

RECEIVED
TOWN CLERK
TOWN OF AYER

2015 NOV 25 AM 10:51

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



Tuesday December 1, 2015
Open Session Meeting Agenda

- 7:00 PM Call to Order
Review and Approve Agenda; Announcements
- Recognition of Eagle Scout
- Public Input
- 7:05 PM Public Hearing – Application for License – Storage of Flammable and Combustible Liquids (MGL c. 148, §13)
Groton Ayer Realty Trust, 95 Fitchburg Road
- 7:15 PM Mrs. Susan Copeland, Town Clerk and Tax Collector
1. Fee Increase Schedule
2. Clerk Update
3. Collector Update
- 7:25 PM Superintendent Mark Wetzel, Ayer Department of Public Works
1. Appointment of DPW Highway Division Equipment Operator
- 7:35 PM Ms. Cindy Knox, IT Director
1. Portable Media Policy
- 7:40 PM Town Administrator's Report
1. Administrative Update
2. 2016 License Renewals
3. Restructuring of the I.T. Committee
- 7:55 PM New Business/Selectmen's Questions
1. Nuisance Bylaw Discussion (Selectman Hillman)
- 8:00 PM Approval of the Minutes
November 17, 2015
- Adjournment

*Note:

Agenda Times are for planning purposes only and do not necessarily constitute exact times



BOY SCOUTS OF AMERICA
TROOP 3 - AYER
1 West Main St.
Ayer, MA 01432

RECEIVED
NOV 02 2015

TOWN OF AYER
SELECTMEN'S OFFICE

12/11/15
BOS

Nov. 2, 2015

Board of Selectmen
Town of Ayer
P.O. Box 308
Ayer, MA 01432

RE: Eagle Scout - Court of Honor

Dear Sir or Madam:

On December 5, 2015 Andy Poutry of Boy Scout Troop #3 Ayer will be honored on his advancement to the rank of Eagle Scout. Andys project was the cleaning up, repairing and painting of the statues out front of St. Marys church.

As you know, fewer than 2 percent of all boys in the scouting program achieve this rank. We are very proud of Andys accomplishment.

Knowing of your concern for the youth of our town, it would be greatly appreciated if you could acknowledge his accomplishment with a personal message and recognize his achievement officially.

Thank you very much for your consideration to this matter.

Yours Sincerely,

Karen Januskiewicz, Troop Committee Chair

**Town of Ayer
Notice of Public Hearing
Ayer Board of Selectmen**

The Ayer Board of
Selectmen will be
conducting a Public
Hearing on Tuesday
December 1, 2015 at 7:05
PM at the Ayer Town Hall,
1st Floor Meeting Room, 1
Main Street, Ayer, MA
01432 regarding the
application by Groton Ayer
Realty Trust, 95 Fitchburg
Road Ayer, MA 01432
seeking a new license for
the storage of up to
10,000 gallons LP gas,
pursuant to MGL c. 148
sec. 13.

Jannice L. Livingston,
Chair

Gary J. Luca, Vice-Chair
Christopher R. Hillman,
Clerk

November 23, 2015



The Commonwealth of Massachusetts
City/Town of Ayer

GIS Coordinates
LAT.
LONG.
License Number

FP-002
(Rev. 1.1.2015)

License

Massachusetts General Law, Chapter 148 §13

New License Amended License

After notice and hearing, and in accordance with Chapter 148 of the Mass. General Laws, a license is hereby granted to use the land herein described for the purposes described.

Location of Land: 95 Fitchburg Road Ayer, MA 01432 Map 11/Parcel 1 Map 11/Parcel 54
Number, Street and Assessor's Map and Parcel ID
Owner of Land: Groton Ayer Realty Trust
Address of Land Owner: PO BOX 353 Ayer, MA 01432

Flammable and Combustible Liquids, Flammable Gases and Solids

Complete this section for the storage of flammable and combustible liquids, solids, and gases. All tanks and containers are considered full for the purposes of licensing and permitting. (Attach additional pages if necessary.)

Table with 5 columns: PRODUCT NAME, CLASS, MAXIMUM QUANTITY, UNITS (gal., lbs, cubic feet), CONTAINER (UST, AST, IBC, drums). A large 'COPY' watermark is overlaid on the table.

LP-gas (Complete this section for the storage of LP-gas or propane)

- Maximum quantity (in gallons) of LP-gas to be stored in aboveground containers: 2,000 Gallons
List sizes and capacities of all aboveground containers used for storage: 2 - 1000 gallon tanks
- Maximum quantity (in gallons) of LP-gas to be stored in underground containers: 8,000 Gallons
List sizes and capacities of all underground containers used for storage: 8-1000 gallon tanks
- Total aggregate quantity of all LP-gas to be stored: Maximum of 10, 000 Gallons

Fireworks (Complete this section for the storage of fireworks)

- Maximum amount (in pounds) of Class 1.3G: _____
- Maximum amount (in pounds) of Class 1.4G: _____
- Maximum amount (in pounds) of Class 1.4: _____
- Total aggregate quantity of all classes of fireworks to be stored: _____

RECEIVED
NOV 18 2015
TOWN OF AYER
SELECTMEN'S OFFICE

THIS LICENSE OR A CERTIFIED COPY THEREOF MUST BE CONSPICUOUSLY POSTED ON THE LAND FOR WHICH IT IS GRANTED.

Explosives (Complete this section for the storage of explosives)

- ❖ Maximum amount (in pounds) of Class 1.1: _____ Number of magazines used for storage: _____
- ❖ Maximum amount (in pounds) of Class 1.2: _____ Number of magazines used for storage: _____
- ❖ Maximum amount (in pounds) of Class 1.3: _____ Number of magazines used for storage: _____
- ❖ Maximum amount (in pounds) of Class 1.4: _____ Number of magazines used for storage: _____
- ❖ Maximum amount (in pounds) of Class 1.5: _____ Number of magazines used for storage: _____
- ❖ Maximum amount (in pounds) of Class 1.6: _____ Number of magazines used for storage: _____

Licensing Authority Use:

This license is granted upon the condition that the licensed activity will comply with all applicable laws, codes, rules and regulations, including but not limited to Massachusetts General Law, Chapter 148, and the Massachusetts Fire Code (527 CMR 1.00) as amended. The license holder may not store materials in an amount exceeding the capacities herein specified unless and until any amended license has been granted.

ADDITIONAL RESTRICTIONS:

COPY

Signature of Licensing Authority _____ Title _____ Date _____

THIS LICENSE OR A CERTIFIED COPY THEREOF MUST BE CONSPICUOUSLY POSTED ON THE LAND FOR WHICH IT IS GRANTED.

Town of Ayer
Board of Selectmen's Office
Transmittal Form – Department Head Review



X Board of Health
Department of Public Works
Police Department
Fire Department
Building Inspector/Zoning Enforcement Officer
Conservation Committee
Tax Collector
Assessor's Office
Planning Board
Treasurer

Review Deadline Date November 24, 2015
Public Hearing Date December 1, 2015

Apologies for the short notice,
week is cut short by
Thanksgiving!

Permit Sought: c.148, sec. 13 new license for storage of LP Gas

Description Maximum quantity of 10,000 gallons, above and underground

Submitted by Groton Ayer Realty Trust Date November 18, 2015

Address 95 Fitchburg Road 11-1
11-54 Telephone _____

This plan is submitted for your review, comments, and recommendations. Please return to the Board of Selectmen's Office by the Review Deadline Date so that the Board of Selectmen can consider your recommendation.

_____ Approved _____ Modifications Needed _____ Disapprove

(If your recommendation is not "Approved", please specify/illustrate reasons why.)

Comments:

Signed Bridgeth Malby

Title Health Agent

Date 11/23/15

Town of Ayer
Board of Selectmen's Office
Transmittal Form - Department Head Review



<input checked="" type="checkbox"/>	Board of Health	Review Deadline Date	<u>November 24, 2015</u>
<input type="checkbox"/>	Department of Public Works	Public Hearing Date	<u>December 1, 2015</u>
<input type="checkbox"/>	Police Department		
<input type="checkbox"/>	Fire Department		
<input type="checkbox"/>	Building Inspector/Zoning Enforcement Officer		Apologies for the short notice, week is cut short by Thanksgiving!
<input type="checkbox"/>	Conservation Committee		
<input type="checkbox"/>	Tax Collector		
<input type="checkbox"/>	Assessor's Office		
<input type="checkbox"/>	Planning Board		
<input type="checkbox"/>	Treasurer		

Permit Sought: c.148, sec. 13 new license for storage of LP Gas

Description: Maximum quantity of 10,000 gallons, above and underground

Submitted by Groton Ayer Realty Trust Date November 18, 2015

Address 95 Fitchburg Road 11-1 Telephone _____
11-54

This plan is submitted for your review, comments, and recommendations. Please return to the Board of Selectmen's Office by the Review Deadline Date so that the Board of Selectmen can consider your recommendation.

Approved Modifications Needed Disapprove

(If your recommendation is not "Approved", please specify/illustrate reasons why.)

Comments:

Signed 

Title DPW Supt

Date 11/23/15

Town of Ayer
Board of Selectmen's Office
Transmittal Form - Department Head Review



_____	Board of Health	Review Deadline Date	<u>November 24, 2015</u>
_____	Department of Public Works	Public Hearing Date	<u>December 1, 2015</u>
<u>X</u> _____	Police Department		
_____	Fire Department		
_____	Building Inspector/Zoning Enforcement Officer		Apologies for the short notice, week is cut short by Thanksgiving!
_____	Conservation Committee		
_____	Tax Collector		
_____	Assessor's Office		
_____	Planning Board		
_____	Treasurer		

Permit Sought: c.148, sec. 13 new license for storage of LP Gas

Description: Maximum quantity of 10,000 gallons, above and underground

Submitted by: Groton Ayer Realty Trust Date: November 18, 2015

Address: 95 Fitchburg Road 11-1 Telephone: _____
11-54

This plan is submitted for your review, comments, and recommendations. Please return to the Board of Selectmen's Office by the Review Deadline Date so that the Board of Selectmen can consider your recommendation.

Approved Modifications Needed Disapprove

(If your recommendation is not "Approved", please specify/illustrate reasons why.)

Comments:

Signed: [Signature] Title: Chief of Police
Date: 11/20/15

Town of Ayer
Board of Selectmen's Office
Transmittal Form – Department Head Review



_____	Board of Health	Review Deadline Date	<u>November 24, 2015</u>
_____	Department of Public Works	Public Hearing Date	<u>December 1, 2015</u>
_____	Police Department		
<u>X</u> _____	Fire Department		
_____	Building Inspector/Zoning Enforcement Officer		Apologies for the short notice, week is cut short by Thanksgiving!
_____	Conservation Committee		
_____	Tax Collector		
_____	Assessor's Office		
_____	Planning Board		
_____	Treasurer		

Permit Sought: c.148, sec. 13 new license for storage of LP Gas

Description: Maximum quantity of 10,000 gallons, above and underground

Submitted by Groton Ayer Realty Trust Date November 18, 2015

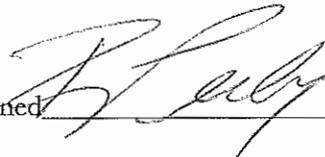
Address 95 Fitchburg Road 11-1 Telephone _____
11-54

This plan is submitted for your review, comments, and recommendations. Please return to the Board of Selectmen's Office by the Review Deadline Date so that the Board of Selectmen can consider your recommendation.

X Approved _____ Modifications Needed _____ Disapprove _____

(If your recommendation is not "Approved", please specify/illustrate reasons why.)

Comments:

Signed 

Title Fire Chief

Date 11-19-15

Town of Ayer
Board of Selectmen's Office
Transmittal Form - Department Head Review



_____	Board of Health	Review Deadline Date	<u>November 24, 2015</u>
_____	Department of Public Works	Public Hearing Date	<u>December 1, 2015</u>
_____	Police Department		
_____	Fire Department		
_____	Building Inspector/Zoning Enforcement Officer		Apologies for the short notice, week is cut short by Thanksgiving!
_____	Conservation Committee		
<u>X</u> _____	Tax Collector		
_____	Assessor's Office		
_____	Planning Board		
_____	Treasurer		

Permit Sought: c.148, sec. 13 new license for storage of LP Gas

Description Maximum quantity of 10,000 gallons, above and underground

Submitted by Groton Ayer Realty Trust Date November 18, 2015

Address 95 Fitchburg Road 11-1 Telephone _____
11-54

This plan is submitted for your review, comments, and recommendations. Please return to the Board of Selectmen's Office by the Review Deadline Date so that the Board of Selectmen can consider your recommendation.

X Approved _____ Modifications Needed _____ Disapprove

(If your recommendation is not "Approved", please specify/illustrate reasons why.)

Comments:

Signed *Anna Copeland*
Date *November 20, 2015*

Title *Town Clerk Tax Collector*

Town of Ayer
Board of Selectmen's Office
Transmittal Form – Department Head Review



_____	Board of Health	Review Deadline Date	<u>November 24, 2015</u>
_____	Department of Public Works	Public Hearing Date	<u>December 1, 2015</u>
_____	Police Department		
_____	Fire Department		
_____	Building Inspector/Zoning Enforcement Officer		Apologies for the short notice,
_____	Conservation Committee		week is cut short by
_____	Tax Collector		Thanksgiving!
<u>X</u>	Assessor's Office		
_____	Planning Board		
_____	Treasurer		

Permit Sought: c.148, sec. 13 new license for storage of LP Gas

Description: Maximum quantity of 10,000 gallons, above and underground

Submitted by: Groton Ayer Realty Trust Date: November 18, 2015

Address: 95 Fitchburg Road 11-1
11-54 Telephone: _____

This plan is submitted for your review, comments, and recommendations. Please return to the Board of Selectmen's Office by the Review Deadline Date so that the Board of Selectmen can consider your recommendation.

_____ Approved _____ Modifications Needed _____ Disapprove

(If your recommendation is not "Approved", please specify/illustrate reasons why.)

Comments:

Signed: Thomas Hoyer
Date: 11/23/15

Title: Assessing Administrator

Town of Ayer
Board of Selectmen's Office
Transmittal Form - Department Head Review



_____	Board of Health	Review Deadline Date	<u>November 24, 2015</u>
_____	Department of Public Works	Public Hearing Date	<u>December 1, 2015</u>
_____	Police Department		
_____	Fire Department		
_____	Building Inspector/Zoning Enforcement Officer		
_____	Conservation Committee		
_____	Tax Collector		
_____	Assessor's Office		
<u>X</u> _____	Planning Board		
_____	Treasurer		

Apologies for the short notice,
week is cut short by
Thanksgiving!

Permit Sought: c.148, sec. 13 new license for storage of LP Gas

Description: Maximum quantity of 10,000 gallons, above and underground

Submitted by: Groton Ayer Realty Trust Date: November 18, 2015

Address: 95 Fitchburg Road 11-1 Telephone: _____
11-54

This plan is submitted for your review, comments, and recommendations. Please return to the Board of Selectmen's Office by the Review Deadline Date so that the Board of Selectmen can consider your recommendation.

X Approved _____ Modifications Needed _____ Disapprove

(If your recommendation is not "Approved", please specify/illustrate reasons why.)

Comments:

Signed: Jeremy Callahan Title: Chairman, Planning
Date: Nov 25 2015

Town of Ayer
Board of Selectmen's Office
Transmittal Form – Department Head Review



_____	Board of Health	Review Deadline Date	<u>November 24, 2015</u>
_____	Department of Public Works	Public Hearing Date	<u>December 1, 2015</u>
_____	Police Department		
_____	Fire Department		
_____	Building Inspector/Zoning Enforcement Officer		Apologies for the short notice, week is cut short by Thanksgiving!
_____	Conservation Committee		
_____	Tax Collector		
_____	Assessor's Office		
_____	Planning Board		
<u> f </u>	Treasurer		

Permit Sought: c.148, sec. 13 new license for storage of LP Gas

Description Maximum quantity of 10,000 gallons, above and underground

Submitted by Groton Ayer Realty Trust Date November 18, 2015

Address 95 Fitchburg Road 11-1
11-54 Telephone _____

This plan is submitted for your review, comments, and recommendations. Please return to the Board of Selectmen's Office by the Review Deadline Date so that the Board of Selectmen can consider your recommendation.

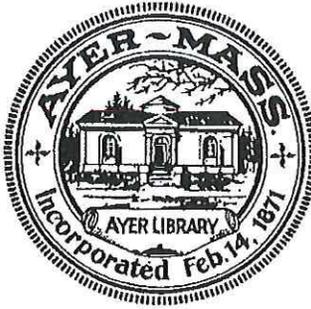
Approved Modifications Needed Disapprove

(If your recommendation is not "Approved", please specify/illustrate reasons why.)

Comments:

Signed Stephanie Antner Title Treasurer

Date 11/20/15



RECEIVED
NOV 24 2015

TOWN OF AYER
SELECTMEN'S OFFICE

To: Board of Selectmen, Ayer, MA
Robert A. Pontbriand, Town Administrator
Carly Antonellis, Assistant to the Town Administrator

From: Susan E. Copeland, Ayer Town Clerk and Tax Collector

RE: Updates from Town Clerk and Tax Collector's Office

The following topic will be discussed, reviewed and updated with the Board of Selectmen at the meeting on December 1st, 2015.

Fee Increase for January 4th, 2016

The following fees will be increased in the Office of the Town Clerk and Tax Collector: MLC, Vital Records (certified copies), Marriage Intentions and Vital Record Amendments.

In reviewing the budgets for both departments and costs of services it is time to increase the services to the general fund. This is never an intention of trying to make revenue for the town. It's to keep cost levels even or balanced.

The fees are level with surrounding and similar sized communities. I have attached a chart to show current and increased amounts.

I will also offer an update on Tax Title, Dog Tags 2016, Election Schedule 2016, and Census 2016.

Town of Ayer
Town Clerk and Tax Collector
Fee Increase
Effective Date January 4th, 2016

Fee (Purpose)	Current Fee	New Fee
MLC	\$25.00	\$50.00
Vital Records (Certified Copy)	\$5.00	\$10.00
Marriage Intentions (Including Certified Copy of License)	\$15.00	\$25.00
Demands	\$5.00	\$5.00
Vital Records (Amendments)	\$10.00	\$20.00
Delayed Record of Birth	\$10.00	\$10.00
For examining records or papers relating to birth marriage or deaths upon application of any person the actual expense thereof, but not less than	\$5.00	\$5.00

Business Certificates	\$30.00	\$30.00
Changes to Business Certificates	\$5.00	\$5.00
Street Listings	\$10.00	\$10.00
Zoning Bylaw Books	\$10.00	\$10.00
General Bylaw Books	\$6.00	\$6.00
Oil Storage Permits	\$5.00	\$5.00
Trailer Park Fees – per trailer per month	\$12.00	\$12.00
Copies	\$0.25	\$0.25

Recording Pole Locations & Relocations (flat fee)	\$40.00	\$40.00
Additional Sheets:	\$10.00	\$10.00
Recording any other document	\$5.00	\$5.00

Dog Licenses:

Late fee after (3/31) Per Household: \$10.00

Male / Female	\$10.00
Neutered / Spayed	\$6.00

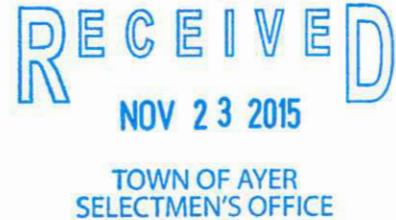
DEPARTMENT OF PUBLIC WORKS

Mark L. Wetzel, P.E., Superintendent
Pamela J. Martin, Office Manager



25 BROOK STREET
AYER, MASSACHUSETTS 01432
T: (978) 772-8240
F: (978) 772-8244

MEMORANDUM



Date: November 23, 2015

To: Robert Pontbriand, Town Administrator

From: Mark Wetzel P.E., Public Works Superintendent

Subject: Highway Division Equipment Operator Recommendation

In accordance with the ASFCME Collective Bargaining Agreement, Article 15, the Department of Public Works posted the position of Highway Division Equipment Operator on November 12, 2015. Internally there were two applicants within the Highway Division, both of which were interviewed for the position. This position includes significantly more responsibility as the Equipment Operator is "on-call" every third week and must respond to off hour situations including salting of icy roads, trees and branches in the travel way, minor flooding and assistance with accidents / fires etc.. The on call person needs to be able to assess the problem and determine the safest and most efficient way to fix it and when to ask for additional assistance.

In an effort to better understand each candidate, their current abilities, I presented them with different "call-in" scenarios and asked how they would respond.

Mr. Bruce Burns has been employed by the DPW since March 2012. He currently holds a Commercial Driver's License (Class B) and Hoisting License.

Based on the applicants' experience and responses during the interviews, I recommend that Bruce Burns be promoted to Highway Division Equipment Operator. He is an excellent equipment operator and has the skills required to respond to the call-ins. I recommend that the Board of Selectmen appoint Bruce Burns as the DPW Highway Division Equipment Operator with a 6 month trial and training period as stipulated in the Agreement.

mw 11/12/15

NOTICE OF VACANCY

HIGHWAY DEPARTMENT EQUIPMENT OPERATOR

As to agreement – Town of Ayer and American Federation of State, County, and Municipal Employees, AFL – CIO, State Council 93, Local 1703, Article 15 – Job Posting and Bidding, Section 1.

RATE OF PAY: ~~\$24.07~~ ^{23.79 mw} per hour (includes two required license increments)*

APPLICATION: Please submit a letter of interest to the DPW Superintendent no later than **3:30 November 19, 2015.**

DEFINITION:

1. Skilled manual work of a difficult and responsible nature in the operation of Public Works equipment of substantial complexity.
2. Related work as required.
3. Must be available for weekly standby (consisting of weekend and week day coverage) if warranted and selected by Superintendent and Highway Department Foreman.

JOB ENVIRONMENT:

1. Works under the general supervision of the Superintendent and the daily supervision of the Highway Department Foreman or Highway Department Assistant Foreman.
2. May exercise limited supervision over other equipment operation or over maintenance/utility personnel and laborers.
3. Work requires independent judgment to avoid damage to public or private property or danger to public safety.
4. Has limited contact with people other than immediate associates.
5. Errors could damage expensive equipment and possibly jeopardize public safety.
6. Work requires frequent and substantial physical effort and is performed under varying weather conditions.
7. Ability to understand and follow oral and written instructions.
8. Work is performed outdoors at which time the incumbent may be exposed to weather extremes of heat and cold temperatures and inclement weather. Work is also performed indoors with possible exposure to exhaust fumes, oil, caustic chemicals, dust and other airborne particles; may occasionally be exposed to hazardous materials. Work involves risk of burns and electrical shock and other hazards associated with working near moving mechanical parts. Work environment is noisy and at times very loud.

ESSENTIAL FUNCTIONS:

1. Operates heavy equipment such as large bulldozer, shovel, crane, rubber or caterpillar backhoe, four-wheel drive front end loader, any type of snow removal equipment, mechanical street sweeper, road roller of five tons or over and power grader.
2. Assists and participates on the construction of street and sidewalks and all related projects.
3. Assists and participates on highway maintenance projects, including resurfacing

programs.

4. Assists and participates on snow plowing and removal, sanding and salting of streets and street cleaning and the removal of snow from all congested areas and from in front of public buildings.
5. Assists and participates in clean up of roadsides in spring and fall and to keep the roadsides and intersections clean of brush whenever it interferes with vehicular traffic.
6. Assists and participates in the erection and maintenance of street signs and road signs.
7. Assists and participates in providing proper pavement markings for safer vehicular traffic.
8. Assists and participates in the cleaning of catch basins of sand washed in from winter operations and in keeping basins open during storms to allow for proper run-off of surface water.
9. Assists the Highway Department Foreman in any other work or activity required to insure proper and efficient operation of the division.
10. Services and follows prescribed preventative maintenance procedures on assigned equipment units.
11. Performs labor incidental to work of operating equipment or other laboring tasks when not so assigned.
12. May be assigned to any other division as directed to assist in emergencies.
13. Performs all duties in accordance with applicable safety regulations.
14. Regular attendance and punctuality at the work place is required.
15. Undertakes special projects and assignments; performs similar or related work as required, directed or as situation dictates.

RECOMMENDED MINIMUM QUALIFICATIONS

Education, Training and Experience:

1. Graduation from High School or equivalent combination of education and experience.
2. Five (5) years of paid work experience in the operation of Public Works equipment.
3. Have a strong mechanical aptitude.
4. Have a good knowledge of the mechanics and operation of automobile equipment.

Special Requirements:

1. Possession of or ability to obtain a Massachusetts CDL B Drivers license during first six (6) months of probationary period is required.
2. Possession of or ability to obtain a Massachusetts Hoisting Engineer (2B) license during first six (6) months of probationary period is required.

KNOWLEDGE, ABILITY AND SKILL:

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

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

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

PHYSICAL REQUIREMENTS:

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

PROBATION:

After an employee has completed his probationary period of twelve (12) months as the Highway Department Equipment Operator, the employee will be considered a full time Highway Department Equipment Operator.

An employee in-house with seniority of over one year in Public Works must have a six (6) month trial period.

An employee in-house must obtain all required licenses within six months of obtaining position.

*

- | | |
|---|----------------------------|
| 1. CDL B Massachusetts Driver's License | \$.10 per hour additional |
| 2. Class 2B Hoisting Engineer (Hydraulic) License | \$.15 per hour additional |



INFORMATION TECHNOLOGY POLICY FOR PORTABLE STORAGE DEVICES

Wednesday, November 25, 2015

Purpose:

The purpose of this policy is to ensure that any portable storage devices used by Town Employees or Special Town Employees are issued by the Town and meet the standards set forth in this policy and the Town's Electronic Communication Policy. The Town of Ayer takes security very seriously and our main concern is to protect the integrity of the private and confidential information that resides within the Town and/or any data that resides in the "cloud" that is owned by the Town, where it can potentially be accessed by unsanctioned resources. This policy intends to prevent this data from being deliberately or inadvertently moved outside of the network and/or the physical premises. A breach of this type could result in the loss of information, damage to critical applications, loss of revenue, and loss of personal information that can be used for identity theft.

Scope:

This policy covers portable media storage devices such as, but not limited to: Flash drives; External hard drives; CD's; Memory cards; USB Card readers; Portable music playing devices, PDA's, cell phones, and phones with internal flash or hard drive-based memory that support data storage.

Exempt from Policy:

Due to the unique legal and security requirements of the Ayer Police Department, the Ayer Police Department is exempt from the Portable Storage Device Policy.

Administration of the Information Technology Acquisition Policy:

The I.T. Director, under the direction of the Town Administrator is ultimately responsible for the administration and implementation of this policy. The Policy for Portable Storage Devices may be amended by the Ayer Board of Selectmen upon recommendation by the Town Administrator in consultation with the Town's I.T. Director, and/or I.T. Committee.

Usage of Portable Storage Devices:

Each employee or special Town Employee who demonstrates the need to store data on a portable storage device will be issued a Town-owned encrypted device. Personal¹ Information may not be stored on any device AND any data stored on such devices may only be transferred to Town-Owned systems or third-party vendor applications that the Town has contracts with. The use of a portable storage device by third parties on any Town Owned computer requires authorization. All devices will be inventoried and will be surrendered upon termination or upon request. Employees must sign off on this policy prior to issuance.

Enforcement:

Any and all usage of portable storage devices acquired without adhering to this policy will be deemed invalid, will be confiscated, and may result in the revocation of privileges and/or disciplinary action.

Disposal of Portable Storage Devices:

The disposal of any and all portable storage devices shall follow MGL Chapter 30B. The IT Director will dispose of these devices in a secure manner.

¹ **Personal Information** means a resident's first name and last name or first initial and last name **in combination with any one or more of the following data elements that relate to such resident:** (a) Social Security number; (b) driver's license number or state-issued identification card number; or (c) financial account number, or credit or

DEPARTMENT OF INFORMATION TECHNOLOGY



Cindy Knox, I.T. Director
(978) 772-8252

Town of Ayer, Massachusetts
1 Main Street Ayer, MA 01432

debit card number, with or without any required security code, access code, personal identification number or password, that would permit access to a resident's financial account.

Declaration:

I have read, understand and acknowledge receipt of the Portable Storage Device Policy. I will comply with the guidelines set out in this policy.

Employee Signature

Date

DRAFT

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: November 25, 2015

TO: Ayer Board of Selectmen

FROM: Robert A. Pontbriand
Town Administrator

R.A.P.

SUBJECT: **Town Administrator's Report and Administrative Update for the December 1, 2015 Board of Selectmen Meeting**

Dear Honorable Selectmen,

I offer the following Town Administrator's Report and Administrative Update for the December 1, 2015 BOS Meeting. If you have any questions, please do not hesitate to contact me directly. Thank you.

Administrative Update:

- I will offer a brief oral Administrative Update at the BOS Meeting covering various activities, projects, and updates from the period of November 17, 2015 to December 1, 2015.

2016 License Renewals:

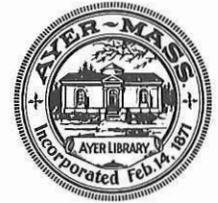
- Please see the attached Memo regarding the 2016 License Renewals. A special thanks to Ms. Antonellis for all of her work on these!

Restructuring of the I.T. Committee:

- Since its creation by the BOS in 2009, the I.T. Committee has been very successful. However over the last three years the Committee has been plagued with quorum issues and many of the citizen volunteers have not attended meetings in years! Furthermore, the scope of the I.T. Committee has largely shifted to administrative matters involving the development of the WISP, various security protocols and procedures, online permitting and payments, and many other functions that require a Committee that is a staff-level committee. In consultation with the I.T. Director, I am respectfully recommending that the BOS vote to authorize a restructuring of the I.T. Committee as follows:
1. I.T. Committee will be composed of the following five (5) members that shall serve one-year terms:
 - I.T. Director (Chairs the Committee)
 - Town Administrator
 - Town Accountant/Finance Manager
 - Police Representative
 - Fire Representative
 2. I.T. Committee Meetings are public meetings and are subject to the OML. Agendas will be posted in accordance with the OML and official meeting minutes taken. (This has been the case all along). The public is welcome to attend/participate in these meetings and others will be called upon on an as needed basis.

Attachment(s)

**Office of the Ayer Board of Selectmen
Office of the Ayer Town Administrator**



Town of Ayer | Ayer Town Hall | 1 Main Street | Ayer, MA 01432 | 978-772-8220 | Fax 978-772-3017 | www.ayer.ma.us

Memorandum

To: Board of Selectmen
 From: Carly Antonellis, Assistant to the Town Administrator
 Date: November 25, 2015
 Re: 2016 License Renewals



The following is a list of the 2016 License Renewals. I am recommending approval of all license renewals listed below subject to successfully meeting all requirements as set forth by Ayer Bylaw XLII and relevant Massachusetts General Law(s).

Pursuant to Bylaw XLII, this list is currently under review for outstanding bills, taxes, fees, assessments, liens, betterments and any other municipal charges by the Tax Collector, Treasurer, and Department of Public Works.

In addition to the full payment due, the following list of requirements must be met before a license will be released.

Additional License Renewal Requirements, As set forth by Town of Ayer Bylaw XLII and Massachusetts General Law(s)		
Code	License Type	Requirements
Class 1	New/Used Motor Vehicle Dealership License	Proof of \$25,000 Surety Bond
Class 2	Used Motor Vehicle License	
Class 3	Junk Auto Dealer's License	n/a
CV	Common Victualler	n/a
BW	Beer/Wine	Completion of ABCC Form, proof of liquor liability insurance, Fire Inspection by AFD
AA	All Alcohol	
s15	Off Premise/Package Store	
s12	On Premise/Restaurant/Club	
Amusement	Amusement License	n/a
Sunday Entertain	Sunday Entertainment License	n/a

2016 License Renewals			
Business Name	Business Address	License Status	License Type
Toreku Tractor & Equipment, Inc.	4 Littleton Road	Awaiting Response	Class 1
Gervais Inc.	5 Littleton Road	Awaiting Response	Class 1
Trailer Home Sales	1 Fitchburg Road	Payment Received. Awaiting Proof of Bond	Class 1
L-3 Communications	90 Nemco Way	Awaiting Response	Class 1
Central Collision Center	121 Central Avenue	Ready for Release	Class 2

2016 License Renewals			
Business Name	Business Address	License Status	License Type
Nukar Auto Sales	7-11 Park Street	Awaiting Response	Class 2
Don's Auto Sales	9 Bishop Road	Awaiting Response	Class 2
J.C. Madigan, Inc.	8 Shaker Road	Ready for Release	Class 2
Terranova Auto Body	40 Littleton Road	Awaiting Response	Class 2
Sean's Auto & Truck Center, Inc.	42 Littleton Road	Ready for Release	Class 2
Rt 2A Auto Sales, Inc.	77 Fitchburg Road	Awaiting Response	Class 2
Power of Honesty, Inc.	179 West Main Street	Awaiting Response	Class 2
Harry Schwartz & Sons, Inc.	20 Sandy Pond Road	Awaiting Response	Class 3
Subway	1 Mill Street	Awaiting Response	CV
Ayer Convenience	60 Park Street	Ready for Release	CV
Deven's Pizza & Deli	210 West Main Street	Ready for Release	CV
McDonald's Restaurant	2 Sandy Pond Road	Awaiting Response	CV
Wendy's Restaurant	2 Barnum Road	Ready for Release	CV
Woo Jung Restaurant	174 West Main Street	Awaiting Response	CV
Verona Pizza & Seafood	18 Park Street	Ready for Release	CV
Dunkin Donuts	18 Park Street	Awaiting Response	CV
Dan's Place	200 West Main Street	Ready for Release	CV
Ayer Gulf	26 Park Street	Ready for Release	CV
The Cottage Restaurant	18 Main Street	Ready for Release	CV
Wok & Roll	49 Park Street	Ready for Release	CV
Lazy Mary's	30 Littleton Road	Awaiting Response	CV
Taco Bell	4 Sandy Pond Road	Awaiting Response	CV
Union Coffee	25 Main Street #1	Ready for Release	CV
Tipo Taco's	35 Main Street	Awaiting Response	CV
The Vineyard	63 Park Street	Proof of Liability Insurance	s15BW
Ayer Shop 'n Save	22 Fitchburg Road	Ready for Release	s15BW
Ayer Package Store, Inc.	48 Main Street	Payment Needed	s15AA
Traffic Circle Liquors, Inc.	2 Littleton Road	Payment Needed	s15AA
Barnum Road Liquors, Inc.	1 Barnum Road	Proof of Liability Insurance and Payment	s15AA
Archer's Mobil	70 Main Street	Ready for Release	s15BW; CV
Chung Ge Market	210D West Main Street	Proof of Liability Insurance, Payment and Fire Inspection	s15BW; CV
Pauline's Variety	67 1/2 East Main Street	Fire Inspection	s15BW; CV
Ayer Gun & Sportsmen's Club	225 Snakehill Road	Awaiting Response	s12BWC; CV
Carlin's	7 Depot Square	Payment Needed	s12AA; CV; Amusement; Sunday Entertain;
Billiard's Café	39 Main Street	Fire Inspection	s12AA; CV; Amusement; Sunday Entertain;
Mango Grill	38 Littleton Road	Awaiting Response	s12AA; CV
Lucia's Tavola Ristorante	31 Main Street	Awaiting Response	s12AA; CV
Markoh's on Main	43 Main Street	Awaiting Response	s12AA; CV
Shaker Hills Country Club	146 Shaker Road	Awaiting Response	s12AA; CV
Tiny's Restaurant	2 Groton School Road	Ready for Release	s12AA; CV; Amusement
Nashoba Club	14 Central Avenue	Payment Needed	s12AA; CV; Amusement
Parthenon Pizza	60 West Main Street	Awaiting Response	CV; Amusement
New England Flatbread & Ale Company, Inc.	9 Main Street	Proof of Liability Insurance and Payment	s12AA; CV

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



Tuesday November 17, 2015
Meeting Minutes

Broadcast and Recorded by APAC

Present: Jannice L. Livingston, Chair; Gary J. Luca, Vice-Chair;
Christopher R. Hillman, Clerk (*Entered at 7:07 PM*)

Robert A. Pontbriand, Town Administrator
Carly M. Antonellis, Assistant to the Town Administrator

Call to Order: J. Livingston called the meeting to order at 7:00 PM.

Moment of Silence: J. Livingston asked for a moment of silence in observation of the terrorist attacks that took place in Paris France on November 13, 2015.

Review and Approve Agenda: R. Pontbriand asked to amend the agenda by adding #3 under the Fire Chief's agenda items. #3 will be a request for a Reserve Fund Transfer to make repairs to Ladder 1.

Motion: A motion was made by G. Luca and seconded by J. Livingston to approve the agenda, as amended.
Motion passed 2-0.

Announcements: J. Livingston made the following announcements:

- The Annual Turkey Party will take place Wednesday November 18, 2015 at 7:00 PM at the Ayer Fire Department
- The 11th Annual Ayer Fire Department Thanksgiving Day 5K will be held November 26, 2015.
- A Winter Parking Ban IS IN effect as of Friday November 15, 2015 through April 15, 2016.
- The Downtown Ayer Christmas Celebration will take place on Saturday December 12, 2015 from 12:00 PM – 3:00 PM.
- The Annual Tuba Christmas Concert will be held on Sunday December 13, 2015 at 2:00 PM. Both events are free and open to the public.

Public Input: None

C. Hillman enters at 7:07 PM.

Chief William A. Murray, Ayer Police Department: Chief Murray was in attendance asking for consideration of appointments for Prisoner Watch Personnel. He is recommending Mr. Wayne Sears, Ms. Sandra Chamberlain and Ms. Darlene Buelow.

Motion: A motion was made by G. Luca and seconded by C. Hillman to appoint Mr. Wayne Sears, Ms. Sandra Chamberlain and Ms. Darlene Buelow as per diem Prisoner Watch Personnel effective immediately.

Motion passed 3-0.

Appointment of Police Officers – Chief Murray made a recommendation to appoint Mr. Paul Burns, Jr. and Mr. Stephen Lucier, III as fulltime Police Officer effective November 30, 2015 at Step 2.

Motion: A motion was made by G. Luca and seconded by C. Hillman to appoint Mr. Paul J. Burns, Jr. and Mr. Stephen Lucier, III as fulltime Police Officers effective November 30, 2015 at Step 2 with a one year probationary period. **Motion passed 3-0.**

Public Hearing – Application for License – Storage of Flammable and Combustible Liquids (MGL c.148 §13) – JAR Realty Corporation, 1 Nemco Way: C. Hillman opened the Public Hearing at 7:11 PM by reading the public hearing notice that was advertised in the Nashoba Valley Voice on November 6, 2015. JAR Realty Corporation is seeking to amend their c.148 §13 (storage of flammable and/or combustible liquids) license to increase capacity to 2,080,000 gallons for the storage of Class B vegetable and olive oils.

Fire Chief Robert J. Pedrazzi stated that he had no issues with the request and that the company will then work with the State Fire Marshal's office for compliance.

Mr. Michael Pattenden, 42 Westford Road had several questions about the project. Specifically, he wanted to know where the tanks would be located, if the company would be cutting any more trees and if they anticipated more tractor trailer truck traffic.

Mr. Joseph Basile indicated that the company will be doing further landscaping as the project progresses.

Motion: A motion was made by G. Luca and seconded by C. Hillman to approve the amendment to JAR Realty Corp's c. 148 §13 license as requested. **Motion passed 3-0.**

Motion: A motion was made by G. Luca and seconded to C. Hillman to close the Public Hearing at 7:20 PM. **Motion passed 3-0.**

Public Hearing – FY'16 Tax Classification: C. Hillman opened the Public Hearing at 7:21 PM by reading the public hearing notice as printed in the Nashoba Valley Voice on October 30, 2015 and November 6, 2015. The Board of Assessors was introduced by Administrative Assessor Tom Hogan. T. Hogan presented four items as it relates to the FY'16 tax rate, pursuant to MGL c.40 §56: 1) open space discount, 2) residential exemption 3) small commercial exemption 4) and the adoption of a residential factor.

Motion: A motion was made by G. Luca and seconded by J. Livingston to not adopt item #1, an open space discount up to 25%. **Motion passed 3-0.**

Motion: A motion was made by C. Hillman and seconded by G. Luca to not adopt item #2, a residential exemption up to 20%. **Motion passed: 3-0.**

T. Hogan further detailed the effect of adopting a small commercial exemption. There are 323 Commercial and Industrial classified parcels, with only 47 eligible for the exemption if adopted.

C. Hillman stated that although he had asked for exploration of this idea last year, he is not in favor of it after seeing the detailed data.

Motion: A motion was made by C. Hillman and seconded by G. Luca to not adopt item #3, a small commercial exemption up to 10 %. **Motion passed: 3-0.**

J. Livingston asked if there was any public input. There was none.

Motion: A motion was made by C. Hillman and seconded by G. Luca to adopt a residential factor of .714321. **Motion passed 3-0.**

Motion: A motion was made by G. Luca and seconded by C. Hillman to close the public hearing at 8:13 PM. **Motion passed 3-0.**

Chief Robert J. Pedrazzi, Ayer Fire Department: Chief Pedrazzi explained a request to approve a reimbursement grant from FEMA/MEMA for the January 2015 snowstorm. The Town will receive \$67,966.10 for costs incurred during the storm.

Motion: A motion was made by G. Luca and seconded by C. Hillman to approve the reimbursement grant FEMA-4214-DR-MA in the amount of \$67,966.10 with signature by the Chair. **Motion passed 3-0.**

Acceptance of Donation from National Grid – Chief Pedrazzi stated that he had received a \$2,500 donation from National Grid for the Safe Account.

Motion: A motion was made by G. Luca and seconded by C. Hillman to accept a gift in the amount of \$2,500 from National Grid for the Fire Department Safe Account. **Motion passed 3-0.**

Reserve Fund Transfer Request – Chief Pedrazzi asked for consideration of a Reserve Fund Transfer for unforeseen repair costs for Ladder #1; specifically the hydraulic swivel. The defect was found during an inspection by an independent engineering company. Ladder #1 cannot be certified without the hydraulic swivel being repaired.

Motion: A motion was made by G. Luca and seconded by C. Hillman to approve the reserve fund transfer request in the amount of \$22,983 in account 01220-52000 to replace the hydraulic swivel on Ladder #1. **Motion passed 3-0.**

Town Administrator's Report: R. Pontbriand gave a brief administrative update, highlighting the following: 2016 license renewal process, capital budget requests from Department Heads are due Friday November 20, 2015, update from Executive Bi-Board Meeting.

Land Use Administrative Coordinator Presentation – J. Livingston gave a presentation on a proposed Administrative Coordinator for the land use departments. The fulltime union position is already funded in the Building Department line item. The position would provide administrative support and coordination for the Building Department, the Planning Board; Conservation Commission and the Economic Development Office. They can also assist customers in the Board of Health Office and Parks Department when those offices are not staffed.

R. Pontbriand is seeking authorization to negotiate with the union to establish the position.

Motion: A motion was made by C. Hillman and seconded by G. Luca to authorize the Town Administrator to enter into negotiations with the AFSCME 93 Clerical Union for the Land Use Administrative Coordinator position as presented by J. Livingston (with the caveat that the position title may change). **Motion passed 3-0.**

Authorization for Hiring of Economic and Community Development Director – The BOS discussed the current position description and agreed that it needed updating/review by the Personnel Board. R. Pontbriand suggested convening the Search Committee to discuss the current job description and to make recommendations to the Personnel Board on what they would like to see changed.

The BOS stated they would like the following topics included in the description and/or job ad: interface with the business community, marketing, grant writing, staff support for the IDFA, oversee the CDBG grant, TIF program, commercial real estate, planning credentials and I.T. skills.

Motion: A motion was made by G. Luca and seconded by C. Hillman to create a search committee for the position of Economic and Community Development Director and to convene the committee to review the current job description. **Motion passed 3-0.**

New Business/Selectmen's Questions: C. Hillman stated that the Town of Ayer will be meeting with the Town of Littleton on Wednesday November 18, 2015 to discuss next steps for the needed improvements at Rt. 2A/Willow Road intersection.

Approval of the Minutes:

Motion: A motion was made by G. Luca and seconded by C. Hillman to approve the meeting minutes from November 3, 2015. **Motion passed 3-0.**

Adjournment:

Motion: A motion was made by G. Luca and seconded by C. Hillman to adjourn at 9:38 PM. **Motion passed 3-0.**

Minutes Recorded and Submitted by Carly M. Antonellis, Assistant to the Town Administrator

Minutes Approved by BOS: _____

Christopher R. Hillman, Clerk: _____