.

3. LEVEL OF NEIGHBORHOOD DISRUPTION CAUSED BY PROPOSED USE

Highly Advantageous – Other than those disruptions already caused by existing neighborhood uses, proposed use potentially causes no other disruption to the neighborhood.

Advantageous – Proposed use potentially causes limited additional disruption to the neighborhood.

Not Advantageous – Proposed use potentially causes significant additional disruption to the neighborhood.

Unacceptable – Proposed use definitely causes significant additional disruption to the neighborhood.

4. LEVEL OF CHANGE TO FAÇADES

Highly Advantageous – No changes to any façades are proposed.

Advantageous – A few minor changes to the side and rear façades are proposed.

Not Advantageous – A few minor changes to the front façade are proposed.

Unacceptable – Substantial changes to the front, or to the side and rear façades, are proposed.

5. LEVEL OF HISTORIC PRESERVATION

Highly Advantageous – Restore the complete original historic structure

Advantageous – A few minor changes to the front, side and rear facades are proposed

Not Advantageous – significant changes to the front, side and rear facades

Unacceptable – No historic preservation

6. OPTIONAL INTERVIEW/PRESENTATION

Highly Advantageous – Well-designed, concise, original presentation, with specific focus on, and clarification of, the written proposal, made by prospective buyer; concise, “on-point” answers to questions.

Advantageous – Average presentation, with general focus on, and clarification of, the written proposal, or average answers to questions.

Not Advantageous – Poor presentation, with very little focus on, and clarification of, the written proposal, or poor answers to questions.

IX. Rule for Award of Property Deed

The proposer selected for the use award of the property will be the most advantageous proposal from a proposer who is both responsive and responsible, taking into consideration all other evaluation criteria set forth in this RFP. A *responsive* proposer is one who meets all of the basic requirements as outlined in this RFP, and whose proposal contains the required information and properly executed forms; a *responsible* proposer is one who possesses the capability, integrity, and reliability to purchase and use the property as specified in the proposal.

RESERVE FUND TRANSFER REQUEST

Section I (Completed by Elected Official or Department Head)

This request for a transfer from the Reserve Fund is being made in accordance with M. G. L., Chapter 40, Section 6:

- * To correct mathematical error of RFT Approved By BOS 5/7/2013 and Fin Com 5/9/2013*
1. Amount requested: \$ 14.00
 2. To be transferred to:
 - A. Account Name: Fire, Casualty and Liability Insurance
 - B. Account #: 01193-57430
 3. Present balance in budget \$ 0
 4. The amount requested will be used for (please attach supporting information):
Unpaid MIIA Invoice # 20120132100041
 5. The expense is extraordinary or unforeseen for the following reason(s):
Unforeseen Insurance claims incurred in 2013 which were not known at the time the FY 2013 Budget was made.

6-14-2013
Date

Robert A. Pittman
Elected Official or Department Head

Section II Action by Board of Selectmen or Appointing Authority when Section I not completed by an Elected Official

Transfer Approved: YES NO

Amount Approved: _____

Date of Meeting: _____

Number Present/Voting: _____

Chairman

Section III Action by Finance Committee

Transfer Approved: YES NO

Amount Approved: _____

Date of Meeting: _____

Number Present/Voting: _____

Chairman

RESERVE FUND TRANSFER REQUEST

Section I (Completed by Elected Official or Department Head)

This request for a transfer from the Reserve Fund is being made in accordance with M. G. L., Chapter 40, Section 6:

1. Amount requested: To Be Determined
\$ By Mon. 6/17/2013
2. To be transferred to:
 - A. Account Name: Town Counsel
 - B. Account #: 01151-53090 Legal Services
3. Present balance in budget \$ 5,736.63 (See Attached)
4. The amount requested will be used for (please attach supporting information):
April, May, June 2013 Legal Services Bills.
5. The expense is extraordinary or unforeseen for the following reason(s):
Unexpected legal expenses in 2013 which were unknown when the FY 2013 Budget was made.

6-14-2013
Date

Robert A. Pothmann
Elected Official or Department Head

Section II Action by Board of Selectmen or Appointing Authority when Section I not completed by an Elected Official

Transfer Approved: YES NO

Amount Approved: _____

Date of Meeting: _____

Number Present/Voting: _____

Chairman

Section III Action by Finance Committee

Transfer Approved: YES NO

Amount Approved: _____

Date of Meeting: _____

Number Present/Voting: _____

Chairman



06/14/2013 13:14
user1

TOWN OF AYER
MONTHLY BUDGET REPORT

PG 1
glytdbud

FOR 2013 12

JOURNAL DETAIL 2013 1 TO 2013 12

	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
001 GENERAL FUND							
01151 TOWN COUNSEL							
01151 52000 MISCELLANEOUS PROFESSI	0	0	0	850.00	.00	-850.00	100.0%*
2013/03/000172 09/24/2012 API	850.00 VND 003162	IN 091912-SS		BORNSTEIN, TIM	CASE #11 390 00323		53468
01151 53090 LEGAL SERVICES	66,400	0	66,400	59,642.70	.00	6,757.30	89.8%
2013/01/000290 07/01/2012 BUC	66,400.00 REF				ORIGINAL BUDGET 2013		
2013/02/000236 08/27/2012 API	3,712.37 VND 004204	IN 07-12		KOPELMAN & PAIGE	JULY GENERAL LEGAL		53161
2013/04/000078 10/09/2012 API	6,811.91 VND 004204	IN 08-12		KOPELMAN & PAIGE	GENERAL LEGAL EXPE		53791
2013/05/000048 11/05/2012 API	12,053.07 VND 004204	IN 09-12		KOPELMAN & PAIGE	GENERAL LEGAL EXPE		54097
2013/06/000062 12/03/2012 API	10,614.11 VND 004204	IN 10-12		KOPELMAN & PAIGE	OCTOBER GENERAL LE		54399
2013/06/000285 12/31/2012 API	5,258.46 VND 004204	IN 11-12		KOPELMAN & PAIGE	NOVEMBER GENERAL L		54524
2013/06/000371 12/03/2012 GEN	-5,681.27 REF 196				INSUR REIMB RE: BOZEK 111F		
2013/08/000035 02/06/2013 API	6,185.37 VND 004204	IN 12-12		KOPELMAN & PAIGE	DECEMBER GENERAL L		55198
2013/09/000110 03/11/2013 API	3,223.11 VND 004204	IN 01-13		KOPELMAN & PAIGE	JANUARY LEGAL FEES		55499
2013/10/000102 04/08/2013 API	9,004.36 VND 004204	IN 02-13		KOPELMAN & PAIGE	FEBRUARY GENERAL L		55760
2013/11/000106 05/06/2013 API	8,461.21 VND 004204	IN 03-13		KOPELMAN & PAIGE	MARCH GENERAL LEGA		56027
01151 54000 SUPPLIES	0	0	0	170.67	.00	-170.67	100.0%*
2013/03/000172 09/24/2012 API	9.17 VND 002084	IN 092112-R		KNOX, CYNTHIA L.	REIMBURSE PACKAGIN		53446
2013/04/000078 10/09/2012 API	121.50 VND 001012	IN 825289991		WEST GROUP	MA MUN. LAW & PRAC		53699
2013/10/000255 04/22/2013 API	20.00 VND 002001	IN 041813-R		PONTBRIAND, ROBERT A	REIMBURSE 04/11/13		55840
2013/10/000255 04/22/2013 API	20.00 VND 002084	IN 021113-R		KNOX, CYNTHIA L.	REIMBURSE 04/11/13		55842
TOTAL TOWN COUNSEL	66,400	0	66,400	60,663.37	.00	5,736.63	91.4%
TOTAL GENERAL FUND	66,400	0	66,400	60,663.37	.00	5,736.63	91.4%
TOTAL EXPENSES	66,400	0	66,400	60,663.37	.00	5,736.63	
GRAND TOTAL	66,400	0	66,400	60,663.37	.00	5,736.63	91.4%

** END OF REPORT - Generated by Lisa Gabree **

Board of Selectmen

MEETING TUESDAYS AT 7:00 P.M. • UPPER TOWN HALL • 1 MAIN STREET • AYER, MASSACHUSETTS 01432



Tel. (978) 772-8220
Fax. (978) 772-3017

Town Administrator
(978) 772-8210

MEMORANDUM

DATE: June 14, 2013

TO: Ayer Board of Selectmen

FROM: Robert A. Pontbriand
Town Administrator

A handwritten signature in black ink that reads 'R.A.P.' with horizontal lines underneath each letter.

SUBJECT: 2013-2014 BOS Appointments

Dear Honorable Selectmen,

I am pleased to recommend the following individuals for your consideration of reappointment by the Board of Selectmen on Tuesday, June 18, 2013. Additionally, I respectfully request that the Board hold on the appointments to the Building Department until the Board has decided what it plans to do with the Building Department in light of recent discussions and the appropriation to the Department at the 2013 ATM.

Please note that the Finance Committee is now appointed by the Town Moderator and the Veterans Memorial Garden Committee is a Committee of Town Meeting. It is respectfully recommended that the Town Government Study Committee be dissolved as they have completed their charge. Additionally, the Fire Station Reuse Committee is respectfully recommended to be dissolved as they have completed their charge with the formulation of the final RFP.

It is respectfully recommended that the Personnel Board be suspended by the Board of Selectmen until five (5) appointees can be found. Currently there is only a Fin Com Rep (Mr. Muldoon) and an Employee Rep (Ms. Lisa White) whose term expires on June 30, 2013. The Town continues to advertise and recruit for this Board.

Additionally, it is respectfully recommended that the Board consolidate the Communications Committee into the I.T. Committee. Furthermore, it is respectfully recommended that the Board consolidate the Green Communities Committee with the Energy Committee.

The Cultural Council has been notified of their appointment expirations but the Town is awaiting confirmation as to who wishes to continue to serve. The same situation applies to the Phase II Stormwater Committee. The Stormwater Utility Committee is subject to appointment by the DPW Superintendent and will be forming in June 2013.

The Board should review the Appointments Memo and on Tuesday, June 18, 2013 decide who the various BOS Representatives to the various Committees will be (I have left the incumbent Selectmen currently in the positions). Finally, attached to this Appointments Memo is an updated BOS Appointments Matrix as of June 14, 2013 for your review.

2013-2014 Appointments (As Recommended by the Town Administrator:

Town Auctioneers (1-year term)

Mr. Tom Horgan (Town Moderator) 2013-2014

Mr. Dan Swanfeldt 2013-2014

BOS Reps to Bi-Board (1-year term)

Selectman Conley 2013-2014

Selectman Luca 2013-2014

Building Department (1-year term)

HOLD (Recommended until BOS decides future of Department. All hold-over appointments will continue to serve in their capacities until further notice)

Cable TV Commission (3-year term)

Mr. Douglas Becker 2013-2016

APAC Board of Directors (3-year term)

Mr. Douglas Becker 2013-2016

Commission on Disabilities (3-year term)

Mr. Thomas Sylvester (2013-2016)

Ms. Martha Sylvester (2013-2016)

Conservation Commission (3-year term)

Mr. George Bacon (2013-2016)

Mr. Bill Daniels (2013-2016)

COA Board of Directors (3-year term)

Mr. Robert Hammond (2013-2016)

Ms. Catherine S. Lawson (2013-2016)

Ms. Agnes Shanahan (2013-2016)

Emergency Management Director (1-year term)

Fire Chief Robert Pedrazzi

Energy Committee (1-year term)

Robert A. Pontbriand, Town Administrator (2013-2014)

Lisa Gabree, Town Accountant (2013-2014)

Mark Wetzal, DPW Superintendent (2013-2014)

Dan Sherman, Director of Facilities Maintenance (2013-2014)

Robert Pedrazzi, Fire Chief (2013-2014)

David Maher, Economic Development Director (2013-2014)

Alan Wilson, Citizen Representative (2013-2014)

Historical Commission (3-year term)

Ms. Ruth Rhonemus (2013-2016)

Mr. Barry Schwarzel (2013-2016)

Industrial Development Finance Authority (5-year term)

Mr. Kevin Horgan (2013-2018)

I.T. Committee (1-year term)

Mr. Evan Torlin (2013-2014)

Mr. Alan Wilson (2013-2014)

MART Advisory Board (1-year term)

Robert A. Pontbriand, Town Administrator (2013-2014)

MBTA Advisory Board (1-year term)

Robert A. Pontbriand, Town Administrator (2013-2014)

Registrars of Voters (3-year term)

Ms. Patricia Walsh – D (2013-2015) (fulfills unexpired term of Ms. Ann Callahan)

Ms. Pauline Hamel – D (2013-2016)

Mr. John C. Canney II – R (2013-2016) (Town Clerk)

Town Counsel (1-year term)

Kopelman & Paige, P.C. (2013-2014) Recommended by the Town Administrator

**FY14
APPOINTMENTS
6/14/2013**

Position Name	Appointee	# of Mbrs	Term	Start	End	Comments
ADA Coordinator	Town Administrator per ADA Plan					
Auctioneers	Tom Horgan (Town Moderator)	2	1 yr	2013	2014	
	Dan Swanfeldt	2	1 yr	2013	2014	
Bos Rep to Bi-Board						
	Pauline Conley	2	1 yr	2013	2014	
	Gary Luca	2	1 yr	2013	2014	
BoS Rep to JBOS	Gary Luca	1	1 yr	2013	2014	
Building Department						
Bldg Inspector	Gabriel J. Vellante	1	1 yr	2013	2014	Pending BOS
Assistant Bldg Inspector	VACANT	1	1 yr	2013	2014	
Alternate Bldg Inspector	Roland Bernier	1	1 yr	2013	2014	Pending BOS
Plumbing/Gas Inspector	Robert Friedrich	1	1 yr	2013	2014	Pending BOS
Assistant Plumbing/Gas Inspector	James Bakum	1	1 yr	2013	2014	Pending BOS
Wiring/Electrical Inspector	Philip Horgan	1	1 yr	2013	2014	Pending BOS
Assistant Wiring Inspector	VACANT	1	1 yr	2013	2014	
Cable TV Commission	Three to five directors appointed by BOS					
	Douglas Becker - Chairman		3 yr	2013	2016	
	Charles Comeau		3 yr	2011	2014	
	Harry Zane		3 yr	2012	2015	
APAC Board of Directors						
	Douglas Becker	5	3 yr	2013	2016	
	Charles Comeau	5	3 yr	2011	2014	
	VACANT	5	3 yr			
Capital Planning Committee						
Town Administrator	Robert Pontbriand	ex-officio/non-voting				
Town Accountant	Lisa Gabree	ex-officio/non-voting				
BOS Rep	Jim Fay	7	1 yr	2013	2014	
FinCom Rep	Brian Muldoon	7	1 yr	2013	2014	Fin Com Contacted 6/10/2013 for Rep
Citizen Reps	James Stephens	7	3 yr	2012	2015	
	Mary Spinner	7	3 yr	2012	2015	
	Richard Skoczylas	7	3 yr	2011	2014	
Collector of Taxes, Assistant	MGL 41, s 39C: appointment by Tax Collector w/approval of BoS					
	Position Being Advertised	1	1 yr	2012	2013	
Commission on Disabilities						
	Thomas Sylvester	9	3 yr	2013	2016	
	Martha Sylvester	9	3 yr	2013	2016	
	VACANT	9	3 yr	2013	2016	
Communications Committee	Recommend Communications Committee Be Incorporated Into IT Committee					
	VACANT	7	3 yr			
	Jeff Mayes	7	3 yr	2012	2015	Notified on 6/1/2012 of Term Expiration
	David Bodurtha	7	3 yr	2010	2013	Notified on 6/1/2012 of Term Expiration
	Dennis Curran	7	3yr	2010	2013	Notified on 6/1/2012 of Term Expiration
Community Preservation Comm.						5 statutory positions, 4 added by 2001 TM (2 reduced by 2013 ATM)
Planning Board Rep	Mark Feranian	9	3 yr	2010	2013	Designated by Planning Board (Notified 6/10/2013)
ConCom Rep	Jessica Gugino	9	3 yr	2011	2014	Designated by Conservation Comm
Historical Commission Rep	George Bacon	9	3 yr	2010	2013	Designated by Historical Comm; (Notified 6/10/2013)
Housing Authority Rep	Janet Providakas - Chairman	9	3 yr	2010	2013	Designated by Housing Auth (Notified 6/10/2013)
Park Commission Rep	Sarah Gibbons	9	3 yr	2011	2014	Designated by Park Dept
Fin Com Rep	Scott Houde	9	3 yr	2011	2014	Designated by FinCom (Position To Expire and Cease Per ATM 2013)

**FY14
APPOINTMENTS
6/14/2013**

Bos Rep	Gary Luca	9	3 yr	2011	2014	(Position To Expire and Cease Per ATM 2013 on June 30, 2014)
Citizen at Large	Beth Suedmeyer	9	3 yr	2011	2014	
Citizen at Large	VACANT	9	3 yr	2013	2016	
Conservation Commission	MGL 40, s 8C: not less than 3 or more than 7 mbrs - Ayer Town Meeting 1963 voted 5 mbrs					
	Jessica Gugino	5	3 yr	2012	2015	
	Takashi Tada	5	3 yr	2012	2015	
	George Bacon	5	3 yr	2013	2016	
	William Daniels - Chairman	5	3 yr	2013	2016	
	Lee Curtis	5	3 yr	2011	2014	
Council on Aging Board of Directors						
	Sr. Paula McCrea - Chairman		3 yr	2012	2015	
	Pricilla Hottle		3 yr	2012	2015	
	Robert Hammond		3 yr	2013	2016	COA Recommends Reappointment
	Catherine S. Lawson		3 yr	2013	2016	COA Recommends Reappointment
	Agnes Shanahan		3 yr	2013	2016	COA Recommends Reappointment
Cultural Council	MGL c. 10, s. 58: Min of 5, max of 22 members, apptd by BoS					
	Anthony D'Amico - Co-Chair	11	3yr	2010	2013	Notified of term expiration
	Diane Dolan	11	3 yr	2012	2015	
	Debra Faust-Clancy - Co-Chair	11	3 yr	2010	2013	Notified of Term Expiration 6-10-2013
	Janet Adamson	11	3 yr	2010	2013	Notified of Term Expiration 6-10-2013
	Connie Lind	11	3 yr	2010	2013	Notified of Term Expiration 6-10-2013
	Edith Stephen	11	3 yr	2010	2013	Notified of Term Expiration 6-10-2013
	VACANT	11	3 yr			
	VACANT	11	3 yr			
	VACANT	11	3 yr			
Dam & Pond Management Cmte						
Alternate Member	Laurie Nehring					
Fire Chief or designee	Robert Pedrazzi		ex-officio			
DPW Supt or designee	Mark Wetzel		ex-officio			
ConCom designee	Takashi Tada					
Citizen Rep	Dan Rzasas		3 yr	2011	2014	
Citizen Rep	Michelle Riggs			2011	2013	
Citizen Rep	Mariana Giovino			2011	2012	
Devens Open Space & Recrea.	VACANT	1	1 yr	2013	2014	
Emergency Management						
Director	Robert Pedrazzi	1	1 yr	2013	2014	
Deputy Director	VACANT	1	1 yr	2013	2014	Contacted Chief 6/10/2013 about Recommendation(s)
Energy Committee						
BOS Rep	VACANT	8	1yr	2013	2014	
Town Administrator	Robert Pontbriand	8	1yr	2013	2014	Wishes to Be Reappointed 6/1/2013
Finance Manager	Lisa Gabree	8	1yr	2013	2014	Wishes to Be Reappointed 6/1/2013
DPW	Mark Wetzel	8	1yr	2013	2014	Wishes to Be Reappointed 6/1/2013
Facilities Director	Dan Sherman - Chairman	8	1yr	2013	2014	Wishes to Be Reappointed 6/1/2013
Public Safety	Robert Pedrazzi	8	1yr	2013	2014	Wishes to Be Reappointed 6/1/2013
Businesses	David Maher	8	1yr	2013	2014	Wishes to Be Reappointed 6/1/2013
Citizen	Alan Wilson	8	1 yr	2013	2014	Wishes to Be Reappointed 6/1/2013
Fence Viewer	MGL c. 49, sec. 1: one-year term appt'd by BOS; shall appoint two or more fence viewers					
	Gabriel Vellante	1	1 yr	2013	2014	Pending BOS
Finance Committee	APPOINTED BY MODERATOR					
	Brian Muldoon	5	3 yr	2012	2015	
	Mary Anne Zawaki	5	3 yr	2010	2013	

**FY14
APPOINTMENTS
6/14/2013**

	Michael Pattendon	5	3 yr	2011	2014	
	John Kilcommins	5	3 yr	2011	2014	
	Scott Houde - Chairman	5	3 yr	2012	2015	
Fire Station ReUse Committee	Recommend Committee Be Desolved with the Completion of the RFP					
Selectman Representative	James Fay		1 yr	2012	2013	
Economic Development	David Maher	ex-officio				
	Jerry Love		1 yr	2012	2013	
	George Bacon		1 yr	2012	2013	
	VACANT		1 yr	2012	2013	
	VACANT		1 yr	2012	2013	
Green Community Committee	Recommended that Green Community Committee Be Combined with Energy Committee					
Selectman Representative	VACANT		1 yr	2013	2014	
Town Administrator	Robert Pontbriand	ex-officio				
Economic Development	David Maher	ex-officio				
Planning Board Representative	Jeremy Callahan		1 yr	2012	2013	Notified of Term Expiration 6/1/2013
Citizen Representatives	Faith Salter		1 yr	2012	2013	Notified of Term Expiration 6/1/2012
	Carolyn McCreary		1 yr	2012	2013	Notified of Term Expiration 6/1/2012
	Allan Wilson		1 yr	2012	2013	Notified of Term Expiration 6/1/2012
Historical Commission						
	George Bacon - Chairman	5	3 yr	2011	2014	george.bacon@mwra.state.ma.us
	Thomas McLain	5	3 yr	2011	2014	
	VACANT	5	3 yr	2012	2015	
	Ruth Rhonemus	5	3 yr	2013	2016	
	Barry Schwarzel	5	3 yr	2013	2016	
Industrial Dev Finance Auth						
	Francis Callahan		5 yr	2011	2016	
	Kevin Horgan		5 yr	2013	2018	
	Brian Anderson - Chairman		5 yr	2009	2014	
	Nicholas Laggis		5 yr	2009	2014	
	Robert S. Williams		5 yr	2010	2015	
Insurance Advisory Committee	Not appointed by BOS. Per MGL Ch 32B s 2 includes one member from each CBU plus one retiree					
Town Administrator	Robert Pontbriand	ex-officio				staff support
BoS Representative	Pauline Conley	ex-officio				BoS Rep - non voting
Retiree Representative	Ret Chief Paul Fillebrown	8				
CBU Representatives:						
AFD	Jeremy Januskiewicz	8				
APD	Kellie Barhight & Drew Kularski	8				
DPW	Doug Jasperson	8				
Dispatchers	Terry Fuhs	8				
Superior Officers	Mike Edmonds	8				
AFSCME Clerical Union	Susan Sullivan	8				
IT Committee						
IT Systems Administrator	Cindy Knox	ex-officio				cknox@ayer.ma.us
Town Administrator	Robert Pontbriand	ex-officio				
Finance Manager	Lisa Gabree	ex-officio				
	Jeffery Mayes		1 yr	2012	2013	Notified on 6/10/2013 about Term Expiration
	Evan Torlin		1 yr	2013	2014	
	Allan Wilson		1 yr	2013	2014	
Memorial Garden Committee	COMMITTEE OF TOWN MEETING					
Verteran's Agent	Mike Detillion	ex-officio				
	Jim Fay		1 yr	2012	2013	Wishes to Be Reappointed 6/1/2013
	Janet Lewis		1 yr	2012	2013	Notified of Term Expiration 6/1/2013

**FY14
APPOINTMENTS
6/14/2013**

	Bob Eldredge		1 yr	2012	2013	Notified of Term Expiration 6/1/2013
	Charlie McKinney		1 yr	2012	2013	Notified of Term Expiration 6/1/2013
	VACANT					
	VACANT					
MART Advisory Board	Robert Pontbriand	1	1 yr	2013	2014	Town Administrator if Chairman not available
MBTA Advisory Board	Robert Pontbriand	1	1 yr	2013	2014	Town Administrator if Chairman not available
MJTC Representatives						
BOS Rep	Pauline Hamel	1	1 yr	2012	2013	Notified of Term Expiration 6/10/2013
Planning Board	Mark Fermanian	1	1 yr	2012	2013	Notified of Term Expiration 6/10/2013
MRPC Representatives						
Planning Board	VACANT		1 yr	2012	2013	VACANT
BOS Rep	David Maher		1 yr	2013	2014	Town Administrator is back-up
Personnel Board	RECOMMEND BOS SUSPEND BOARD UNTIL FURTHER NOTICE					
Employee Rep	Lisa White/ VACANT 6/30/2013	5	3 yr	2012	2013	Term Expires on June 30, 2012
FinCom Rep	Brian Muldoon	5	1 yr	2012	2013	Annual designation by the FinCom
Citizen Rep	VACANT	5	3 yr	2011	2014	VACANT
Citizen Rep	VACANT	5	3 yr	2010	2013	VACANT
Citizen Rep	VACANT	5	3 yr	2012	2015	VACANT
Personnel Board of Appeals	See PPM, Section 12: 5 mbr Board apptd annually from the following: PC, FC, DPW Supt, TA, Treas, Town Clk, Bd of Assrs, Acct, EDD, Park Comm, I					
	NEED TO SEND MEMO TO BOARDS					
Police Department	Only need to appoint the Reserve and Special officers, not full-time staff					
Reserve Officers			1 yr	2013	2014	See List Submitted by Police Chief
			1 yr	2013	2014	Police Chief Notified on 6/7/2013 regarding Re-Appointments
			1 yr	2013	2014	
Special - Out of Town	Per attached list from Chief Murray		1 yr	2013	2014	
Animal Control Officer	Robert Friedrich	1	1 yr	2013	2014	Reappointment Recommended by Police Chief
Rate and Fees Review Comm						
Town Administrator	Robert Pontbriand	ex-officio				
Finance Manager	Lisa Gabree	ex-officio				
FinCom Representative	John Kilcommins			2012	2013	Fin Com Contacted for Rep 6/10/2013
Business Representative	VACANT					may be more than one
Citizen Representative	VACANT					may be more than one
Recycling Committee						
	Laurie Sabol - Chairman	5	3 yr	2011	2014	
	Susan Tordella	5	3yr	2010	2013	Notified Term Expiration on 6/10/2013
	Kim Krieser	5	3 yr	2010	2013	Notified Term Expiration on 6/10/2013
	VACANT	5				
	VACANT	5				
Registrars of Voters	Must be equal representation from Democratic and Republican parties					
	Patricia A Walsh - D	4	3 yr	2012	2015	
	Barbara Wilson - R	4	3 yr	2012	2015	
	Pauline Hamel - D	4	3 yr	2013	2016	
	John Canney - R	4	3 yr	2013	2016	
Sealer of Weights & Measures	MGL c. 98, s. 35: State certification on file.					
	Eric Aaltonen	1	1 yr	2012	2013	Notified of Terms Expiration on 6/10/2013
Storm Water Utility EF Cmte						
DPW Supt	Mark Wetzel	ex-officio				

**FY14
APPOINTMENTS
6/14/2013**

Selectman	VACANT			2012	2013	Discussed Committee Appointments With M. Wetzel 6/1/2012	
ConCom designee				2012	2013		
FinCom Representative				2012	2013		
SIU/IPP Representative				2012	2013		
Businessowner				2012	2013		
Citizen Representative (up to 4)				2012	2013		
				2012	2013		
				2012	2013		
Phase II Storm Water Committee	Committee is part of compliance plan w/ DEP/EPA						
BOS Rep	VACANT		7	3 yr	2010	2013	
DPW Superintendent	Mark Wetzel		7	3 yr	2010	2013	
ConCom Rep	VACANT		7	3 yr	2010	2013	Notified Cons Com of Need for Designee 6/10/2013
Communications Rep	VACANT		7	3 yr	2010	2013	
Recycling Rep	Laurie Sabol		7	3 yr	2010	2013	Notified of Terms Expiration on 6/10/2013
Planning Board Rep	Mark Fermanian		7	3 yr	2010	2013	Notified of Terms Expiration on 6/10/2013
Citizen Rep	Susan Tordella		7	3 yr	2010	2013	Notified of Terms Expiration on 6/10/2013
TIF Review Committee	NEED TO ADVERTISE						
BoS Representative	Pauline Conley			1 yr	2013	2014	
Assessor Representative	Thomas Hogan	ex-officio					
Town Administrator	Robert Pontbriand	ex-officio					
Finance Manager	Lisa Gabree	ex-officio					
FinCom Representative	Michael Pattendon				2013	2014	Fin Com Notified 6-14-2013
Economic Development Director	David Maher	ex-officio					
Business Representative	VACANT						
Citizen Representative	VACANT						
Town Counsel	Kopelman & Paige, P.C.			1 yr	2013	2014	Mark R. Reich, Esq. - primary contact
Veterans Agent	Mike DeTillion			1 yr	3/30/13	4/1/14	
Zoning Board of Appeals	Membership is 5 + 2 Alternates						
	Dale Taylor - Chairman			3 yr	2008	2014	
	Ron DeFillipo			3 yr	2012	2015	
	John Cadigan			3 yr	2012	2015	
	Jim Luchessi			3 yr	2011	2014	
	Charles Schultz			3 yr	2012	2015	
Alternate	Steve Wentzel			3 yr	2011	2014	
Alternate	VACANT			3 yr			
	Pauline Conley, Chair						
	Gary J. Luca, Vice Chair						
	Christopher R. Hillman, Clerk						
	James M. Fay, Member						
	Jannice L. Livingston, Member						
	Ayer Board of Selectmen July 2013						

AGENDA ITEM #11
BOS Open Discussion (15 min/time permitting)

11.1 New Business

11.2 Selectmen's Questions

A. Selectman Fay: Town Vehicle Transponders Discussion.

Selectman Fay would like to briefly discuss the issue of Town-wide Vehicle Transponders. Enclosed is a Memo on the issue from the Town Administrator. Additionally, an independent company which Selectman Fay contacted is available to give a brief demonstration to the Board at the July 2, 2013 Meeting.

11.3 Future Meetings

A. Enclosed is a memo of proposed Board Meetings for the Summer. Additionally, with Negotiations still under way the need for additional meetings may be necessary. Respectfully, the Board needs to discuss how and when it wishes to meet over the next three months.

AGENDA ITEM #12
M. Stephanie Gintner, Town Treasurer (10 min)

12.1 Sale and Certification of Bonds:

The Town Treasurer will appear before the Board for the sale and certification of Bonds. The Treasurer will bring all of the documents requiring BOS Signature. **(For Approval).**

ADJOURNMENT

Board of Selectmen

MEETING TUESDAYS AT 7:00 P.M. • UPPER TOWN HALL • 1 MAIN STREET • AYER, MASSACHUSETTS 01432



Tel. (978) 772-8220
Fax. (978) 772-3017

Town Administrator
(978) 772-8210

MEMORANDUM

DATE: June 14, 2013

TO: Ayer Board of Selectmen

FROM: Robert A. Pontbriand
Town Administrator

SUBJECT: Town-Wide Vehicle Transponders Discussion

Dear Honorable Selectmen,

As you are aware the Board has been discussing the idea of Town-Wide Vehicle Transponders since last summer when Selectman Hillman first mentioned the idea. Per the request of Selectman Fay, I have compiled the following advisory memo consisting of the input from the DPW Superintendent, Fire Chief, and Police Chief. Additionally, thru the efforts of Selectman Fay, a vendor of Vehicle Transponders is available to make a brief presentation to the Board at the July 2, 2013 Meeting. Additionally, the I.T. Systems Administrator is currently researching the phone GPS technology and will have a report by July 2, 2013.

DPW Superintendent:

The DPW has 28 vehicles that would need to be tracked, due to the use in our snow removal operations. Based on numbers that I have, cost for the devices would be about \$4000 with a monthly cost of \$7,000 to \$10,000. The benefits include:

- Track what roads and sidewalks have been plowed, swept
- Monitor location of Sludge Tanker truck
- Quick response to emergency situations

Due to the size of the department and the town, we have a good idea of who is doing what and where. As we don't use outside contractors for plowing, we know what routes are being plowed and what the priorities are. The disadvantages are:

- Cost of installation and monthly monitoring fees
- Effort required by limited staff to actually monitor the GPS locations and data. Basically, I would be the primary person responsible for this and have many other priorities
- Impact on employee morale and trust

Fire Chief:

- I don't feel that having a GPS transponders on any of my vehicles is of any benefit to the department. When my vehicles are not in the station I know exactly where they are. They sign on to the Dispatch Center every time they leave the station. Arrive at their destination, leave the destination and return to the station. This is all recorded in an incident report for each time they go out for each vehicle including my vehicle if it is an incident that I am responding to.
- I feel that this is an unnecessary cost burden that will have no positive effect.
- Who will be monitoring the system and for what purpose? Is this going to be done by the Department Head or some other entity and what will the cost of that be?
- It is a negotiable item for the unions. This being said they will get some monetary consideration for having transponders on the vehicles. This will only add to the cost of the project and it is a long term cost that never goes away.
- I could see a benefit if we were a larger department with multiple vehicles on the road at the same time; but there would have to be somebody monitoring this system live all the time.

Police Chief:

- I echo the comments of the Fire Chief and DPW Superintendent below and would add that my greatest concern is one of security and who would be monitoring the system. For anyone outside the Department knowing where officers are is a serious officer safety concern and would seriously compromise investigations/operations on all levels.
- As with the fire department my officers are required to report their positions to Dispatch, whether by radio or some covert communication, so we always know where they are. Even when on routine patrol or breaks their activity is logged.
- Our operational design requires units to be dispatched based on sector rather than the closest unit. This works because on routine calls requiring the response of only one unit there is no "rush" to get to the call. On any other call multiple units are dispatched, which is generally all that are on the road, so the nearest car gets there soonest anyway.
- For the Police Department there is no benefit to GPS trackers in our vehicles.

Cc: DPW Superintendent
Fire Chief
Police Chief

Board of Selectmen

MEETING TUESDAYS AT 7:00 P.M. • UPPER TOWN HALL • 1 MAIN STREET • AYER, MASSACHUSETTS 01432



Tel. (978) 772-8220
Fax. (978) 772-3017

MEMORANDUM

Town Administrator
(978) 772-8210

DATE: June 14, 2013
TO: Ayer Board of Selectmen
FROM: Robert A. Pontbriand
Town Administrator

A handwritten signature in black ink, appearing to read 'R.A.P.', written over a horizontal line.

SUBJECT: Proposed BOS Summer Meeting Schedule

Dear Honorable Selectmen,

As the old saying goes, "The business of government is never finished". That is how we find ourselves on the eve of the Summer of 2013. I respectfully propose the following schedule of BOS Meetings for the Summer for discussion at the June 18, 2013 Board Meeting.

JUNE:

- June 18, 2013, 7pm: Regular Meeting
- Need June Executive Session(s) For: Fire Negotiations; Gintner v. Ayer; AFSCME 93 Wage Reopener MOA; Dispatcher Wage Reopener; DPW Negotiations
- Need June Meeting for Performance Evaluation Review
- June 24, 2013, 7pm: Special Town Meeting

JULY:

- July 2, 2013, 7pm: Regular Meeting
- July 9, 2013, 7pm: Executive Session (If Needed)
- July 16, 2013, 7pm: Regular Meeting

AUGUST:

- August 6, 2013, 7pm: Regular Meeting
- August 13, 2013, 7pm: Executive Session (If Needed)
- August 20, 2013, 7pm: Regular Meeting