

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

Tuesday, February 18, 2014, 7:00pm

OPEN SESSION MEETING AGENDA

- 7:00pm** **CALL TO ORDER**- Review and Approve Agenda; Announcements
- 7:05p.m.** **PUBLIC INPUT**
- 7:15p.m.** **Nashoba Valley Regional Vocational Technical School, re
FY-15 Budget**
- 7:30p.m.** **Supt. Carl Mock, re Preliminary Draft FY-15 ASRSD Budget**
- 8:00p.m.** **Supt. Mark Wetzel- Dept. of Public Works
1. Deficit Spending-Snow Removal**
- 8:10p.m.** **Alicia Hersey, Financial Manager-EOCD**
 • **Advocates Fy-14/15 Grant**
- 8:20p.m.** **Town-Wide Life Insurance Update**
- 8:30p.m.** **Town Administrator's Report**
 • **Business Certificates fees (ongoing discussion)**
 • **RFP-76 Central Avenue (update)**
 • **Assistant Treasurer's Management Plan**
 • **Public Input Matrix Update**
- 8:45p.m.** **Chairman Luca**
 • **2014 MA Municipal Association Meeting Report**
 • **Town Counsel Services/Quotes**
- 8:55p.m.** **New Business/Selectmen's Questions**
 • **Selectman Hillman-Truck Traffic-Sandy Pond Rd.**
- 9:00p.m.** **Adjournment**

Reserve Fund Transfer Request

Approved by Fin-Com 2-12-14

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: \$12,400.00

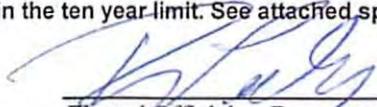
- 2 To be transferred to:
 - A. Account Name: Fire Department
 - B. Account #: 01220-58000 Turnout Gear

- 3 Present balance in budget \$982.58

- 4 The amount requested will be used for (please attach supporting information):
Purchase six additional sets of fire fighting turnout gear. Turnout gear now has a life span of ten years per National Fire Protection Standard # 1851. Gear older than ten years can no longer be used for classes at the State Fire Academy.

- 5 The expense is extraordinary or unforeseen for the following reason(s):
\$10,000 is budgeted for the replacement of this gear yearly and is only enough to purchase four sets of turnout gear. This additional money will get us back onto schedule to keep all gear with-in the ten year limit. See attached spreadsheet

2/10/14
Date


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

AYER FIRE DEPARTMENT

Robert J. Pedrazzi
Chief

1 West Main Street
Ayer, Massachusetts 01432
Tel. (978) 772-8231
Fax (978) 772-8230



Date: 1/24/14

Subject: Fire Department Turnout Gear Replacement

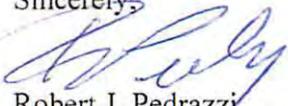
To: Finance Committee

Dear Scott,

During our initial discussion on the FY-15 budget it was noted that we have an issue with Turnout Gear replacement. For the last several years the department has had a \$10,000 line item to purchase turnout gear. This is sufficient to purchase 4 sets of gear annually and have some money left to purchase boots, helmets, gloves and hoods (worn under the helmet). Due to a new National Fire Prevention standard; turnout gear is now only serviceable for ten years regardless of the condition. This recently became an issue when sending members to a class at the State Fire Academy in Stow. Recent Academy Policy has adopted the NFPA standard limiting turnout gear that can be used at the facility to the ten years as required in the NFPA standard.

I am attaching a spread sheet that shows the age of each members gear with a replacement schedule. Some years there are more sets to purchase than other years. It looks like if we can purchase six additional sets of turnout gear this year that will get us back on track to purchase the four sets each year there-after and keep all members gear with-in the ten year limit. The last sets of gear that were purchased this year cost \$2,067 each set. That would bring the total to \$12,400.50 for six additional sets. This gear is made to order and the turnaround time is usually three to four months. I would like to request to be placed on the agenda of your next meeting to discuss a reserve fund transfer to purchase this gear.

Sincerely,


Robert J. Pedrazzi
Fire Chief / EMD

cc BOS



Public Input

Nashoba Valley Technical School District

Fy-15 Budget/Assessment

Janet Lewis

From: Jeanne Savoie [JSavoie@nashoba.tec.ma.us]
Sent: Tuesday, February 11, 2014 5:07 PM
To: 'jlewis@ayer.ma.us'
Subject: FW: Nashoba Valley Technical School District
Attachments: Place Holder for Member Town Warrant Articles.docx; FY 15 Town Assessments.pdf

From: Jeanne Savoie
Sent: Tuesday, February 11, 2014 5:06 PM
To: 'ta@ayer.ma.us'; 'Paul E. Cohen'; 'Keith Bergman'; 'John Moak'; 'Andy Sheehan'; 'Mark Haddad'; 'Jodi Ross'
Cc: Judith Klimkiewicz; School Committee; 'jcanney@ayer.ma.us'; 'omaloney@townofchelmsford.us'; 'TMOffice@townofchelmsford.us'; 'bos@ayer.ma.us'; selectmen@townofgroton.org; 'townclerk@townofgroton.org'; 'dcroory@littletonma.org'; 'JGibbons@Littletonma.org'; 'BHolston@littletonma.org'; 'clerk@town.pepperell.ma.us'; 'selectmen@shirley-ma.gov'; 'pgarvin@shirley-ma.gov'; 'amcdougall@shirley-ma.gov'; 'clerk@townsend.ma.us'; 'kcanfield@townsend.ma.us'; 'townclerk@westfordma.gov'
Subject: Nashoba Valley Technical School District

Good afternoon all,

Nashoba Valley Technical School District had planned on sending out our warrant article with the approved dollar amount of our Massachusetts School Building Authority (MSBA) Accelerated Roof Repair Project to the member towns today. Dr. Klimkiewicz spoke with the MSBA this morning and they have agreed to let the District amend its submission to include two additional sections of the roof that were inadvertently excluded from our original submission and are portions of the existing areas to be fixed.

Although we are very excited, The Nashoba Valley Technical School Committee will have to re-vote the increased dollar amount, following the MSBA review of the updated submission. Once the final number has been approved and voted by the district school committee we will send the exact warrant amount to our member towns. We expect the increase will be approximately \$400,000 to \$425,000. The Nashoba Valley Technical School Committee voted the amount of \$2,429,264 on February 4, 2014. The districts MSBA reimbursement rate is currently 52.26%. It is anticipated the district will need to bond the remaining percentage. This will be apportioned to the member towns annually according to the October first enrollment.

We hope to have the dollar amount form MSBA by Tuesday, February 18th to provide to you via email. We have provided the attached template of the warrant article as a place holder.

Also attached are the member town assessments for the FY15 budget. The budget was voted by the Nashoba Valley Technical School Committee meeting following the Public Hearing on February 4, 2014. Our District Treasurer will be sending certification letters before the end of the month.

Regards,

Jeanne Savoie
Business Manager
Nashoba Valley Technical School District
100 Littleton Road
Westford, MA 01886
(978) 692-4711 ext. 1174

NASHOBA VALLEY TECHNICAL HIGH SCHOOL

FY 2015 Assessments

\$300,000 Minimum Contribution

| Proposed FY15 Budget | 10/1/2013 | | Town's Minimum Contribution | Increase Minimum Contribution | Capital Equipment | Transport- ation | Sub-total Assessment 2014-2015 | Debt Service | Premium Offset | Assessment 2014-2015 | Increase 2014- 2015 |
|----------------------------|--------------------------------|------------------------------------|-----------------------------------|-------------------------------------|----------------------|---------------------|--------------------------------------|----------------|-------------------|-------------------------|------------------------|
| | No. of District Students | Students per Town Percentage | | | | | | | | | |
| Ayer | 49 | 7.35% | 487,033 | 22,039 | 7,346 | 33,281 | 549,699 | 38,248 | (992) | 586,955 | (23,105) |
| Chelmsford | 173 | 25.94% | 2,229,779 | 77,811 | 25,937 | 96,703 | 2,430,230 | 135,040 | (3,504) | 2,561,766 | 318,490 |
| Groton | 39 | 5.85% | 496,346 | 17,541 | 5,847 | 20,722 | 540,456 | 30,443 | (790) | 570,109 | 108,144 |
| Littleton | 38 | 5.70% | 460,024 | 17,091 | 5,697 | 32,025 | 519,838 | 29,662 | (770) | 543,730 | (162,649) |
| Pepperell | 140 | 20.99% | 1,137,837 | 62,969 | 20,990 | 72,841 | 1,294,636 | 109,281 | (2,836) | 1,401,081 | 308,093 |
| Shirley | 69 | 10.34% | 567,087 | 31,034 | 10,345 | 44,585 | 653,051 | 53,860 | (1,398) | 705,514 | 20,504 |
| Townsend | 104 | 15.59% | 830,261 | 46,777 | 15,592 | 64,050 | 956,680 | 81,180 | (2,107) | 1,035,753 | 63,230 |
| Westford | 55 | 8.25% | 600,586 | 24,738 | 8,246 | 35,793 | 669,363 | 42,932 | (1,114) | 711,180 | 13,857 |
| | 667 | 100.00% | 6,808,953 | 300,000 | 100,000 | 400,000 | 7,608,953 | 520,645 | (13,510) | 8,116,088 | 646,564 |

NASHOBA VALLEY TECHNICAL HIGH SCHOOL

FY 2014 Assessments

| Proposed FY14 Budget | 10/1/2012 | | Town's Minimum Contribution | Increase Minimum Contribution | Capital Equipment | Transport- ation | Sub-total Assessment 2013-2014 | Debt Service | Premium Offset | Assessment 2013-2014 |
|----------------------------|--------------------------------|------------------------------------|-----------------------------------|-------------------------------------|----------------------|---------------------|--------------------------------------|----------------|-------------------|-------------------------|
| | No. of District Students | Students per Town Percentage | | | | | | | | |
| Ayer | 53 | 8.32% | 516,718 | 8,217 | 8,320 | 33,281 | 566,536 | 44,648 | (1,124) | 610,060 |
| Chelmsford | 154 | 24.18% | 1,972,055 | 23,876 | 24,176 | 96,703 | 2,116,810 | 129,732 | (3,266) | 2,243,276 |
| Groton | 33 | 5.18% | 403,846 | 5,116 | 5,181 | 20,722 | 434,865 | 27,800 | (700) | 461,964 |
| Littleton | 51 | 8.01% | 616,559 | 7,907 | 8,006 | 32,025 | 664,497 | 42,963 | (1,082) | 706,379 |
| Pepperell | 116 | 18.21% | 888,692 | 17,985 | 18,210 | 72,841 | 997,728 | 97,720 | (2,460) | 1,092,989 |
| Shirley | 71 | 11.15% | 559,965 | 11,008 | 11,146 | 44,585 | 626,704 | 59,812 | (1,506) | 685,010 |
| Townsend | 102 | 16.01% | 792,883 | 15,814 | 16,013 | 64,050 | 888,760 | 85,927 | (2,163) | 972,523 |
| Westford | 57 | 8.95% | 596,936 | 8,837 | 8,948 | 35,793 | 650,514 | 48,018 | (1,209) | 697,323 |
| | 637 | 100.00% | 6,347,654 | 98,760 | 100,000 | 400,000 | 6,946,414 | 536,620 | (13,510) | 7,469,524 |

NASHOBA VALLEY TECHNICAL SCHOOL DISTRICT
MEMBER TOWN ARTICLES

Article _____. To see if the Town will approve the sum of _____ borrowing authorized by the Nashoba Valley Technical School District, for the purpose of paying costs of the Accelerated Roof Repair Project at the Nashoba Valley Technical High School, located at 100 Littleton Road, Westford Massachusetts, including the payment of all costs incidental or related thereto (the "Project"), which proposed repair project would materially extend the useful life of the school and preserve an asset that otherwise is capable of supporting the required educational program], and for which the District may be eligible for a school construction grant from the Massachusetts School Building Authority ("MSBA"), said amount to be expended at the direction of the Nashoba Valley Technical School Committee. The MSBA's grant program is a non-entitlement, discretionary program based on need, as determined by the MSBA, and any Project costs the District incurs in excess of any grant approved by and received from the MSBA shall be the sole responsibility of the District and its member municipalities. Any grant that the District may receive from the MSBA for the Project shall not exceed the lesser of (1) fifty-two point twenty six percent (52.26%) of eligible, approved project costs, as determined by the MSBA, or (2) the total maximum grant amount determined by the MSBA.

Motion _____. That the Town hereby approves the sum of _____ borrowing authorized by the Nashoba Valley Technical School District, for the purpose of paying costs of the Accelerated Roof Repair Project at the Nashoba Valley Technical High School, located at 100 Littleton Road, Westford Massachusetts, including the payment of all costs incidental or related thereto (the "Project"), which proposed repair project would materially extend the useful life of the school and preserve an asset that otherwise is capable of supporting the required educational program], and for which the District may be eligible for a school construction grant from the Massachusetts School Building Authority ("MSBA"), said amount to be expended at the direction of Nashoba Valley Technical School Committee; that the Town acknowledges that the MSBA's grant program is a non-entitlement, discretionary program based on need, as determined by the MSBA, and any Project costs the District incurs in excess of any grant approved by and received from the MSBA shall be the sole responsibility of the District and its member municipalities; provided further that any grant that District may receive from the MSBA for the Project shall not exceed the lesser of (1) fifty-two point twenty six percent (52.26%) of eligible, approved project costs, as determined by the MSBA, or (2) the total maximum grant amount determined by the MSBA; [provided that the approval of the District's borrowing by this vote shall be subject to and contingent upon an affirmative vote of the Town to exempt its allocable share of the amounts required for the payment of interest and principal on said borrowing from the limitations on taxes imposed by M.G.L. 59, Section 21C (Proposition 21/2)]; and that the amount of borrowing authorized by the District shall be reduced by any grant amount set forth in the Project Funding Agreement that may be executed between the District and the MSBA.

FY 2015 Assessments

| Proposed FY15 Budget | 10/1/2013 No. of District Students | Students per Town Percentage | Town's Minimum Contribution | Increase Minimum Contribution | Capital Equipment | Transport- ation | Sub-total Assessment 2014-2015 | Debt Service | Premium Offset | Assessment 2014-2015 |
|-------------------------|--|------------------------------------|-----------------------------------|-------------------------------------|----------------------|---------------------|--------------------------------------|-----------------|-------------------|-------------------------|
| Ayer | 49 | 7.35% | 487,033 | 22,039 | 7,346 | 29,385 | 545,804 | 38,248 | -992 | 583,059 |
| Chelmsford | 173 | 25.94% | 2,229,779 | 77,811 | 25,937 | 103,748 | 2,437,275 | 135,040 | -3,504 | 2,568,811 |
| Groton | 39 | 5.85% | 496,346 | 17,541 | 5,847 | 23,388 | 543,123 | 30,443 | -790 | 572,775 |
| Littleton | 38 | 5.70% | 460,024 | 17,091 | 5,697 | 22,789 | 505,601 | 29,662 | -770 | 534,493 |
| Pepperell | 140 | 20.99% | 1,137,837 | 62,969 | 20,990 | 83,958 | 1,305,753 | 109,281 | -2,836 | 1,412,198 |
| Shirley | 69 | 10.34% | 567,087 | 31,034 | 10,345 | 41,379 | 649,846 | 53,860 | -1,398 | 702,308 |
| Townsend | 104 | 15.59% | 830,261 | 46,777 | 15,592 | 62,369 | 954,999 | 81,180 | -2,107 | 1,034,072 |
| Westford | 55 | 8.25% | 600,586 | 24,738 | 8,246 | 32,984 | 666,553 | 42,932 | -1,114 | 708,371 |
| | 667 | 100.00% | 6,808,953 | 300,000 | 100,000 | 400,000 | 7,608,953 | 520,645 | -13,510 | 8,116,088 |

Supt. Carl Mock-Draft ASRSD Fy-15 Budget

Janet Lewis

From: Carl Mock [cmock@asrsd.org]
Sent: Wednesday, February 12, 2014 5:40 PM
To: Janet Lewis
Cc: Pat Kelly
Subject: Next Tuesday's BOS meeting

Dear Janet,

As Robert requested, I'm just confirming that Pat Kelly and I will attend next week's BOS meeting, on Tuesday, February 18th.

Take care,
Carl

--

Carl Mock, Superintendent
Ayer Shirley Regional School District
115 Washington Street
Ayer, MA 01432
(978) 772-8600 ext. 1507

Janet Lewis

From: Robert Pontbriand [ta@ayer.ma.us]
Sent: Monday, February 03, 2014 10:22 AM
To: cmock@asrsd.org
Cc: 'Pat Kelly'; 'Dan Gleason'; 'Michele Granger'; 'Gary Luca'; 'Janet Lewis'
Subject: Invite to the Feb 18 BOS Meeting RE: FY 2015 Budget

Importance: High

Dear Superintendent Mock,

Good morning. Per the e-mail below from Chairman Luca as well as our brief discussion on Friday, the Ayer Board of Selectmen would like to invite you to their Tuesday, February 18, 2014 Board of Selectmen Meeting at 7pm to discuss the preliminary DRAFT FY 2015 ASRS Budget as well as to answer any questions.

Kindly confirm your attendance with Janet Lewis by February 14, 2014, thank you.

Sincerely,

Robert

Robert A. Pontbriand
Ayer Town Administrator

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

From: Gary Luca [<mailto:gluca@ayer.ma.us>]
Sent: Monday, February 03, 2014 10:09 AM
To: Robert Pontbriand
Subject: Invite

Robert,

Can you contact Superintendent Mock and the Chairman of the Ayer-Shirley School Committee to invite them to our February 18th meeting for questions and answers concerning their 2015 budget?

Since Nashoba Valley Tech is coming on the 18th and presenting their budget, it's appropriate that we should reach out to the district and invite them also.

Thanks

Gary

Gary Luca
Ayer Board of Selectman
1 Main St
Ayer Ma 01432-1365

SELECTMAN JAMES M FAY

1 Victor Drive
Ayer, MA 01432
978 772 7303

February 10, 2014

John C Canney
Town Clerk
1 Main Street
Ayer, MA 01432



Dear John,

Herewith please accept my resignation as Selectman for the Town of Ayer effective today February 10 2014.

Due to personal reasons present in my life today this action is necessary.

Through you to my Colleagues past and present and to the people of Ayer may I say it has been my greatest honor and privilege to serve the greatest town in the world. My wife Ann and I have traveled the globe and I say the greatest Town in the world from having been in many of them.

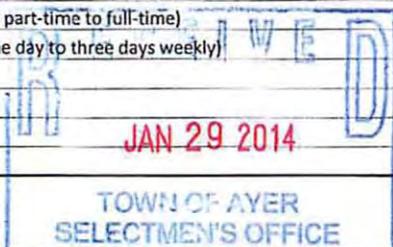
I have been blessed with a supportive family and many friends and ask their understanding in this decision.

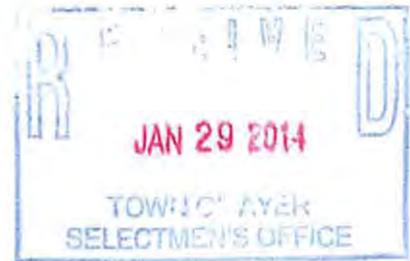
Yours in Service,

James M. Fay

FY2015 BUDGET
Preliminary Requests

| Items of Need | FTE | Items Not Included in FY15 Budget | Carried in FY15 Level- program Budget | New Items Proposed in FY15 Budget | FTE |
|---|------|--------------------------------------|--|--------------------------------------|------|
| DISTRICT - INSTRUCTION | | | | | |
| ELL teachers (increase from 2.5 to 3.0 FTE) | 0.5 | | | \$ 27,500 | 0.36 |
| Instructional coach (PK-12) - Math | 1.0 | \$ 72,000 | | | |
| Instructional coach (PK-12) - ELA/Literacy | 1.0 | \$ 72,000 | | | |
| ELL supplies / materials | | | \$ 2,000 | | |
| Instructional software - Renaissance Learning | | \$ 12,000 | \$ 23,000 | | |
| Reading series (K-5, district-wide) | | \$ 212,250 | | | |
| DISTRICT - OTHER | | | | | |
| Facilities coordinator | 1.0 | | | \$ 87,000 | 1.00 |
| Custodial staff - evening | 1.0 | \$ 12,000 | | \$ 30,000 | 0.56 |
| Maintenance/grounds staff | 1.5 | \$ 69,000 | | | |
| Facilities automation (additional time/support) | | | | \$ 10,000 | |
| Building maintenance and repairs | | \$ 75,000 | | \$ 125,000 | |
| Comprehensive facilities study | | \$ 50,000 | | | |
| Increased secretarial coverage (summer months) | | | | \$ 5,500 | |
| SPECIAL EDUCATION | | | | | |
| Behavior specialist/BCBA | 1.0 | \$ 72,000 | | | |
| Equipment (additional) | | \$ 500 | | | |
| Professional development (cover loss of 274 grant funding) | | \$ 7,000 | | | |
| Technology | | \$ 6,000 | | | |
| Psychological testing (consultants) | | \$ 6,500 | | | |
| HIGH SCHOOL | | | | | |
| SPED teacher (to split Life Skills / Transitions) | 1.0 | | | \$ 72,000 | 1.00 |
| SPED teacher with Reading certification (IEP compliance) | 0.5 | \$ 42,000 | | | |
| Spanish teacher (to allow Spanish 1 all year; offer Sp. V and AP) | 0.5 | \$ 26,050 | | | |
| Foreign language texts | | | \$ 9,700 | | |
| MIDDLE SCHOOL | | | | | |
| Title I / Reading teacher (in support of general-ed classrooms) | 1.0 | \$ 72,000 | | | |
| Title I / Paraprofessional (reading support in gen-ed classes) | 1.0 | \$ 29,750 | | | |
| Paraprofessional (to support IEP students in Unified Arts, etc.) | 1.0 | \$ 29,750 | | | |
| Paraprofessional (to support Functional Academics Program) | 1.0 | \$ 29,750 | | | |
| School counselor | 1.0 | \$ 72,000 | | | |
| PAGE HILLTOP | | | | | |
| Classroom teacher (grade-level enrollments) | 1.0 | | | \$ 62,000 | 1.00 |
| Health teacher (from 0.8 part-time to full-time) | 0.2 | \$ 8,820 | | | |
| Speech language therapy (increase from .4 to .6 FTE) | 0.2 | \$ 27,050 | | | |
| Paraprofessional (keep "new" para in Therapeutic class) | 1.0 | | \$ 29,750 | | |
| LURA A. WHITE | | | | | |
| SPED teacher (to create PDD/Autism class, K-2) | 1.0 | \$ 72,000 | | | |
| Reading teacher (likely to lose partial funding thru Title I) | | | \$ 16,000 | | |
| School counselor | 1.0 | \$ 72,000 | | | |
| Assistant principal | 1.0 | \$ - | | \$ 83,000 | 1.00 |
| Art (from 0.7 part-time to full-time) | 0.3 | \$ 12,780 | | | |
| Music (from 0.7 part-time to full-time) | 0.3 | \$ 21,945 | | | |
| Health (from one day to three days weekly) | 0.4 | \$ 33,640 | | | |
| | 20.4 | \$ 1,215,785 | \$ 80,450 | \$ 502,000 | 4.92 |
| | | | Total requests: \$ 1,798,235 | | |





AYER SHIRLEY REGIONAL SCHOOL DISTRICT

Notes Regarding the FY2015 Preliminary Budget

January 22, 2014

Overview and concerns:

The fundamental question in developing the preliminary FY2015 budget became this: Which should be given greater priority: (1) the ability of the towns to pay their assessment, or (2) the needs of the district (including the need for the district to make a modicum of progress towards fulfilling its chronic lack of resources)? At the risk of greatly disappointing our member towns, the budget as presented is based on need—and even then, not on the totality of our needs.

- ***Need:*** This year's requests for additional resources, submitted by the district's leadership team, totaled approximately ***\$1.8 million*** (see "Preliminary Requests" sheet). With slightly less than \$600,000 of this amount included in the preliminary budget, the unmet requests total \$1.2 million. (Compare this amount with the unmet need at the beginning of the FY13 and FY14 budget seasons— approximately \$400,000 and \$600,000, respectively—and it would appear that the need is growing rather than shrinking.)
- ***Affordability:*** The proposed budget obviously raises the question of *affordability* by the member towns, and it is very likely that the final amount will be less—perhaps much less—than what is initially proposed.
- ***Sustainability in doubt:*** Because of the seemingly perennial issues of need and affordability, there is a third concern, one which involves the *sustainability* of school, as well as town, services. It is becoming increasingly clear that, even if we get to the point of merely sustaining our existing programs from year to year, there is the need on an annual basis of approximately \$700,000 to \$800,000. Assuming no significant increase in state and/or federal funding in the near term, then nearly all of this annual increase, just to cover current operational costs, will have to come almost entirely from the assessment to the member towns. However, given the estimated apportionment of students throughout the region, there is growing evidence of a disparity between the two towns in their ability to fund their respective portion of the operating assessment. This disparity will persist so long as the assessment formula is dependent primarily on numbers of students rather than ability to pay. This issue requires very serious consideration, including the need to carefully review the current assessment formula.

Capital debt:

FY2015 will be the first year when the full impact of principal and interest payments on the High School Project will be reflected in the assessments to the member towns. The assessments related to these payments are *excluded debt* for the purposes of Proposition 2½.

Total capital debt (excluded): \$1,393,475
Ayer portion: \$1,015,018
Shirley's portion: \$ 378,457*

(*potentially offset in part by funds in the stabilization fund established for this purpose)

Summary of proposed budgetary impact (operating expenses):

The following amounts are for operating expenses only and do not include debt service:

| FY15 Proposed Budget | Increase (rounded) | Percent |
|-----------------------------|---------------------------|----------------|
| General Fund | \$1.25 million | 5.5% |
| All Funds | \$1.28 million | 5.0% |
| Assessment | \$1.26 million | 8.1% |

The following increases (rounded), which are already included in the amounts above, reflect the additional costs required just to maintain/support *current* levels of programming/staffing:

General fund increase: \$745,000 (3.3%)
Total budget increase (all funds): \$779,000 (3.1%)
Assessment increase: \$761,000 (4.9%)

Cost increases (estimated):

- Personnel (salaries) \$ 387,000
- Health insurance (estimated at 8%) \$ 200,000
- School choice \$ 70,000
- Transportation \$ 33,000
- Utilities (HS newly renovated space) \$ 30,000
- Teachers' lane changes \$ 20,000
- Substitutes \$ 15,000
- Middlesex Retirement \$ 11,000

Areas of significant savings:

For each of the past two years, there have been a number of rather significant savings (e.g., tuition reductions to Lunenburg, expiring electricity contracts, a modest drop in school-choice students, personnel reductions, and changes to the district's medical plan). This year's opportunities for savings are much more modest:

- Expiration of lease/purchase program for financial software \$ 16,500
- Reduction in Lunenburg tuition \$ 25,000
- Health-credit offset \$ 7,000
- Unemployment compensation \$ 33,000

Revenue projections:

Next year's revenue from non-assessment sources is estimated to be approximately \$16,000 less than the current year's revenue, based on the following:

- \$50,000 less in charter-tuition reimbursement
- \$20,000 less in Regional Incentive Aid
- \$43,000 more in Chapter 70 aid
- \$ 8,000 more in transportation reimbursement
- \$ 3,000 more in Medicaid reimbursement

Items to watch:

In the upcoming weeks and months, it will be important to monitor developments in the costs of medical insurance, special education, and facilities—all, or any, of which could significantly impact the proposed budget, either positively or negatively. We will need to finalize these estimated costs by the time the budget is certified, in March.

Facilities study:

The district should seriously consider contracting for a professional study of its short- and long-term facilities' needs, particularly as they relate to Page Hilltop, LAW, and the middle school. This would provide the information needed to establish a comprehensive, multi-year capital-improvement plan. Similar studies in other districts have cost between \$35,000 and \$50,000. It is recommended that a portion of the "pothole" fund (foundation reserve) that the district received last year be used for this purpose.

Inadequate reserves:

The district has undesignated reserves of approximately \$493,000, plus an anticipated E & D of approximately \$90,000. These reserves, especially as a portion of our overall budget, are extremely—in fact, dangerously—inadequate (and much less than either town's stabilization funds and free cash, on a relative basis). We have been fortunate in not having to tap these funds, but the long-term goal should be to have a much larger cushion than we do. Achieving such a goal is challenging, if not unrealistic, given the very thin margin on which we operate annually and the lack of other funding sources.

ASRSD FY15 BUDGET SUMMARY

| EXPENSES | | | | | | EXPENSES |
|-------------------------------------|----------------|----------------|----------------------|--------------------|-----------------|--------------------------------|
| General Fund Net School Spending | Actual FY12 | Actual FY13 | Recert. 9/25 FY14 | Xfer 11/20 FY14 | Jan. 22 FY15 | |
| Central Office | 279,929 | 276,863 | 526,450 | 356,450 | 479,250 | |
| District Instruct. & Services | 599,568 | 625,802 | 817,275 | 773,486 | 902,218 | |
| Business | 353,435 | 334,054 | 345,493 | 345,493 | 345,585 | |
| Risk Management | 2,346,882 | 3,002,353 | 3,062,987 | 3,120,225 | 3,298,332 | |
| Technology | 435,420 | 430,873 | 439,974 | 439,974 | 439,974 | |
| Facilities | 1,518,438 | 1,562,130 | 1,518,390 | 1,544,635 | 1,802,112 | |
| Special Education | 2,538,129 | 2,848,647 | 2,769,914 | 2,835,193 | 2,846,663 | |
| Early Childhood | 234,778 | 124,460 | 117,216 | 126,205 | 127,200 | |
| Lura White | 1,766,558 | 1,910,384 | 1,936,731 | 1,933,817 | 2,074,511 | |
| Page Hilltop | 2,665,497 | 2,790,936 | 2,862,114 | 2,945,253 | 3,097,829 | |
| Middle School | 2,187,744 | 2,268,252 | 2,275,318 | 2,266,310 | 2,319,531 | |
| High School | 2,726,606 | 2,786,621 | 2,925,903 | 2,910,725 | 3,049,802 | |
| Other Districts | 2,480,881 | 2,002,022 | 1,928,974 | 1,928,974 | 1,974,010 | |
| | 20,133,865 | 20,963,397 | 21,526,740 | 21,526,740 | 22,757,017 | |
| | | | | | | |
| Non- Net School Spending | Actual FY12 | Actual FY13 | Recert. 9/25 FY14 | Xfer 11/20 FY14 | Jan. 22 FY15 | |
| Transportation | 984,763 | 1,157,119 | 1,209,483 | 1,209,483 | 1,242,732 | Transportation Assess. Formula |
| Capital - Debt (Excluded) | 0 | 4,832 | 22,898 | 22,898 | 1,393,476 | Debt Assessment Formula |
| Capital - Stab. Fund (Excluded) | | | 163,675 | 163,675 | (1) | Debt Assessment Formula |
| Capital - Other | 16,500 | 16,500 | 16,500 | 16,500 | 0 | Capital Assessment Formula |
| | 1,001,263 | 1,178,451 | 1,412,556 | 1,412,556 | 2,636,207 | |
| | | | | | | |
| Total | 21,135,128 | 22,141,848 | 22,939,296 | 22,939,296 | 25,393,224 | |

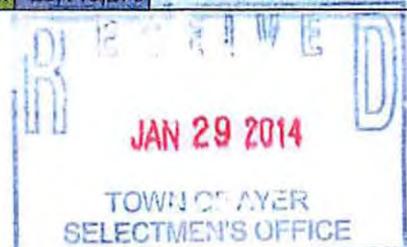
updated
from prior
reports

| REVENUE | | | | | | REVENUE |
|-----------------------|-----------|-----------|-----------|-----------|-----------|-------------------------------------|
| General Fund Revenue | FY12* | FY13* | FY14 | FY14 | FY15 | |
| Chapter 70 | 7,726,943 | 7,931,630 | 7,959,611 | 7,959,611 | 8,003,886 | \$25 per pupil based on Gov. budget |
| Charter Tuition Reim. | 227,974 | 115,905 | 160,000 | 160,000 | 110,000 | based on enrollment trends |
| Region Transport. Aid | 202,346 | 217,354 | 222,725 | 222,725 | 230,000 | |
| Region Incentive Aid | 90,950 | 71,398 | 53,280 | 53,280 | 33,280 | based on DESE formula |
| Medicaid | 16,983 | 115,382 | 107,598 | 107,598 | 110,000 | |
| | 8,265,196 | 8,451,669 | 8,503,214 | 8,503,214 | 8,497,166 | |

* Ch. 70 includes Charter/Choice
budget to offset state deduction

| Assessment | FY12 | FY13 | FY14 | FY14 | FY15 | Assessment |
|-------------------------|------------|------------|------------|------------|------------|-----------------------------|
| Operating | 12,900,052 | 13,531,118 | 14,249,508 | 14,249,508 | 15,512,583 | |
| Capital (Debt) Excluded | | | 186,573 | 186,573 | 1,393,475 | |
| Total | 12,900,052 | 13,531,118 | 14,436,082 | 14,436,081 | 16,906,058 | Total - General Fund |

| Other Funds | Act. FY12 | Actual | FY14 | FY14 | FY15 | |
|--------------------------|------------|------------|------------|------------|------------|-------------------|
| Revolving | 1,812,085 | 1,840,653 | 1,743,657 | 1,669,674 | 1,703,982 | (see detail page) |
| Grants | 1,550,802 | 1,053,217 | 984,150 | 1,048,064 | 1,048,064 | (see detail page) |
| Subtotal | 3,362,887 | 2,893,870 | 2,727,807 | 2,717,738 | 2,752,046 | |
| All Funds - Total | 24,498,015 | 25,035,718 | 25,667,103 | 25,657,034 | 28,145,270 | |



FY15 - ASSESSMENT DETAIL PER REGIONAL AGREEMENT

| Operating Assessment | | Total | Ayer | Shirley | Formula Source and Shares |
|----------------------|-------------------------------|-------------------|------------------|------------------|---|
| 1 | Required Local Contribution | 10,736,761 | 6,644,403 | 4,092,358 | DESE/DOR data |
| 2 | Net School Spending Above RLC | 3,533,090 | 2,261,720 | 1,271,370 | ASRSD - 64/36 % allocation; Yr. 3 of Phase In |
| 3 | Transportation | 1,242,732 | 694,093 | 548,638 | ASRSD - 56/44 % allocation |
| 4 | Capital: Debt (Not Excluded) | 0 | 0 | 0 | ASRSD - 57/43 % allocation |
| 5 | Capital - All Other | 0 | 0 | 0 | ASRSD - 57/43 % allocation |
| | | 15,512,583 | 9,600,216 | 5,912,367 | |
| | FY14 | 14,249,508 | 8,919,380 | 5,330,128 | |
| | increase | 1,263,075 | 680,836 | 582,239 | |
| | | | 7.6% | 10.9% | |

| Excluded Debt | | | | |
|---------------|----------------------------------|------------------|------------------|----------------|
| 4 | Capital: Debt Service (Excluded) | 1,393,476 | 1,015,018 | 378,458 |
| 4 | Capital: Stab. Fund (Excluded) | (1) | 0 | (1) |
| | | 1,393,475 | 1,015,018 | 378,457 |

| | | | |
|--|-------------------|-------------------|------------------|
| Total - Oper. Assess. & Excluded Debt | 16,906,058 | 10,615,234 | 6,290,823 |
|--|-------------------|-------------------|------------------|

| 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 |
| Fourth Fiscal Year (FY15) Allocation | 100.0% | 55.9% | 44.1% | FY15 calculation - Sect. VI B (1) |
| Difference | | 20.4% | -20.4% | |
| Base Year (FY11) Allocation | | 76.3% | 23.7% | |
| 60% of Difference | | -12.2% | 12.2% | Section VI B (2) e |
| FY14 Allocation as Adjusted | | 64.0% | 36.0% | Section VI B (2) e |

| Assessment Element | Basis & Calculation |
|---------------------------------|--|
| 1 Required Local Contribution | FY15 from DESE - Based on town income & property value |
| 2 Net School Spending Above RLC | FY15 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) |

CENTRAL OFFICE

| Function/Location | Actual FY12 | Actual FY13 | Recert. 9/25 FY14 | Xfer 11/20 FY14 | Jan. 22 FY15 | FTEs | Detail |
|--------------------------------|----------------|----------------|----------------------|--------------------|-----------------|------------|--|
| SCHOOL COMMITTEE (1110) | | | | | | | |
| Secretary Salary | 3,713 | 0 | 0 | 0 | 5,500 | | expanded summer building esp. coverage |
| Treas./Assist. Salary | 10,000 | 10,200 | 10,200 | 10,200 | 10,200 | Stip. | |
| Salary - Other | 0 | 0 | 230,250 | 50,250 | 158,650 | | contracts/grants + non-union (FY14/15) |
| Salary - Retirement | 0 | 18,025 | 30,000 | 40,000 | 40,000 | | projected retirements |
| District Elections | 0 | 9,180 | 0 | 0 | 0 | | none planned |
| Supplies | 541 | 1,244 | 1,100 | 1,100 | 1,100 | | |
| Advertising & Other | 974 | 6,003 | 4,400 | 4,400 | 4,400 | | |
| Prior Year Bills | 12,635 | 3,735 | 0 | 0 | 0 | | |
| Dues, Registrations | 4,749 | 4,725 | 5,000 | 5,000 | 5,100 | | MASC |
| | 32,612 | 53,112 | 280,950 | 110,950 | 224,950 | | |
| SUPERINTENDENT (1210) | | | | | | | |
| Supt. Salary | 148,000 | 148,000 | 148,000 | 148,000 | 155,000 | 1.0 | |
| Admin. Assist. Salary | 45,287 | 50,000 | 50,000 | 50,000 | 50,000 | 1.0 | |
| Other Salary | 0 | 0 | 1,500 | 1,500 | 1,500 | | |
| Postage | 500 | 500 | 500 | 500 | 500 | | |
| Supplies | 1,189 | 1,884 | 2,500 | 2,500 | 2,500 | | |
| Memberships & Dues | 1,559 | 637 | 3,500 | 3,500 | 5,300 | | MASS; Mass. Partnership |
| Services - Software | 3,113 | 5,122 | 5,000 | 5,000 | 5,000 | | Alert Now |
| Advertising | 2,607 | 2,995 | 3,000 | 3,000 | 3,000 | | School Spring |
| Registrations & Conferences | 6,440 | 2,532 | 4,500 | 4,500 | 2,000 | | |
| Travel | 1,182 | 1,351 | 2,000 | 2,000 | 2,000 | | |
| | 209,877 | 213,021 | 220,500 | 220,500 | 226,800 | | |
| LEGAL (1430) | | | | | | | |
| Legal - Supt./Other | 37,440 | 10,730 | 25,000 | 25,000 | 27,500 | | \$2500 HS project legal |
| | 37,440 | 10,730 | 25,000 | 25,000 | 27,500 | | |
| | 279,929 | 276,863 | 526,450 | 356,450 | 479,250 | 2.0 | |

DISTRICT - INSTRUCTION and SERVICES

| Function/Location | Actual FY12 | Actual FY13 | Recert. 9/25 FY14 | Xfor 11/20 FY14 | Jan. 22 FY15 | RT#s | Detail |
|--------------------------------------|-------------|-------------|-------------------|-----------------|--------------|-------|--------------------------------------|
| CURRICULUM & INSTR.(2110) | | | | | | | |
| Salary - Director | 112,529 | 114,750 | 115,250 | 115,250 | 115,250 | 1.0 | |
| Salary - Other | 0 | 0 | 0 | 0 | 1,500 | | annuity |
| | 112,529 | 114,750 | 115,250 | 115,250 | 116,750 | | |
| LEAD TEACHERS (2220) | | | | | | | |
| Salary - Coordinators | 0 | 0 | 6,000 | 6,000 | 6,075 | | ELL, Nurse, Library |
| | 0 | 0 | 6,000 | 6,000 | 6,075 | | |
| TEACHER SALARY (2305) | | | | | | | |
| Health Insurance Offset | 113,384 | 95,226 | 89,000 | 81,000 | 74,000 | | staff turnover |
| Return from Leave Of Absence | 0 | 0 | 26,031 | 0 | 0 | | |
| Lane Changes | 0 | 0 | 40,000 | 0 | 60,000 | | |
| Turnover/Retirement Savings | 0 | 0 | 0 | 0 | 0 | | |
| | 113,384 | 95,226 | 155,031 | 81,000 | 134,000 | | |
| SPECIALIST TEACHER (2310) | | | | | | | |
| Teacher Salary - ELL | 71,017 | 73,042 | 163,433 | 163,175 | 205,032 | 2.6 | ELL in MS in FY12 & FY13; 4 new |
| | 71,017 | 73,042 | 163,433 | 163,175 | 205,032 | 0.4 | 4 new; \$27,500 |
| SUBSTITUTES (2325) | | | | | | | |
| Salary - Coordinator & Assist. | 7,900 | 7,900 | 7,900 | 7,900 | 7,900 | Stip. | |
| Salary - Teachers - Long Term | 18,328 | 42,306 | 22,000 | 42,000 | 42,000 | | |
| Salary - Reg. Ed. Teach. - LAW | 18,707 | 12,800 | 12,150 | 12,150 | 13,000 | | |
| Salary - Reg. Ed. Teach. - PH | 17,645 | 17,070 | 23,000 | 23,000 | 20,000 | | |
| Salary - Reg. Ed. Teach. - MS | 14,862 | 16,512 | 15,950 | 20,950 | 20,000 | | |
| Salary - Reg. Ed. Teach. - HS | 18,621 | 19,768 | 15,300 | 20,300 | 20,000 | | |
| Salary - Sp. Ed. Teach. - LAW | 2,291 | 4,362 | 2,500 | 2,500 | 4,000 | | |
| Salary - Sp. Ed. Teach. - PH | 5,650 | 5,739 | 4,000 | 4,000 | 6,000 | | |
| Salary - Sp. Ed. Teach. - MS | 3,534 | 8,299 | 2,700 | 2,700 | 5,000 | | |
| Salary - Sp. Ed. Teach. - HS | 393 | 3,039 | 2,700 | 2,700 | 3,000 | | |
| Salary - Other (Nurse) | 3,650 | 15,768 | 4,000 | 4,000 | 10,000 | | |
| Service - Other (Nurse) | 0 | 0 | 0 | 0 | 0 | | |
| Service - Mgmt. System | 2,524 | 5,869 | 4,200 | 4,200 | 4,200 | | AESOP |
| | 114,105 | 159,430 | 116,400 | 146,400 | 155,100 | | |
| PARA. (2330) | | | | | | | |
| Subs. - LAW | 11,071 | 9,384 | 10,000 | 10,000 | 10,000 | | |
| Subs. - PH | 23,164 | 21,401 | 18,000 | 18,000 | 22,000 | | |
| Subs. - MS | 9,643 | 8,034 | 7,500 | 7,500 | 10,000 | | |
| Subs. - HS | 3,321 | 1,532 | 2,000 | 2,000 | 2,000 | | |
| | 47,199 | 40,351 | 37,500 | 37,500 | 44,000 | | |
| PROF. DEVEL (2357) | | | | | | | |
| Salary - Teachers | 2,777 | 840 | 0 | 0 | 0 | | |
| Salary - Subs. Teachers | 5,832 | 414 | 3,000 | 3,000 | 2,000 | | |
| Salary - Subs. Paras | 426 | 0 | 0 | 0 | 0 | | |
| Supplies | 9,850 | 3,244 | 14,000 | 14,000 | 10,000 | | |
| Services | 2,450 | 510 | 17,500 | 17,500 | 15,000 | | consultants, training |
| Course Reimbursement | 25,418 | 9,523 | 25,000 | 25,000 | 25,000 | | |
| Other (Travel/Conf.) | 1,142 | 640 | 3,500 | 3,500 | 3,500 | | |
| | 47,895 | 15,171 | 63,000 | 63,000 | 55,500 | | |
| TEXTBOOKS (2410) | | | | | | | |
| Textbooks | 0 | 24,184 | 30,000 | 30,000 | 30,000 | | district initiatives |
| | 0 | 24,184 | 30,000 | 30,000 | 30,000 | | |
| INSTRUCT. EQUIP. (2420) | | | | | | | |
| Postage Machine Leases | 0 | 0 | 5,100 | 5,100 | 5,100 | | moved from building budgets |
| Copier Leases | 52,103 | 53,326 | 57,536 | 57,536 | 57,536 | | 18 total; 9 Ayer, 9 Shirley |
| Copier Supplies | 5,486 | 2,169 | 4,975 | 4,975 | 4,975 | | |
| | 57,589 | 55,495 | 67,611 | 67,611 | 67,611 | | |
| INSTR. SUPPLIES (2430) | | | | | | | |
| Supplies - 504 | 0 | 0 | 0 | 500 | 500 | | program requirements |
| Supplies - ELL | 446 | 2,322 | 2,000 | 2,000 | 4,000 | | \$300/school for high need materials |
| Services - ELL | 0 | 0 | 1,000 | 1,000 | 1,000 | | Interpreters, other services |
| | 446 | 2,322 | 3,000 | 3,500 | 5,500 | | |
| OTHER INSTRUCT. (2440) | | | | | | | |
| District Travel | 746 | 157 | 1,000 | 1,000 | 1,000 | | |
| | 746 | 157 | 1,000 | 1,000 | 1,000 | | |
| INSTRUCT. SOFTWARE (2455) | | | | | | | |
| Software - Reading | 0 | 10,237 | 5,000 | 5,000 | 10,000 | | Accelerated Reader (includes Gr. 6) |
| Software - Math | 0 | 1,410 | 5,000 | 5,000 | 10,000 | | Accelerated/Renaissance Math |
| Software - Library | 8,085 | 3,610 | 5,800 | 5,800 | 4,000 | | Follet PH/HS |
| Software - Student Admin. | 22,058 | 23,047 | 22,000 | 22,000 | 26,400 | | Rediker |
| Software | 3,067 | 4,815 | 10,000 | 10,000 | 20,000 | | Lexia online reading/assessment |
| Software | 0 | 338 | 5,000 | 5,000 | 5,000 | | Atlas Curric. Mapping |
| | 33,210 | 43,457 | 52,800 | 52,800 | 75,400 | | |
| HEALTH (3200) | | | | | | | |
| School Physician | 0 | 0 | 4,000 | 4,000 | 4,000 | | |
| Software | 1,160 | 2,217 | 2,250 | 2,250 | 2,250 | | health management system |
| Supplies | 288 | 0 | 0 | 0 | 0 | | |
| | 1,448 | 2,217 | 6,250 | 6,250 | 6,250 | | |
| | 599,568 | 625,802 | 817,275 | 773,486 | 902,218 | 4.0 | |

BUSINESS

| Function/Location | Actual FY12 | Actual FY13 | Recert. 9/25 FY14 | Xfer 11/20 FY14 | Jan. 22 FY15 | FTEs | Detail |
|---------------------------------|----------------|----------------|----------------------|--------------------|-----------------|------------|-------------------------------|
| BUSINESS (1410) | | | | | | | |
| Director - Salary | 108,000 | 110,000 | 110,000 | 110,000 | 110,000 | 1.0 | |
| Salary - Coord./Assists. | 178,091 | 180,135 | 180,135 | 180,135 | 180,135 | 3.0 | |
| Services - DESE Audit | 12,900 | 0 | 2,750 | 2,750 | 3,000 | | |
| Services - Annual Audit | 0 | 19,900 | 15,250 | 15,250 | 19,000 | | |
| Services - Accting. Assist. | 4,939 | 0 | 10,000 | 10,000 | 5,000 | | accounting assistance |
| Services - Bank Fees | 200 | 0 | 1,000 | 1,000 | 1,000 | | |
| Services - Financial Advisor | 1,458 | 0 | 0 | 0 | 0 | | project expense; fund w/ bond |
| Services - Bond Counsel | 3,000 | 0 | 0 | 0 | 0 | | project expense; fund w/ bond |
| Postage | 3,050 | 2,000 | 2,000 | 2,000 | 2,000 | | |
| Supplies | 5,076 | 2,910 | 3,950 | 3,950 | 3,950 | | postage meter to district |
| Services - Software Support | 15,790 | 16,578 | 17,408 | 17,408 | 18,500 | | Unifund and Disaster Recovery |
| Prof. Devel and Travel | 2,598 | 2,531 | 3,000 | 3,000 | 3,000 | | |
| Interest - Revenue Antic. Notes | 18,333 | 0 | 0 | 0 | 0 | | no cash flow borrowing |
| | 353,435 | 334,054 | 345,493 | 345,493 | 345,585 | 4.0 | |

RISK MANAGEMENT

| Function/Location | Actual FY12 | Actual FY13 | Recert. 9/25 FY14 | Xfer 11/20 FY14 | Jan. 22 FY15 | Detail |
|-----------------------------------|------------------|------------------|----------------------|--------------------|------------------|-----------------------------|
| RETIREMENT/MEDICARE (5100) | | | | | | |
| Middlesex Retirement | 284,537 | 288,424 | 265,440 | 262,710 | 273,961 | reduced by ACP and Ext. Day |
| Medicare Tax | 175,880 | 187,259 | 213,000 | 213,000 | 213,000 | |
| | 460,417 | 475,683 | 478,440 | 475,710 | 486,961 | |
| EMPLOYEE INSURANCE (5200) | | | | | | |
| Health Ins. - Employees | 1,757,750 | 2,316,368 | 2,312,053 | 2,372,021 | 2,533,884 | |
| Health Ins. - Retirees | 0 | 14,060 | 51,737 | 51,737 | 81,737 | |
| Life Ins. - Employees | 2,699 | 2,869 | 2,750 | 2,750 | 3,000 | |
| Life Ins. - Retirees | 0 | 0 | 50 | 50 | 50 | |
| Workers Comp. | 73,647 | 73,645 | 64,829 | 64,829 | 70,000 | |
| Unemp. Comp. | 911 | 61,589 | 93,382 | 93,382 | 60,000 | |
| Unemp. Admin. | 3,580 | 2,390 | 3,500 | 3,500 | 1,500 | new vendor |
| COBRA Admin. | 903 | 903 | 1,000 | 1,000 | 1,000 | |
| Legal/Prof. Services | 0 | 11,617 | 4,000 | 4,000 | 8,000 | |
| Flex. Spending Admin. | 3,007 | 2,260 | 3,500 | 3,500 | 4,000 | |
| | 1,842,497 | 2,485,701 | 2,536,801 | 2,596,769 | 2,763,171 | |
| OTHER INSURANCE (5260) | | | | | | |
| Fidelity Bonds | 551 | 1,055 | 1,000 | 1,000 | 1,000 | Treas./Assist. |
| Property | 40,920 | 21,914 | 19,710 | 19,710 | 20,000 | |
| Auto/Equip./Umbrella | 0 | 6,000 | 6,523 | 6,523 | 6,600 | |
| School Board Liability | 0 | 4,500 | 4,731 | 4,731 | 4,800 | |
| General Liability | 0 | 7,500 | 8,282 | 8,282 | 8,300 | |
| Deductible Reserve | 2,497 | 0 | 7,500 | 7,500 | 7,500 | |
| | 43,968 | 40,969 | 47,746 | 47,746 | 48,200 | |
| | 2,346,882 | 3,002,353 | 3,062,987 | 3,120,225 | 3,298,332 | |

TECHNOLOGY

| Function/Location | Actual FY12 | Actual FY13 | Recert. 9/25 FY14 | Xfer 11/20 FY14 | Jan. 22 FY15 | FTEs | Detail |
|----------------------------------|----------------|----------------|----------------------|--------------------|-----------------|------------|-----------------------------------|
| TECHNOLOGY (1450) | | | | | | | |
| Salary - Director | 75,159 | 81,000 | 81,000 | 81,000 | 81,000 | 1.0 | |
| Salary - Coord./Other | 201,183 | 187,210 | 187,210 | 187,210 | 187,210 | 3.0 | |
| Services - Internet/Firewall | 24,484 | 17,745 | 26,064 | 26,064 | 26,064 | | |
| Services - Anti-Virus | 5,061 | 4,115 | 0 | 0 | 0 | | |
| Services - E mail Archive | 2,700 | 625 | 3,500 | 3,500 | 3,500 | | Google archive + \$500 cost |
| Services - WAN/Network | 6,597 | 38,750 | 33,000 | 33,000 | 33,000 | | \$9K will cover annual phone cost |
| Services - Software | 4,657 | 2,000 | 5,200 | 5,200 | 5,200 | | School Dude and Baracuda back up |
| Services - Peripheral technology | 6,743 | 5,154 | 14,000 | 14,000 | 14,000 | | |
| Services - Switches | 558 | 7,986 | 0 | 0 | 0 | | |
| Services - Repair | 6,648 | 6,425 | 7,000 | 7,000 | 7,000 | | |
| Services - Prof. Development. | 3,068 | 7,265 | 5,000 | 5,000 | 5,000 | | |
| Equip. & Services - Telephone | 2,550 | 185 | 0 | 0 | 0 | | Moved to Wide Area Network/Phone |
| Equip. - Hardware Replacement | 18,830 | 19,516 | 25,000 | 25,000 | 25,000 | | |
| Equip. - Upgrades/installations | 16,293 | 14,142 | 10,000 | 10,000 | 10,000 | | |
| Equip. - Data Backup | 2,064 | 1,791 | 2,000 | 2,000 | 2,000 | | |
| Equip. - Power Backup | 5,063 | 685 | 0 | 0 | 0 | | Moved to Back-up Power/E-rate |
| | 381,658 | 394,594 | 398,974 | 398,974 | 398,974 | | |
| INSTRUCT. TECH. (2451) | | | | | | | |
| Hardware | 14,576 | 17,388 | 0 | 0 | 0 | | move to hardware replacement |
| Software | 11,787 | 10,361 | 18,000 | 18,000 | 18,000 | | |
| Supplies | 27,399 | 8,530 | 23,000 | 23,000 | 23,000 | | |
| | 53,762 | 36,279 | 41,000 | 41,000 | 41,000 | | |
| | 435,420 | 430,873 | 439,974 | 439,974 | 439,974 | 4.0 | |

FACILITIES

| Function/Location | Actual FY12 | Actual FY13 | Recert. 9/25 FY14 | Xfer 11/20 FY14 | Jan. 22 FY15 | RTB* | Detail |
|---------------------------|------------------|------------------|-------------------|------------------|------------------|-------------|--|
| CUSTODIAL (4110) | | | | | | | |
| Facilities Coord. | 71,444 | 34,518 | 27,500 | 27,500 | 87,000 | 1.0 | \$59.5K increase to full time |
| Cust. - LAW | 95,671 | 109,295 | 103,725 | 104,056 | 105,664 | 2.9 | |
| Cust. - PH | 124,629 | 185,370 | 90,289 | 132,142 | 130,642 | 3.8 | |
| Cust. - MS | 106,609 | 98,437 | 96,458 | 96,795 | 126,795 | 3.0 | \$30,000 for evening cleaning |
| Cust. - HS | 160,027 | 132,352 | 154,913 | 154,913 | 133,267 | 3.5 | |
| Cust. - Maint. | 25,234 | 38,438 | 65,107 | 65,250 | 102,250 | 1.4 | 100% Bldg. Ops.; HVAC add \$10K |
| Cust. - Shift Diff. | 0 | 0 | 8,580 | 8,580 | 8,580 | | |
| Cust. - OT | 9,563 | 15,693 | 10,000 | 10,000 | 10,000 | | weather/other emergencies |
| Cust. - Vac./Sick Cov. | 9,797 | 0 | 27,600 | 27,600 | 27,600 | | |
| Cust. - Summer | 0 | 0 | 17,920 | 17,920 | 17,920 | | four eight-week positions |
| Services | 7,926 | 983 | 0 | 0 | 0 | | |
| Supplies - Clothing Reim. | 4,690 | 2,713 | 5,500 | 5,500 | 5,500 | | |
| Supplies - District | 12,035 | 27,854 | 10,000 | 10,000 | 10,000 | | |
| Supplies - LAW | 7,413 | 5,489 | 7,500 | 7,500 | 7,500 | | |
| Supplies - PH | 3,747 | 7,501 | 10,000 | 10,000 | 10,000 | | |
| Supplies - MS | 4,448 | 9,659 | 7,500 | 7,500 | 7,500 | | |
| Supplies - HS | 7,566 | 7,533 | 10,000 | 10,000 | 10,000 | | |
| | 650,799 | 675,835 | 652,592 | 695,256 | 800,218 | | |
| HEAT (4120) | | | | | | | |
| Oil - PH | 78,779 | 67,714 | 84,750 | 88,250 | 86,000 | | \$41.5K rent; ACP \$12K; \$3.10/gall. |
| Oil - LAW | 51,334 | 71,041 | 63,100 | 63,100 | 61,900 | | \$5K Ext. Day; \$7.5K rent; \$3.10/gall. |
| Gas - MS | 43,462 | 37,869 | 52,500 | 52,500 | 55,125 | | 5% increase |
| Oil - HS | 109,377 | 109,070 | 126,000 | 126,000 | 108,500 | | \$3.10/gall. |
| | 282,952 | 285,694 | 326,350 | 329,850 | 311,525 | | |
| UTILITIES (4130) | | | | | | | |
| Telephone - Services | 50,869 | 32,943 | 40,540 | 40,540 | 40,540 | | |
| Telephone - Supplies | 0 | 5,723 | 5,000 | 5,000 | 5,000 | | |
| Septic - LAW | 0 | 4,160 | 3,000 | 3,000 | 3,000 | | |
| Water/Sewer - LAW | 5,252 | 5,794 | 6,400 | 6,400 | 6,400 | | |
| Water/Sewer - MS | 12,168 | 8,664 | 10,000 | 10,000 | 10,000 | | |
| Water/Sewer - PH | 7,085 | 6,026 | 9,000 | 9,000 | 9,000 | | |
| Water/Sewer - HS | 10,389 | 10,937 | 13,000 | 13,000 | 13,000 | | |
| Electricity - PH | 41,153 | 55,158 | 31,800 | 36,800 | 36,800 | | ACP \$21,000 |
| Electricity - LAW | 36,699 | 28,834 | 35,175 | 28,360 | 28,360 | | Ext. Day \$7,000 |
| Electricity - MS | 62,951 | 72,138 | 88,400 | 88,400 | 97,240 | | 10% increase |
| Electricity - HS | 122,775 | 99,157 | 68,000 | 61,200 | 98,700 | | \$30k new wing; \$7.5k trailer |
| Gas - PH | 5,919 | 5,400 | 6,000 | 6,000 | 6,000 | | |
| Gas - LAW | 0 | 0 | 0 | 0 | 0 | | |
| Gas - HS | 5,813 | 5,731 | 6,500 | 6,500 | 6,500 | | |
| | 361,073 | 340,665 | 322,815 | 314,200 | 360,540 | | |
| GROUNDS (4210) | | | | | | | |
| Salary - Grounds | 17,609 | 26,832 | 23,047 | 23,134 | 22,634 | 0.5 | |
| Services | 4,564 | 1,600 | 1,500 | 1,500 | 1,500 | | |
| Supplies | 9,058 | 5,147 | 10,000 | 10,000 | 10,000 | | |
| | 31,231 | 33,579 | 34,547 | 34,634 | 34,134 | | |
| MAINTENANCE (4220) | | | | | | | |
| Service Contracts - Dist. | 38,447 | 25,710 | 34,236 | 26,986 | 26,986 | | |
| Service Contracts LAW | 8,040 | 2,241 | 1,000 | 1,000 | 1,000 | | |
| Service Contracts MS | 26,322 | 6,833 | 13,000 | 13,000 | 13,000 | | |
| Service Contracts PH | 24,900 | 5,596 | 12,000 | 12,000 | 12,000 | | |
| Service Contracts HS | 42,721 | 1,784 | 15,000 | 15,000 | 15,000 | | |
| Supplies District | 4,049 | 6,632 | 10,750 | 10,750 | 10,750 | | |
| Supplies LAW | 0 | 302 | 1,000 | 1,000 | 1,000 | | |
| Supplies PH | 1,002 | 251 | 1,000 | 1,000 | 1,000 | | |
| Supplies MS | 433 | 607 | 1,000 | 1,000 | 1,000 | | |
| Supplies HS | 0 | 7 | 1,000 | 1,000 | 1,000 | | |
| Other | 1,773 | 75 | 0 | 0 | 0 | | |
| Repairs - LAW | 4,114 | 0 | 0 | 0 | 0 | | |
| Repairs - MS | 0 | 0 | 0 | 0 | 0 | | |
| Repairs - Plumbing | 9,028 | 14,788 | 10,000 | 10,000 | 10,000 | | |
| Repairs - Electrical | 1,875 | 12,265 | 10,000 | 10,000 | 10,000 | | |
| Repairs - Boilers/HVAC | 2,750 | 10,532 | 20,000 | 20,000 | 20,000 | | |
| Repairs - Elev./Lifts | 0 | 0 | 5,000 | 5,000 | 5,000 | | |
| Repairs - Fire Protect. | 0 | 0 | 10,000 | 10,000 | 10,000 | | |
| Repairs - Trash | 19,813 | 15,539 | 21,000 | 21,000 | 21,000 | | |
| Repairs - Other | 7,116 | 123,195 | 16,100 | 11,959 | 136,959 | | maintenance and repairs \$125,000 |
| | 192,383 | 226,357 | 182,086 | 170,695 | 295,695 | | |
| | 1,518,438 | 1,562,130 | 1,518,390 | 1,544,635 | 1,802,112 | 16.0 | |

SPED

| Function/Location | Actual FY12 | Actual FY13 | Recert. 9/25 FY14 | Xfer 11/20 FY14 | Jan. 22 FY15 | FTEs | Detail |
|---------------------------------------|-------------|-------------|-------------------|-----------------|--------------|------|-----------------------------------|
| LEGAL (1430) | | | | | | | |
| Legal - SPED | 0 | 19,549 | 15,000 | 15,000 | 15,000 | | |
| | 0 | 19,549 | 15,000 | 15,000 | 15,000 | | |
| SPED DIRECTOR (2110) | | | | | | | |
| Director & Coord. - Salary | 108,000 | 110,000 | 110,000 | 110,000 | 110,000 | 1.0 | |
| Secretary - Salary | 64,233 | 61,746 | 65,055 | 65,201 | 65,996 | 2.0 | |
| Translation - Salary | 0 | 1,897 | | 2,000 | 4,000 | | |
| Services Medicaid | 3,859 | 4,595 | 9,000 | 9,000 | 6,000 | | |
| Services Misc. | 2,254 | 392 | 2,783 | 2,783 | 2,783 | | |
| Software | 12,062 | 10,507 | 11,000 | 11,000 | 11,000 | | Semstracker |
| Supplies | 3,751 | 187 | 4,750 | 4,750 | 4,000 | | |
| Postage | 5,604 | 4,698 | 2,320 | 2,320 | 2,320 | | postage meter to district |
| Dues, Registrations | 650 | 450 | 3,225 | 3,225 | 3,225 | | includes FLLAC |
| Travel | 4,234 | 3,105 | 3,500 | 3,500 | 3,500 | | |
| | 204,647 | 197,577 | 211,633 | 213,779 | 212,824 | | |
| SPED TEACHERS (2310) | | | | | | | |
| Summer Salary | 23,124 | 30,677 | 37,000 | 37,000 | 35,000 | | |
| | 23,124 | 30,677 | 37,000 | 37,000 | 35,000 | | |
| TEAM LEADER (2315) | | | | | | | |
| Salary - Team Chairs | 130,951 | 76,692 | 67,000 | 67,000 | 67,000 | | |
| | 130,951 | 76,692 | 67,000 | 67,000 | 67,000 | | |
| MEDICAL/THERAPY(2320) | | | | | | | |
| Teacher Salary | 243,200 | 240,300 | 236,496 | 245,850 | 256,275 | 3.9 | |
| Spec. Salary | 39,404 | 54,173 | 54,706 | 54,706 | 54,706 | 1.7 | |
| Services - ABA Home Support | 26,255 | 24,253 | 28,875 | 16,500 | 16,500 | | based on FY14 caseload |
| Services - Home/Hosp. Tutoring | 3,252 | 5,305 | 7,500 | 10,000 | 10,000 | | |
| Services - FLLAC | 1,283 | 41,302 | 89,521 | 90,000 | 90,000 | | OT & PT services (part-time) |
| Services - Vision | 1,615 | 77,546 | 13,075 | 55,000 | 55,000 | | based on FY14 caseload |
| Services - Hear./Billing./Ind. Evals. | 456 | 973 | 7,200 | 7,200 | 7,200 | | |
| Services - Vocational/Misc. | 0 | 604 | 0 | 7,250 | 7,250 | | new high school program |
| Supplies | 7,750 | 7,276 | 11,033 | 11,033 | 11,033 | | |
| Equipment | 0 | 539 | 7,025 | 7,025 | 7,025 | | |
| | 323,215 | 452,271 | 455,431 | 504,564 | 514,989 | | |
| PARA. (2330) | | | | | | | |
| Salary - Summer | 27,384 | 20,576 | 20,000 | 20,000 | 20,000 | | |
| | 27,384 | 20,576 | 20,000 | 20,000 | 20,000 | | |
| PROF. DEVEL. (2357) | | | | | | | |
| Services | 495 | 52 | 3,000 | 3,000 | 3,000 | | |
| Expenses | 0 | 525 | 0 | 0 | 0 | | |
| | 495 | 577 | 3,000 | 3,000 | 3,000 | | |
| INSTR. SUPPLIES (2430) | | | | | | | |
| Classroom Supplies - District | 14,338 | 16,221 | 11,000 | 11,000 | 15,000 | | |
| | 14,338 | 16,221 | 11,000 | 11,000 | 15,000 | | |
| INSTRUCT. TECH. (2455) | | | | | | | |
| Software - District | 0 | 1,066 | 1,000 | 1,000 | 1,000 | | |
| Hardware - District | 0 | 134 | 3,000 | 3,000 | 3,000 | | |
| | 0 | 1,200 | 4,000 | 4,000 | 4,000 | | |
| PSYCHOLOGICAL (2800) | | | | | | | |
| Psych. Salary | 145,236 | 145,489 | 146,850 | 146,850 | 146,850 | 2.0 | |
| Services Testing | 20,086 | 8,394 | 3,500 | 10,500 | 10,500 | | based on FY14 caseload |
| Expenses | 0 | 13,085 | 4,000 | 11,000 | 11,000 | | based on FY14 caseload |
| Travel | 0 | 891 | 1,500 | 1,500 | 1,500 | | |
| | 165,322 | 167,859 | 155,850 | 169,850 | 169,850 | | |
| TUITION - PUBLIC (9100) | | | | | | | |
| Tuition Public School | 67,285 | 44,587 | 35,000 | 35,000 | 35,000 | | |
| | 67,285 | 44,587 | 35,000 | 35,000 | 35,000 | | |
| TUITION - OUT OF STATE (9200) | | | | | | | |
| Tuition Out-of-State | 1,621 | 40,600 | 51,000 | 51,000 | 51,000 | | |
| | 1,621 | 40,600 | 51,000 | 51,000 | 51,000 | | |
| TUITION - PRIVATE (9300) | | | | | | | |
| Tuition Private Day/Summer | 349,161 | 237,049 | 729,000 | 729,000 | 729,000 | | |
| Tuition Private Residential | 202,833 | 405,807 | 465,000 | 465,000 | 465,000 | | |
| | 551,994 | 642,856 | 1,194,000 | 1,194,000 | 1,194,000 | | |
| TUITION - COLLAB. (9400) | | | | | | | |
| Collaborative Day/Summer | 1,025,253 | 1,134,905 | 510,000 | 510,000 | 510,000 | | \$610,000 funded by Circ. Breaker |
| Collaborative Membership | 2,500 | 2,500 | 0 | 0 | 0 | | moved to dues |
| | 1,027,753 | 1,137,405 | 510,000 | 510,000 | 510,000 | | |
| | 2,538,129 | 2,848,647 | 2,769,914 | 2,835,193 | 2,846,663 | 10.6 | |

EARLY CHILDHOOD

| Function/Location | Actual FY12 | Actual FY13 | Recert. 9/25 FY14 | Xfor 11/20 FY14 | Jan. 22 FY15 | FTEs | Detail |
|-------------------------------|------------------------|------------------------|------------------------------|----------------------------|-------------------------|-------------|-----------------------|
| PS/PK TEACHER (2310) | | | | | | | |
| Salary PS/PK - Integ. (PH) | 182,960 | 61,914 | 61,914 | 63,650 | 65,225 | 1.0 | one teacher - tuition |
| Salary PS/PK - Sep. (LAW) | 48,948 | 50,218 | 51,302 | 52,900 | 53,700 | 1.0 | |
| | 231,908 | 112,132 | 113,216 | 116,550 | 118,925 | | |
| PARA. (2330) | | | | | | | |
| Salary PS/PK (PH) | 1,728 | 12,310 | 0 | 5,655 | 5,775 | 0.5 | |
| | 1,728 | 12,310 | 0 | 5,655 | 5,775 | | |
| INSTR. SUPPLIES (2430) | | | | | | | |
| Classroom Supplies | 1,142 | 18 | 4,000 | 4,000 | 2,500 | | |
| | 1,142 | 18 | 4,000 | 4,000 | 2,500 | | |
| | 234,778 | 124,460 | 117,216 | 126,205 | 127,200 | 2.5 | |

LAW

| Function/Location | Actual FY12 | Actual FY13 | Recert. 9/25 FY14 | Xfer 11/20 FY14 | Jan. 22 FY15 | FTEs | Detail |
|----------------------------------|-------------|-------------|-------------------|-----------------|--------------|------|-------------------------------------|
| PRINCIPAL (2210) | | | | | | | |
| Principal Salary | 92,500 | 95,000 | 95,000 | 95,000 | 95,000 | 1.0 | |
| Assist. To Principal | 0 | 0 | 0 | 9,000 | 92,000 | 1.0 | Assistant Principal |
| Admin. Assist. Salary | 35,665 | 36,831 | 36,735 | 39,370 | 39,370 | 1.5 | |
| Admin. Assist. - Substitute | 301 | 151 | 0 | 0 | 0 | | |
| Postage Meter | 0 | 537 | 0 | 0 | 0 | | to district |
| Supplies | 993 | 2,778 | 1,071 | 1,071 | 1,071 | | |
| Postage | 1,855 | 1,096 | 1,236 | 1,236 | 1,236 | | |
| Other | 375 | 598 | 350 | 350 | 350 | | |
| | 131,689 | 136,991 | 134,392 | 146,027 | 229,027 | | |
| LEAD TEACHERS (2220) | | | | | | | |
| Salary | 6,496 | 6,496 | 10,350 | 10,350 | 10,609 | | |
| | 6,496 | 6,496 | 10,350 | 10,350 | 10,609 | | |
| CLASSROOM TEACHER (2305) | | | | | | | |
| Teacher Salary - K to 5 | 967,453 | 1,049,864 | 1,005,618 | 1,004,390 | 1,024,290 | 15.0 | Sch. Choice 2 teachers |
| Teacher Salary - Unified Arts | 110,719 | 121,234 | 119,332 | 130,379 | 137,158 | 2.4 | |
| Tutor Salary | 0 | 0 | 1,500 | 1,500 | 1,500 | | |
| | 1,078,172 | 1,171,098 | 1,126,450 | 1,136,269 | 1,162,948 | | |
| SPECIALIST TEACHER (2310) | | | | | | | |
| Teacher Salary - Reading | 84,183 | 89,745 | 96,970 | 107,013 | 124,808 | 1.5 | replace \$18K Title One grant funds |
| Teacher Salary - SPED | 200,204 | 222,449 | 222,450 | 227,035 | 234,185 | 4.0 | |
| | 284,387 | 312,194 | 319,420 | 334,048 | 358,993 | | |
| SPECIALIST TEACHER (2320) | | | | | | | |
| Teacher Salary - Speech | 66,946 | 72,186 | 72,186 | 73,150 | 74,250 | 1.0 | |
| | 66,946 | 72,186 | 72,186 | 73,150 | 74,250 | | |
| PARA. (2330) | | | | | | | |
| Para. Salary - K | 23,136 | 26,526 | 27,763 | 27,763 | 28,228 | 1.3 | |
| Para. Salary - Lunch/Recess | 25,578 | 10,604 | 10,181 | 10,181 | 10,181 | 0.8 | |
| Para. Salary - SPED | 0 | 3,952 | 42,000 | 0 | 0 | | six positions grant funded |
| | 48,714 | 41,082 | 79,944 | 37,944 | 38,409 | | |
| LIBRARY (2340) | | | | | | | |
| Para. - Salary | 21,408 | 22,055 | 22,477 | 22,477 | 22,773 | 1.0 | |
| Supplies | 695 | 2,167 | 2,318 | 2,318 | 2,318 | | |
| | 22,103 | 24,222 | 24,795 | 24,795 | 25,091 | | |
| PROF. DEVEL. (2357) | | | | | | | |
| Services | 827 | 0 | 0 | 0 | 0 | | funded in district |
| Expenses | 234 | 0 | 0 | 0 | 0 | | |
| | 1,061 | 0 | 0 | 0 | 0 | | |
| TEXTBOOKS (2410) | | | | | | | |
| Textbooks | 9,976 | 5,680 | 10,000 | 10,000 | 10,000 | | |
| | 9,976 | 5,680 | 10,000 | 10,000 | 10,000 | | |
| INSTRUCT. EQUIP (2420) | | | | | | | |
| Furniture | 0 | 0 | 5,000 | 5,000 | 5,000 | | |
| | 0 | 0 | 5,000 | 5,000 | 5,000 | | |
| INSTR. SUPPLIES (2430) | | | | | | | |
| Gen. School Supplies | 7,719 | 6,225 | 10,000 | 10,000 | 10,000 | | |
| Classroom Supplies | 11,751 | 15,156 | 17,500 | 17,500 | 17,500 | | |
| Classroom Supplies - SPED | 0 | 0 | 1,500 | 1,500 | 1,500 | | |
| Classroom Supplies - UA | 2,185 | 37 | 3,500 | 3,500 | 3,500 | | |
| | 21,655 | 21,418 | 32,500 | 32,500 | 32,500 | | |
| INSTRUCT. SOFTWARE (2455) | | | | | | | |
| Software | 2,723 | 348 | 1,000 | 1,000 | 1,000 | | DIBELS |
| | 2,723 | 348 | 1,000 | 1,000 | 1,000 | | |
| GUIDANCE (2710) | | | | | | | |
| Guidance Salary | 53,676 | 54,818 | 55,110 | 56,150 | 58,200 | 1.0 | |
| Supplies | 51 | 0 | 500 | 500 | 500 | | |
| | 53,727 | 54,818 | 55,610 | 56,650 | 58,700 | | |
| HEALTH (3200) | | | | | | | |
| Nurse - Salary | 33,750 | 60,584 | 60,584 | 61,584 | 62,684 | 1.0 | |
| Salary - Subs. | 1,550 | 0 | 0 | 0 | 0 | | |
| Services | 0 | 0 | 0 | 0 | 0 | | |
| Supplies | 3,119 | 1,939 | 3,000 | 3,000 | 3,000 | | |
| | 38,419 | 62,523 | 63,584 | 64,584 | 65,684 | | |
| STUDENT ACTIVITIES (3520) | | | | | | | |
| Stipends - Salary | 390 | 0 | 1,000 | 1,000 | 1,000 | | |
| Services | 48 | 183 | 0 | 0 | 0 | | |
| Supplies | 52 | 1,145 | 500 | 500 | 1,500 | | |
| | 490 | 1,328 | 1,500 | 1,500 | 2,500 | | |
| | 1,766,558 | 1,910,384 | 1,936,731 | 1,933,817 | 2,074,511 | 32.4 | |

| Function/Location | Actual FY12 | Actual FY13 | Recert. 9/25 FY14 | Xfer 11/20 FY14 | Jan. 22 FY15 | FTEs | Detail |
|-------------------------------------|----------------|----------------|----------------------|--------------------|-----------------|------|---|
| PRINCIPAL (2210) | | | | | | | |
| Principal Salary | 96,500 | 98,000 | 98,000 | 98,000 | 98,000 | 1.0 | |
| Assist. Prin. Salary | 90,000 | 91,500 | 91,500 | 91,500 | 91,500 | 1.0 | |
| Admin. Assist. Salary | 67,588 | 65,673 | 66,939 | 66,939 | 66,939 | 2.0 | |
| Services | 0 | 824 | 5,500 | 5,500 | 5,500 | | |
| Supplies | 10,248 | 7,526 | 5,500 | 5,500 | 5,500 | | |
| Dues, Registrations | 125 | 0 | 1,000 | 1,000 | 1,000 | | |
| | 264,461 | 263,523 | 268,439 | 268,439 | 268,439 | | |
| LEAD TEACHERS (2220) | | | | | | | |
| Salary | 7,308 | 7,283 | 10,350 | 10,350 | 10,609 | | nine positions |
| | 7,308 | 7,283 | 10,350 | 10,350 | 10,609 | | |
| CLASSROOM TEACHER (2305) | | | | | | | |
| Teacher Salary - K - 5 | 1,427,507 | 1,424,847 | 1,433,943 | 1,507,250 | 1,609,050 | 28.0 | new position due to enrollment |
| Teacher Salary - UA | 0 | 0 | 0 | 0 | 0 | | four teachers school choice funded |
| Tutor Salary | 0 | 0 | 1,500 | 1,500 | 1,500 | | |
| | 1,427,507 | 1,424,847 | 1,435,443 | 1,508,750 | 1,610,550 | | |
| SPECIALIST TEACHER (2310) | | | | | | | |
| Teacher Salary - Reading | 0 | 0 | 18,000 | 0 | 0 | | |
| Teacher Salary - SPED | 395,590 | 459,273 | 459,507 | 469,118 | 485,668 | 9.0 | |
| | 395,590 | 459,273 | 477,507 | 469,118 | 485,668 | | |
| SPEECH & LANGUAGE (2320) | | | | | | | |
| Teacher - Salary | 47,717 | 74,545 | 76,372 | 78,300 | 82,200 | 1.4 | |
| Spec. - Salary | 3,887 | 903 | 0 | 48,503 | 48,503 | 2.0 | new positions |
| | 51,604 | 75,448 | 76,372 | 126,803 | 130,703 | | |
| PARA. (2330) | | | | | | | |
| Salary - K | 34,288 | 45,650 | 60,295 | 73,984 | 74,685 | 3.3 | full coverage in all classes moved to district |
| Salary - ELL | 9,215 | 10,387 | 0 | 0 | 0 | | |
| Salary - SPED | 226,811 | 243,127 | 256,877 | 211,627 | 236,576 | 12.0 | seven positions grant funded |
| | 270,314 | 299,164 | 317,172 | 285,611 | 311,261 | | |
| LIBRARY (2340) | | | | | | | |
| Salary - Para | 15,906 | 16,581 | 16,773 | 16,773 | 17,390 | 0.9 | |
| Supplies | 2,558 | 1,394 | 4,000 | 4,000 | 4,000 | | |
| | 18,464 | 17,975 | 20,773 | 20,773 | 21,390 | | |
| TEXTBOOKS (2410) | | | | | | | |
| Textbooks/Materials | 5,581 | 14,434 | 18,000 | 18,000 | 18,000 | | |
| | 5,581 | 14,434 | 18,000 | 18,000 | 18,000 | | |
| INSTR. SUPPLIES (2430) | | | | | | | |
| Gen. School Supplies | 22,318 | 24,419 | 25,000 | 25,000 | 25,000 | | |
| Classroom Supplies | 2,368 | 16,623 | 15,500 | 15,500 | 15,500 | | |
| Classroom Supplies - SPED | 0 | 0 | 1,500 | 1,500 | 1,500 | | |
| Classroom Supplies - UA | 0 | 0 | 0 | 0 | 0 | | |
| | 24,686 | 41,042 | 42,000 | 42,000 | 42,000 | | |
| INSTRUCT. SOFTWARE (2455) | | | | | | | |
| Software | 4,213 | 538 | 1,000 | 1,000 | 1,000 | | DIBELS |
| | 4,213 | 538 | 1,000 | 1,000 | 1,000 | | |
| GUIDANCE (2710) | | | | | | | |
| Guidance Salary | 124,815 | 121,598 | 121,599 | 125,450 | 128,150 | 2.0 | |
| Services | 0 | 0 | 500 | 500 | 500 | | |
| Supplies | 415 | 589 | 1,500 | 1,500 | 1,500 | | |
| | 125,230 | 122,187 | 123,599 | 127,450 | 130,150 | | |
| HEALTH (3200) | | | | | | | |
| Nurse - Salary | 60,025 | 61,459 | 61,459 | 62,459 | 63,559 | 1.0 | |
| Sal. - Subs. | 3,875 | 0 | 0 | 0 | 0 | | |
| Supplies | 879 | 1,643 | 3,000 | 3,000 | 3,000 | | |
| | 64,779 | 63,102 | 64,459 | 65,459 | 66,559 | | |
| STUDENT ACTIVITIES (3520) | | | | | | | |
| Stipends - Salary | 5,120 | 0 | 5,500 | 0 | 0 | | |
| Services | 250 | 1,820 | 500 | 500 | 500 | | |
| Supplies | 390 | 300 | 1,000 | 1,000 | 1,000 | | |
| | 5,760 | 2,120 | 7,000 | 1,500 | 1,500 | | |
| | 2,665,497 | 2,790,936 | 2,862,114 | 2,945,253 | 3,097,829 | 63.6 | |

MS

| Function/Location | Actual FY12 | Actual FY13 | Recert. 9/25 FY14 | Xfer 11/29 FY14 | Jan. 28 FY15 | FTEs | Detail |
|----------------------------------|------------------|------------------|-------------------|------------------|------------------|-------------|------------------------------|
| PRINCIPAL (2210) | | | | | | | |
| Principal Salary | 90,000 | 94,500 | 94,500 | 94,500 | 94,500 | 1.0 | |
| Assist. Principal Salary | 77,500 | 81,000 | 81,000 | 81,000 | 81,000 | 1.0 | |
| Admin. Assist. Salary | 42,820 | 30,519 | 31,005 | 43,725 | 44,918 | 1.5 | add .5 FTE |
| Other Salary | 1,640 | 128 | 500 | 500 | 500 | | |
| Postage Meter | 275 | 495 | 0 | 0 | 0 | | to district |
| Postage | 3,180 | 2,000 | 2,545 | 2,545 | 2,545 | | |
| Supplies | 8,811 | 5,867 | 7,500 | 7,500 | 7,500 | | |
| Travel | 1,393 | 1,299 | 1,000 | 1,000 | 1,000 | | |
| | 225,619 | 215,808 | 218,050 | 230,770 | 231,963 | | |
| LEAD TEACHERS (2220) | | | | | | | |
| Salary | 5,680 | 6,457 | 5,750 | 5,750 | 6,984 | | six positions |
| | 5,680 | 6,457 | 5,750 | 5,750 | 6,984 | | |
| CLASSROOM TEACHER (2305) | | | | | | | |
| Teacher Salary | 1,031,057 | 1,065,430 | 1,064,942 | 1,083,641 | 1,112,291 | 19.0 | |
| Teacher Salary - UA | 3,905 | 3,586 | 0 | 0 | 0 | | six teachers Sch. Ch. funded |
| Tutor Salary | 0 | 400 | 1,500 | 1,500 | 1,500 | | |
| | 1,034,962 | 1,069,416 | 1,066,442 | 1,085,141 | 1,113,791 | | |
| SPECIALIST TEACHER (2310) | | | | | | | |
| Teacher Salary - ELL | 46,517 | 49,151 | 0 | 0 | 0 | | moved to district |
| Teacher Salary - Reading | 65,731 | 72,600 | 73,382 | 75,250 | 76,350 | 1.0 | |
| Teacher Salary - SPED | 352,262 | 339,104 | 345,273 | 355,900 | 372,350 | 7.0 | |
| | 464,510 | 460,855 | 418,655 | 431,150 | 448,700 | | |
| PARA. (2330) | | | | | | | |
| Salary - Reg. Ed. Specialists | 81,250 | 82,685 | 82,855 | 30,855 | 30,855 | 1.0 | |
| Salary - Lunch/Recess | 11,776 | 3,251 | 4,073 | 4,073 | 4,073 | 0.3 | |
| Salary - SPED | 119,733 | 153,436 | 159,398 | 159,398 | 163,527 | 8.0 | two positions grant funded |
| | 212,759 | 239,372 | 246,326 | 194,326 | 198,455 | | |
| LIBRARY (2340) | | | | | | | |
| Salary - Specialist | 51,000 | 51,700 | 52,000 | 52,000 | 52,000 | 1.0 | |
| Books | 0 | 0 | 5,000 | 5,000 | 5,000 | | |
| Technology | 0 | 0 | 1,500 | 1,500 | 1,500 | | |
| Supplies | 940 | 769 | 3,318 | 3,318 | 3,318 | | |
| | 51,940 | 52,469 | 61,818 | 61,818 | 61,818 | | |
| PROF. DEVEL (2357) | | | | | | | |
| Services | 1,150 | 0 | 0 | 0 | 0 | | |
| Expenses | 0 | 0 | 0 | 0 | 0 | | |
| | 1,150 | 0 | 0 | 0 | 0 | | |
| TEXTBOOKS (2410) | | | | | | | |
| Textbooks/Materials | 2,897 | 2,639 | 4,500 | 4,500 | 4,500 | | |
| | 2,897 | 2,639 | 4,500 | 4,500 | 4,500 | | |
| INSTRUCT. EQUIP (2420) | | | | | | | |
| Furniture | 0 | 143 | 5,000 | 5,000 | 5,000 | | |
| | 0 | 143 | 5,000 | 5,000 | 5,000 | | |
| INSTRUCT. SUPPLIES (2430) | | | | | | | |
| Supplies General | 11,743 | 15,380 | 12,240 | 12,240 | 12,240 | | |
| Supplies Classroom | 3,775 | 6,559 | 9,150 | 9,150 | 9,150 | | |
| Supplies SPED | 0 | 683 | 1,500 | 1,500 | 1,500 | | |
| Supplies UA | 4,724 | 5,793 | 8,317 | 8,317 | 8,317 | | |
| | 20,242 | 28,395 | 31,207 | 31,207 | 31,207 | | |
| INSTRUCT. SOFTWARE (2455) | | | | | | | |
| Software | 1,313 | 2,403 | 4,000 | 4,000 | 4,000 | | DIBELS/United Streaming |
| | 1,313 | 2,403 | 4,000 | 4,000 | 4,000 | | |
| GUIDANCE (2710) | | | | | | | |
| Guidance Salary | 120,390 | 118,685 | 128,364 | 125,842 | 124,950 | 2.0 | |
| Other Salary | 0 | 0 | 3,910 | 3,910 | 3,492 | | Extra days |
| Supplies | 595 | 707 | 1,000 | 1,000 | 1,000 | | |
| | 120,985 | 119,392 | 133,274 | 130,752 | 129,442 | | |
| HEALTH (3200) | | | | | | | |
| Nurse Salary | 39,362 | 48,796 | 48,796 | 50,396 | 51,496 | 1.0 | |
| Services | 0 | 0 | 0 | 0 | 0 | | |
| Supplies | 139 | 2,359 | 1,500 | 1,500 | 1,500 | | |
| | 39,501 | 51,155 | 50,296 | 51,896 | 52,996 | | |
| ATHLETICS (3510) | | | | | | | |
| Salary - Assist. Director | 0 | 0 | 3,000 | 3,000 | 3,075 | | |
| Salary - Coaches | 0 | 6,672 | 14,000 | 14,000 | 14,350 | | plus \$10,000 MS revolving |
| Services | 0 | 1,973 | 0 | 0 | 0 | | |
| Travel | 0 | 3,228 | 0 | 0 | 0 | | |
| Supplies | 371 | 159 | 2,000 | 2,000 | 2,000 | | |
| | 371 | 12,032 | 19,000 | 19,000 | 19,425 | | |
| STUDENT ACTIVITIES (3520) | | | | | | | |
| Stipends - Salary | 5,020 | 7,502 | 10,000 | 10,000 | 10,250 | | |
| Services | 795 | 214 | 1,000 | 1,000 | 1,000 | | |
| Travel | 0 | 0 | 0 | 0 | 0 | | |
| | 5,815 | 7,716 | 11,000 | 11,000 | 11,250 | | |
| GRAND TOTAL | 2,187,744 | 2,268,252 | 2,275,318 | 2,266,310 | 2,319,531 | 43.8 | |

HS

| Function/Location | Actual FY12 | Actual FY13 | Recert. 9/25 FY14 | Xfer 11/20 FY14 | Jan. 22 FY15 | PTEs | Detail |
|----------------------------------|------------------|------------------|-------------------|------------------|------------------|------|-----------------------------------|
| PRINCIPAL (2210) | | | | | | | |
| Principal Salary | 110,000 | 115,000 | 115,000 | 115,000 | 115,000 | 1.0 | |
| Assist. Principal Salary | 77,500 | 81,000 | 81,000 | 81,000 | 81,000 | 1.0 | |
| Secretary Salary | 66,987 | 65,100 | 69,337 | 67,337 | 67,337 | 2.0 | |
| Services | 8,615 | 2,782 | 2,500 | 2,500 | 2,500 | | postage |
| Expenses | 4,760 | 14,496 | 12,000 | 12,000 | 12,000 | | postage meter to district |
| Dues, Registrations | 3,654 | 643 | 2,500 | 2,500 | 2,500 | | |
| Graduation | 10,351 | 4,939 | 10,000 | 10,000 | 10,000 | | |
| | 281,867 | 283,960 | 292,337 | 290,337 | 290,337 | | |
| DEPT. LIAISONS (2220) | | | | | | | |
| Salary | 13,800 | 13,900 | 15,000 | 15,000 | 15,375 | | includes AP coordinator |
| | 13,800 | 13,900 | 15,000 | 15,000 | 15,375 | | |
| CLASSROOM TEACHER (2305) | | | | | | | |
| Teacher Salary | 1,104,394 | 1,118,906 | 1,101,336 | 1,105,500 | 1,136,750 | 19.0 | |
| Teacher Salary - UA | 518,889 | 528,137 | 527,424 | 482,212 | 495,162 | 8.5 | |
| Tutor Salary | 12,431 | 18,606 | 3,000 | 20,000 | 20,000 | | |
| | 1,635,714 | 1,665,649 | 1,631,760 | 1,607,712 | 1,651,912 | | |
| SPECIALIST TEACHER (2310) | | | | | | | |
| Teacher Salary - ELL | 1,831 | 0 | 0 | 0 | 0 | | |
| Teacher Salary - SPED | 160,484 | 178,646 | 245,248 | 235,750 | 317,650 | 5.0 | adds 1.0 FTE life skills class |
| | 162,315 | 178,646 | 245,248 | 235,750 | 317,650 | | |
| PARA. (2330) | | | | | | | |
| Spec. Salary - Reg. Ed. | 28,000 | 30,903 | 28,500 | 73,500 | 73,500 | 2.0 | |
| Para. Salary - SPED | 49,540 | 52,413 | 115,187 | 92,712 | 92,712 | 5.0 | adds 1.0 FTE thera. class + 1 FTE |
| | 77,540 | 83,316 | 143,687 | 166,212 | 166,212 | | |
| LIBRARY (2340) | | | | | | | |
| Librarian Salary | 72,848 | 74,282 | 74,282 | 75,520 | 75,250 | 1.0 | |
| Services | 1,045 | 2,566 | 2,000 | 2,000 | 2,000 | | |
| Supplies | 4,333 | 3,523 | 5,000 | 5,000 | 5,000 | | |
| | 78,226 | 80,371 | 81,282 | 82,520 | 82,250 | | |
| TEXTBOOKS (2410) | | | | | | | |
| Math | 0 | 3,841 | 10,000 | 10,000 | 7,500 | | |
| Humanities/English | 0 | 4,048 | 4,500 | 4,500 | 4,500 | | |
| Science | 0 | 0 | 10,000 | 10,000 | 7,500 | | |
| STEM | 0 | 4,336 | 2,500 | 2,500 | 2,500 | | |
| World Language | 0 | 0 | 2,500 | 2,500 | 10,000 | | |
| History | 0 | 6,231 | 7,800 | 7,800 | 7,800 | | |
| | 0 | 18,456 | 37,300 | 37,300 | 39,800 | | |
| INSTR. SUPPLIES (2430) | | | | | | | |
| Math | 4,546 | 2,450 | 4,900 | 4,900 | 4,900 | | |
| English | 9,148 | 0 | 800 | 800 | 800 | | |
| STEM | 17,768 | 9,791 | 6,000 | 6,000 | 6,000 | | |
| Science | 0 | 0 | 7,000 | 7,000 | 7,000 | | |
| History | 3,124 | 0 | 1,500 | 1,500 | 1,500 | | |
| Fine Arts | 12,535 | 16,139 | 16,500 | 16,500 | 16,500 | | |
| Classroom | 7,299 | 5,136 | 0 | 0 | 0 | | |
| Classroom - SPED | 0 | 0 | 1,500 | 1,500 | 1,500 | | |
| | 54,420 | 33,516 | 38,200 | 38,200 | 38,200 | | |
| INSTRCT. SERVICES (2440) | | | | | | | |
| Services - MWCC | 3,181 | 0 | 11,000 | 0 | 4,000 | | |
| | 3,181 | 0 | 11,000 | 0 | 4,000 | | |
| INSTRUCT. SOFTWARE (2455) | | | | | | | |
| Math | 0 | 0 | 1,190 | 1,190 | 1,190 | | |
| Virtual High School | 10,849 | 5,000 | 6,000 | 6,000 | 6,000 | | |
| | 10,849 | 5,000 | 7,190 | 7,190 | 7,190 | | |
| GUIDANCE (2710) | | | | | | | |
| Guidance Salary | 143,597 | 144,593 | 142,338 | 148,172 | 146,500 | 2.0 | Extra days |
| Other Salary | 0 | 0 | 3,872 | 3,872 | 3,872 | | |
| Secretary Salary | 35,640 | 35,411 | 35,775 | 35,775 | 35,775 | 1.0 | |
| Services | 3,135 | 0 | 2,000 | 2,000 | 2,000 | | |
| Supplies | 260 | 367 | 2,510 | 2,510 | 2,510 | | |
| Travel | 0 | 0 | 150 | 150 | 150 | | |
| Dues | 0 | 0 | 25 | 25 | 25 | | |
| | 182,632 | 180,371 | 186,670 | 192,504 | 190,832 | | |

HS

| Function/Location | Actual FY12 | Actual FY13 | Recert. 9/25 FY14 | Xfar 11/20 FY14 | Jan. 22 FY16 | PTBs | Detail |
|----------------------------------|-------------|-------------|-------------------|-----------------|--------------|------|---|
| HEALTH (3200) | | | | | | | |
| Nurse - Salary | 62,795 | 64,229 | 64,229 | 66,000 | 71,150 | 1.0 | |
| Services | 3,845 | 37 | 0 | 0 | 0 | | moved to district |
| Supplies | 1,611 | 1,828 | 3,000 | 3,000 | 3,000 | | |
| | 68,251 | 66,094 | 67,229 | 69,000 | 74,150 | | |
| HS ATHLETICS (3510) | | | | | | | |
| Salary - Director | 6,995 | 8,079 | 8,100 | 8,100 | 8,201 | | |
| Salary - Prof. Staff | 28,852 | 62,265 | 36,000 | 36,000 | 36,900 | | employees |
| Salary - Coaches | 33,173 | 22,032 | 55,700 | 55,700 | 57,093 | | |
| Services - Officials | 27,261 | 25,908 | 10,500 | 10,500 | 10,500 | | plus \$20,000 from HS revolving fund |
| Transportation | 17,500 | 12,007 | 10,700 | 10,700 | 10,700 | | plus \$10,000 from HS revolving fund |
| Supplies | 6,651 | 10,331 | 7,000 | 7,000 | 7,000 | | plus \$10,000 from HS revolving fund |
| Insurance | 4,216 | 4,258 | 4,500 | 4,500 | 4,500 | | |
| Other | 8,624 | 6,801 | 14,500 | 14,500 | 14,500 | | including indoor track league fee covers expenses outside revolving |
| | 133,272 | 151,681 | 147,000 | 147,000 | 149,394 | | |
| STUDENT ACTIVITIES (3520) | | | | | | | |
| Stipends - Salary | 23,169 | 21,990 | 20,000 | 20,000 | 20,500 | | academics and extra-curricular |
| Services | 1,370 | 3,671 | 1,500 | 1,500 | 1,500 | | |
| Supplies | 0 | 0 | 500 | 500 | 500 | | |
| | 24,539 | 25,661 | 22,000 | 22,000 | 22,500 | | |
| | 2,726,606 | 2,786,621 | 2,925,903 | 2,910,725 | 3,049,802 | 48.5 | |

OTHER DISTRICTS

| Function/Location | Actual FY12 | Actual FY13 | Recert. 9/25 FY14 | Xfer 11/20 FY14 | Jan. 22 FY15 | Detail |
|-------------------------------|------------------|------------------|----------------------|--------------------|------------------|---|
| OTHER DISTRICTS (9100) | | | | | | |
| Tuition - Public Schools | 378,413 | 239,466 | 70,224 | 70,224 | 45,260 | Siblings; Gr. 12 - 3; Gr. 11 - 2 based on FY14 actual per pupil cost increase = FTE reduction |
| Tuition - Choice | 882,596 | 761,877 | 768,750 | 768,750 | 838,750 | |
| Tuition - Charter | 1,219,872 | 1,000,679 | 1,090,000 | 1,090,000 | 1,090,000 | |
| | 2,480,881 | 2,002,022 | 1,928,974 | 1,928,974 | 1,974,010 | |

Transportation

| FY 14 BUDGET | FY 12 Actual | Actual FY13 | Recert. 9/25 FY14 | Xfer 11/20 FY14 | Jan. 22 FY15 |
|-------------------------|-----------------|------------------|----------------------|--------------------|------------------|
| Reg. Trans. In District | 511,760 | 592,187 | 624,483 | 624,483 | 642,732 |
| Reg. Trans. - LHS | 42,488 | 12,423 | 0 | 0 | 0 |
| SPED Transportation | 430,515 | 552,509 | 585,000 | 585,000 | 600,000 |
| | 984,763 | 1,157,119 | 1,209,483 | 1,209,483 | 1,242,732 |

| Regular Day Transportation | MS/HS Buses | Elem. Buses | FY14 Rate | FY15 Proj. Rate |
|-------------------------------|----------------|----------------|--------------|--------------------|
| Ayer | 6 | 7 | 289.98 | 298.68 |
| Shirley | 6 | 5 | 289.98 | 298.68 |
| | 12 | 12 | | |

CAPITAL ASSESSMENT

| Capital - Facil. Debt | Total | Ayer | Shirley | Allocation Per Agreement |
|-----------------------|------------------|------------------|----------------|--|
| Interest - HS Debt | 1,393,476 | 1,015,018 | 378,458 | Based on 50% Found. Enroll & 50% Resid. Enroll. Appropriation From Shirley Stabilization Fund |
| Stab. Fund - HS Debt | (1) | | (1) | |
| FY15 Jan. 22 | 1,393,476 | 1,015,018 | 378,457 | |
| FY14 Xfer 11/20 | 186,573 | 186,573 | 0 | |
| FY14 Cert. 9/25 | 186,573 | 186,573 | 0 | |
| FY13 Actual | 4,832 | 2,893 | 1,939 | |
| FY12 Actual | 0 | 0 | 0 | |

| | | Total | Ayer | Shirley | |
|----------------------------------|------------|------------------|------------------|----------------|--|
| HS Debt | July, 2013 | | | | HS debt - 61% Ayer 39% Shirley |
| | Prin./Int. | 1,393,476 | 850,599 | 542,877 | |
| | Ayer | 0 | 164,419 | (164,419) | Ayer's 56.9% Share of Shirley MS Debt of \$289,212 |
| | MS Debt | | | | |
| | Shirley | (1) | | (1) | Shirley's application of Stab. Fund against debt |
| | Stab. Fund | | | | |
| MS & HS Debt Subtotal | | 1,393,476 | 1,015,018 | 378,458 | |

FOUNDATION AND RESIDENT ENROLLMENT BLEND

| | | FY15 Found./Resid. Enroll. Blend | | Ayer | Shirley |
|---------------|-----------------------|----------------------------------|--|-------|---------|
| HIGH SCHOOL | Foundation Enrollment | | | 58.5% | 43.5% |
| | Resident Enrollment | | | 65.5% | 34.5% |
| | 50% Blend | | | 61.0% | 39.0% |
| | | | | FY14 | 61.5% |
| | | FY15 Found./Resid. Enroll. Blend | | Ayer | Shirley |
| MIDDLE SCHOOL | Foundation Enrollment | | | 58.8% | 43.5% |
| | Resident Enrollment | | | 57.7% | 42.8% |
| | 50% Blend | | | 56.9% | 43.1% |
| | | | | FY14 | 57.7% |

FOUNDATION AND RESIDENT ENROLLMENT DATA

| | | Found. Enroll. | 10/01/11 | 10/01/12 | 10/01/13 | Share | FY14 |
|-----------------|---------|----------------|----------|----------|----------|--------|-------|
| REGION ALL SCH. | Ayer | | 1004 | 1024 | 1009 | 56.5% | 56.3% |
| | Shirley | | 815 | 761 | 759 | 43.5% | 43.7% |
| | ASRSD | | 1819 | 1785 | 1768 | 100.0% | |
| | Ayer | | 55.2% | 57.4% | 57.1% | | |
| | Shirley | | 44.8% | 42.6% | 42.9% | | |
| | | Resid. Enroll. | FY12 | FY13 | FY14 | Share | FY14 |
| HIGH SCHOOL | Ayer | | 186 | 188 | 193 | 65.5% | 66.7% |
| | Shirley | | 89 | 98 | 111 | 34.5% | 33.3% |
| | ASRSD | | 275 | 286 | 304 | 100.0% | |
| | Ayer | | 67.6% | 65.7% | 63.5% | | |
| | Shirley | | 32.4% | 34.3% | 36.5% | | |
| | | Resid. Enroll. | FY12 | FY13 | FY14 | Share | FY14 |
| MIDDLE SCHOOL | Ayer | | 229 | 220 | 205 | 57.2% | 59.1% |
| | Shirley | | 139 | 172 | 179 | 42.8% | 40.9% |
| | ASRSD | | 368 | 392 | 384 | 100.0% | |
| | Ayer | | 62.2% | 56.1% | 53.4% | | |
| | Shirley | | 37.8% | 43.9% | 46.6% | | |

CAPITAL ASSESSMENT

| Capital - All Other | Total | Ayer | Shirley | |
|--------------------------|---------------|--------------|--------------|---|
| Lease/Purch. of Equip. | 0 | 0 | 0 | 50% Foundation Enrollment Share - five year average 50% Combined Effort Yield Share (DESE) - five-yr. avg. |
| FY15 Jan. 22 | 0 | 0 | 0 | |
| Xfer 11/20 - FY14 | 16,500 | 9,295 | 7,205 | |
| Rcert. 9/25 FY14 | 16,500 | 9,295 | 7,205 | |
| FY13 Actual | 16,500 | 9,476 | 7,024 | |
| FY12 Actual | 16,500 | | | |

corrects
FY12 error

| Comb. Effort Yield* | FY07 | FY08 | FY09 | FY10 | FY11 | FY12 | FY13 | Five-Year Avg. |
|------------------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|----------------|
| Ayer | 5,425,335 | 5,528,110 | 5,686,048 | 5,951,816 | 5,825,008 | 6,080,709 | 6,479,518 | |
| Shirley | 3,853,926 | 4,077,423 | 4,236,370 | 4,424,740 | 4,390,597 | 4,490,913 | 4,649,675 | |
| ASRSD | 9,279,261 | 9,605,533 | 9,922,418 | 10,376,556 | 10,215,605 | 10,571,622 | 11,129,193 | |
| Summary | FY07 | FY08 | FY09 | FY10 | FY11 | FY12 | FY13 | |
| Ayer - % | 58.5% | 57.6% | 57.3% | 57.4% | 57.0% | 57.5% | 58.2% | 57.48% |
| Shirley - % | 41.5% | 42.4% | 42.7% | 42.6% | 43.0% | 42.5% | 41.8% | 42.52% |
| | 100.0% | 100.0% | 100.0% | 100.0% | 100.0% | 100.0% | 100.0% | 100.0% |
| * per DESE foundation budget | | | | | | | | |

dropped from formula for FY13 dropped from formula for FY14

FY13 used in FY12 in error. Ayer pd. \$12 more; Shirley pd. \$12 less

NON GENERAL FUND (REVOLVING)

| Source/Function | Actual FY12 | Actual FY13 | Recert. 9/25 FY14 | Xfer 11/20 FY14 | Jan. 22 FY15 | FTEs | Detail |
|--------------------------------|------------------|------------------|-------------------|------------------|------------------|-------------|----------------------------------|
| CIRC. BREAKER | | | | | | | |
| Collab. Tuition (9300) | 610,000 | 610,830 | 610,000 | 610,000 | 610,000 | | state aid for special education |
| | 610,000 | 610,830 | 610,000 | 610,000 | 610,000 | | |
| SCHOOL CHOICE | | | | | | | |
| LAW Teacher Salary (2305) | 195,964 | 156,820 | 196,821 | 158,821 | 161,021 | 2.0 | |
| PH Teacher Salary (2305) | 320,950 | 256,716 | 256,717 | 181,280 | 188,130 | 3.8 | |
| MS Teacher Salary (2305) | 325,023 | 342,508 | 346,037 | 417,200 | 430,053 | 6.1 | |
| | 841,937 | 756,044 | 799,575 | 757,301 | 779,204 | | |
| ACP/EXT. DAY | | | | | | | |
| Cust. Salary (4110) | 35,939 | 0 | 41,454 | 0 | 0 | | |
| PH/LAW Heat (4120) | 47,500 | 32,000 | 22,000 | 17,000 | 17,000 | | ACP \$12,000; Ext. Day \$5,000 |
| PH/LAW Electric (4130) | 26,500 | 26,000 | 26,000 | 28,000 | 28,000 | | ACP \$21,000; Ext. Day \$7,000 |
| Retirement (5100) | 0 | 10,000 | 10,000 | 12,730 | 15,440 | | ACP \$10,000; Ext. Day \$2,730 |
| Health Insurance (5200) | 41,418 | 40,916 | 44,865 | 44,865 | 53,460 | | ACP |
| | 151,357 | 108,916 | 144,319 | 102,595 | 113,900 | | |
| EARLY LEARN. CTR. | | | | | | | |
| Teacher Salary (2305) | 0 | 68,883 | 69,252 | 71,150 | 72,250 | 1.0 | one teacher |
| Spec. PS/PK Salary (2330) | 88,691 | 16,776 | 21,511 | 29,628 | 29,628 | 1.0 | one specialist |
| | 88,691 | 85,659 | 90,763 | 100,778 | 101,878 | | |
| RENT | | | | | | | |
| Cust. Salary OT (4110) | 4,151 | 0 | 0 | 0 | 0 | | |
| Heat PH (4120) | 26,800 | 40,000 | 41,500 | 41,500 | 41,500 | | |
| Heat LAW (4120) | 6,000 | 0 | 7,500 | 7,500 | 7,500 | | |
| Heat MS (4120) | 6,000 | 7,500 | 0 | 0 | 0 | | |
| Electric MS (4130) | 20,000 | 1,622 | 0 | 0 | 0 | | |
| | 62,951 | 49,122 | 49,000 | 49,000 | 49,000 | | |
| MS ATHLETICS | | | | | | | |
| Salary & Services (3510) | 6,672 | 6,282 | 10,000 | 10,000 | 10,000 | | |
| | 6,672 | 6,282 | 10,000 | 10,000 | 10,000 | | |
| HS ATHLETICS | | | | | | | |
| Salaries (3510) | 35,922 | 2,565 | 0 | 0 | 0 | | |
| Services (3510) | 0 | 26,091 | 20,000 | 20,000 | 20,000 | | |
| Supplies (3510) | 10,555 | 5,735 | 10,000 | 10,000 | 10,000 | | |
| Travel (3510) | 4,000 | 0 | 10,000 | 10,000 | 10,000 | | |
| | 50,477 | 34,391 | 40,000 | 40,000 | 40,000 | | |
| EXCESS & DEFICIENCY | | | | | | | |
| SPED Transportation (3300) | 0 | 139,409 | 0 | 0 | 0 | | special education transportation |
| Other Districts (9300) | 0 | 50,000 | 0 | 0 | 0 | | special education tuition |
| | 0 | 189,409 | 0 | 0 | 0 | | |
| Total | 1,812,085 | 1,840,653 | 1,743,657 | 1,669,674 | 1,703,982 | 13.9 | |

FY15 GRANTS
(FY14 amounts)

| # | FEDERAL GRANTS | | | | | | | | | | 11/20 FY14 | | Jan. 22 | Recert. 9/25 | FY13 | FY12 |
|-----|----------------|--------------|--------------|-----------|---------------|---------------|------------|-----------|---------|------|------------|------|---------|--------------|---------|------|
| | Sal. Admin. | Sal. Teacher | Sal. Support | Sal. Para | Exp. Services | Exp. Supplies | Exp. Other | Exp. MTRs | Total | FTEs | FY15 | FY14 | Budget | Actual | | |
| 140 | | | 42,848 | | 6,750 | 5,759 | 10,850 | 3,856 | 70,063 | 0.0 | 70,063 | | 71,266 | 71,266 | 70,992 | |
| 240 | 63,000 | | | 329,321 | 55,000 | 2,000 | | | 449,321 | 16.0 | 449,321 | | 415,615 | 457,615 | 455,553 | |
| 274 | | | | | 7,172 | | | | 7,172 | 0.0 | 7,172 | | 12,449 | 12,449 | 19,987 | |
| 305 | | 117,533 | 6,000 | 21,000 | 16,300 | 3,227 | 23,000 | 39,356 | 226,416 | 2.6 | 226,416 | | 185,289 | 203,289 | 188,184 | |
| | | | | | | | | | 752,972 | 18.6 | 752,972 | | 684,619 | 744,619 | 734,716 | |

| # | STATE GRANTS | | | | | | | | | | 11/20 FY14 | | Jan. 22 | Recert. 9/25 | FY13 | FY12 |
|-----|--------------|--------------|----------------|----------------|---------------|---------------|-----------|------------|------------|-------|------------|------|---------|--------------|---------|------|
| | Sal. Admin. | Sal. Tch/Sp. | Sal. Home Vis. | Sal. Para/Adm. | Exp. Services | Exp. Supplies | Exp. Equ. | Exp. Trav. | Exp. Other | Total | FTEs | FY15 | FY14 | Budget | Actual | |
| 237 | 45,369 | 19,798 | 16,159 | 4,480 | 5,860 | 6,315 | 4,032 | 2,495 | 104,528 | 2.6 | 104,528 | | 104,526 | 104,526 | 97,425 | |
| 262 | | | | 23,525 | | | | | 23,525 | 0.8 | 23,525 | | 23,897 | 23,897 | 24,023 | |
| 391 | | | | 66,423 | | | | | 66,423 | 3.0 | 66,423 | | 70,892 | 70,892 | 70,892 | |
| 625 | | 1,800 | | | | 690 | | 7,810 | 10,300 | 0.0 | 10,300 | | 9,900 | 9,900 | 11,750 | |
| 701 | | | | 90,316 | | | | | 90,316 | 4.0 | 90,316 | | 90,316 | 90,316 | 87,274 | |
| | | | | | | | | | 295,092 | 10.5 | 295,092 | | 299,531 | 299,531 | 291,364 | |

511,722 206 - Ed Jobs
13,000 738 - Curr.

| | | | | | | |
|--------------|------------------|-------------|------------------|----------------|------------------|------------------|
| Total | 1,048,084 | 28.1 | 1,048,084 | 984,150 | 1,044,160 | 1,550,802 |
|--------------|------------------|-------------|------------------|----------------|------------------|------------------|

FOUNDATION ENROLLMENT

| Found. Enrollment Detail | FY07 | FY08 | FY09 | FY10 | FY11 | FY12 | FY13 | FY14 |
|--------------------------|--|--|--|----------------|----------------|----------------|----------------|----------------|
| Ayer Total | 1050 | 1068 | 1054 | 1052 | 1066 | | | |
| Ayer Vocational* | 38 | 33 | 41 | 43 | 48 | | | |
| Ayer - ASRSD | 1012 | 1035 | 1013 | 1009 | 1018 | 1004 | 1024 | 1009 |
| Shirley Total | 887 | 885 | 874 | 846 | 827 | | | |
| Shirley Vocational* | 1 | 0 | 1 | 1 | 1 | | | |
| Shirley - ASRSD | 886 | 885 | 873 | 845 | 826 | 815 | 761 | 759 |
| Ayer + Shirley - ASRSD | 1898 | 1920 | 1886 | 1854 | 1844 | 1819 | 1785 | 1768 |
| Summary | FY07 | FY08 | FY09 | FY10 | FY11 | FY12 | FY13 | FY14 |
| Ayer - ASRSD | 1012 | 1035 | 1013 | 1009 | 1018 | 1004 | 1024 | 1009 |
| Shirley - ASRSD | 886 | 885 | 873 | 845 | 826 | 815 | 761 | 759 |
| Ayer - % | 53.3% | 53.9% | 53.7% | 54.4% | 55.2% | 55.2% | 57.4% | 57.1% |
| Shirley - % | 46.7% | 46.1% | 46.3% | 45.6% | 44.8% | 44.8% | 42.6% | 42.9% |
| | dropped from formula for FY13 | dropped from formula for FY14 | dropped from formula for FY14 | Oct. 1 2008 | Oct. 1 2009 | Oct. 1 2010 | Oct. 1 2011 | Oct. 1 2012 |

| |
|----------------------------|
| FY15 for FY16 budget |
| 1015 |

| |
|-----|
| 756 |
|-----|

1771

| |
|-------------------|
| 5 Yr. Avg. |
| 1013 |
| 801 |
| 55.9% |
| 44.1% |

57.3%
42.7%

| |
|----------------------|
| FY10 thru FY14 |
|----------------------|

Oct. 1
2013



2013 TOWN REPORT PRINTING SPECIFICATIONS

1. NUMBER OF COPIES: 400

2. APPROXIMATE NUMBER OF PAGES: 225

3. DIMENSIONS: 6" x 9"

4. PRINT TYPE: TYPESET

(A) INSIDE PAGES BLACK PRINT ON WHITE BACKGROUND

(B) COVER

COLOR COVER

COLOR INSIDE FRONT COVER

COLOR INSIDE BACK COVER

COLOR BACK COVER

(C) SIZE 6" X 9"

5. BOOKS MUST BE DELIVERED BY: APRIL 30, 2014

Supt. Mark Wetzel's Report

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: February 18, 2014
To: Board of Selectmen
From: Mark Wetzel, P.E., Public Works Superintendent
Subject: Meeting Agenda Items

Please find attached for your review and/or approval:

1. Request for permission to deficit spend- Snow Budget - For approval by the Board and signature by the Chair. See attached request.

DEPARTMENT OF PUBLIC WORKS

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



Water, Wastewater, Highway & Solid Waste Divisions

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

MEMORANDUM

Date: February 10, 2014
To: Board of Selectmen
Copy: Finance Committee
Robert Pontbriand, Town Administrator
Lisa Gabree, Town Accountant
Doug Jaspersen, Highway Division Foreman
From: Mark Wetzel P.E., Public Works Superintendent
Subject: **FY 2014 Snow Budget- Request to Deficit Spend**

The FY 2014 Snow Removal Budget is \$195,987 and as of February 5, 2014, we had spent \$195,391. This does not include all of the snow and ice removal related to last week's storm. The Ayer DPW will be needing additional salt and funding to continue to respond snow and ice events.

At the BOS meeting on Tuesday, February 18, 2014, I am requesting permission to deficit spend this account. I will also request approval from the Finance Committee.

Board of Selectmen

By: _____
Gary Luca, Selectman - Chair

Date: _____

Finance Committee

By: _____
Name: _____
Date: _____

Alicia Hersey- EOCD Financial Manager

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: Collaborating and Supporting a New Grant Submission for Advocates

DT: February 12, 2014

Dear Ayer Board of Selectmen Members:

Due to the fact that the Ayer Office of Community Development act as hosts for a \$300,000 grant that we collaborate with Advocates for their office to administer, we are also sent numerous emails and updates about other possible grant opportunities.

Within the last month, one such grant was advertised that we then met with Ms. Curtis and members of her staff to discuss and after meeting with her superiors here at Ayer's District Court, they all agreed they would like the Town of Ayer, as we have done for their initial grant, apply to be the host for the submission of this new grant.

This is very timely due to the fact that one of their other grants, that support some of their major programs and staff salaries, will be terminating in the coming months.

Therefore, as Director of Ayer's Community Development office, I would like to ask the Board of Selectmen to consider and support this Department to move ahead with helping Advocates solicit this new grant. As with the other grant, Ms. Hersey and I will be included for compensation of our time with grant funds when the grant is awarded.

Ms. Hersey, Ms. Curtis and members of her staff will be present at the February 18th Board of Selectmen meeting to answer any and all additional questions that the members of the Board might have. Thank you in advance of your support

A handwritten signature in blue ink that reads 'David Maher'.

David Maher
Director, Economic and Community Development
Town of Ayer

Town of Ayer

Office of Community & Economic Development

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



Place Holder for Letter to be delivered
Thursday (depending on weather conditions and
Town Hall schedule) for the Advocates material on the
agenda.

David Maher
Office of Community Development

Town of Ayer

Department of Planning & Development

Town Hall ♦ One Main Street ♦ Ayer, MA 01432 ♦ 978-772-8221 ♦ 978-772-8208 (fax)



January 30, 2014

Hilary Curtis Ph.D.
Program Director
Advocates Inc.
Ayer Concord Drug Court Program
11 Depot Square
Ayer, MA 01432

Dear Ms. Curtis:

After our discussion several weeks ago Ms. Hersey and I have been researching and reviewing other possible grant opportunities that would support the positive work that Advocates undertakes for Ayer and the surrounding region.

It has come to our attention that there is a Drug Court Enhancement Grant through the Bureau of Justice Assistance that might be worth looking at. This Enhancement Grant also encompasses many of the current services that you provide and should complement the current SAMSHA Grant which the Town and Advocates is currently implementing.

We look forward to your response pertaining to Advocates interest in collaborating with the Town for this grant opportunity and with your help and support, the Office of Community Development would be happy to present this proposal to the Board of Selectmen for their approval.

Sincerely,

A handwritten signature in blue ink that reads "David Maher".

David Maher
Director, Community and Economic Development
Town of Ayer
978-772-8206

Melisa Doig-Town-wide Life Insurance Update

Janet Lewis

From: Melisa Doig [mdoig@ayer.ma.us]
Sent: Tuesday, February 11, 2014 4:40 PM
To: 'janet Lewis'
Subject: FW: Life Insurance Information
Attachments: life ins letter.pdf; LIFE 2 incease.docx; LIFE 5 2014.docx; LIFE 5 2014 VOL.docx; GRTP Contract Sample.pdf; Ayer BasicPRO_GRTP.PDF; Ayer_VolLife(IssueAge)_2014.pdf

FYI

From: Melisa Doig [<mailto:mdoig@ayer.ma.us>]
Sent: Monday, February 10, 2014 5:24 PM
To: 'ayerbos@ayer.ma.us'; 'Ayer FinCom'; 'Robert Pontbriand'
Subject: Life Insurance Information

All,

Attached is the information regarding the life insurance that was requested at the Board of Selectmen's meeting on February 4, 2014. Per the Board you asked that the Ayer Finance Committee be copied. Attached is a memo from me and all supporting documentation.

If you have any other questions let me know.

Regards,
Melisa

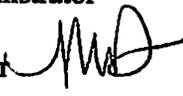


Office of the Treasurer

M. Stephanie Gintner, Treasurer

P.O. BOX 294 ♦ ONE MAIN STREET ♦ AYER, MASSACHUSETTS 01432 ♦ (978)772-8216 (PHONE) ♦ (978)772-5968 (FAX)

TO: Board of Selectmen
Ayer Finance Committee
Robert Pontbriand, Town Administrator

FROM: Melisa Doig, Assistant Treasurer 

RE: Life Insurance

DATE: February 10, 2014

This memo is a follow up to your February 4, 2014, meeting regarding the Boston Mutual basic life insurance for active employees and retirees. The question was raised that there was a \$4,141.00 difference between the schedules of benefits for the increase to \$5,000. The benefits for both are exactly the same; the difference is that if we adopt the "Proposed Upgraded Plan 1", they will give us a discount in the increase to the \$5,000, as stated at the bottom of the schedule of benefits, and will guarantee that rate for two years. So that being said, it would seem that the town would consider upgrading the basic life to \$5,000 as well as upgrading the voluntary program.

I would like to add that the basic life has not been updated since the late 50's; and the voluntary program was updated in the early 2000's. It is good timing for this change, as open enrollment is upon us and I will be having a benefits fair this year. As for a policy for the \$5,000, they cannot give that to us, because we haven't created one yet. I have attached a sample policy, the Group Insurance Proposal, the enhanced voluntary life plan, and the sheets that break down the cost between the town and employee.

If you have any additional questions please let me know.

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: January 8, 2014

TO: Ayer Finance Committee

FROM: Robert A. Pontbriand
Town Administrator

SUBJECT: Town-Wide Life Insurance Increase Approved by BOS on January 7, 2014

As the Finance Committee is aware, the Board of Selectmen in conjunction with the Insurance Advisory Committee (IAC) have been working for some time to update the Town's Life Insurance amount and to make the issue(s) of Life Insurance a Town-Wide Policy. As the Fin Com is aware, the Town's current Life Insurance offering is \$2,000 per Employee with a (75%-25% split for active Employees and a 50%-50% split for Retirees).

The amount of \$2,000 has been in place since approximately 1959 (no records exist as to when and how this came into effect) and the split between the Town and Employee/Retiree has been in place for as long (again, no records exist as to when and how this came into effect). Finally, upon a close examination of the Town's various collective bargaining and/or employment contracts, there is no uniformity of the amount and the funding split across the contracts.

The IAC made a recommendation to increase the current \$2,000 Life Insurance amount to \$10,000 with a 75%-25% split (Active Employees) and 50%-50% (Retirees).

On Tuesday, January 7, 2014, the Ayer Board of Selectmen voted unanimously at their Open Session meeting to increase the amount of the Town of Ayer's Life Insurance from the current amount of \$2,000.00 per employee to \$5,000.00 per employee subject to review and input from the Ayer Finance Committee. Attached are the original proposals for \$2,000 (current); \$5,000 (increase approved by BOS); and \$10,000 (IAC recommendation).

The Town Administrator and Assistant Treasurer are currently working on obtaining updated proposals/costs/financial impact for the proposed increase from \$2,000 to \$5,000 as well as additional information pertaining to the funding split. Once that information becomes available (hopefully by January 22, 2014 when the Town Administrator comes before the Fin Com) it will be transmitted to the Fin Com. If you have any questions, please do not hesitate to contact me. Thank you for your time and consideration.

Attachment.

Cc: Ayer Board of Selectmen; Town Accountant; Treasurer; Assistant Treasurer; Det. Kellie Barhight (IAC Chair)

Janet Lewis

From: Melisa Doig [mailto:mdoig@ayer.ma.us]
Sent: Tuesday, February 11, 2014 4:43 PM
To: 'janet Lewis'
Subject: FW: New Health Insurance Rates FY15
Attachments: MNHG FY15 approved rates eff 6-1-14.pdf; mnhg rate history.pdf

Importance: High

FYI

From: Melisa Doig [mailto:mdoig@ayer.ma.us]
Sent: Tuesday, February 11, 2014 3:41 PM
To: 'ayerbos@ayer.ma.us'; 'Robert Pontbriand'; 'Ayer FinCom'; 'Gabree, Lisa'
Cc: Kellie Barhight (kbarhight@ayer.ma.us); 'jeremyj@ayerfirefighters.org'; 'rhudson@ayer.ma.us'; 'ssullivan@ayer.ma.us'; 'Chief Paul Fillebrown'
Subject: New Health Insurance Rates FY15
Importance: High

All,

The Minuteman Nashoba Health Group (MNHG) voted the FY15 health rates and it's another year of rates going down. I have attached the rate sheet; and as you can see, all HMO health plans had a decrease in premium ranging from 3.20% thru 10%. The POS/PPO health plans had 0% change in premium. I have also attached the MNHG rate history going back to 1993. I thought it was interesting that our new rates are lower than our rates in 2010. The prescription drug and diabetes programs thru MNHG are doing exceptionally well, with a lot of members taking advantage of these great benefits that are offered.

I have been on a sub-committee for the MNHG in search of a Wellness Coordinator; and we have finally found someone who will be going to each town to help set up fitness programs to improve health for employees. MNHG will be absorbing the costs, such as fees and salary, for the coordinator. However, towns are asked to budget some money for incentive programs, classes (i.e. yoga, jazzercise, kickboxing etc.), providing pedometers, weight watchers, even competitions with other towns as an incentive, and so on. So with this being said, I respectfully request that \$3,000.00 be set aside in the health insurance budget so Ayer can work with the coordinator and myself to start wellness programs. This will be a great benefit to keep employees healthy and health insurance claims down.

In conclusion, this is good news with the decrease in health insurance for the 2nd year in a row and savings from employees participating in the buyout program that there is enough funding to support the wellness program and increase the life insurance. I would like to add that open enrollment is here and I will be having a benefits fair. This is a great opportunity to move forward, and the agents will be available to assist with any questions.

If you have any questions, let me know.

Thank you in advance for your time and consideration on these matters.

Sincerely,
Melisa



120 Royall Street, Canton, Massachusetts 02021

POLICY NO.: G-00000

POLICYHOLDER: - SAMPLE POLICY

EFFECTIVE DATE:

POLICY ANNIVERSARY DATE:

STATE OF DELIVERY: Commonwealth of Massachusetts

Boston Mutual Life Insurance Company herein called "the Company" hereby certifies that it has issued this Policy to the Policyholder in consideration of the Policyholder's application and payment of premium as of the Effective Date.

The Company agrees to pay the benefits provided by this Policy subject to all of its terms. The terms on this and the following pages are a part of this Policy.

This Policy is delivered in and governed by the laws of the State of Delivery.

**GROUP RENEWABLE TERM LIFE INSURANCE POLICY
PARTICIPATING**

Secretary

President

GRTP(9/00)

(MA)

POLICY GUIDE

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| Employee Provisions | 5 |
| Employee Policy Benefits | 6 |
| <hr/> | |
| Dependent Provisions | 10 |
| Dependent Policy Benefits | 11 |
| Right to Convert Provisions | 15 |
| Portability Provisions | 16 |
| General Provisions | 17 |
| Riders and/or Endorsements if Any | |

DEFINITIONS

The following definitions apply to all benefits under this Policy.

Accredited School or College

A post secondary school or college accredited by the state Board of Education.

Active Work and Actively at Work

The performance of the regular duties of an Employee's work for the Policyholder at the Employee's usual place of employment or as required by the Policyholder and for not less than the number of Active Working Hours per week shown on the Group Application.

An Employee will be deemed to be Actively at Work on:

1. regularly paid vacation;
2. regular non-work days on which the Employee is not Disabled, if the Employee was Actively at Work on the last preceding regular work day, and the Policyholder intends for the Employee to return to work; and
3. while on leave qualified under the Family and Medical Leave Act of 1993.

Accident

An unexpected or unforeseen occurrence which, independent of all other causes (including sickness and disease) which occurs while the Insured's coverage is in force, and which results in Injury and loss within 90 days of the Accident.

Beneficiary

The person or entity the Insured chooses to receive benefits under the Policy if the Insured dies.

Child(ren)

The natural or adopted children who are Financially Dependent on the Employee for support. The term child also includes any other child who lives with and is Financially Dependent on the Employee for support.

Dependent

An eligible Dependent is:

1. the insured Employee's lawful spouse under age 70; and
2. any unmarried Child of an insured Employee who is:
 - a. Over 13 days old and less than 19 years old;
 - b. 19 years old but less than 25 years old, enrolled in an Accredited School or College as a full-time student as defined by the Accredited School or College; or
 - c. 19 or more years old and is primarily supported by the insured Employee and is incapable of self-sustaining employment by reason of mental or physical handicap. Proof of the Child's condition and dependence must be submitted to Us within 31 days after the date the child ceases to qualify under (a) or (b) above. During the next 2 years, We may, from time to time, require proof of the continuation of such condition and dependence. After that, We may require proof no more than once a year.

A Spouse or Child who is an Employee cannot be insured as a Dependent. If both Spouses are Employees then their Children will be insured as Dependents of only one Spouse.

Employee or Member

A person who meets all the criteria under this Policy as stated in the Employee Provisions section, and meets the definition of Actively at Work and for whom all appropriate premium is paid.

Evidence of Insurability

When required, proof given to Us that an eligible applicant is insurable. This proof must be based on medical information and must be acceptable to Us. Amounts of insurance above the Guarantee Issue Amount will be effective on the date of approval by Us.

DEFINITIONS (continued)

Financially Dependent

The Employee is furnishing over one-half of the Dependent's total support as determined under Federal Income Tax laws.

Group Application

The application for group insurance signed by the Policyholder. It is attached to and made a part of this Policy.

Guarantee Issue Amount

The maximum amount of life insurance shown in the Group Application which is available without Evidence of Insurability. The Guarantee Issue Amount only applies at initial eligibility.

Injury

Means bodily Injury which occurs while this Policy is in force and is solely the result of an Accident and is not directly or indirectly caused or contributed to by other than an Accident.

Insurance Month

The first insurance month starts on the Effective Date. Future insurance months start on the same day of each month after that or on the first of each month following the effective date.

Insured

A person who meets the eligibility requirements of the Policy when enrolling and is enrolled for this insurance.

Policy Years

The first Policy Year starts on the Effective Date. If the Policy is renewed, the second Policy year starts on the first of the thirteenth month following the Effective Date. Future Policy Years start on the same date in each year after that.

Policy

Refers to this document.

Policyholder

The legal entity to which this Policy is issued as listed on the cover page of this Policy including any affiliated entities. An Affiliated entity means those under common control through stock ownership, contract or otherwise with the Policyholder. Employee of each Affiliated entity will be considered Employees of the Policyholder. Service with an Affiliated Company shall be considered service with the Policyholder. Each Affiliated Company is listed in the Group Application.

Salary/Earnings

Salary or Earnings is the Employee's basic rate of pay excluding overtime, bonuses, and commissions unless otherwise stated in the Group Application.

Sickness

Sickness, disease, pregnancy, or any condition (other than an Injury) which occurs and causes loss while this Policy is in force.

Total Disability, Totally Disabled

Means an Employee's continuing inability, as a result of Injury or Sickness, to perform the material and substantial duties of any job for which the Employee is or could qualify by reason of education, training or experience. The Employee must be totally disabled continuously for at least 9 months or for less time if it can be presumed that the Employee will be permanently totally disabled non-stop for the rest of his or her life.

We, Us, Our

The Boston Mutual Life Insurance Company located at 120 Royall Street, Canton, Massachusetts 02021.

EMPLOYEE PROVISIONS

Eligibility

Employees eligible for insurance are shown in the Group Application. The Employee must be Actively at Work at the time of application.

Eligibility Date

This is the date the Employee first becomes eligible for insurance under this Policy. The conditions for Eligibility are shown in the Group Application.

Effective Date

Each eligible Employee shall become insured on the later of the following dates if the Employee is Actively at Work on that date:

1. The Eligibility Date if the Enrollment Form for insurance is received on or prior to that date;
2. The date the Enrollment Form for insurance is received, if received within 31 days after the Eligibility Date; or
3. The date We approve the Evidence of Insurability, if the Employee:
 - i. submits their Enrollment Form for insurance more than 31 days after the Employee's Eligibility Date; or
 - ii. requests reinstatement after having terminated insurance while continuing to be eligible.

If an Employee is not Actively at Work on the date insurance is to be effective, insurance will be effective on the date the Employee returns to Active Work. Amounts of insurance above the Guarantee Issue Amount will be effective on the date We approve them.

Evidence of Insurability

Evidence of Insurability will be required on the Employee if:

1. The amount of insurance requested exceeds the Guarantee Issue Amount. This will be at Our expense.
2. Any Enrollment or increase is requested more than 31 days after the Employee was first eligible or reinstatement is requested after having terminated insurance while continuing to be eligible. This will be at the Employee's expense.

An Employee who must submit satisfactory Evidence of Insurability to become insured and who terminates employment, must again submit satisfactory Evidence of Insurability if re-employed. This will be at The Employee's expense.

Amounts of Insurance

Amounts of insurance for any Employee are those amounts shown in the Group Application. Amounts in excess of the Guarantee Issue Amount are subject to Evidence of Insurability which must be approved by Us.

Changes in Amounts of Insurance

Amounts of insurance can change if the Policy is amended. Such changes in amounts of insurance will take effect as shown in the Group Application or amendments.

Any increases in the amount of an Employee's insurance will take effect on the first of the month coincident with or following the date of increase or the date We approve Evidence of Insurability, if required. If an Employee is not Actively at Work on the date when an increase in the amount of insurance is due to take effect, then the increase will not take effect until the Employee returns to Active Work.

Decreases in the amount of an Employee's insurance will take effect on the date of change.

Termination of Employee Insurance

The insurance of an Employee will stop on the first of the following dates:

1. The date the Policy is canceled; or
2. If the Employee pays all or part of the premium for his or her coverage, the date the Employee fails to make a required premium contribution on or before the end of the Grace Period. This will not affect any coverage which is paid in-full by the Employee's Employer; or
3. The date the Employee terminates employment; or
4. The date the Employee is no longer in an eligible class under the Policy.

EMPLOYEE POLICY BENEFITS

Life Insurance

If the Employee dies while insured under this Policy, We will need to receive written proof of his or her death. Upon receipt of due proof, We will pay the eligible Beneficiary the amount of life insurance in force under this Policy. The amount of life insurance will be shown in the Employee's Certificate of Coverage.

Employee Reduction in Benefits Percentage

Life Insurance and Accidental Death and Dismemberment Insurance, if elected, for Employees may reduce. The reduced insurance amounts are shown in the Group Application.

EMPLOYEE POLICY BENEFITS (continued)

Accidental Death and Dismemberment Insurance – If elected by the policyholder in the Group Application. The Employee must be insured for Life Insurance under this Policy to become insured for Accidental Death and Dismemberment Insurance. If the Employee has an Accident while insured and suffers a loss shown below We will pay:

The full amount of Accidental Death and Dismemberment Insurance for the loss of:
life;
both hands or both feet;
sight of both eyes;
one hand and one foot;
one hand and sight of one eye;
one foot and sight of one eye; or

One-half the amount of Accidental Death and Dismemberment Insurance for the loss of:
one hand or one foot;
sight of one eye.

The loss of hand or foot means complete severance at or above the wrist or ankle joint. With regard to sight, the loss must be total and nonrecoverable.

We will pay the amount of Accidental Death and Dismemberment Insurance shown in the Employee's Certificate of Coverage to the eligible Beneficiary for loss of life and to the Employee for any other loss. We will not pay more than the full amount of Accidental Death and Dismemberment Insurance for any one or more losses from the same Accident.

We must receive written proof, in accordance with the Notice of Claim provision, that the loss occurred as a result of an Accident.

Exclusions: We will not pay any Accidental Death and Dismemberment benefits if the loss is caused or contributed to by:

1. Suicide or attempted suicide while sane or insane;
2. Intentionally self-inflicted injury, or any attempt at injury, while sane or insane;
3. Diseases, bodily or mental infirmity, or medical or surgical treatment for any of these;
4. Ptomaine or bacterial infection other than bacterial infection occurring in consequence of an accidental cut or wound;
5. Travel or flight (including getting in or out, on or off) in any aircraft or device which can fly above the earth's surface, if:
the aircraft or device is being used:
 - for test or experimental purposes; or
 - for travel, or is designed for travel, beyond the earth's atmosphere; or
 - by or for the Policyholder (this exclusion applies whether the aircraft or device is owned, leased, operated, or controlled by the Policyholder. Charter aircraft are not excluded); or
 - the Employee is:
 - serving as pilot or crew member (or student taking a flying lesson) and is not riding as a passenger; or
 - hang gliding; or
 - parachuting, except when the employee has to make a parachute jump for self-preservation;
6. Commission of an assault or felony by the Employee;
7. The Employee's intoxication ("intoxication" means that the Employee's blood alcohol content meets or exceeds the legal presumption of intoxication under the laws of the state where the Accident occurred);
8. The voluntary taking or inhalation of:
 - any drug, medication, or sedative, unless taken as prescribed by a physician;
 - alcohol in combination with any drug, medication, or sedative; or
 - poison, gas, or fumes, other than as the result of an occupational accident.
9. Injury which occurred before the Employee was insured by this Policy.

In addition to the above Exclusions, we will not pay any Accidental Dismemberment benefits if the loss is caused or contributed to by:

War or any act of war, if the cause of dismemberment occurs while the Employee is serving in the military, or within six (6) months after termination of service in the military forces. "War" includes, but is not limited to, declared war, and armed aggression by one or more countries resisted on orders of any other country, combination of countries or

EMPLOYEE POLICY BENEFITS (continued)

Accidental Death and Dismemberment Insurance (continued)

international organization. "Act of War" means any act peculiar to military, naval or air operations in time of war. "Military" includes persons serving on active, Reserve and Guard Duty.

In addition to the above Exclusions, we will not pay any Accidental Death benefits if the death is caused by:

War or any act of war, if the cause of death occurs while the Employee is serving in the military, or within six (6) months after termination of service in the military forces. "War" includes, but is not limited to, declared war, and armed aggression by one or more countries resisted on orders of any other country, combination of countries or international organization. "Act of War" means any act peculiar to military, naval or air operations in time of war. "Military" includes persons serving on active, Reserve and Guard Duty.

Seat Belt Benefit

We will pay an additional 50% of the Accidental Death and Dismemberment Insurance, but not more than \$10,000, in the event the Insured Employee suffers loss of life as the result of an Accident which occurs while the Insured is driving or riding in an automobile if:

1. The automobile is equipped with seat belts; and
2. A seat belt was in actual use by the Insured Employee and properly fastened at the time of the Accident and the proper use of the seat belt is certified in the official report of the Accident; or by the investigating officer; and
3. The driver was not intoxicated ("intoxicated" means that the blood alcohol content meets or exceeds the legal presumption of intoxication under the laws of the state where the Accident occurred).

Education Benefit

We will pay an Education Benefit if the Insured Employee:

1. is covered and a benefit is payable under the group Accidental Death and Dismemberment Insurance under this Policy; and
2. dies as the result of an Accident; and
3. is survived by a Dependent Child who on the date of the Accident:
 - a) was enrolled as a full-time student in an Accredited School or College; or
 - b) was at the 12th grade level and later enrolls as a full-time student at an Accredited School or College within 365 days after the Accident.

The Education Benefit is payable for each Dependent Child who qualifies in an amount equal to 2% of the Insured Employee's Accidental Death and Dismemberment insurance under this Policy, but not more than \$2,500 in addition to all other policy benefits for:

1. once a year for not more than four consecutive years; and
2. only while the Dependent child continues as a full-time student at an Accredited School or College.

Repatriation Of Remains Benefit

We will pay a Repatriation of Remains Benefit if the Insured Employee:

1. is covered and a benefit is payable under the group Accidental Death and Dismemberment insurance under this Policy; and
2. dies as a result of an Accident; and
3. the death occurred outside a 100 mile radius from his or her current place of primary residence.

We will pay for covered expenses reasonably incurred to return his or her body to their current place of primary residence up to \$5,000.

Covered expenses include, but are not limited to expenses for:

1. embalming or cremation;
2. the most economical coffins or receptacles adequate for transportation of the remains; and
3. transportation of the remains by the most direct and economical conveyance and route possible.

EMPLOYEE POLICY BENEFITS (continued)

Waiver of Premium Benefit- If elected by the Policyholder as shown on the Group Application

We will waive future group Life insurance premiums due under this Policy for an Insured Employee who becomes Totally Disabled. We must receive proof that the Insured Employee:

1. Became Totally Disabled prior to age 60; and
2. Was insured under this Policy on both the date the Sickness or Injury occurred and the date the Total Disability began.

Premium payments must continue until the earlier of: nine months from the date Total Disability began; or the date We determine that the Employee is permanently totally disabled.

Amount of Life Insurance to be Continued

We will continue the amount of Employee group Life Insurance in effect on the day the Insured Employee became Totally Disabled, except insurance continued under the Portability Provision. All reductions and termination provisions in effect in the Policy on the last day that the Insured Employee is Actively at Work will apply to the Amount of Insurance to be Continued.

Notice of Disability

The Insured Employee must submit written proof of Total Disability to Us at Our Home Office while the Employee is still Totally Disabled and within one year from the start of his or her Total Disability.

Continuation of Waiver of Premium Benefit

The Waiver of Premium Benefit will continue for as long as the Insured Employee:

1. remains Totally Disabled;
2. submits to Us, proof of continuing Total Disability; and
3. remains eligible for an Amount of Life Insurance to be continued.

At any time during the Waiver of Premium Benefit period, We may, at Our own expense, require a physical examination of the Insured Employee as often as reasonably necessary to verify the continuation of the Insured Employee's Total Disability.

Termination of Waiver of Premium Benefit

The Waiver of Premium Benefit will end on the earliest of the following dates:

1. The date the Insured Employee is no longer Totally Disabled; or
2. The date the Insured Employee does not submit to an examination when required by Us; or
3. The date the Insured Employee fails to provide proof of continuing Total Disability; or
4. The date the Insured Employee attains the termination age shown in the Group Application. If the Policyholder did not select a termination age in the Group Application, then the termination age will be age 65.

Continuation of Insurance after Termination

1. Continuation under this Policy

The Employee may continue his or her group Life Insurance under this policy when the Employee returns to an eligible class and continues to pay any required premium contributions.

2. Continuation under the Conversion Provision

The Insured Employee may convert his or her group Life Insurance under the Policy Conversion Provision if the Waiver of Premium Benefit ends and the group Life Insurance under this Policy does not continue in force.

3. Effect of Termination or Amendment

Insurance will not be affected by termination or amendment of the Policy after the Insured Employee becomes Totally Disabled.

DEPENDENT PROVISIONS

The following provisions apply if Dependent coverage has been elected by the Policyholder as shown on the Group Application and has been elected by the Insured Employee as shown on the Employee's Enrollment Form.

Eligibility

Each Dependent shall become eligible for Dependent's insurance on the later of:

1. The date the Employee becomes insured; or
2. The date the Insured Employee acquires an eligible Dependent.

Eligibility Date

Each eligible Dependent shall become insured on the later of the following dates if the Dependent is not confined in a hospital, nursing home, extended care facility, or similar facility on that date:

1. The date the Employee becomes insured, if applications are received for both the Employee's insurance and Dependent's insurance prior to the date the Employee becomes eligible or within 31 days after the date the Employee becomes eligible;
2. The date We approve Evidence of Insurability, if required.

If a Dependent is confined in a hospital, nursing home, extended care facility, or similar facility on the date the Dependent would become insured, insurance will become effective on the date the Dependent is no longer so confined.

Evidence of Insurability

Evidence of Insurability must be submitted to Us if:

1. The Insured Employee applies for Dependent insurance, or an increase in Dependent insurance, more than 31 days after the date the Insured Employee became eligible for Dependent insurance. This will be at the Insured Employee's expense; or
2. The Insured Employee reapplies for Dependent insurance that ended at the Insured Employee's request or because the Insured Employee fails to make the required premium contribution. This will be at the Employee's expense; or
3. The amount of insurance requested for the Dependent exceeds the Guarantee Issue Amount. This will be at Our expense.

An Insured Employee who must submit satisfactory Evidence of Insurability for a Dependent to become insured and who terminates employment must again submit satisfactory Evidence of Insurability for each such Dependent if re-employed. This will be at the Insured Employee's expense.

Amounts of insurance

Amounts of insurance for any Insured Dependent are those amounts shown in the Employee's Certificate.

Changes in Amounts of Insurance

Any increase in the amount of a Dependent's insurance will take effect on the first of the month coincident with or following the date of increase, if the Dependent is not confined in a hospital, nursing home, extended care facility, or similar facility on that date. If the Dependent is confined in a hospital, nursing home, extended care facility, or similar facility on the date the increase is to become effective, the increase will become effective on the date the Dependent is no longer so confined.

Decreases in the amount of Dependent's insurance will take effect on the date of change.

Termination of Dependent's Insurance

The insurance of a Dependent will cease on the earliest of the following dates:

1. The date the Insured Employee's insurance ends; or
2. The date the Insured Employee's employment ends; or
3. The date the person ceases to be a Dependent as defined in this Policy; or
4. The date the coverage or this Policy is canceled.

DEPENDENT POLICY BENEFITS

The following provisions apply if Dependent coverage has been elected by the Policyholder as shown in the Group Application and has been elected by the Insured Employee as shown on the Employee's Enrollment Form.

Life Insurance

If the Dependent dies while insured under this Policy, We will need to receive written proof of his or her death. Upon receipt of due proof, We will pay the Insured Employee the amount of Dependent Life Insurance in force under this Policy.

DEPENDENT POLICY BENEFITS (continued)

Accidental Death and Dismemberment Insurance - If elected by the Policyholder as shown on the Group Application and has been elected by the Insured Employee as shown on the Employee's Enrollment Form. The Dependent must be insured for Life Insurance under this Policy to become insured for Accidental Death and Dismemberment Insurance. If the Dependent has an Accident while insured and suffers a loss shown below We will pay:

The full amount of Accidental Death and Dismemberment Insurance for the loss of:
life;

both hands or both feet;

sight of both eyes;

one hand and one foot;

one hand and sight of one eye;

one foot and sight of one eye; or

One-half the amount of Accidental Death and Dismemberment Insurance for the loss of:

one hand or one foot;

sight of one eye.

The loss of hand or foot means complete severance at or above the wrist or ankle joint. With regard to sight, the loss must be total and nonrecoverable.

We will pay the amount of Accidental Death and Dismemberment Insurance to the Employee. We will not pay more than the full amount of Accidental Death and Dismemberment Insurance for any one or more losses from the same Accident.

We must receive written proof, in accordance with the Notice of Claim provision, that the loss occurred as a result of an Accident.

Exclusions: We will not pay any Accidental Death and Dismemberment benefits if the loss is caused or contributed to by:

1. Suicide or attempted suicide while sane or insane;
2. Intentionally self-inflicted injury, or any attempt at injury, while sane or insane;
3. Diseases, bodily or mental infirmity, or medical or surgical treatment for any of these;
4. Ptomaine or bacterial infection other than bacterial infection occurring in consequence of an accidental cut or wound;
5. Travel or flight (including getting in or out, on or off) in any aircraft or device which can fly above the earth's surface, if:
the aircraft or device is being used:
 - for test or experimental purposes; or
 - for travel, or is designed for travel, beyond the earth's atmosphere; or
 - by or for the Policyholder (this exclusion applies whether the aircraft or device is owned, leased, operated, or controlled by the Policyholder. Charter aircraft are not excluded); or
 - the Dependent is:
 - serving as pilot or crew member (or student taking a flying lesson) and is not riding as a passenger; or
 - hang gliding; or
 - parachuting, except when the dependent has to make a parachute jump for self-preservation;
6. Commission of an assault or felony by the Dependent;
7. The Dependent's intoxication ("intoxication" means that the Dependent's blood alcohol content meets or exceeds the legal presumption of intoxication under the laws of the state where the Accident occurred);
8. The voluntary taking or inhalation of:
 - any drug, medication, or sedative, unless taken as prescribed by a physician;
 - alcohol in combination with any drug, medication, or sedative; or
 - poison, gas, or fumes, other than as the result of an occupational accident.
9. Injury which occurred before the Dependent was insured by this Policy.

In addition to the above Exclusions, we will not pay any Accidental Dismemberment benefits if the loss is caused or contributed to by:

War or any act of war, if the cause of dismemberment occurs while the Employee is serving in the military, or within six (6) months after termination of service in the military forces. "War" includes, but is not limited to, declared war, and armed aggression by one or more countries resisted on orders of any other country, combination of countries or

DEPENDENT POLICY BENEFITS (continued)

Accidental Death and Dismemberment Insurance (continued)

international organization. "Act of War" means any act peculiar to military, naval or air operations in time of war. "Military" includes persons serving on active, Reserve and Guard Duty.

In addition to the above Exclusions, we will not pay any Accidental Death benefits if the death is caused by: War or any act of war, if the cause of death occurs while the Employee is serving in the military, or within six (6) months after termination of service in the military forces. "War" includes, but is not limited to, declared war, and armed aggression by one or more countries resisted on orders of any other country, combination of countries or international organization. "Act of War" means any act peculiar to military, naval or air operations in time of war. "Military" includes persons serving on active, Reserve and Guard Duty.

DEPENDENT POLICY BENEFITS (continued)

Waiver of Premium Benefit Provision - If elected by the Policyholder as shown on the Group Application and has been elected by the Insured Employee as shown on the Employee's Enrollment Form

We will waive the Life Insurance premiums for the Insured Dependent of a Totally Disabled Insured Employee if:

1. The Insured Employee's Life Insurance premiums are being waived under this Policy; and
2. The Dependent's Life Insurance was in force before the Insured Employee became Totally Disabled.

Termination of Waiver of Premium Benefit for Dependent

Waiver of Premium Benefits for the Insured Employee's Dependent will terminate on the first of the following to occur.

1. The Insured Employee's Life Insurance premiums are no longer being waived;
2. The Insured Dependent ceases to be an eligible Dependent as defined under the Policy;
3. The Insured Dependent Life Insurance benefits under this Policy are terminated; or
4. The Insured Employee dies.

The Dependent may convert his or her group Life Insurance under the Right to Convert Provision if the Waiver of Premium Benefit ends and his or her group Life Insurance under this Policy does not continue in force.

RIGHT TO CONVERT PROVISIONS

Conversion of Insured Employee's Group Life Insurance under this Policy

The Employee has the right to convert his or her group Life Insurance if all or a portion of it terminates for any reason unless it terminates because the Employee did not pay the required premium. The conversion is subject to the following rules:

1. The first premium must be sent with a written application for the conversion policy and must be received by Us within 31 days after the Employee's group Life Insurance terminates;
2. The premium due for the policy will be at Our usual rates. This rate will be based on the amount of insurance, class of risk, and the Employee's age on the date the conversion policy is issued;
3. The conversion policy may be any individual whole life policy We currently issue, except term insurance;
4. Evidence of Insurability is not required; and
5. The conversion policy issued will be for an amount not to exceed what the Employee had before termination under this Policy and will not include waiver of premium or accidental death and dismemberment benefits.

If Notice of Employee's Right to Convert is given more than 15 days after the termination date, the time allowed for conversion will be extended an additional 15 days following the date of the written notice, but in no event shall such additional period extend beyond 90 days next after the expiration date.

If the Employee's insurance terminates due to termination of this Policy, an individual whole life policy can be issued. The Employee must have been insured for at least 5 years under this Policy. The same rules as shown above will apply, except that the amount of life insurance will be the lesser of:

1. The amount of life insurance under this Policy; less any amount of group life insurance the Employee receives or becomes eligible for within 31 days after this Policy terminates; or
2. \$10,000.

If an Employee should die during the time in which he or she is entitled to apply for a conversion policy, We will pay the benefit that he or she had under this Policy. This will be done whether or not the Employee applied for the conversion policy. Any conversion policy issued with respect to this benefit will be put in force at the end of the 31 day period that application must be made.

Conversion of Dependent's Life Insurance

The Dependent may convert his or her Life Insurance to an individual whole life policy if his or her Life Insurance terminates because:

1. The Employee terminates employment or membership in the classes eligible for this insurance; or
2. The Employee dies; or
3. If the Dependent ceases to be eligible for this insurance.

The conversion is subject to the following rules:

1. The first premium must be sent with a written application for the conversion policy and must be received by Us within 31 days after the Dependent's life insurance terminates;
2. The premium due for the conversion policy will be at Our usual rates. This rate will be based on the amount of insurance, class of risk, and the Dependent's age on the date the conversion policy is issued;
3. The conversion policy may be any individual whole life policy We currently issue, except term insurance;
4. Evidence of Insurability is not required; and
5. The conversion policy issued will be for an amount not to exceed what the Dependent had before termination under this Policy and will not include waiver of premium or accidental death or dismemberment benefits.

If the Dependent's insurance terminates due to termination of this Policy, an individual whole life conversion policy can be issued. The Dependent must have been insured for at least 5 years under this Policy. The same rules as shown above will apply, except that the amount of life insurance will be the lesser of:

1. The amount of Dependent life insurance under this Policy; less any amount of group life insurance the Dependent receives or becomes eligible for within 31 days after this Policy terminates; or
2. \$10,000.

If a Dependent should die during the time in which he or she is entitled to apply for a conversion policy, We will pay the benefit that he or she had under this Policy. This will be done whether or not the Dependent applied for the conversion policy. Any conversion policy issued with respect to this benefit will be put in force at the end of the 31 day period that application must be made.

PORTABILITY PROVISIONS

Continuation of Insurance Benefit

If the Employee terminates employment, the Employee may continue his or her Employee and Dependent, if covered, group Life Insurance. To be eligible to continue this insurance under the Portability Provisions, the Employee must meet the following requirements on the date employment terminates:

1. The Employee's coverage is not being continued under the Waiver of Premium provision; and
2. The Employee is under age 60; and
3. The Employee has not converted his or her group Life Insurance.

The Insured Dependent's Life Insurance, if covered, may not be continued if:

1. the Employee's group Life Insurance is not continued; or
 2. the Insured Dependent is age 60 or greater.
-

Application and Premium Payment

The Employee must apply in writing to Us within 31 days after the date employment ends.

The Employee must pay the required premium to Us. The premium rate will be based on the voluntary group life rate applicable to this Policy. The first premium payment must be made with the application no later than 31 days after the date the group Life Insurance would otherwise terminate.

Amount of Insurance

The amount of life insurance the Employee may continue, without Evidence of Insurability, cannot exceed the amount of the Employee's group Life Insurance in force on the date employment terminates. The amount of life insurance on the Dependent, if covered, that may be continued, without Evidence of Insurability, by the Employee cannot exceed the amount of group Life insurance in force on the date the Employee terminates employment.

Amounts of life insurance in excess of the amounts in force on the date employment terminates are subject to Evidence of Insurability.

Change of Beneficiary

The Beneficiary may be changed. To make a change the Employee must contact Us requesting the change, fill out and sign the required form and send the form back to Us. The change will take effect on the date the Employee signed the form subject to any payments We made or actions We may have taken before We had notice of the change.

When Insurance Ends

Employee and Dependent insurance continued under this provision ends automatically on the earliest of:

1. The date the last period ends for which the Employee made a premium payment; or
2. The date the Policy Terminates; or
3. The date the Employee or Dependent becomes a full-time member of the armed forces of any country.

When the Employee's or Dependent's life insurance under this provision ends, or any portion is lost due to a reduction in benefits, the Employee and Dependent will be eligible to convert their insurance to an individual whole life policy under the Right To Convert Provisions of this Policy.

Policy Provisions

The waiver of premium and the accidental death and dismemberment provisions will not apply to insurance continued under these Portability Provisions. Except as provided above, insurance continued under this provision is subject to all other terms of the Policy.

With respect to any notice the Employee is required to provide to the Policyholder under other provisions of the Policy, the Employee must provide such notice to Us while the insurance is continued.

GENERAL PROVISIONS

Premiums

The premiums for this Policy shall be due and payable to Us at Our home office by the Policyholder each Insurance Month by the first day of each Insurance Month. The Premium Contributions percentages are shown on the Group Application. The premiums are shown on the Rate Page which follows the cover page.

The Policyholder may request a change in the frequency of premium payments. Except as provided below, We will not change the premium rates during the initial 12 month period, or for a longer period if shown in the Rate Page. After the initial period, except as provided below, We may not change the rates more than once a Policy Year.

~~Premium rates may change for reasons that affect the insured risk, which includes:~~

1. the terms of the Policy are changed;
2. the volume of insurance in force or the number of Employees insured changes by 25% or more; or
3. a new law or a change in any existing law is enacted which applies to the Policy.

We will give 31 days' notice to the Policyholder in advance of any change.

Grace Period

This Policy has a Grace Period. The Grace Period is 31 days. If a premium is not paid to Us on or before the date it is due this Policy will stay in force during the Grace Period and will terminate at the end of the Grace Period if such premium has not been paid by then. The Policyholder will be liable to us for the total premium due and not paid and the premium for the Grace Period.

The Policyholder may cancel this Policy by writing to Us prior to the premium due date. In this case, the Grace Period clause will not apply.

Change of Beneficiary

The Beneficiary may be changed. To make a change the Employee must contact the Policyholder requesting the change, fill out and sign the required form and send the form back to the Policyholder. The change will take effect on the date the Employee signed the form subject to any payments We made or actions We may have taken before We had notice of the change.

Settlement of Death Benefits - Payment Options

We will pay all or part of the insurance benefits under this Policy at the Employee's choice in one sum or in monthly payments in equal amounts over any number of years up to twenty. If when the Employee dies and he or she has not made a choice, the Beneficiary may then choose a payment option.

If when the Employee dies there is no Beneficiary who has survived him or her, or he or she did not name one, then We will automatically pay any of the following: his or her spouse; his or her surviving children in equal shares; his or her parents; his or her brothers or sisters; or his or her estate.

We shall be entitled to rely on the statements made by any one of the above. We shall be released from any liability under this Policy to the extent of any payment We make under this clause. To the extent allowed by law, the amount held and the payments made by Us shall not be subject to the claims of the Employee's creditors or those of his or her Beneficiaries.

Notice of Claim

Written Notice of a Claim must be given within 30 days after the loss has occurred or as soon as reasonably possible. The Notice can be given to Us at Our home office. It should contain enough information so that We can identify the Insured.

Claim Forms

When We receive the Notice of Claim, We will send forms for filing Proof of Loss. If these forms are not received within 15 days, the claimant may meet the Proof of Loss requirement by sending Us a written statement of the nature and extent of loss. This must be given within the time stated in the Proof of Loss provision.

GENERAL PROVISIONS (continued)

Proof of Loss

Written Proof of Loss must be given to Us within 90 days after the end of the period for which We are liable if the claim is one for which We make periodic payments that depend on the continuance of the loss. Written Proof of Loss for any other loss must be given to Us within 90 days after such loss begins. If it is not reasonably possible to give written proof in the time stated, We will not reduce or deny the claim for this reason if the proof is filed as soon as is reasonably possible.

Limitation of Action

No legal action may be brought to recover on this Policy within 60 days after written Proof of Loss has been given as required by this Policy. No such action may be brought after 3 years from the time written Proof of Loss must be given.

Right to Examine

We, at Our own expense, have the right to an independent medical examination of an Employee as often as it is reasonably required during a claim. We may require an autopsy unless it is not allowed by law.

Entire Contract

The contract is made up of this Policy, the Policyholder's Application, and each Insured's Enrollment Form, if any, and any Evidence of Insurability form if applicable.

All statements made in the Application, the Enrollment Form(s) and the Evidence of Insurability forms are representations and not warranties. We will not use any statements to void the Policy nor to deny a claim under it unless such statements are contained in the Group Application, the Enrollment Form(s), or the Evidence of Insurability Form if applicable and a copy of the Insured's Enrollment Form and Evidence of Insurability Form if applicable has been furnished to the Employee or the Employee's Beneficiary.

Policy Changes

We may change or Terminate this Policy without the consent of the Insured Employees. A change will be valid only if it is:

1. Made in writing by Our President or Our Secretary, and
2. Accepted by the Policyholder.

Only one of these officers in 1. above can make or change this Policy, extend the time for paying premiums, or waive any of Our rights or requirements.

Termination of Policy

Coverage will end on the earlier of:

1. Written notification by the Policyholder of the termination of coverage under this Policy. In this event, coverage will terminate on the later of a) the date specified in the notice, or b) the date We receive the written notification.
2. The end of the Grace Period if the premium is not paid.
3. Thirty-one (31) days advance written notice by Us to the Policyholder of the termination of coverage under this Policy. In this event, coverage will terminate on the premium due date specified in the policy.

We may automatically terminate coverage under this Policy at the start of any Insurance Month by giving 30 days written notice to the Policyholder if:

1. fewer than 10 Employees are insured under this Policy; or
2. less than 20% of the number of Employees then eligible for insurance are insured under this Policy.

Age

If the Employee's age has not been stated correctly, We will change the amounts of insurance to what the premium paid would have bought at the right age.

Incontestable

We will not contest the validity of an Insured Employee's or Insured Dependent's coverage after it has been in force for two years during his or her lifetime from the date such coverage takes effect.

GENERAL PROVISIONS (continued)

Clerical Error

Clerical Error or delays in keeping records for this Policy will not deny insurance which would otherwise have been granted and will not continue insurance which otherwise would have stopped. It will call for a fair adjustment of premium or benefits to correct the error.

Information Required

The Policyholder must give Us all information with regard to this Policy that may reasonably be required and access to all records that may have any effect on premiums and benefits. Such access will continue for one year after the end of this Policy.

Individual Certificates

We will give the Policyholder a Certificate to be given to each Insured Employee which will show the insurance benefits the Employee is entitled to, to whom the benefits are payable, the Right to Convert Provisions and Portability Provisions.

If there is any change to the Policy affecting the Employee's benefits, a new Certificate will be issued. Any conflict between the terms of the Certificate and the Policy will be decided in accordance with the Policy.

Participates in Dividends (Participating)

Our Board of Directors will determine once a year whether a dividend will be paid under this Policy to the Policyholder. Such dividends, if any, may be taken in cash or used to help pay premiums.

The dividend payable under this Policy may be more than the Policyholder's total premium cost. In this case the balance will be used for the sole benefit of the Insured Employees.

Renewal

This Policy may be renewed at the end of the first Policy Year and anytime thereafter upon such terms as We and the Policyholder may then agree.

Policyholder Not Company's Agent

The Policyholder shall in no event be considered Our agent for any purposes under this Policy.

Membership in Company

While this Policy is in force, the Policyholder is a member of Our Company. The Policyholder has the right to vote in person or by proxy at Our annual meetings. The annual meetings are held at Our home office on the 3rd Wednesday of April at three o'clock in the afternoon.

BOSTON MUTUAL LIFE INSURANCE COMPANY

120 Royall Street

Canton, MA 02021

ACCELERATED DEATH BENEFIT OPTION RIDER

Important Notice

Benefits paid under this Rider may qualify for special tax status if according to federal definition, You qualify as terminally ill. If You do not qualify as terminally ill under the federal definition, the benefits may be taxable. If so You or Your beneficiary may incur a tax obligation. As with all tax matters, a personal tax advisor should be consulted to assess the effect of this benefit. The availability of benefits under this Rider could subject Your coverage to the claims of creditors. The benefits under this Rider may have a negative effect on Your right to receive Medicaid or other government benefits. Benefits payable under this Rider reduce benefits payable under the Policy. This Rider's benefit accelerates the death benefit under Your Certificate at Your option under conditions specified in the Rider. This Rider is not a long term care rider and does not meet state or federal requirements for long term care.

IF THE RIDER BENEFIT IS PAID, THE CERTIFICATE BENEFITS WILL BE REDUCED. SEE REDUCTION OF CERTIFICATE BENEFITS ON PAGE 2.

IF YOU APPLY FOR ACCELERATED BENEFITS, WE WILL PROVIDE YOU, NO LATER THAN THE TIME OF THE BENEFIT PAYMENT, A "BENEFIT PAYMENT NOTICE".

Boston Mutual Life Insurance Company has issued this Rider as part of the Policy/Certificate to which it is attached. The effective date of this Rider is the Policy/Certificate Effective Date as shown in the Certificate.

You may elect to receive the Accelerated Death Benefit when You are diagnosed and certified by a Doctor as having a Terminal Illness, subject to all the terms of this Rider.

DEFINITIONS

The definitions stated in the Policy/Certificate will also apply in this Rider. The following definitions will also apply.

Terminal Illness - means You have a life expectancy of twelve (12) months or less due to an illness or physical condition.

Doctor - Is a Medical Doctor (M.D.) or Doctor of Osteopathy (D.O.) practicing within the scope of his or her license issued in the jurisdiction in which such person's services are rendered. Such jurisdictions must be within the United States of America or Canada. It does not include You or a member of Your family related by blood or marriage.

Diagnosis - is the certification by a Doctor in accordance with generally accepted medical practice as determined by the American Medical Association.

Due Proof - is information or evidence submitted to us sufficient to satisfy Us that You have been diagnosed as terminally ill.

Certificate - The Certificate to which this Rider is attached. The Certificate determines the amount of benefits under this Rider.

We, Our or Us - is Boston Mutual Life Insurance Company.

Your or Yours - is the Insured shown on the cover page of the Certificate.

AMOUNT OF ACCELERATED DEATH BENEFIT

If You are diagnosed and certified by a Doctor as having a Terminal Illness, We will pay You an Accelerated Death Benefit. The minimum Life Amount which We will accelerate is \$10,000. The maximum Life Amount is an integral of \$10,000 which does not exceed the lesser of \$100,000 or 50% of the Employee Life Insurance amount shown in Your Certificate.

The Accelerated Death Benefit shall be reduced by the "Cost of This Rider".

You may make a claim for the Accelerated Death Benefit during your lifetime. You may receive an Accelerated Death Benefit only once. This means that if you choose and receive less than 50% of the Life Amount, with Your initial claim, You cannot request the balance of the Accelerated Death Benefit at a later date.

REDUCTION OF CERTIFICATE BENEFITS

The Employee Life Insurance amount in Your Certificate shall be reduced by the amount of the Accelerated Death Benefit before the reduction for the Cost of This Rider.

When the Accelerated Benefit is paid, We will send You a Benefit Payment Notice illustrating the effect on Certificate Benefits. The premiums on Your Life Insurance Amount will be reduced to reflect the remaining life insurance amount. If included in Your Certificate, the premiums for Waiver of Premiums will be adjusted to reflect the reduction in Certificate Benefits. The Acceleration Benefit will not affect benefits for Accidental Death and Dismemberment, if included in Your Certificate.

ENTITLEMENT TO ACCELERATED DEATH BENEFITS

An Accelerated Death Benefit will be payable to You in a lump Sum, unless You elect the Settlement of Death Benefits-Payments Option in Your Certificate, if You have met all of the following conditions:

- Due Proof has been received by Us that You are terminally ill.
- Your Certificate and this Rider were in force at the time the Terminal Illness was diagnosed.
- If Your Life Insurance Benefits under the Certificate have been assigned, the assignee has agreed in writing for You to receive the benefits, otherwise the benefit will be payable to the assignee.
- If an Irrevocable Beneficiary has been named, the Irrevocable Beneficiary has agreed in writing for You to receive this benefit.
- All terms and conditions of this Rider.

If You elected the Settlement of Death Benefits-Payment Option, and You die before all payments are paid, We will pay the remaining payments to Your Beneficiary.

If You die after electing to receive Accelerated Death Benefits but before any such Benefits are received, the election shall be cancelled and the death benefit will be paid under the terms of the Policy.

COST OF THIS RIDER

There will be no cost for this Rider unless the Accelerated Death Benefit is exercised. The Cost of This Rider shall be the interest (I) on the Accelerated Death Benefit for 6 months. The annual effective interest rate(i) will be the greater of the current annual yield on 90 day treasury bills and 8%.

The following is the formula used to calculate the interest charged:

Let A = Amount of Accelerated Death Benefit that You requested.

i = annual effective interest rate charged

I = amount of interest charged (Cost of This Rider)

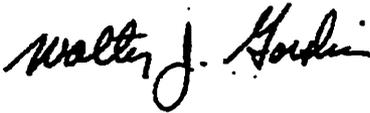
$$I = Ax \frac{i}{2}$$

TERMINATION OF THIS RIDER

This Rider will end:

- upon Your written request;
- upon termination of the Policy/Certificate; or
- when We have paid the Accelerated Death Benefit.

BOSTON MUTUAL LIFE INSURANCE COMPANY



Secretary

LIFE 2,000 BREAKDOWN-INCREASE 2014

\$1.82 x 2,000 x 69 (active) = \$251.16 (monthly)

\$1.82 x 2,000 x 134 (retired) = \$487.76 (monthly)

TOTAL MONTHLY: \$738.92

EMPLOYEE/RETIREE PORTION

\$251.16 x 25% = \$62.79

\$487.76 x 50% = \$243.88

TOTAL MONTHLY: \$306.67

ANNUAL AMOUNT

\$306.67 x 12 = \$3,680.04

TOWN PORTION

\$251.16 x 75% = \$188.37

\$487.76 x 50% = \$243.88

TOTAL MONTHLY: \$432.25

ANNUAL AMOUNT

\$432.25 x 12 = \$5,187.00

LIFE 2,000 BREAKDOWN-INCREASE 2014

$\$1.82 \times 2,000 \times 69$ (active) = **\$251.16 (monthly)**

$\$1.82 \times 2,000 \times 134$ (retired) = **\$487.76 (monthly)**

TOTAL MONTHLY: \$738.92

EMPLOYEE/RETIREE PORTION

$\$251.16 \times 25\% = \62.79

$\$487.76 \times 50\% = \243.88

TOTAL MONTHLY: \$306.67

ANNUAL AMOUNT

$\$306.67 \times 12 = \$3,680.04$

TOWN PORTION

$\$251.16 \times 75\% = \188.37

$\$487.76 \times 50\% = \243.88

TOTAL MONTHLY: \$432.25

ANNUAL AMOUNT

$\$432.25 \times 12 = \$5,187.00$

GROUP
INSURANCE
PROPOSAL

NAME OF COMPANY:

TOWN OF AYER

PRESENTED BY:

BOSTON MUTUAL LIFE INSURANCE COMPANY

DATE: January 14, 2014

Schedule of Benefits

Town of Ayer

Basic Life and AD&D

(Current Plan Renewal Rate effective June 1, 2014)

| <u>Employee Class</u> | <u>Life Insurance</u> | <u>Accidental Death & Dismemberment</u> |
|---------------------------|-----------------------|---|
| Eligible Active Employees | \$2,000 | \$2,000 |
| Retirees | \$2,000 | \$2,000 |

Group Life Insurance includes:
Waiver of Premium for Total Disability
Conversion Privilege

Group AD&D includes:
24 Hour AD&D

Monthly Premium Cost

| <u>Type of Coverage</u> | <u>Volume of Insurance</u> | <u>Rate</u> | <u>Monthly Premium</u> |
|-------------------------|----------------------------|-----------------------|------------------------|
| Life | *\$406,000 | \$1.79 Per \$1,000 | \$ 726.74 |
| AD&D | *\$406,000 | \$.03 Per \$1,000 | \$ 12.18 |
| | | Total Monthly Premium | \$ 738.92 |
| | | Total Annual premium | \$8,867.00 |

*Volumes and rates are based on enrollment of 69 active employees and 134 retirees currently insured as of January 1, 2014.

Schedule of Benefits

Town of Ayer

Basic Life and AD&D

(Proposed Plan 1)

| <u>Employee Class</u> | <u>Life Insurance</u> | <u>Accidental Death & Dismemberment</u> |
|---------------------------|-----------------------|---|
| Eligible Active Employees | \$5,000 | \$5,000 |
| Retirees | \$5,000 | \$5,000 |

Group Life Insurance includes:
Waiver of Premium for Total Disability
Conversion Privilege
Portability
Bereavement Counseling

Group AD&D includes:
24 Hour AD&D
Education Benefit
Seat Belt Benefit
Repatriation of Remains

Monthly Premium Cost

| <u>Type of Coverage</u> | <u>Volume of Insurance</u> | <u>Rate</u> | <u>Monthly Premium</u> |
|-------------------------|----------------------------|------------------------------|------------------------|
| Life | <u>*\$1,015,000</u> | <u>\$2.03 Per \$1,000</u> | <u>\$ 2,060.45</u> |
| AD&D | <u>*\$1,015,000</u> | <u>\$.03 Per \$1,000</u> | <u>\$ 30.45</u> |
| | | <u>Total Monthly Premium</u> | <u>\$ 2,090.90</u> |
| | | <u>Total Annual premium</u> | <u>\$25,091.00</u> |

*Volumes and rates are based on enrollment of 69 active employees and 134 retirees currently insured as of January 1, 2014. Rates assume no changes to the current Voluntary Life and AD&D Insurance Program.

Schedule of Benefits

Town of Ayer

Basic Life and AD&D

(Proposed Upgraded Plan 1)

| <u>Employee Class</u> | <u>Life Insurance</u> | <u>Accidental Death & Dismemberment</u> |
|---------------------------|-----------------------|---|
| Eligible Active Employees | \$5,000 | \$5,000 |
| Retirees | \$5,000 | \$5,000 |

Group Life Insurance includes:
 Waiver of Premium for Total Disability
 Conversion Privilege
 Portability
 Bereavement Counseling

Group AD&D includes:
 24 Hour AD&D
 Education Benefit
 Seat Belt Benefit
 Repatriation of Remains

Monthly Premium Cost

| <u>Type of Coverage</u> | <u>Volume of Insurance</u> | <u>Rate</u> | <u>Monthly Premium</u> |
|-------------------------|----------------------------|------------------------------|------------------------|
| Life | *\$1,015,000 | \$1.69 Per \$1,000 | \$ 1,715.35 |
| AD&D | *\$1,015,000 | \$.03 Per \$1,000 | \$ 30.45 |
| | | Total Monthly Premium | \$ 1,745.80 |
| | | Total Annual premium | \$20,950.00 |

*Volumes and rates are based on enrollment of 69 active employees and 134 retirees currently insured as of January 1, 2014. **Rates assume New Issue Age Voluntary Life and AD&D Insurance plan implemented and an open enrollment conducted prior to June 1, 2014. Upgrade of the Basic to the latest policy series GRTP with a two year rate Guarantee.**

Proposal for Group Voluntary Life and Accidental Death & Dismemberment for

TOWN OF AYER- ENHANCED PLAN

Proposed Effective Date: TO BE DETERMINED

Schedule of Benefits

Employee Life and AD&D: **\$10,000 to \$500,000**
An employee may elect units of \$10,000 to a maximum of the lesser of 5 times salary or \$500,000.

Spouse Life and AD&D: **\$5,000 to \$100,000**
An employee may elect units of \$5,000 to a maximum of \$100,000, not to exceed 50% of the employee's amount.

Dependent Child(ren) Life Insurance Only: **Age 14 days to 1 year \$1,000**
Age 1 year to 19 years (Age 25 if full-time student) 10,000

Guaranteed Issue Amounts

| | Under Age 60 | Ages 60 – 69 | Ages 70 and Over |
|------------------|---------------------|---------------------|-------------------------|
| Employee: | \$100,000 | \$50,000 | \$10,000 |
| Spouse: | \$30,000 | \$20,000 | Not Eligible |

All Dependent Child(ren) coverage is Guaranteed Issue.

Amounts in excess of the Guaranteed Issue Amount are subject to Evidence of Insurability satisfactory to Boston Mutual Life Insurance Company.

Insurance Reduction Schedule

Employee insurance is reduced to 65% of the original benefit at age 70; 50% at age 75; 35% at age 80; 25% at age 85; 20% at age 90; 15% at age 95.

Spouse's insurance shall terminate upon the attainment of age 70.

Dependent Children shall terminate upon notice to Boston Mutual that all dependent children are no longer eligible.

All insurance benefits terminate upon retirement.

"Your Choice for Group Insurance"

Please consult the Policy and/or Certificate for any applicable limitations, exclusions, and other policy provisions.

Form BML0605 Rev 2/08 - Exp 2/10



Policy Series GRTP (4/99)

Monthly Premium Cost Exhibit Page for

TOWN OF AYER – ENHANCED PLAN

Proposed Effective Date: TO BE DETERMINED

**** Premium rates are based on age at issue and do not change as each individual moves to higher age bracket.**

Monthly Employee and Spouse rates per \$1,000**

| <u>Age</u> | <u>Life</u> | <u>AD&D</u> | <u>Total Life and AD&D</u> |
|--------------|-------------|-----------------|--------------------------------|
| Less than 35 | \$.08 | \$.03 | \$.11 |
| 35 - 39 | \$.12 | \$.03 | \$.15 |
| 40 - 44 | \$.19 | \$.03 | \$.22 |
| 45 - 49 | \$.31 | \$.03 | \$.34 |
| 50 - 54 | \$.51 | \$.03 | \$.54 |
| 55 - 59 | \$.79 | \$.03 | \$.82 |
| 60 - 64 | \$1.25 | \$.03 | \$1.28 |
| 65 - 69 | \$2.12 | \$.03 | \$2.15 |
| 70 - 74 | \$3.78 | \$.03 | \$3.81 |
| 75 & Over | \$6.49 | \$.03 | \$6.52 |

Monthly Dependent Child(ren) Rate: \$1.90 per \$10,000 Family Unit

The proposed rates are based upon the census data provided to Boston Mutual Life. Final rates will be based upon the actual enrollment census.

- ◆ This Proposal is valid until 4/30/14.
- ◆ At least 20% of the eligible employees but not less than 10 must be enrolled. The policy will automatically terminate when participation falls below 10 lives.
- ◆ Insurance applied for shall not take effect until the Application has been approved by Boston Mutual Life at its home office.
- ◆ Eligible Employees who are disabled on the date their insurance would otherwise become effective shall become insured on the date they return to Active Work.
- ◆ This proposal is intended to explain certain portions of the coverage. It does not constitute the policy. Any discrepancies between this proposal and the policy will be resolved by the wording contained in the policy..
- ◆ Spouse and/or Dependent coverage is available providing the employee has elected coverage.
- ◆ Issue age billing means that employees enroll and are billed based on their age bracket rates. Once enrolled, the employees, spouse and children rates do not change during the rate guarantee period. After the initial rate guarantee period, the group is subject to an annual review and possible rate changes. Issue Age pricing option does not impact the terms and conditions of this product.

Group Life Insurance Features:

- Accelerated Death Benefit
- Conversion Privilege
- Portability
- Waiver of Premium
- Bereavement Counseling

Group AD&D Insurance Features:

- 24 Hour Coverage
- Education Benefit
- Seat Belt Benefit
- Repatriation of Remains Benefit

Group Term Life Insurance Benefit Summary

“Your Choice for Group Insurance”

Please consult the Policy and/or Certificate for any applicable limitations, exclusions, and other policy provisions.



Death Benefit

The amount of life insurance for which an employee is insured will be paid to the beneficiary in the event of the employee's death from any cause at any time or place. An employee may name any beneficiary, other than the employer, and may change this designation at any time.

Accelerated Death Benefit

An insured employee with a life expectancy of twelve months or less, and who qualifies for the Accelerated Death Benefit may elect to receive a portion of the death benefit while still living. This benefit is payable only once during the insured's lifetime and will result in the proportionate reduction of the Life Insurance. The remaining Life Insurance will be payable to the beneficiary upon the insured's death.

Conversion Privilege

The employee has 31 days to convert any or all of his life insurance, which has terminated for any reason other than the employee did not pay the required premium. The employee may convert his/her Life Insurance to an individual whole life policy without evidence of insurability, subject to the policy provisions. The premium rate for the converted policy is based on the insured's age at the time of conversion. Waiver of premium is not available on a converted policy. Spouse and dependent coverage, if in force, may also be converted in accordance with policy provisions governing conversion.

Layoffs, Leave of Absence

The Group Policy permits continuance of insurance on employees who are temporarily laid off or granted a leave of absence.

Portability

If the employee terminates employment, the insured employee may continue the employee and dependent Group Life Insurance. The employee pays the premium on the ported coverages directly to Boston Mutual. To be eligible for Portability the employee must be under age 60 on the day employment ends; and the employee's coverage is not continued under the Waiver of Premium; and the employee's Group Life Insurance coverage has not been converted. The Insured Dependent's Life Insurance may not be continued if the Employee's Group Life Insurance is not continued; or if the Insured Dependent is age 60 or greater. Waiver of Premium and Accidental Death and Dismemberment is not available on the ported policy.

The ported coverage is terminated at age 70. At which time the insured is eligible to convert under the Conversion Provision of the policy. *Not available in the state of Washington.*

Total Disability Waiver Premium (if elected)

If an employee is totally disabled prior to age 60 and otherwise qualified, premiums will be waived for the employee, spouse and dependent children. Should death occur during total disability, the amount of Life Insurance will be paid to the designated beneficiary.

Actively At Work

Eligible Employees who are disabled on the date their insurance would otherwise become effective shall become insured on the date they return to Active Work.

Eligibility

All employees working at least 20 hours a week, *or the minimum hours specified in the group application*, are eligible for insurance on the effective date of the plan provided they are actively at work on that date. New employees are eligible on the date specified in the group application.

A Spouse of an insured employee, under the age of 70 and unmarried children age 14 days to 19 years, 25 if full-time student, or handicapped children over the age of 19 are also eligible for insurance.

Dependents may not be insured if they are confined in a medical facility.

A spouse or child who is an Employee cannot be insured as a Dependent. If both spouses are Employees then their children will be insured as Dependents of only one spouse.

Guaranteed Issue

Guarantee Issue coverage will become effective on the later of, the effective date of the group policy or the date the application is received by Boston Mutual provided the application is received within 31 days of first becoming eligible. Evidence of Insurability satisfactory to Boston Mutual Life is required for amounts in excess of the Guaranteed Issue amounts and for applications received after 31 days of first becoming eligible. Coverage in excess of the Guaranteed Issue amount will become effective on the date the evidence of insurability is approved by Boston Mutual Life.

"Your Choice for Group Insurance"

Please consult the Policy and/or Certificate for any applicable limitations, exclusions, and other policy provisions.

Form BML0605 Rev 2/08 - Exp 2/10



Policy Series GRTP (4/99)

Group Term Life Insurance Benefit Summary

Evidence of Insurability

Evidence of Insurability satisfactory to the Company will be required if: (1) The amount of insurance requested exceeds the Guarantee Issue Amount; or (2) Any Enrollment or increase is requested more than 31 days after the individual was first eligible.

Reduction Provisions

The Employee's, Spouse's and Dependent's Life and AD&D Insurance may be subject to reductions in amounts of insurance as stated in the Schedule of Benefits. Reductions become effective on the employee's birthday unless noted otherwise on the group application.

Please refer to the Schedule of Benefits for possible reductions in amounts of insurance for Spouses and Dependents.

Employee Termination

Employee Insurance will terminate on the first of the following dates: *termination of the Group Policy; if the employee pays all or part of the premium for his or her coverage, the date the employee fails to make a required premium contribution before the end of the grace period; termination of employment; or the date the employee is no longer in an eligible class under the group policy.*

Spouse/Dependent Termination

The insurance for dependents will terminate on the earliest of the following dates: *the date the insured employee's insurance ends; the date the insured employee's employment ends; the date the person ceases to be a dependent as defined in the group policy; the date the coverage or the group policy is terminated.*

Bereavement Counseling

Our Counseling partner, Health Management Systems of America- a nationally recognized leader in the field of Mental and Behavioral Health Care Services, provides this service to all beneficiaries who experience the loss of a loved one. HMSA offers access to a toll-free counseling service supported by professional counselors experienced with the human emotions associated with the death of a loved one.

This Proposal

This proposal constitutes Boston Mutual's entire offer of insurance. It is based upon the employee census and other information provided to Boston Mutual. If the enrollment census or any other information provided to Boston Mutual differs from the information upon which the proposal was based, the Company reserves the right to modify or withdraw this offer. Changes to the terms of this proposal may only be made by Boston Mutual and must be communicated in writing.

This summary is intended to provide a brief description of the important features of Boston Mutual's group plan. This summary does not constitute the policy and may not contain all the policy limitations and exclusions. Any discrepancies between this proposal and the policy will be resolved by the wording contained in the policy.

The insurance described in this proposal shall not take effect until Boston Mutual, at its Home Office and prior to the requested effective date, has received the application, enrollment forms, one month's premium and has approved the application for insurance.

Boston Mutual reserves the right to withdraw or revise the terms of this proposal following our review of these materials.

State variations to plan design, benefit maximums, and other policy provisions may apply. A sample copy of the policy may be obtained from the Group Sales Representative.

"Your Choice for Group Insurance"

Please consult the Policy and/or Certificate for any applicable limitations, exclusions, and other policy provisions.

BML0605 Rev 2/08 - Exp. 2/10



Policy Series GRTP (4/99)

Group Accidental Death and Dismemberment (AD&D) Benefit Summary

24 Hour AD&D

If an employee has an accident from any cause at any time or place while insured and suffers a loss as shown below, we will pay the following subject to policy exclusions: *the full amount of AD&D Insurance for loss of life; both hands or both feet; sight of both eyes; one hand and one foot; one hand and sight of one eye; one foot and sight of one eye or one-half of the AD&D Insurance for the loss of one hand or one foot; or sight of one eye.*

We will not pay any AD&D benefits if the loss is caused or contributed by:

1. *suicide or attempted suicide while sane or insane;*
2. *intentionally self-inflicted injury, or any attempt at injury, while sane or insane;*
3. *insurrection, riot, war or any act of war. War includes declared or undeclared war or armed conflict involving the military force of any country, international organization, or combination of countries;*
4. *diseases, bodily or mental infirmity, or medical or surgical treatment for any of these;*
5. *ptomaine or bacterial infection other than bacterial infection occurring in consequence of an accidental cut or wound;*
6. *accident which occurs while the Employee is serving on active duty for 30 days or more in any armed forces;*
7. *travel or flight (including getting in or out, on or off) in any aircraft or device which can fly above the earth's surface, if: the aircraft or device is being used: for test or experimental purposes; or by or for any military authority; or for travel, or is designed for travel, beyond the earth's atmosphere; or by or for the Policyholder (this exclusion applies whether the aircraft or device is owned, leased, operated, or controlled by the Policyholder. Charter aircraft are not excluded); or the Employee is serving as a pilot or crew member (or student taking a flying lesson) and is not riding as a passenger; or hang gliding; or parachuting, except when the employee has to make a parachute jump for self preservation;*
8. *commission of an assault or felony by the Employee;*
9. *the Employee's intoxication ("intoxication" means that the Employee's blood alcohol content meets or exceeds the legal presumption of intoxication under the laws of the state where the Accident occurred);*
10. *the voluntary taking or inhalation of: any drug, medication or sedative, unless taken as prescribed by a physician; alcohol in combination with any drug, medication or sedative; or poison, gas or fumes other than as the result of an occupational accident;*
11. *injury which occurred before the Employee was insured by this Policy.*

"Your Choice for Group Insurance"

Please consult the Policy and/or Certificate for any applicable limitations, exclusions, and other policy provisions.

BML0605 Rev 2/08 - Exp. 2/10

120 ROYALL STREET • CANTON MA 02021 • TELEPHONE 800-669-2668 • FAX 781-770-0497 • WWW.BOSTONMUTUAL.COM

Portability

AD&D is not available on the ported policy.

Education Benefit *(Not available in all states)*

If the Employee dies as a result of an accident while covered under Group Voluntary Accidental Death and Dismemberment Insurance, each qualifying dependent will receive an "Education Benefit". This benefit is payable for up to four years in an amount equal to 2% of the insured Employee's life insurance, but not more than \$2,500 per year. This is in addition to all other policy benefits.

Seat Belt Benefit *(Not available in all states)*

If an insured's death is the result of an automobile accident and the insured was wearing a properly secured seat belt, we will pay an additional 50% of the Accidental Death Benefit up to \$10,000. The driver must not have been intoxicated.

Repatriation of Remains Benefit *(Not available in all states)*

If an employee dies as a result of an Accident while insured and the death occurs outside a 100 mile radius from his or her primary residence, we will pay for Covered Expenses reasonably incurred to return his or her body to their primary residence up to \$5,000.



Policy Series GRTP (4/99)

LIFE 5,000 2014 WITH THE VOLUNTARY PLAN

$\$1.72 \times 5,000 \times 69$ (active) = **$\$593.40$ (monthly)**

$\$1.72 \times 5,000 \times 134$ (retired) = **$\$1,152.40$ (monthly)**

TOTAL MONTHLY: $\$1,745.80$

EMPLOYEE/RETIREE PORTION

$\$593.40 \times 25\% = \148.35

$\$1,152.40 \times 50\% = \576.20

TOTAL MONTHLY: $\$724.55$

ANNUAL AMOUNT

$\$724.55 \times 12 = \$8,694.60$

TOWN PORTION

$\$593.40 \times 75\% = \445.05

$\$1,152.40 \times 50\% = \576.20

TOTAL MONTHLY: $\$1,021.25$

ANNUAL AMOUNT

$\$1,021.25 \times 12 = \$12,255.00$

Town Administrator's Report

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 and Town Administrator

FR: David Maher

RE: Business Certificate Update and Request

DT: February 12, 2014

Members of the Ayer Board of Selectmen:

Here is the list of the business certificates for 10 of our neighboring cities and towns. I also used the internet or phone calls to update the list and none of my original amounts or times have changed.

Also note: Per the legislation the following are exempt from filing or needing a business certificate:

- 1) A corporation doing business under its true corporate name filed with the Secretary of the Commonwealth
Ex. Vitasoy, Cains etc.
- 2) A partnership doing business under a title that includes the true surname of any partner
- 3) Certain businesses under a written instrument or declaration of trust

I have identified a number of the above businesses here in Ayer that would fall into the above listed three categories as I finalize the most up to date data list for an initial mailing beginning with February 18, 2014.

A handwritten signature in blue ink that reads "David Maher".

David Maher
Director, Economic and Community Development
Town of Ayer

Business Certificates from Surrounding Towns

| | | |
|------------|---------|----------------|
| Boxborough | \$20.00 | Good for 4 yrs |
| Groton | \$25.00 | Good for 4 yrs |
| Leominster | \$25.00 | Good for 4 yrs |
| Lunenburg* | \$25.00 | Good for 4 yrs |
| Littleton | \$30.00 | Good for 4 yrs |
| Westford | \$30.00 | Good for 4 yrs |
| Fitchburg* | \$35.00 | Good for 4 yrs |
| Harvard | \$40.00 | Good for 4 yrs |
| Pepperell | \$40.00 | Good for 4 yrs |
| Shirley | \$40.00 | Good for 4 yrs |

*Lunenburg has a one-time fee for \$15.00 for building inspection and a \$5.00 fee for any name changes or address moves.

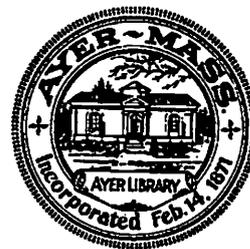
*Fitchburg has a one-time fee for \$30.00/\$40.00 for building zone determination.

The fee is the same between industrial, commercial or retail companies.

Town of Ayer

Department of Planning & Development

Town Hall ♦ One Main Street ♦ Ayer, MA 01432 ♦ 978-772-8221 ♦ 978-772-8208 (fax)



MEMORANDUM

TO: Board of Selectmen

FROM: David Maher, Director of Community and Economic Development

DATE: February 12, 2014

RE: BOS Update of 76 Central Ave., RFP

At this time, the Office of Community Development is advertising an active RFP for the construction of an Affordable Housing unit and transfer of the property at 76 Central Avenue, Ayer, MA.

The RFP bidding period began on January 29th 2014 and ends February 21st 2014. Along with posting in the Central Registry, the RFP has been advertised in the Public Spirit and on the Town website.

Currently, we have had one inquire and request for a packet from North Central Massachusetts Habitat for Humanity. We have been working with Habitat, answering any questions regarding the property.

Following the closing of the RFP on the 21st, an evaluation of all proposal will take place and a report to the Town Administrator and BOS with recommendations will complete our part of the process prior to a final decision being made by the Board of Selectmen.

David Maher
Office of Community Development
978-772-8206

Alicia Hersey
Office of Community Development
978-772-8221

| Date | Topic | Requested By |
|-------------|--|------------------------------|
| 1/8/2013 | Town Flag - Historical Commission | Jeri Love |
| 1/22/2013 | Livery License | Tim Holland |
| 3/5/2103 | STM irrevocable trust for OPEB | Mary Spinner |
| 3/5/2013 | Urging Board not to increase taxes | Ernes Guertin |
| 3/5/2013 | Cut spending - School Dept. Budget | Maureen Parlon |
| 3/5/2013 | Removal of Selectman Maxant | Chairman Fay |
| 3/26/2013 | Waiving of Town fees for ASRSD | Murry Clark |
| 4/2/2013 | Clean-up Day 4-20-13 | Laurie Sabol |
| 4/16/2013 | Uninsured, uncollateralized funds | Lisa Gabree |
| 5/21/2013 | Proposed Dog Park | Supt. Wetzel - Agnes Shannah |
| 6/4/2013 | Condemn house destroyed by fire on W Terrence Perham | |
| 7/2/2013 | New Retiree Health Law & Joint Appoint | Mary Spinner |
| 7/2/2013 | Letter of Support - Compassionate Care | John Hillierd |
| 7/16/2013 | Updating of Public Input Tracking system | Chairman Conley |
| 9/17/2013 | Concern Regarding CPC Appointment | S. Sullivan (via email) |
| 9/17/2013 | Request to BOS for SHAVE Article on FTI M. Pattenden | (via writing) |
| 9/17/2013 | Announcement of last Car Show for 201 C. King | (in person) |
| 10/8/2013 | Memorial Garden clean-up plan | Selectman Hillman |
| 10/8/2013 | NVRTS Project -gazebo built | Selectman Hillman |
| 10/15/2013 | No one | |
| 11/12/2013 | no one | |
| 11/19/2013 | no one | |
| 12/3/2013 | Arleen Martino | Glass Steagall Bill |
| 12/3/2013 | Paul Mango | McNiff Farm |
| 12/17/2013 | Doug Janseen Janet Gullotta | Old Groton Rd.-plowing |
| 1/7/2014 | no one | |
| 1/21/2014 | no one | |
| 2/4/2014 | Mary Spinner | Stormwater Ent. Fund status |

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For Informational Purposes Only - This documented is updated on a bi-weekly basis. If you have questions and/or concerns, contact Town Administrator Robert Pontbriand at ta@ayer.ma.us or 978-772-8220.

| <i>Date</i> | <i>Topic</i> | <i>Requested By</i> | <i>Status</i> |
|-------------|------------------------------------|---------------------|---------------|
| 1/8/2013 | Town Flag - Historical Commission | Jeri Love | Resolved |
| 1/22/2013 | Livery License | Tim Holland | Resolved |
| 3/5/2103 | STM irrevocable trust for OPEB | Mary Spinner | Active |
| 3/5/2013 | Urging Board not to increase taxes | Ernes Guertin | No Action |
| 3/5/2013 | Cut spending - School Dept. Budget | Maureen Parlon | No Action |
| 3/5/2013 | Removal of Selectman Maxant | Chairman Fay | No Action |
| 3/26/2013 | Waiving of Town fees for ASRSD | Murry Clark | Resolved |
| 4/2/2013 | Clean-up Day 4-20-13 | Laurie Sabol | Resolved |
| 4/16/2013 | Uninsured, uncollateralized funds | Lisa Gabree | Active |



| | | | |
|-----------|---|-----------------------------------|---|
| 5/21/2013 | Proposed Dog Park | Supt. Wetzel - Agnes Shannahan | Active |
| 6/4/2013 | Condemn house destroyed by fire on Willard St | Terrence Perham | Active |
| 7/2/2013 | New Retiree Health Law & Joint Appointment of Planning Board Member | Mary Spinner | Active |
| 7/2/2013 | Letter of Support - Compassionate Care Facility | John Hillierd | Resolved |
| 7/16/2013 | Updating of Public Input Tracking system | Chairman Conley | Resolved |
| 9/17/2013 | Concern Regarding CPC Appointment | S. Sullivan (via email) | Candidate withdrew application |
| 9/17/2013 | Request to BOS for SHAVE Article on FTM | M. Pattenden (via writing) | Placeholder on Draft Warrant for further consideration |
| 9/17/2013 | Announcement of last Car Show for 2013 | C. King (in person) | Public Announcement |

TOWN OF AYER SELECTMEN'S MEETING MINUTES
Tuesday, January 21, 2014-7:00P.M.
1st Floor Meeting Room, Town Hall, Main Street, Ayer, MA

Chairman Luca called the meeting to order at 7:00p.m. Present: Chairman-Gary J. Luca, Christopher R. Hillman, Vice-Chairman, James M. Fay Clerk, Members: Pauline Conley and Jannice Livingston. Janet Lewis, Secretary. Town Administrator Robert A. Pontbriand absent

Chairman Luca requested if there were any amendments to the Agenda. None. Chairman Luca called for a motion to approve the Agenda. Ms. Livingston moved to approve the agenda 2nd by Mr. Fay, VOTE: unanimous, so moved.

Chairman Luca requested if there was anyone present wishing to meet with the Board under Public Input. No one stepped forward. Ms. Conley requested from the Board's delegates to the Curbside Study Working Group if they held their first meeting. Ms. Livingston advised to the first meeting of the working group is Thursday, January 30, 2014 at 5:00p.m. at the DPW Office.

Announcements: Chairman Luca called for a Moment of Silence for the "Town's First Lady of Ayer"- Zelda L. Moore, who passed away on Monday, January 20, 2014. Mr. Luca reflected on Mrs. Moore love and vision for the Town documenting, restoring and maintaining the Town's historic treasures through her library in the Page Moore Building. The Board sent along their sincerest condolences to the Moore family.

National Grid-Washington Street Easement-The Board met with Iris Harris from National Grid re the Granting of Easement on the southwest side of Washington Street and westerly side of Groton Harvard Road -Town of Ayer Assessors Map Parcel 019/020.00000-0001.0 described in a deed dated April 30, 1883 recorded at Middlesex South District Registry of Deeds in Book 1653, Page 213 for underground electric distribution system for the ASRHS construction project. Ms. Conley moved the vote to approve the National Grid -Washington Street Easement as presented, 2nd by Mr. Hillman, VOTE: unanimous, so moved.

Police Chief William Murray -Appointment Police/Fire/EMS Per Diem Dispatcher-Chief Murray introduced and recommended the appointment of Christopher M. Herrstrom, of Ayer, MA to the on-call Per Diem Dispatcher position to augment his dispatch staff (no benefits, not covered by CBA and compensated at Step One Full Time Dispatcher/no conflicts with Fire Dept. per 1-9-14 Memo) Ms. Conley moved the Board vote to approve the Chief's recommendation and appoint Christopher M. Herrstrom as a Police/Fire/EMS Per Diem Dispatcher to the Ayer Police Dept. as discussed, 2nd by Mr. Hillman, VOTE: unanimous, so moved.

Cultural Council Appointments-rescheduled to Board's 2-4-14 Meeting

DPW Superintendent's Report-the Board met with Mark Wetzel

1 Old Groton Road- Supt. Wetzel advised to only one interested party submitting request re plowing Old Groton Rd.- Matthew Womble, of Lunenburg, MA at \$75 for every 4" of snow or \$150 for 8" of snow advising the Board to Mr. Womble the person who plowed Old Groton Rd the last storm as test run. Discussion followed re concern re other roads, contracts, liability insurance etc. Mr. Fay stating at the last meeting the Board agreed Town would plow road, that should be it-plow road, he is not comfortable giving to private contractor DPW should plow road, don't treat any different than any other road. Ms. Conley agreeing with Mr. Fay but suggesting DPW get at least one pass done with backhoe early in storm, if significant storm, to allow residents some accommodation re access. Supt. Wetzel urging Board to get something in writing from residents re plowing and advising to Fire Dept. having emergency access from Washington Street entrance if needed as well as requesting residents of Old Groton Rd. not to park on road. The Board requested number of new streets/private roads requiring similar consideration Mr. Hillman advising to Pingrey Hill, Mountain Laurel having issues as well. Mr. Hillman advising to Board settling issue this Spring.

2. Industrial Pretreatment Program Contract with Hoyle Tanner (HTA)-Supt. Wetzel presented HTA Agreement for Professional Engineering services for the Town's four (4) Significant Industrial Users (SIU) for twelve months January 2014 to December 2014 with an option for two additional years, effective 12-21-14 in the amount of \$42,500.00. Mr. Fay moved the Board's approval of HTA's Pretreatment Program as presented and recommended by Supt. Wetzel for a one year contract not to exceed \$42,500.00. Ms. Conley requesting to strike limitations of their responsibilities paragraph #10 and clarify paragraph #9 limits coverage, 2nd by Mr. Hillman VOTE: unanimous, so moved. Mr. Wetzel to have HTA modify Agreement and report back.

3. Street Light Contract Time Extension-Blais Electrical Corp. Contractor present for the discussion Supt. Wetzel advising Board to Blais Electric requesting time extension for the Main Street Light Improvement Project due to being delayed in completing the work due to deliveries from the vendor. Supt. Wetzel advising to the light poles delivered on 12-30-13 and expecting delivery on the decorative bases on 1-21-14. Supt. Wetzel advising to contractor preparing hole locations in October and November 2013 and installing poles and light fixtures as soon as the materials were delivered even under polar vortex weather conditions and recommending the Board's approval of the time extension. The Board applauded work effort; Blais advising to shutdown in NY out of their control holding up delivery. Ms. Conley thanked Mr. Blais for all his effort and moved to approve Change Order #1. to Blais Electrical Corp. modifying final date of delivery/installation of the decorative light pole bases (payment) to 1-31-14 and authorize the Chairman's signature, 2nd by Mr. Hillman, VOTE: unanimous, so moved. **Board of Selectmen's Minutes and Meeting Packets**-The Board after a brief discussion amended the Board's Policies & Procedures 99-24 Minutes -from fourth (4) day of circulation of Meeting minutes to ten (10) days (the Board to remit electronic edit to the minutes within 4-5 days of meeting and minutes to be re-circulated with all edits electronically back to the Board). Board to approve minutes once a month. Motion to approve made by Mr. Fay, 2nd by Mr. Hillman VOTE: unanimous, so moved.

Town Administrator's Report-Mr. Pontbriand absent

1. Public Disclosure of 1-20-14 Executive Session Acts per OML (if applicable)

Mr. Luca advised to the Board voting and approving a RFT in the amount of \$4,067.04 re medical bills for Police Officer under 111F and sending RFT to Fin-Com for approval.

2. 2014 MMA Annual Meeting Voting Delegate - Mr. Fay nominated Mr. Luca as delegate to the 2014 MMA Annual Mtg., 2nd by Ms. Conley, VOTE: unanimous, so moved.

3. The Board reviewed the revised Selectmen's Office Fy-15 Budget and expressed concern re impact to legal budget and Ms. Conley requesting spread sheet re legal costs to date.

4. Old Central Fire Station RFP-Ms. Conley requesting to amend Page one #1. Introduction 2nd word second line change sale to purchase- of property. Mr. Fay moved the Board vote to approve amendment, 2nd by Ms. Conley VOTE: unanimous, so moved.

5. Town-wide Life Insurance Policy Proposal- The Board reviewed their vote of 1-7-14 raising the Town-wide Life Insurance Policy from \$2K to \$5K contingent upon Fin-Com's review & approval. The Board reviewed coverage changes, amending the Bargaining Agreements too include 75-25 split. Ms. Conley offered to break out changes in the old and new coverage. The Board requested to have Ms. Doig come before the Board to explain/clarify policies at their 2-4-14 meeting.

6. Willows Demand for payment update-Mr. Hillman stated he stands by decision of 12-17-13 to send out letter asap demanding the \$250K and hold all permits until settled. Ms. Livingston requesting this is run by Town counsel re bankruptcy concerns.

New Business/Selectmen's Questions-

Mr. Hillman-

1. recommending the Board put Town Counsel/Legal Services out to bid, get quotes, wouldn't hurt-competition is good.

2. Excess Sewer Capacity/Devens-suggesting the Board needs a more accurate study done to reduce contract on a as need basis rather than have to basis. The Board requested to receive a preliminary recommendation from Supt. Wetzel for the Board's 2-4-14 meeting.

3. GPS in Town Vehicles Mr. Hillman stating he doesn't want to use re tracking, or use by supervisors as a disciplinary tool but to utilize re assistance in example with break-ins to see where officers are to be able to get them there quick and patrol checks. Mr. Luca agreeing to great tool if departments buy into. Mr. Fay advising to impact bargaining necessary, Mr. Hillman disagreeing stating there is no impact re working conditions. The Board requested to get materials back from Ms. Knox and Mr. Wetzel to have something the Board could look at. Mr. Fay offering to invite Lowell Company in for demonstration.

4. Economic Plan-need -Town needs portfolio_outlining schools, businesses, recreational areas, need to promote more looking to promote/encourage potential new businesses to Town

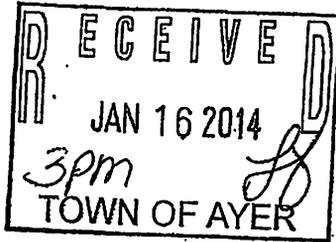
5. Business Certificates-requesting update.

Ms. Livingston-

requested update to Town Auditors recommendation/s of 8-22-13 re closing Tax Collector's bank account and billing/reimbursement other municipalities re retirees healthcare and as of today no confirmation bills have been paid. Ms. Livingston read Chapter 32B Section 9A 1/2 into the record advising Town of Ayer is receiving bills and they are not being paid stating it is the law, something is wrong. Mr. Luca advising to his public information request being redacted by Treasurer and Town Administrator unable to get information. Mr. Fay stating Board needs to require Treasurer comply with request it is the law, if need be take our own officials to court. Ms. Livingston stating she doesn't understand the attitude, Treasurer doesn't have to answer the question. A simple request for information Board can't get. Mr. Hillman stating position should be appointed not elected. Ms. Conley requested where we stand re Financial Policies to get information-exhibits being prepared by the Fin-Com, and questioning if other communities were billing us and advised yes.

Minutes 12-17-13- The Board requested to add line re Doug Jasperson being present re plowing history of Old Groton Road.

9:35p.m. Ms. Livingston moved to adjourn the meeting 2nd by Mr. Hillman VOTE: Unanimous so moved.
9:35 meeting adjourned.



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

Tuesday, January 21, 2014, 7:00pm

Executive Session Meeting Agenda (6:00pm)

6:00pm Call to Order in Open Session

6:05pm Executive Session pursuant to MGL Chapter 30A, Section 21A:
Exemption #1 (111F Status and Medical Bills Re: Police Officer Matthew Power)
Exemption #1 (Charges/Complaints against a Public Official) Complaint(s) against Treasurer
Exemption #3 (Collective Bargaining Strategy) DOLR Fire Contract Update

*Open Session Meeting Agenda (7:00pm)

**7:00pm Reconvene/Call to Order in Open Session – Review and Approve the Agenda;
Announcements

7:05pm PUBLIC INPUT

7:15pm Grant of Easement to National Grid at Washington Street and Groton Harvard Road
For Underground Electric Distribution System for the ASRSD High School Project

7:30pm Police Chief William Murray

- Appointment of Police/Fire/EMS Per Diem Dispatcher

7:45pm Appointment of Ayer Cultural Council Members

8:00pm Mr. Mark Wetzel – DPW Superintendent's Report

- Old Groton Road Snow Removal Update
- Industrial Pretreatment Program Contract with Hoyle Tanner \$42,500.00
- Street Light Contract Time Extension

8:30pm Policies and Procedures Re: BOS Meeting Minutes and BOS Meeting Packets

8:45pm Town Administrator's Report

- Public Report of 1/21/2014 Executive Session Actions per OML (if applicable)
- Selection of MMA Conference Voting Delegate
- DRAFT (Revised) FY 2015 BOS Office Budget Requests
- Old Central Fire Station RFP
- Town-Wide Life Insurance Policy Proposal Update
- Willows Demand for Payment Update

9:30pm New Business / Selectmen's Questions

- Town Counsel RFP; Excess Sewer Capacity; GPS in Town Vehicles; Economic Development; Business Certificates Update (Selectman Hillman)
- Update on Town Audit Recommendations; Closing of Tax Collector's Account; Implementation of Section 9A ½ Billing/Reimbursement of Healthcare (Selectman Livingston)

10:00pm Approval of Meeting Minutes: Nov. 19, 2013; Dec. 17, 2013; Jan. 7, 2014
10:15pm Adjournment

Chairman Luca-2014 MMA Meeting /Town Counsel Quote/s

New Business/Selectmen's Questions

Selectman Hillman Sandy Pond Traffic Study