

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



Tuesday, April 15, 2014, 7:00pm

Open Session Meeting Agenda

- 7:00pm** **CALL TO ORDER: Review and Approve Agenda; Announcements**
- Apr. 22, 2014: 7pm- FY 2015 Budget and 5-12-14 ATM Warrant Public Hearing
 - Apr. 28, 2014: 7am-8pm: Ayer Town Elections, Town Hall (No Meetings at Town Hall)
 - May 12, 2014: 7pm: Ayer Annual Town Meeting, Great Hall of Town Hall
- 7:05pm **PUBLIC INPUT**
- 7:15pm **PUBLIC HEARING: Proposed FY 2015 Water/Sewer Rates**
- 7:30pm **Senator Jamie Eldridge, Re: FY 2015 Budget Message**
- 7:45pm **PUBLIC HEARING-Common Victuallers License**
Rong Wang Empire City 210 West Main Street, Ayer, MA
- 8:00pm **Police Chief William Murray**
Parking Regulations Amendment(s) for Newton Street and Pleasant Street
- 8:15pm **Ms. Laurie Sabol**
Town-Wide Clean Up May 3rd and 4th 2014
- 8:20pm **Mr. Mark Wetzel, DPW Superintendent Report**
1. Devens WWTP Memo Re: Current Flow Projections and Recommendations
 2. FY 2015 DPW Budget Re: Town Engineer Position
 3. Wastewater Discharge Permit Update
- 8:45pm **Town Administrator's Report**
1. Administrative Update
 2. Reserve Fund Transfer: Information Technology \$2,075.18
 3. Town Hall Window Replacement Project
 4. Review/Discussion of DRAFT 2014 ATM Warrant
- 9:15pm **JBOS Update**
- 9:30pm **New Business / Selectmen's Questions**
- 9:45pm **Approval of Meeting Minutes** : Mar. 18; Apr. 1; Apr. 15, 2014
- 10:00pm** **Adjournment**



Town of Ayer

AYER BOARD OF SELECTMEN
Open Session Meeting Agenda and Meeting Packet
Tuesday, April 15, 2014, 7pm
First Floor Meeting Room – Ayer Town Hall

CALL TO ORDER (7:00pm)

Review and Approve Agenda

Announcements

- Apr. 22, 2014, 7pm: FY 2015 Budget and 5-12-2014 ATM Warrant Public Hearing
- Apr. 28, 2014, 7am-8pm: Ayer Town Elections at Town Hall (No Meetings at Town Hall)
- May 12, 2014, 7pm: Ayer Annual Town Meeting, Great Hall of Town Hall

PUBLIC INPUT (7:05pm)

PUBLIC HEARING (7:15pm)
PROPOSED FY 2015 WATER/SEWER RATES
(See Attached Presentation)



WATER & SEWER ENTERPRISE FUNDS



Criteria for Rates

□ **Overall Goal** – to set rates to recover costs & avoid significant fluctuations

Criteria:

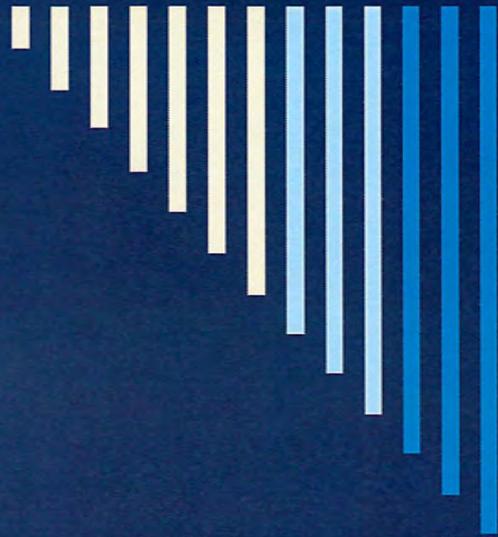
- Project expenses, including future capital needs in order to avoid spikes in rates
 - Reduce reliance on surplus to cover annual operations
 - Attempt to build a stabilization reserve for each fund (for future capital needs)
-



Discussion Points for FY2015 (continued from FY2013)

- Evaluate septage for possible limits on capacity as well as fee charged
 - Consider possibility of selling some “future capacity” back to Mass Development (continued from FY2011)
 - Review water & sewer fees (last done in FY2011)
-

Accomplishments during FY2014

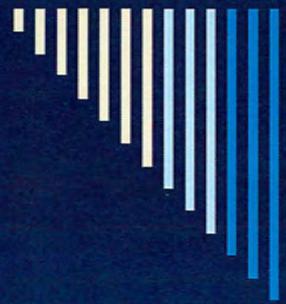


- The Committee established a capital stabilization goal of \$500,000 for each of the funds
 - (to provide for future capital needs and emergency funds)
-



SEWER EXPENSES

	2013 Actual	2014 Budget	2015 Budget
Wages	457,698	470,945	481,386
Expenses	750,959	637,233	652,236
Devens flow & admin	119,256	136,320	136,320
Devens capital invest.	124,540	125,000	125,000
Regular debt-other	333,344	415,620	449,908
Regular debt-wwtp	461,949	439,338	429,182
Debt exclusion	27,522	26,619	25,669
Indirect costs	280,070	286,895	315,312
Operating reserve	0	10,000	10,000
Totals	2,555,338	2,547,970	2,625,013

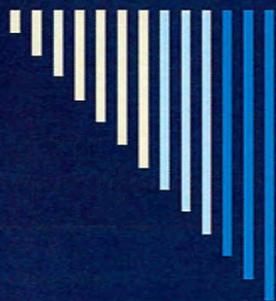


SEWER
MISCELLANEOUS
REVENUES

	2013 Actual	2014 Budget	2015 Budget
Interest	8,655	11,000	11,000
Septic charges	17,813	20,000	20,000
Permits & fees	33,500	40,000	40,000
Miscellaneous	11,238	20,000	20,000
Liens & lien interest	216,063		
Prior year surplus		20,000	15,000
Transfer from g/f - debt exclusion	27,522	26,619	25,669
Totals	314,791	137,619	131,669

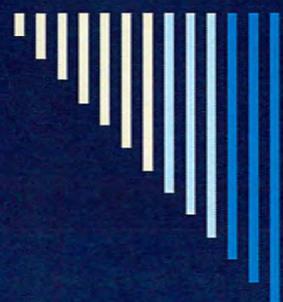
SEWER NET REQUIRED FROM RATES

	2013 Actual	2014 Budget	2015 Budget
Expenses	2,555,338	2,547,970	2,625,013
Less Misc. Revenue & Surplus	(314,791)	(137,619)	(131,669)
Net Required from Rates	2,240,547	2,410,351	2,493,344
FY revenue from rates	2,232,841		



WATER EXPENSES

	2013 Actual	2014 Budget	2015 Budget
Wages	288,348	304,024	311,077
Expenses	434,400	410,700	447,950
Regular debt	615,294	629,957	670,649
Debt exclusion	124,806	119,498	114,190
Capital purchases	68,186	70,000	150,000
Indirect costs	190,872	203,001	228,128
Opertg reserve		20,000	20,000
Capital reserve		30,000	
Totals	1,721,906	1,787,180	1,941,994



WATER
MISCELLANEOUS
REVENUES

	2013 Actual	2014 Budget	2015 Budget
Interest	4,223	6,000	6,000
Permits & fees	52,159	75,000	75,000
Backflow & Xconnection fees	20,550	20,000	20,000
Miscellaneous	4,249	12,000	12,000
Liens & lien interest	100,548		
Transfer from g/f - debt exclusion	124,806	119,498	114,190
Prior year surplus			160,122
Totals	306,535	232,498	387,312

WATER NET REQUIRED FROM RATES

	2013 Actual	2014 Budget	2015 Budget
Expenses	1,721,906	1,787,180	1,941,994
Less Misc. Revenues & Surplus	(306,535)	(232,498)	(387,312)
Net Required from Rates	1,415,371	1,554,682	1,554,682
FY revenue from rates	1,456,900		

WATER PROPOSED RATES

	Current	Proposed	% Increase
Step 1	2.41	2.41	0.00%
Step 2	3.00	3.00	0.00%
Step 3	3.53	3.53	0.00%

Current and proposed rate steps increase at 6,000 cubic feet.

SEWER PROPOSED RATES

	Current	Proposed	% Increase
Step 1	6.49	6.71	3.39%
Step 2	7.43	7.68	3.36%
Step 3	8.46	8.75	3.43%

Current and proposed rate steps increase at 6,000 cubic feet.
FY15 rates are about .2% less than rates projected in FY14.

Impact on Ave Resident

	Proposed Semi- annual FY2015	Semi- annual FY2014	Semi- annual Increase	Annual Increase
Water	96.40	96.40	0	0
Sewer	268.40	259.60	8.80	17.60
Total	364.80	356.00	8.80	17.60

Impact on semi-annual bill based on average usage of 4,000 cubic feet

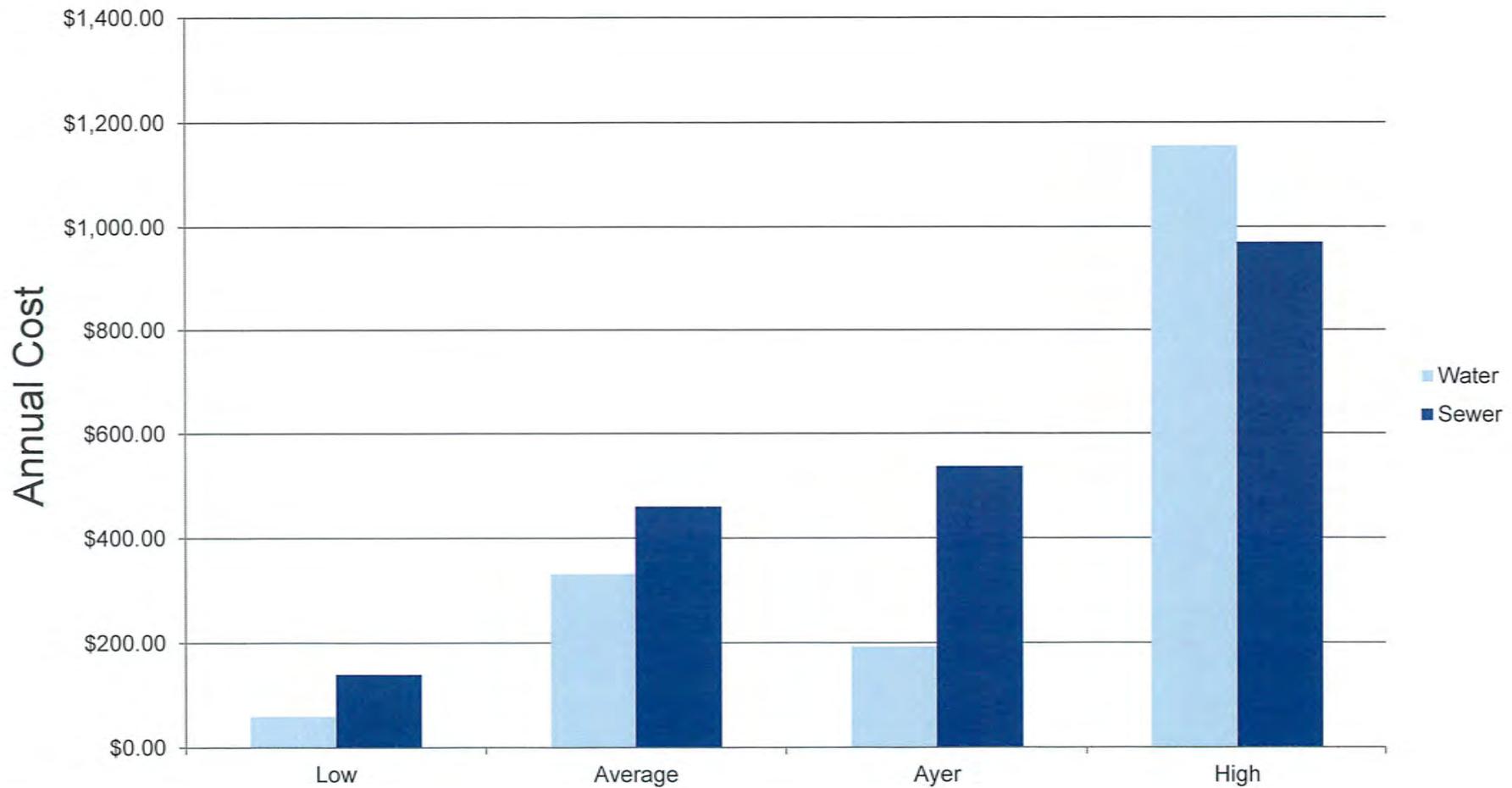
Estimated Water Rates

	2015	2016	2017	2018
Step 1	\$2.41 0.00%	\$2.47 2.48%	\$2.54 2.83%	\$2.60 2.36%
Step 2	\$3.00 0.00%	\$3.07 2.33%	\$3.15 2.60%	\$3.23 2.53%
Step 3	\$3.53 0.00%	\$3.63 2.83%	\$3.72 2.47%	\$3.81 2.41%

Estimated Sewer Rates

	2015	2016	2017	2018
Step 1	\$6.71 3.38%	\$6.94 3.42%	\$7.18 3.45%	\$7.44 3.62%
Step 2	\$7.68 3.36%	\$7.95 3.51%	\$8.22 3.39%	\$8.52 3.64%
Step 3	\$8.75 3.42%	\$9.05 3.42%	\$9.36 3.42%	\$9.70 3.63%

Comparison to Other Massachusetts Towns





Rate Committee Recommends

- Water & Sewer Commissioners vote to increase sewer rates as proposed by the rate committee

- Rate Committee recommends that Commissioners enter into negotiations with Mass Development re: reduction in future capacity

SENATOR JAMIE ELDRIDGE (7:30pm)
FY 2015 Budget Message

- Senator Eldridge has asked to appear before the BOS to discuss the FY 2015 State Budget and answer any questions the BOS may have.

PUBLIC HEARING – COMMON VICTUALLERS LICENSE (7:45pm)
RONG WANG EMPIRE CITY, 210 West Main Street, Ayer
(See Attached Materials)

March 27, 2014

Nashoba Publications
Ayer, MA 01432

re Ho Hing Restaurant D/B/A Empire City

Please release the following notice for the periods of April 4, 2014 and April 11, 2014.

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

The Ayer Board of Selectmen will be conducting a Public Hearing on Tuesday, April 15, 2014 at 7:30p.m. at the Ayer Town Hall-1st Floor Meeting Room- 1 Main Street, Ayer, MA re the petition by Al Rong Wang of Roxbury, MA seeking a Common Victualler's License for Ho Hing Restaurant Inc. D/B/A Empire City (former Ah Gin Wong) at 210 West Main Street, Ayer, MA pursuant to MGL Chapter 140, and amendments thereto.

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

Thank you,

**Janet Lewis, Secretary
SELECTMEN'S OFFICE**

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

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Gary J. Luca, Chairman
Christopher R. Hillman, Vice-Chairman
Jannice L. Livingston, Clerk
Pauline Conley, Member
AYER BOARD OF
SELECTMEN

April 4, 11, 2014



Commonwealth of Massachusetts

Nashoba Health District



Food Service Permit

Fee: \$200.00

Board of Health of Ayer

PERMIT TO OPERATE A FOOD SERVICE ESTABLISHMENT

In accordance with regulations promulgated under authority of Chapter 94, Section 305A and Chapter 111, Section 5 of the General Laws, a permit is hereby granted to:

Empire City, 210 West Main Street

Applicant : Ai Rong Wang (Empire City)
210 West Main Street
Ayer MA 01432-

Date: March 27, 2014

Expiration Date: October 31, 2014

Board of Health of Ayer

Agent for the Board of Health

Sanitation Officer, Nashoba Associated Boards of Health

NON-TRANSFERABLE



Nashoba Associated Boards of Health
Environmental Health Service
 30 Central Avenue, Ayer, Ma. 01432

Food Service Permit Application

Name of Business HO HING RESTAURANT INC. DBA EMPIRE CITY

Business address 210 WEST MAIN STREET Town AYER

Phone number 978-772-2518 Fax 978-772-2547

Name of Applicant AI RONG WANG Email N/A

Mailing Address 210 WEST MAIN STREET, AYER, MA 01432

Name of owner of building (if different from applicant) DEVENS SHOPPING CENTER LLC

Emergency response contact DAYUAN LIN 617-510-1061

Type of Food Operation
Retail (pre-packaged foods only)
<input checked="" type="checkbox"/> Food Service
Caterer
Mobile Food - Please review the mobile food checklist
Residential Kitchen - Please review the residential kitchen checklist
Temporary food vendors must complete the separate temporary food application
There is a 15% processing charge on all refunds

- If 25 or more seats, it is mandatory that one employee be trained in anti choking procedures
- If applicable - please submit a copy of Certified Food Management Training Certificate with this application.

Total number of seats in the establishment 45 SEATS

Water source (town or private well or public water supply) TOWN WATER SUPPLY

Type of Sewage Disposal (town or private sewer) WASTE MANAGEMENT

Is a pest control program planned? Yes _____ No X

(978) 772-3335 (800) 427-9762 FAX (978) 772-4947

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

Received

Town Administrator
(978) 772-8210

TOWN OF AYER

APPLICATION FOR COMMON VICTUALLER'S LICENSE

Application is hereby made for a Common Victualler's License

At EMPIRE CITY
Location: 210 West main ST UNIT #1
Firm Name: HO HING REST. INC
Type of Business: RESTAURANT
Name of Partners: AI RONG WANG

Description of Premise: (use back side of form if necessary)

1700sq ft. unit at Devens Shopping Center.
Location was formerly Restaurant
Minor change with paint and equipment.
Seating 50 seats. Pursuing Food Liquor License.

Applicant's Signature: AIRONGWANG Date: 3-26-2014

Address: 1990 Columbus AVE #74 Roxbury MA 02119

Applicant's Telephone (H) _____ (W) 978-772-2517 (C) 617-510-1061

Food Handler's License #: _____ Issue Date: _____

Building Dept. Approval Date: _____ Occupancy Permit/Building _____

Public Hearing Date: _____

Abutter's Notification Certification: _____

FEE: \$50.00 Common Victualler's License: _____ (PAID) _____ Y _____ N _____

****PETITIONER IS RESPONSIBLE FOR COST OF LEGAL NOTICE ADVERTISING PUBLIC HEARING****



NASHOBA ASSOCIATED BOARDS OF HEALTH

30 Central Ave. Ayer, MA 01432 1-800-427-9762 (978) 772-3335 Nashoba.org

Name <i>Empire City</i>	Date <i>3/26/14</i>	TYPE OF OPERATION(S) <input type="checkbox"/> Food Service <input type="checkbox"/> Retail <input type="checkbox"/> Residential Kitchen <input type="checkbox"/> Mobile <input type="checkbox"/> Temporary <input type="checkbox"/> Caterer <input type="checkbox"/> Bed & Breakfast	TYPE OF INSPECTION <input type="checkbox"/> Routine <input type="checkbox"/> Re-Inspection Previous Inspection Date: <input checked="" type="checkbox"/> Pre-operation <input type="checkbox"/> Suspect Illness <input type="checkbox"/> General Complaint <input type="checkbox"/> HACCP <input type="checkbox"/> Other
Address <i>Ayer</i>	Risk Level		
Telephone	HACCP Y/N	Permit No.	
Owner	TIME In: <i>10:50</i> Out: <i>11</i>		
Person in Charge (PIC)			
Inspector <i>P. Bradley</i>			

Violations Related to Foodborne Illness Interventions and Risk Factors (Red Items)

Violations marked may pose an imminent health hazard and require immediate corrective action.

FOOD PROTECTION MANAGEMENT

- 1. PIC Assigned / Knowledgeable / Duties

EMPLOYEE HEALTH

- 2. Reporting of Diseases by Food Employee and PIC
- 3. Personnel with Infections Restricted/Excluded

FOOD FROM APPROVED SOURCE

- 4. Food and Water from Approved Source
- 5. Receiving/Condition
- 6. Tags/Records/Accuracy of Ingredient Statements
- 7. Conformance with Approved Procedures/HACCP Plans

PROTECTION FROM CONTAMINATION

- 8. Separation/ Segregation/ Protection
- 9. Food Contact Surfaces Cleaning and Sanitizing
- 10. Proper/Adequate Handwashing
- 11. Good Hygienic Practices
- 12. Prevention of Contamination from Hands
- 13. Handwash Facilities

PROTECTION :FROM CHEMICALS

- 14. Approved Food or Color Additives
- 15. Toxic Chemicals

TIME/TEMPERATURE CONTROLS (Potentially Hazardous Foods)

- 16. Cooking Temperatures
- 17. Reheating
- 18. Cooling
- 19. Hot and Cold Holding
- 20. Time As a Public Health Control

REQUIREMENTS FOR HIGHLY SUSCEPTIBLE POPULATIONS (HSP)

- 21. Food and Food Preparation for HSP

CONSUMER ADVISORY

- 22. Posting of Consumer Advisories

Violations Related to Good Retail Practices (Blue Items)

Critical (C) violations marked must be corrected immediately or within 10 days as determined by the Board of Health.

C	N

- 23. Management and Personnel (FC-2) (590.003)
- 24. Food and Food Protection (FC-3) (590.004)
- 25. Equipment and Utensils (FC 4) (590.005)
- 26. Water, Plumbing and Waste (FC-5) (590.006)
- 27. Physical Facility (FC) (590.007)
- 28. Poisonous or Toxic Materials (FC-7) (590.008)
- 29. Special Requirements (590.009)
- 30. Other

NON-COMPLIANCE WITH:

- Anti-Choking 590.009 (E)
- Tobacco 590.009 (F)
- Allergy Awareness Training 590.009 (G) (3) (A)

NUMBER OF CRITICAL ITEMS VIOLATED: _____



Ah Gini Wong 1/3/a Empire 4-15-14

7.75

**Board of Assessors
Town Hall
1 Main Street
Ayer, Massachusetts 01432**

Tel: (978) 772-8211

Fax: (978) 772-8222

Email: cjornet@ayer.ma.us

March 26, 2014

ABUTTERS LIST FOR PARCEL: 32-30 210 West Main Street, Ayer, MA 01432
Owners(s): Devens Shopping Center LLC, 20 Charles Drive, Canton, MA 02021

Owners Name and Mailing Address	Property Location	Parcel ID
Calco LLC 39 Main Street Suite 204 Ayer, MA 01432	200 West Main Street 215 West Main Street 0 West Main Street	32-31 32-12 32-51
Norumbega Cat LLC 14 Merriam Way Upton, MA 01568	196 West Main Street	32-53
S & J West Main Realty Trust Shane A Duval – Trustee 4 Courthouse Lane Chelmsford, MA 01824	201 West Main Street 203-205 West Main Street	32-15 32-14
J & A Realty Trust Daniel L McNiff – Trustee 280 Great Road Shirley, MA 01464	0 West Main Street	32-11
Lemac Realty Trust Jerome L Benson – Trustee 2005 Mass Avenue Lunenburg, MA 01462	211 West Main Street	32-13
Fort Devens		

The above list is a true copy of the records as of January 1st in the Town of Ayer Assessor's office for the last known names and addresses of owners of land located within 300 feet of the subject property in accordance with amended Mass General Law, 40A, Section 11.

Certified: ... Board of Assessors

Denis J. Callahan
Edward Cummins

POLICE CHIEF WILLIAM MURRAY (8:00pm)
Parking Regulations Amendment(s) for Newton and Pleasant Street
(See Attached Materials)



AYER POLICE DEPARTMENT

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



William A. Murray
Chief of Police

MEMORANDUM

To: Board of Selectmen
From: Chief William A. Murray
CC: TA Pontbriand, file
Date: March 28, 2014
Re: Parking Regulations

I am requesting that the Board of Selectmen amend Article V Parking, Section 2, of the Town's Traffic Regulations by changing "Newton Street northerly side" to "Newton Street southerly side" and changing "Pleasant Street westerly side" to "Pleasant Street easterly side". This requested change is in line with the practices of our current times.

On July 10, 1939 the Board of Selectmen adopted certain parking and traffic regulations within the Town to include:

ARTICLE V Parking

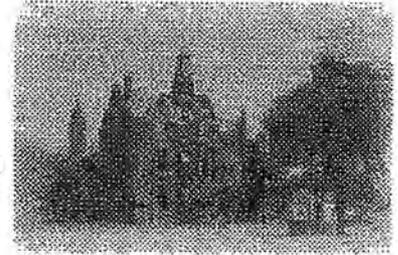
Sec. 2. ... Upon the following streets or highways or parts thereof parking is hereby prohibited:
Newton Street, northerly side from Washington Street to Cambridge Street
Pleasant Street, westerly side from Main Street to Cambridge Street.

On October 18, 2005 the Board of Selectmen, at the request of Chief Rizzo, amended ARTICLE V by designating a 2 hour parking zone on the west side of Pleasant Street beginning at Main Street and going north for a distance of \pm 226 feet (Pleasant from Main to Cambridge is approximately 528 feet). The new regulation now makes the rest of the west side of Pleasant Street, to Cambridge Street at approximately 302 feet, a no parking anytime zone. This leaves open that parking is allowed on this 302 feet on the east side of the street which is counter to our current practice.

On November 5, 2008 the Board of Selectmen, at my request amended Article V by changing "West Street westerly side" to "West Street easterly side" which was more in line with current practice. At that meeting the Board also approved the adoption of a new section, Section H, under Article V, Section 1 (General Prohibitions) that would define the yearly Winter Parking Ban.

I also request that if the above requested amendment is adopted then a formal document memorializing all the changes made to the 1939 regulations since October 18, 2005 be drafted and signed by the Board Chair. I would then like this document to be recorded and stored by the Town Clerk and a copy given to the Police Department and the Parking Clerk. Currently there is no documentation, save BOS meeting minutes and personal notes, showing these changes and it is leading to unnecessary confusion. There have been other amendments made over the years (1949, 1964, 1966, and 1975) that have been thusly memorialized so as to make them readily known and available to any one through the Clerk's office.

Town of Ayer
Board of Selectmen
Town Hall, First Floor Meeting Room
Ayer Massachusetts, 01432



Wednesday, November 5, 2008

Meeting date: 11-5-08

Present:

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

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

Public Input-Chairman McCreary requested if there was anyone present wishing to meet with the Board. No one stepped forward.

Chairman McCreary-Requested to review with the Board the Talking Points developed by her re Ayer's Success Criteria to JBoS be added to the Agenda this evening.

Chairman McCreary announced the Town's Flu Clinic on 11-19-08 from 11-1pm at the Senior Ctr. on Pond Street.

Town Administrator announced contract received earlier in day from MRPC amending the Town's Zoning Map for the Board's review and approval requesting to bring forward under his report.

Selectman Luca moved the Board vote to approve the Agenda of 11-5-08 as amended, 2nd by Selectman Gilles, VOTE: unanimous, so moved.

Agenda Item #1. Chief William Murray, Ayer Police Dept.

West Street Parking-Chief Murray reviewed with the Board Parking & Traffic Regulations adopted in 1939 specifically Article 5 -Parking -which prohibited parking on West Street on the westerly side from Main Street to Cambridge Street. In 2005 the Board of Selectmen amended Article 5 by designating a Two (2) hour parking zone on the west side of West Street beginning at Main St. and going north for a distance of 55 feet and according to the 1939 regulations the remainder of West St. approximately 440 feet would now consist of parking only on the east side of the street. Chief Murray advising to no other parking regulations promulgated and up to 2005 West St. had not been posted with signage prohibiting parking. Chief Murray advising to the 1939 regulation became forgotten and residents residing on the west side of the street began parking in front of their residences. Commuter traffic is now at a serious condition to West St. i.e. Fire Dept.-Fire lane compromised re public safety, urging the Board to designate the entire east side of West St. as No Parking.

i. Selectman Gilles moved the Board vote to approve the Chief's recommendation of 10-6-08 and amend the Traffic Regulations of 1939 Article 5, Section 2 West St. as stated above by replacing it with "West St., easterly side from Main Street to Cambridge Street" and authorize the posting of "No Parking" signs by the DPW on West St. on the entire easterly side of the street and update the Traffic Regulations with this amendment and distribute to Town Clerk and Parking Clerk, 2nd by Selectman Fay, VOTE: unanimous-4-0, so moved.

2009 Winter Parking Ban-Chief Murray updated the Board to the Winter Parking Ban loosely promulgated and placed under the Chief of Police in the Traffic Regulations again adopted in 1939 requesting the Board amend Article 5 Parking Section 1 the following subsection: "Upon any roadway between the hours of 12:00AM and 6:00AM from November 15, to April 15 and any time during a snow storm such prohibition to be known as the Winter Parking Ban".

ii Selectman Fay moved the Board vote to amend Article 5 Parking Section 1 of the Winter Parking Ban with the above language recommended by the Chief of Police, 2nd by Selectman Gilles, VOTE: unanimous, 4-0, so moved.

Additional Staffing Ayer Police Dept.- Chief Murray reviewed with the Board the Department being down by two (2) positions: Lieutenant and Patrolman positions and Department already making reductions and currently ahead in budget forecast and requesting authorization to fill positions. The Board questioned use of Reserve/Auxiliary officers, Chief

Murray advising to both having fallen away, not there anymore and advising to Auxiliary Officers falling under Civil Defense presently.

iii Selectman Gilles moved the Board vote to authorize the Chief to fill the two (2) vacant positions, 2nd by Selectman Fay, VOTE: unanimous, 4-0 so moved.

Agenda Item #2. Tax Increment Financing Agreement (TIF)-G.V. Moore Co., Inc. Town Administrator presented the TIF Agreement for G.V. Moore Co., Inc. approved at the Fall Town Meeting on 10-27-08 for the Board's endorsement. i. Selectman Gilles moved the Board vote to approve the Tax Increment Financing Agreement (TIF) for G.V. Moore's Co., Inc. and to authorize the Chairman's Signature, 2nd by Selectman Fay, VOTE: unanimous, 4-0, so moved.

Agenda Item #3. 2009 ABCC Alcohol License Renewals- Selectman Gilles read the list into the record:

All Alcohol Package Stores: Ayer Package Store, Traffic Circle Liquors d/b/a Jack-O-Lantern

All Alcohol Common Victualler's License-(Restaurant)-LaSita, Carlin's, Kane & Jeanette d/b/a O'Hanlons, Tiny's, Nashoba Club, Ingle PCO Inc. d/b/a 31 Main St. Restaurant, Shaker Hills Golf Club, Mango Grill

Beer & Wine Package Stores: Chung Gee Market, Vineyard, Archer's

Beer & Wine Restaurants: Billiards Café

Club License-Ayer Sportsmen's Club

i. Selectman Gilles moved the Board vote to approve the list provided for the 2009 Alcohol Renewals, 2nd by Selectman Luca, VOTE: unanimous, 4-0, so moved. The Board reviewed Bookberry's d/b/a C.R. Pierces Alcohol License which expires on 12-31-08 and advised to interest in license by current Beer & Wine License holder.

Agenda Item #4 Town Administrator and Town Financial Manager re Fy-09 Budget Presentation-The Board met with Shaun Suhoski and Lisa Gabree. Ms Gabree ran through the Underlying Principle of Budgeting, Budget Building Blocks, Fy-09 General Fund Revenues, Fy-09 State Aid, Examples should there be a 10% cut in Fy-09 State Aid and her initial review re available funds toward State Aid cuts and other areas of potential savings advising to Town having balanced budget from Fall Town Meeting action/s. The Board of Selectmen voted the following budget controls in response over lagging state revenues and potential impacts on reduced local aid in Fy-09 effective immediately:

- Require pre-approval of Town Administrator for all discretionary expenditures (non-personnel items) in excess of \$250.00
- Require pre-approval of Board of Selectmen for all discretionary expenditures (non-personnel items) in excess of \$5,000.00
- Require Board of Selectmen approval for all new hires
- Require Board of Selectmen approval prior to posting any vacancies through Fy-09
- Recommend the School Committee and independent officials implement similar budget controls
- Focus Tri-Board of Fy-10 revenue and expense planning

i Motion to approve made by Selectman Fay, 2nd by Luca, VOTE: Selectman Fay aye, Selectman Luca aye, Chairman McCreary cye, Selectman Gilles no 3-1 motion passes. The Board extended thank you's to Town Administrator Shaun Suhoski and Financial Manager Lisa Gabree as well as all Department Heads for their cooperation.

Agenda Item #5. JBoS Update-The Board reviewed the letter to Leo Blair from Devens Executive Vice President Rich Montuori re current and proposed zoning for Vicksburg Sq. area on Devens re reuse of the buildings to multi family residential which would require changes to the Devens By-laws. The Board requested a Member from the Board of Selectmen and a member from the Planning Board serve on the Committee to evaluate the RFP re-zoning proposal. Selectmen Fay & Luca both volunteering their service. The Board requested a letter be submitted to Planning Board re request. Motion to request two people to serve on RFP re-zoning proposal made by Selectman Fay 2nd by Selectman Luca VOTE: unanimous, so moved.

Chairman McCreary reviewed with the Board her Talking Points re basic principals for Devens to develop as a sustainable, resilient community:

- Energy efficient-homes/industrial/commercial, transportation energy minimized ensuring housing close by for workers employed on Devens, support rail use At Ayer MBTA stop w/shuttle service to Devens, homes utilize energy efficient lighting, heating & appliances, municipal lighting also be energy efficient.

- Devens to supply/contribute to own energy needs-i.e. solar panels, wind resources, products grown for bio-fuel production, cogeneration systems used to supply heat/electricity to neighborhoods/industries.
 - Devens to become free from over dependence on global economy-will produce significant portion of goods, services, and food it consumes from local natural & human sources.
 - Vicksburg Square-work with JBoS to review RFP re redevelopment of Vicksburg Sq.
 - North Post-development-dependent upon environmental review but advocate for clean energy resources i.e. solar panels-wind resources, bio fuel dedication re power start ups, clean incineration of agriculture waste.
- **see attached talking points submitted by Chairman McCreary.** The Board congratulated Chairman McCreary on Ayer's message to JBoS right on target. Chairman McCreary offering to deliver message to Board of Directors and to JBoS and ask for their support. Selectman Luca sustainability not only for Devens but Town of Ayer 's future as well.

Agenda Item #6. Town Administrator's Report

1. 2009 Revised Budget –Planning & Development-Mr. Suhoski confirmed the IDFA's funding contribution to Planning & Development Budget for Fy-09 being \$16,863.96 from retained earnings and requested the Board's approval of the Planning & Development Budget for Fy-09 in the amount of \$51,038.96

i. Selectman Gilles moved the Board vote to approve the Planning & Development Budget as modified (\$51,038.96), 2nd by Selectman Fay, VOTE: unanimous, so moved. Selectman Fay moved the Board vote to approve the Planning & Development Budget as delineated by Director Chris Ryan in his memo to the Board dated 10-31-08 last paragraph, 2nd by Selectman Gilles for discussion requesting to amend through the end of May 2009 see attached VOTE: unanimous, so moved.

2. Supt. of DPW Search Update-Mr. Suhoski updated the Board to packets distributed to Search Committee, advising to the Town receiving ten applications. The Board discussed proposal re combing DPW services with the Town of Harvard. Sent out letter of interest to Town of Harvard re shared services.

3. MRPC Zoning Map Amendment-Mr. Suhoski presented MRPC's zoning map amendment re Rosewood Ave. and Brook St./Maxant property in the amount of \$1,024.60 for research and up to \$500.00 to obtain appropriate legal interpretation in order to resolve issues re both properties (see attached) total not to exceed \$2,954.75 and authorize the Chairman's signature. Mr. Suhoski advising to Peter Johnston, Chairman of the Ayer Planning Board submitting a letter of support and approval by their Board for the amendment from MRPC.

i. Selectman Gilles moved the Board's approval of Mr. Suhoski's request, 2nd by Selectman Fay, VOTE: unanimous, 4-0 so moved.

4. Capital Planning Committee-the Board designated Chairman McCreary to serve on this Committee and Selectman Fay to serve as alternate.

5. Mr. Suhoski advised to L-3 ESSCO's Class I Hearing before the Board on 11-18-08 .

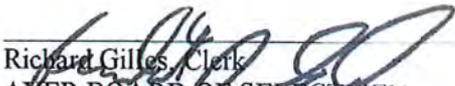
Agenda Item #7. Selectmen's Questions/New Business-

Chairman McCreary-advised to Fitchburg Line Meeting on 11-6-08 and advised to Chris Ryan attending.

Selectman Luca reminding/encourage residents to attend JBoS Meetings advising to a lot going on and to Town's benefit to be involved.

9:30p.m. Selectman Gilles moved the Board adjourn the meeting, 2nd Selectman Luca, VOTE: unanimous, so moved.

9:30p.m. Meeting Adjourned.


Richard Gilles, Clerk
AYER BOARD OF SELECTMEN

DATE: 12.23.08

Selectmen's Meeting
 Tuesday, October 18, 2005
 Ayer Town Hall, 1st Floor Meeting Room, Main Street, Ayer, MA

Present and Attending-Faye Morrison X		Chairman, Board of Selectmen
Cornelius Sullivan X		Vice-Chair
Pauline Conley X		Clerk
Paul D. Bresnahan X		Member
Frank F. Maxant X		Member

7:00p.m. Open Session

Agenda Item #1. Public Input: Chairman Morrison opened the meeting by requesting a Moment of Silence be conducted for Richard Witherow, husband of former Selectwoman Jane Witherow who passed away on Tuesday, October 12, 2005.

Chairman Morrison requested if there was anyone present wishing to meet with the Board under Public Input:

1. Doug Janson-Old Groton Rd.-read statement into record re abutters concerns with safety, legal and liability issues re Board of Assessors letter of 9-14-05. The Board requested to take up this matter at their next meeting (11-1-05) and to invite abutters in for this discussion.
2. Mary Spinner-Requesting the Board dispel rumor that the Selection Committee has already been chosen. Chairman Morrison spoke to rumor and advising to it being untrue, adding that the Board is still interviewing candidates for the Screening Committee as evidenced this evening.
3. Selectman Maxant-Updated the Board to Governor's Transportation Plan for State re Fitchburg Rail-line and closing of Ayer & Shirley's train station and opening new station on Devens. Selectman Maxant advised the Board to Hearing held in Fitchburg and of his and other Ayer residents in attendance at this meeting who voiced their opposition to the closing of the Ayer line. The Board requested the Town's representatives to MART & MRPC (Pat Walsh & James Lucchesi) keep the Board apprised of developments and report back.
4. Selectman Conley re: Parking issues, Downtown Ayer 2 hour zone, Nashua River Rail Trail, handicap curb cut on Central Ave. (Post Office). Selectman Conley reminded the Board to Public Hearing continuation re Shirley Groton Rd. name change to James Brook Way.
5. Chairman Morrison advising the viewing public to Halloween being celebrated in the Town of Ayer on Monday, October 31, 2005 from 6-8p.m.
6. Chairman Morrison requested to add Criteria to Screening Committee under the Town Administrator's Report.
7. Selectman Bresnahan requesting to add a new item under new business to address the Deven Disposition Executive Board.

Chairman Morrison called to a motion to approve the 10-18-05 Agenda as amended. Selectman Sullivan moved the Board approve the agenda as amended, 2nd by Selectman Bresnahan, VOTE: unanimous, so moved.

Selectman Bresnahan moved the Board go off the posted Agenda to take up the Beer & Wine License Transfer scheduled for 7:15p.m., 2nd by Selectman Sullivan VOTE: unanimous, so moved.

Agenda Item #3. Beer & Wine License Transfer of license to Corportion-Vineyard-63 Park St., Ayer. Selectman Conley read the Legal Notice into the record published in the Nashoba Publications the weeks of 10-5-05 and 10-12-05. Chairman Morrison requested if there were abutters present wishing to speak for or against the petition. No one stepped forward. The Board met with Jeffrey Gendron, owner of the Vineyard Package Store. Mr. Gendron advised the Board to his desire to transfer his business to corporation.

Selectman Bresnahan moved the Board approve Mr. Gendron's request to transfer License from single proprietor to corporation, 2nd by Selectman Conley, VOTE: unanimous, so moved.

Agenda Item #2. Minutes

Selectman Conley provided the Board copies of amended and original minutes of 7-12-05 and executive session minutes of 7-12-05. The Board after Ms. Conley's presentation moved to approve the Minutes of all future Selectmen's Meeting to include two/three sentences of backup information along with motion and vote of Board. The Board requested copy of APAC video of all Selectmen's Meeting to be kept with Minutes. Open Session Minutes of 7-12-05 Selectman Bresnahan moved the Board approve the amended minutes presented by Ms. Conley and striking appointment date of Veterans Agent from 6-30-05 to 4-30-05, 2nd by Selectman Sullivan. VOTE: Selectman Conley aye, Selectman Bresnahan aye, Selectman Sullivan aye, Chairman Morrison aye, Selectman Maxant abstained 4-1 motion carries.

Executive Session minutes of 7-12-05 Selectman Bresnahan moved the Board approve the Executive Session minutes to include substantial comments/consensus reached, 2nd by Selectman Conley, VOTE: Selectman Bresnahan aye, Selectman Sullivan aye, Selectman Maxant aye, Selectman Conley aye, Chairman Morrison aye, VOTE: unanimous, so moved. Selectman Bresnahan moved that Selectman Conley come back to Board with brief paragraph to be added to Selectmen's Policy re recording of Executive session minutes, 2nd by Selectman Conley, VOTE: unanimous so moved. The Board approved a tape recorder be purchased for the recording of all future Executive Session minutes and tape to be kept with minutes.

Agenda Item #4. Town Administrator Screening Committee Applicants

The Board met with Nick Laggis-representing the Ayer Business Alliance, Pauline Hamel, resident and former Selectman and Michael Guzzo, resident and current Town Accountant in Boxborough, MA. Selectman Bresnahan advised to Robert Pena unable to attend this evening. The Board reviewed with each of the candidates their background and reasoning for wishing to serve on this committee and thanked them all for their willingness to serve the Town in this capacity and coming in to meet with the Board.

Agenda Item #5. -Fire Chief New Fire Station

1. **BARR Inc.-Change Order #7-** Selectman Sullivan moved the Board approve \$1,032.00 for 15 days Compensory/compulsory time, 2nd by Selectman Maxant, VOTE unanimous, so moved.
2. **KVA-Extension of contract Amendment #5-** Selectman Sullivan moved the Board approve KV Association Contract through December 2005 re construction of new Fire Station and authorize the Chairman's signature in the amount not to exceed \$8K/month, 2nd by Selectman Conley, VOTE: unanimous, so moved. The Board reiterated their desire not to commit/spend UDAG funds for furniture. Mr. Keller gave the Board a print out depicting \$129K of UDAG Funds being earmarked for \$129K re telephone equipment-Logic Communications-\$16,546, Radio Equipment-\$29,533, and Dispatchers Center-\$83,500 for a total of \$129,578.00.

Agenda Item #6. -Police Chief-Richard Rizzo-Downtown Parking-

Chief Rizzo reviewed with the Board his Downtown Parking Memo dated 9-14-05 re alleged complaints received by Board re Police Dept not ticketing motorist in the Town's downtown business zone (2-hour parking areas Main, Pleasant & West Streets). Chief Rizzo advised the Board to his attending the Downtown Business Alliance Meeting on 9-7-05 meeting with business leaders and updating them to the Town's traffic rules & regulations. Chief Rizzo reviewed with the Board the Town's current two (2) hour zones advising to no current zones located on both sides of street along Main St. (downtown) on West Street and two additional zones one on Columbia and Pleasant St. only at south of the driveway to Fletchers. The Chief advised the Board to the need for additional signage be erected along Main Street Eastbound & Westbound (see attached report) and suggested examples of signs he thought appropriate. The Board reviewed with the Chief increase in all day parkers in the two hour zones and requested to begin aggressively ticketing those violating the two hour zone. The Chief reviewed with the Board his suggestions for new two (2) hour zones: Columbia west side from Newton to Main St., Washington St. east side from Main to 15 Washington St. and when Fire Station moved the two hour zone begin +50 ft from Main St. and continue 30 feet from Main St. to open up corner to turning traffic. Pleasant St. -West side from Main St. heading north for 226ft.north of Main St.-West St. from Main St. heading north +55ft.

The Chief reported to the Board the approximate number of signs and hardware needed and cost estimated at around \$700.00 and recommending the DPW purchase & erect the signs and order be filed with Town Clerk in Traffic file. Selectman Bresnahan moved the Board to direct the Chief to implement his 9-14-05 Downtown Parking Plan and copy Fire Chief, and DPW and verify with Supt. Madigan availability of funding for new signage, 2nd by Selectman Sullivan, VOTE: unanimous, so moved. The Board reviewed with the Chief the rail trail parking request per the Department of Environmental Management's MOU and the Town requiring the Town to reserve adequate number of parking spaces for the Nashua River Rail Trail users. Selectman Conley moved after a short discussion the Board post and reserve five (5) parking spaces exclusively for rail trail users, for 4/5 hours, wording of signs to be developed by Chief of Police and cc Fire Chief, 2nd by Selectman Bresnahan, VOTE: unanimous, so moved. The Board reviewed with Chief status of Town Clerk's request for a no parking sign to be erected in the handicap parking area of Town Hall specifically under the Town Accountant's window. The Chief advised to sign being order and not in as yet and he will advise when available.

Agenda Item #7 Office of Community & Economic Development

The Board approved the following contracts number 2A-2H submitted by Mr. Suhoski

- Amendment to Agreement #2A-Donald Bucchianeri/dba Bucchianeri Mgt. Serv. Increase by \$15K & not to exceed \$49,650. Selectman Bresnahan moved to approve 2nd by Selectman Conley, Vote unanimous.
 - Amendment to Agreement #2B-Donald Bucchianeri/dba Bucchianeri Mgt. Serv. Increased by \$6K and not to exceed \$38K. Selectman Conley moved to approve, 2nd by Selectman Sullivan, vote unanimous, so moved.
 - Agreement #2C-Donald Bucchianeri/dba Bucchianeri Mgt. Serv. Motion to approve made by Selectman Sullivan 2nd by Selectman Conley, VOTE: unanimous, so moved. (6-units)
Agreement #2D with Christine Caulfield dba Caulfield Envir. Not to exceed \$6K. Motion made by Selectman Bresnahan, 2nd by Selectman Sullivan, VOTE: unanimous, so moved.
 - Agreement 2E John Farrar d/b/a Community Revitalization Consultants. The Board held off on this contract
 - Close Out Agreement Fy-02 CDBG Agreement 2-F Selectman Bresnahan moved the Board approve the close out agreement and authorize the Chairman's signature, 2nd by Selectman Sullivan, VOTE: unanimous, so moved.
 - Programmatic Agreement CDBG Program 2-G Historic Preservation. Selectman Sullivan moved the Board approve the Agreement and authorize the Chairman's signature, 2nd by Selectman Conley, Vote unanimous, so moved.
 - The Board voted to designate Shaun Sushoki Environmental Certifying Officer for the Town of Ayer and authorize the Chairman's signature. Motion to approve made by Selectman Bresnahan, 2nd by Selectman Conley, VOTE: unanimous, so moved.
- Mr. Suhoski advised the Board to his latest new Grant Award in the amount of \$15K Get the Lead Out the Board congratulated Mr. Suhoski upon all this funding awards this year including this newest one.
- Mr. Suhoski presented the Devens Disposition Executive Board's State Economic Funding Award in the amount of \$254,557.05 for the Board's approval. Selectman Bresnahan moved the Board approve the grant award and authorize the Chairman's signature, 2nd by Selectmen Sullivan, VOTE: unanimous.

Agenda item 8- INTERIM TOWN ADMINITRATOR'S REPORT

1. Mr. McCann presented the amended motions for the 10-24-05 Fall Town Meeting.
2. The Board approved two sign requests for Town Hall: St. Andrews Xmas Fair 11-12-05 to be placed up 11-1-05 through 11-12-05. Motion made by Selectman Maxant, 2nd by Selectman Conley, VOTE: unanimous, so moved. Nashoba Medical Ctr. Green Sale for 12-5-05 to be placed up on 11-21-05 through 12-5-05. Motions made by Selectman Bresnahan, 2nd by Selectman Conley, VOTE unanimous. Custodian Dan Sherman to be responsible for location of signs at Town Hall.

3. Mr. McCann advised the Board to Fy-06 Tax Classification Hearing scheduled for 11-1-05
4. The Board approved Council on Aging's request to utilize the old Fire Station once vacated to house the senior van during this winter season subject to Fire Chief's approval for this season only. Motion made by Selectman Sullivan 2nd by Selectmen Maxant, VOTE: unanimous, so moved.
5. The Board requested the Chief research his records re Call Fire-fighters 3% COLA for Fy-05 advising to no record of approval by Board being made.
6. The Board moved to voice their strong support be submitted to the MBTA re passing a resolution expressing support for improved services and commuting times on the Fitchburg line but voicing their strongest opposition to any suggested closure of Ayer's longstanding commuter rail station and letter cc to MPO, MBTA, State Representatives, MRPC, MART, Governor, Lt. Governor, Town of Shirley, MADEV, and James Eldredge. Motion made by Selectman Sullivan 2nd by Selectman Bresnahan, VOTE: unanimous, so moved.
7. Mr. McCann announced the State Dept. of Revenue CPC award in the amount of \$93,534 to the Town of Ayer, the Board requested Rick Gilles be notified of award.
8. Mr. McCann presented Autumn Ridge Water & Sewer Permits on behalf of Supt. Madigan for the Board review and approval. Selectman Conley moved the Board approve Water/Sewer permits for Lots 101, 102, 103, 104, 105, & 106, and 6 unit building 101-106, 2nd by Selectman Maxant, VOTE: unanimous, so moved.
9. Chairman Morrison opened the discussion on the Screening Committee for the Town Administrator. The Board agreed to a seven person committee with the Interim Town Administrator serving as an advisor. The Board moved and 2nd to approve a sitting Selectmen also sit on this committee. Motion to approve made by Selectmen Morrison 2nd by Selectman Bresnahan, VOTE: 3ayes and 2no's Selectman Maxant and Selectman Conley voting no, motion passes.

Selectman Conley voiced her displeasure with advertisement running in the Beacon and Boston Globe noting inaccuracies i.e. job title-never adopter Chapter 41 S23a, and Town does not have Charter, compensation advising to compensation plan depicting salary and expressing her concern resumes going to Chairman of Selectmen and not to Screening Committee.

The Board moved and 2nd to extent the meeting to 10:22p.m. Motion made by Selectman Maxant, 2nd by Selectman Sullivan VOTE: unanimous, so moved.

Selectman Bresnahan updated the Board to DDEB Scenarios before Board re Devens as Town and scenario moving boundaries and towns take back own land. Selectman Bresnahan requesting feedback from members.

Selectman Sullivan took this opportunity to admonish Selectman Maxant's letter to Judge Kilmartin at the Ayer District Court written on behalf of Board and requesting this item be placed on upcoming Selectmen's Agenda.

Selectman Maxant updated the Board to Town Hall roof leaking over the week-end and he & Mary Spinner appraising Roof Contractor and leaks being taken care of quickly thanks to Mary's effort and publicly thanking Ms. Spinner for her taking lead.

Selectman Conley requesting status of curb cut on Central Avenue from Supt. Madigan.

10:22p.m. Selectman Maxant moved the Board adjourn the meeting, 2nd by Selectmen Sullivan, VOTE: unanimous, so moved

10:22p.m. Meeting adjourned

MS. LAURIE SABOL (8:15pm)
Town-Wide Clean Up on May 3rd and 4th, 2014
(See Attached Notice)

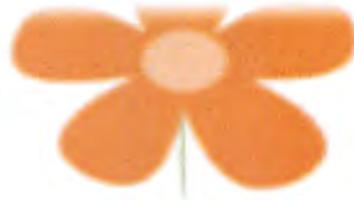
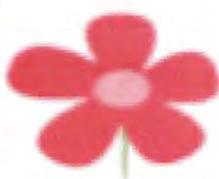
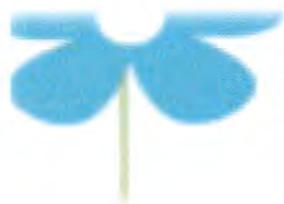
A Cleaner Ayer 2014



Saturday and Sunday, May 3 and 4, 9am-1pm

Celebrate Earth Day!

Join your friends and neighbors to
pick up roadside litter and beautify your town.



Pick up supplies at Depot Square. To register or for
more info, contact the Ayer Recycling Committee
978 496 5839 or Ayerrecycles@gmail.com



MR. MARK WETZEL, DPW SUPERINTENDENT REPORT (8:20pm)

Superintendent Wetzel will appear before the BOS regarding the following items:

1. Devens WWTP Memo Re: Current Flow Projections and Recommendations (See Attached)
2. FY 2015 DPW Budget Re: Town Engineer Position (See Attached)
3. Wastewater Discharge Permit (Oral Update)
- *4. Vote to Layout Mt. Laurel Way and Refer to Planning Board (See Attached)

**Item received after posting of Agenda on Friday, April 11, 2014 at 9:23am. The Town Administrator will be asking the BOS to consider Amending the Agenda to include this item which is time sensitive for the inclusion on the Town Meeting Warrant for Street Acceptance.*

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: April 15, 2014

To: Ayer Board of Selectmen

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

Re: Devens Wastewater Agreement

The Town of Ayer executed an Agreement with Massachusetts Development Finance Agency for Wastewater Treatment and Disposal Services, dated December 31, 2001. The agreement is for a 20 year period (through December 2021) and allows Ayer to transfer up to 0.80 mgd of wastewater to the Devens Wastewater Treatment Plant (WWTP).

The Agreement with Devens was a result of an Administrative Consent Order Agreement with the MassDEP, due to flows at the Town WWTP exceeding 80% of the design flow capacity (80% of 1.79 mgd = **1.43 mgd**). Engineering studies were completed and in February 2001. Special Town Meeting voted to implement the "hybrid plan", which continued operation of the existing WWTP and diverted excess flows to the Devens WWTP. At the time of the engineering studies, the projected 2020 Average Daily Flow was 2.27mgd.

The Agreement requires Ayer to pay an annual Capital Charge, related to the percentage cost of Ayer's 0.80 mgd capacity (26.67%) and an annual O&M cost, related to the Ayer flow transferred to Devens. The Agreement requires that Ayer transfer a minimum flow of 0.10 MG per day. The annual Town costs for the wastewater treatment at Devens are as follows:

	FY12	FY13	FY14 (est.)	FY15 (est.)
Flow- MG	45.9	37.5	40.0	40.0
O&M Charge	\$137,286	\$109,934	\$125,915	\$118,994
Capital Charge	\$134,460	\$133,862	\$134,119	\$135,591
TOTAL	\$271,746	\$243,796	\$260,034	\$254,585

Flows to the Ayer WWTP over the past 5 years have averaged 1.25 mgd. Including the flow that is transferred to Devens, the total wastewater flow for the Town is **1.36 mgd**.

I reviewed the status of current, proposed and potential development in the Town and projected the wastewater flows through 2023 (ten years). There are several residential developments that have not been completed and Littleton Lyne Apartments will be connected soon. In addition, the industrial users have permitted capacity that they are not currently using. The projected flows are as follows:

Condition	Wastewater Flow -Existing and approved development (mgd)	Projected 2023 Wastewater Flows (mgd)
Existing Flow	1.36	1.36
Additional Subdivisions/ Residential Flow	0.09	0.19
Additional Industrial / Commercial Flow	0.11	0.33
Total Average Daily Flow	1.56	1.88
Required Devens Capacity	0.13	0.45

I contacted the Town of Groton, who had previously requested disposing of up to 0.125 mgd in the Ayer system. This project did not receive Town Meeting funding and there are no current plans to renew this project.

Based on the analysis of existing and projected flows, it appears that the Town could reduce the Devens reserve capacity from 0.80 mgd to 0.45 mgd.

Under current flow conditions at the Ayer WWTP, there is no need to transfer 0.10 mgd (Base Flow) to Devens. We do occasionally need to transfer flow, due to operational issues or high wet weather flows , however this would be much less than the 40 MG per year currently required in the contract.

Massachusetts Development Finance Agency should be contacted to determine if they are willing to renegotiate the Agreement for two items:

Article I Section 101 Definition of Base Flow and Article III Section 305 - The O&M Assessment in this section is the O&M charge shown in the above table. This is based on the minimum daily flow of 0.10mgd required in the Agreement. I recommend that the Agreement be revised to **not** include a minimum flow and calculate the O&M charge on the actual flow that needs to be transferred to Devens.

Article II Section 201 B - This section defines the reserved capacity at the treatment plant. I recommend that the Agreement be revised to reduce this to 0.45 mgd and related changes to the BOS and TSS limits.

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: April 15, 2014

To: Ayer Board of Selectmen

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

Re: DPW Budget relative to Town Engineer

As you know, I have requested the position of Town Engineer in the FY15 DPW Budget (see memo to Town Administrator dated 2-25-14). I provided the Finance Committee with a memo detailing the estimated cost savings resulting from this position.

As you are reviewing the DPW budget, I would like to point out that I reduced the Professional / Technical Services line items in the FY15 Budget to reflect the reduction in use of consulting engineers. The Wastewater budget was reduced by \$15,000 and the Stormwater Budget was reduced by \$10,000 (from FY14 levels). If this position is not funded, adjustments to the FY15 budgets should include:

Wastewater - \$5,000

Stormwater - \$6,000

It should be noted that we are expecting new NPDES Discharge Permits for Wastewater and Stormwater in FY15 and the associated costs with compliance have been estimated, but cannot be finalized until the final permits are issued.

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: March 11, 2014

To: Finance Committee, Town Administrator

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

Re: Town Engineer Position

At the 3-4-14 BOS meeting, the Finance Committee stated that more information was needed to evaluate the proposed position of Town Engineer. While it is difficult to quantify the value of this position to the Town, hopefully this memo can provide more detail related to in-house engineering services.

	<u>Cost Savings</u>
Overall reduction in FY15 budgets (Professional / Technical Services) <i>This line item includes much more than engineering</i>	\$ 5,500
Capital Projects	
Water Main Design / Construction Admin (\$250,000)	\$20,000
Stormwater System Evaluation (FY16 \$50,000) -Complete in-house	\$50,000
Spec Pond Corrosion Control (\$50,000)	\$ 8,000
Spec Pond Filter Valve Replacement (\$132,000)	\$15,000
Construction Inspection	
Subdivisions	\$ 5,000
Pingry Hill Water Tank	\$15,000
Permitting	
Stormwater	<u>\$2,000</u>
Estimated FY15 Cost Savings to Town	\$120,500

While this number seems high, it should be noted that hiring of consulting engineering companies comes with a 3.0 mark-up. For example an engineer making \$33.65 per hour is billed to the Town at \$100 per hour. By performing in-house engineering on projects, we save 2/3rds of the engineering costs.

In addition to the quantifiable savings, the Town Engineer will provide support to other Departments, free my time to improve operational efficiency (saving \$\$) and improve services to the community. We will also be able to better manage the engineering projects and perform "value engineering" on the capital projects, resulting in additional savings.

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
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March 24, 2014

Town of Ayer Planning Board
Town Hall
Ayer, MA 01432

RE: Mountain Laurel Way Street Acceptance

Dear Board Members :

At the request of Mr. David Murray, the DPW performed an inspection of Mountain Laurel Way (Sandy Pond Estates) on January 16, 2014. In addition, we reviewed our documents related to the water and sewer pipe testing. Mr. Murray is requesting Street Acceptance by the Town at Annual Town Meeting in May.

With the exceptions of the items listed below, the project is completed to the DPW's specifications. I will periodically review the status of these items and will make a final recommendation at Town Meeting.

Remaining Work Items:

1. Replace sewer manhole cover at Sta 5+25 with correct manhole cover (marked "SEWER")
2. Raise gas gate box at Sta 5+25
3. Cut pavement and repave around gas / water gate boxes
4. Sweep street and sidewalks
5. Repair erosion / reseed areas as required
6. Clean all catch basins
7. Complete guard rail installation
8. Cut brush and remove trees around and in retention basins
9. At the time of inspection, snow covered sidewalks and there may be some minor repairs
10. Provide record drawings (mylar and AutoCAD) of final layout, utilities, easements and other features

Should you have any questions or comments, please do not hesitate to contact this office.

Regards,

AYER PUBLIC WORKS DEPARTMENT

Mark L. Wetzel, P.E.
Superintendent



Board of Selectman Vote of Intention to Lay Out Mountain Laurel Way and
Refer to Planning Board

MOVED: Having considered the proposed layout of Mountain Laurel Way as a public way in the Town, as shown on a plan entitled "Sandy Pond III Definitive Subdivision and Lot Line Adjustment in Ayer, MA Map 23 Lot 1 and Map 16 Lot 7&8, Prepared by Jones and Beach Engineers Inc., Dated 12/04/00, endorsed by the Ayer Planning Board and Recorded at the Registry of Deeds on October 25, 2001. Book 33901 Page 86, the Board hereby deems that public convenience and necessity require the layout of said roads in the manner shown on said plans, and refers the proposed layouts to the Planning Board for its report thereon, pursuant to G.L. c.41, §81I.

Dated this ____ day of April, 2014

TOWN OF AYER
By Its Board of Selectmen

TOWN ADMINISTRATOR'S REPORT (8:45pm)

1. Administrative Update (See Attached Memo)
2. Reserve Fund Transfer: Information Technology \$2,075.18 (See Attached RFT)
Ms. Knox will be present to answer any questions regarding this RFT
3. Town Hall Window Replacement Project (See Attached)
4. Review / Discussion of DRAFT 2014 ATM Warrant (See Attached)

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: April 11, 2014

TO: Ayer Board of Selectmen

FROM: Robert A. Pontbriand

SUBJECT: Administrative Update for April 15, 2014

Dear Honorable Selectmen,

I would like to take this opportunity to provide you with a brief Administrative Update on the status of some items:

1. Appointment of BOS/TA Secretary. I will be bringing forth a candidate for appointment by the BOS on April 22, 2014 before the Public Hearing on the Budget and Warrant. Over 100 applicants have applied and I am conducting interviews the week of April 14, 2014.
2. Assistant Treasurer Position. With the resignation of the Assistant Treasurer, the opportunity presents itself for the Town (BOS/Treasurer/Fin Com) to evaluate the future of that Office and the needs of the Town. Does the Town consider outsourcing the payroll at a considerable savings?; Does the Town hire a Payroll/Benefits Manager as the position has been approved by the Personnel Board and BOS?; Does the Town consider a part-time Assistant Treasurer or full-time? Despite everyone's various opinions, I believe it is in the best interest of the Town to take the time to meet and discuss what is in the best interests/needs of the Town. I have explained to the Town Treasurer that I believe that these discussion(s) should take place after the Town Elections.
3. Building Department Staffing. Since Town Meeting of May 2013, funding was appropriated to increase staffing in the Building Department with the goals of increased customer service as well as part of the commitment to ongoing property enforcement. The problem the Town encountered was the Union set rate of the position of Assistant Building Inspector resulted in no one applying for this part-time position. Respectfully, the BOS needs to provide guidance on how to proceed with resolving this issue.
4. Ayer Commuter Rail Trail Surface Parking Lot Project. The Town Administrator will make arrangements for MART to come before the BOS in May for a full detailed update and timeline for this project.
5. Various Traffic Concerns. With Spring now upon us, the Town Administrator will work diligently with Police and DPW regarding the ongoing traffic concerns on Sandy Pond Road; Speeding on Main Street; Traffic Calming Initiatives; as well as the perennial issue(s) of parking at the Town Beach.

I look forward to discussing these matters and/or answering any questions the BOS may have at Tuesday's Meeting. Thank you.

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: \$2,075.18

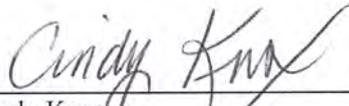
- 2 To be transferred to:
 - A. Account Name: Computer Hardware
 - B. Account #: 0166 58000

- 3 Present balance in budget (\$137.56)

- 4 The amount requested will be used for (please attach supporting information):
Cost of Ricoh Aficio MPC4502 and toner underfunded

- 5 The expense is extraordinary or unforeseen for the following reason(s):
Budget amount approved was \$7,797 - actual cost is \$8,985.18 (\$1,188.18)
Budget for toner was \$625 - actual cost is \$1,512 (\$887)

April 2, 2014
Date



Cindy Knox

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

**Renewal
by Andersen.**



WINDOW REPLACEMENT an Andersen Company

Replacement Window PROPOSAL

PREPARED FOR:

Ayer City Hall
Dan Sherman

PREPARED BY:

Shawn Maynard

Renewal by Andersen

JOB LOCATION:

1 Main St.
Ayer, MA 01432

March 19, 2014

104 Otis Street
Northborough, MA, 01532
Phone (508) 351-2200
Fax (508)

Website: www.renewalbyandersen.com

Thank you for taking the time to meet with me to discuss ideas concerning the replacement of the windows at the your House. I would briefly like to tell you about Renewal by Andersen (RBA), and why the homeowners of Massachusetts have made Renewal by Andersen the number one window replacement company in the state.

RBA provides \$1,500,000.00 of liability insurance per occurrence. All of our employees are covered by Workers Compensation Insurance so that you will not be exposed to any liability should any of our employees be injured while on your job. We are licensed with the State of Massachusetts Department of Consumer Affairs (#144318) for your protection. In addition:

- We are members of Certified Contractors Network (CCN)
- We are members of Better Business Bureau (BBB)
- We are members of NARI

As a legitimate and dependable replacement window company, we maintain these affiliations and credentials to provide you with the highest level of confidence and customer service.

Renewal by Andersen is the dedicated replacement window division of Andersen Window Corporation.

Our Project Managers are Window experts – knowledgeable in product differences and quality. They can advise you with construction related issues along with design suggestions.

Our window installers are certified craftsmen who attend on-going training, to keep them up to date on the latest technological advances in the window industry.

All work performed by Renewal by Andersen is covered by Renewal by Andersen's Limited Warranty for Products and Installation. This Limited Warranty includes all replacement costs including **ALL Labor & Material**. Your Project Manager will be glad to explain the details of the Renewal by Andersen's Warranty and why it is a very important reason for selecting our products.

We do it right – we do it by the book – or we don't do it at all.

Very Truly Yours,

Shawn Maynard

Sr. Project Manager

Renewal by Andersen/Boston

This project has been specified in accordance with local building codes, industry standards and manufacturer specification requirements. All work will be installed by Certified Craftsmen to assure qualification for Renewal by Andersen's Limited Warranty.

104 Otis Street
Northborough, MA, 01532
Phone (508) 351-2200
Fax (508)

Website: www.renewalbyandersen.com

The following is an overview of what I observed when I inspected your Property in order to develop this quote. First, let me review the two approaches that we can take in replacing your windows.

1. Insert Windows – This is where we utilize the existing window frame along with the existing interior and exterior casings and sills. This approach is what we do in the majority of window replacement projects. It is less costly as it requires less material and it is a quicker job and thus the labor time is about half that of a “Full Frame” approach.

2. Full Frame – This is the approach that we take when the existing frames and casings are not of a quality or condition that will insure an installation that will meet the Renewal by Andersen standards and the customer's expectations. With the Renewal by Andersen Fibrex window all of the window frame and exterior components are comprised of the Fibrex material. This is “down to the studs” replacement.

When we inspected your windows we observed that the insert approach will be the correct option.

The following are a recap of the key features of the RBA windows that will be installed in your properties:

- High Performance Low E 4 Glass –*
- 70% more energy efficient in the summer – Reduced AC cost and insures temperature balance throughout the home*
- 45% more energy efficient in the winter – Actual energy savings will vary from customer to customer.*
- Reduces water spots by up to 99% when activated by sunlight – repeals dirt which allows you to hose off the windows for most of your cleaning requirements – the double hung windows are easy to tilt in to clean the spots that do not hose off*
- Blocks up to 86% of harmful UV rays which will protect your furniture, drapes, collectibles and wall coverings*

- Key benefits of the Patented Fibrex material*
- No need to paint, scrap and Fibrex is warranted not to peel, crack, or blister, pit, flake, corrode*
- Excellent insulator – prevents heat or cold transfer in or out of your home*
- Strength of Fibrex results in narrower frame – (increased viewing area than most other replacement windows)*
- Fibrex contains over 40% or reclaimed wood fiber – reduced impact on the environment*
- Resistant to temperature changes -does not excessively expand and contract like other materials*
- Resistant to fading and cracking due to the sun*

We at RBA understand that for most people this may be your first experience with replacing windows: With that in mind, we want to offer you this list of “what to expect” during your window project. We hope this will help to avoid any confusion or problems before, during and after we arrive to complete your project.

104 Otis Street
Northborough, MA, 01532
Phone (508) 351-2200
Fax (508)

Website: www.renewalbyandersen.com

Scope of Work to be performed for the installation of your new Windows:

- Your Project Manager will assist you on scheduling an appointment for your Installation supervisor to visit your home and introduce himself, the installation supervisor will also re-measure all the windows included in your project to insure that maximum viewing area and the tightest fit for protection against the elements
- Your Installation Supervisor will review with you the installation requirements for your project, along with reviewing the installation process steps and aligning them to your concerns and requirements
- **Maintaining clear communications is critical to ensure your satisfaction!**
- On the Installation day(s), our fully licensed and insured Installation Team will be in charge of:
 - Protection the working areas within your home with drop cloths
 - Setting-up the location of the installation station as prescribed by you
 - Removal and disposal of existing windows and construction debris
 - Inspection and preparation of wall openings to ensure there is no hidden damage
 - Applying Flashing and dual sealant to openings as prescribed by Renewal by Andersen Installation Standards (All sealants used conform to Renewal by Andersen installation and performance standards)
 - Installation of Renewal by Andersen Fibrex Windows with (High Performance - Low E4 Glass with Argon/Nitrogen blended gas in the insulating glass space)
 - Ensure all Glass Area is clean (inside and outside surface)
 - Removal of installation waste and disposal off property (EPA approved procedures for lead paint disposal)
 - Clean-Up of installation and set up station area
- Prior to our Team departing, your Installation Manager will explain to you how to operate the new windows as well as explaining Renewal by Andersen's Limited Warranty for product and labor (Glass 20 yrs, Non-glass 10 yrs and installation 2 yrs) – Parts and Labor Non pro-rated

SCOPE OF WORK for your home:

104 Otis Street
Northborough, MA, 01532
Phone (508) 351-2200
Fax (508)

Website: www.renewalbyandersen.com

-
1. **Color of windows – Dual color exterior Forest Green and interior Sandtone**
 2. **Installation of Custom Full Frame on all specialty windows and replacement windows**
 3. **Full Fiberglass Mesh screens**
 4. **The widow exterior will be of low maintenance Fibrex and non - wood materials**
 5. **Total of 74 Windows 16 specialty and 58 Double Hungs**
 6. **True Divided lite Grids (dual colors)**

Supporting information for selecting Renewal by Andersen to perform the installation of your New Windows:

1. Renewal by Andersen's Fibrex window is a composite of 40% wood fiber and 60% thermoplastics which will not rot, blister, absorbs moisture (which causes swelling and sticky windows), or support the growth of mold
2. The Renewal by Andersen warranty covers all material and labor for the full warranty period – no service or trip charges,
3. Unlike wood or wood clad windows, the Renewal by Andersen Fibrex window does not require any periodic maintenance such as painting, rot repair, and will never stick or bind due to humidity
4. Unlike vinyl windows – they will not close in the glass area or exhibit early life seal failure which is a characteristic of vinyl windows
5. Andersen Windows are recognized for resale value and quality by the National Association of Realtors by a factor of 6 to 1
6. Super Service Award – 2007,2008,2009,2010,2011, 2012 Angie's List
7. Trustworthy, high quality installation – Our installers work exclusively for Renewal by Andersen, and adhere to a 20 point installation excellence process
8. Renewal by Andersen windows are Energy star and Green Star Certified

104 Otis Street
Northborough, MA, 01532
Phone (508) 351-2200
Fax (508)

Website: www.renewalbyandersen.com

Renewal by Andersen is the custom replacement window division of Andersen Window Corporation we work with people to improve the energy efficiency of their home, enhance the comfort and beauty of their home, and to increase the equity value in their largest asset.

Total Installed Cost of the Project which includes all discounts \$159,618.00

Financing Options Available

Thank you,
Shawn Maynard
Sr. Project Mgr
Renewal By Andersen
(978)503-2828

104 Otis Street
Northborough, MA, 01532
Phone (508) 351-2200
Fax (508)
Website: www.renewalbyandersen.com

****DRAFT #1 Prepared by R. Pontbriand, TA, 2-26-2014**
****Financial Edits provided by L. Gabree, FM, 2-28-2014**
****DRAFT #2 Prepared by R. Pontbriand, TA, 3-19-2014**
****Financial Edits provided by L. Gabree, FM, 4-3-2014**
****DRAFT #3 Prepared by R. Pontbriand, TA, 4-11-2014**

Town of Ayer



ANNUAL TOWN MEETING WARRANT

Ayer Town Hall ~ Great Hall
1 Main Street, Ayer, MA 01432
May 12, 2014 @ 7:00 p.m.

Commonwealth of Massachusetts
Middlesex, ss.

GREETINGS:

In the name of the Commonwealth of Massachusetts you are hereby directed to notify and warn the inhabitants of the Town of Ayer qualified to vote in Town Elections and Affairs to meet at the Great Hall in the Ayer Town Hall located at 1 Main Street, Ayer Massachusetts on Monday, the Twelfth (12th) day of May, 2014, at seven o'clock in the evening (7:00 p.m.) then and there to act on the following articles:

Hereof fail not and make due return of this warrant with your doings thereof to the Town Clerk before the date appointed for said meeting.

Given under our hands this ___th day of April AD 2014.

Gary J. Luca, Chairman

Christopher R. Hillman, Vice Chairman

Jannice L. Livingston, Clerk

Pauline Conley, Member

AYER BOARD OF SELECTMEN

Any persons needing disability related assistance (such as signing, etc.) at the town meeting please contact the Selectmen's Office at 978-772-8220 before May __, 2014. We shall make every reasonable effort to assist you.

ARTICLE 1: TOWN ELECTIONS

The Town Elections are the first article of business and were held Monday, April 28, 2014.

ARTICLE 2: REPORTS

To see if the Town will vote to hear and act on the reports of the several Town of Ayer Officers and Committees that may be ready to report, or take any action thereon or in relation thereto.

1. Finance Committee
2. Town Accountant/Finance Manager

Sponsor: Board of Selectmen

Simple Majority Vote Required

ARTICLE 3: PAY PRIOR YEAR BILLS

To see if the Town will vote to raise and appropriate the following amount to pay unpaid bills of Fiscal Year 2013, as authorized under General Laws Chapter 44, or take any action thereon or in relation thereto:

<u>Department</u>	<u>Vendor</u>	<u>Amount</u>
Public Works	Baystate Roads Program	\$110.00
Fire Department	Nashoba Valley Med. Ctr.	\$209.15
Property and Liability Insurance	Markham Group, Inc.	\$100.00

Sponsor: Board of Selectmen

Finance Committee:

4/5ths Vote Required

ARTICLE 4: COMPENSATION PLAN FOR FY15

To see if the Town will vote to _____ or take any action thereon or in relation thereto.

NOTE: The issue of the FY 2015 Compensation Plan has yet to be determined/resolved

Sponsor:

Simple Majority Vote Required

Finance Committee:

ARTICLE 5: SALARIES OF ELECTED OFFICIALS

To see if the Town will vote to fix the salary and compensation of elected officers of the Town of Ayer, as provided by Section 108, Chapter 41 of the General Laws, as amended, or take any action thereon or in relation thereto.

	<u>FY-14 SALARY</u>	<u>FY-15 SALARY</u>	<u>% OF CHANGE</u>
Moderator	\$500	\$ 500	0.0%
Selectmen: Chair	\$2,506	\$ 2,506	0.0%
Selectmen: Members (2)	\$2,235	\$ 2,235	0.0%
Assessors: Chair	\$2,480	\$ 2,480	0.0%
Assessors: Members (2)	\$2,210	\$ 2,210	0.0%
Treasurer:	\$59,788	\$?	0.0%
Town Clerk	\$26,905	\$?	0.0%
Tax Collector:	\$32,884	\$?	0.0%
Tree Warden:	\$5,616	\$5,616	0.0%

Note: This article is required – Town Meeting sets the salaries of elected officials pursuant to MGL c. 41, § 108.

Simple Majority Vote Required

ARTICLE 6: OMNIBUS BUDGET

To see if the Town will vote to raise and appropriate or transfer from other available funds, the following sum or sums of money for the Omnibus items, or take any action thereon or in relation thereto:

- Dept. 100: General Government
- Dept. 200: Finance
- Dept. 300: Public Safety
- Dept. 400: Public Works
- Dept. 500: Human Services
- Dept. 600: Management Support

Sponsor:
Board of Selectmen:
Finance Committee:

Simple Majority Vote Required

ARTICLE 7. FY 2015 REGIONAL SCHOOL ASSESSMENT

To see if the Town will vote to raise and appropriate or transfer from available funds the sum of \$9,365,752 (nine million, three hundred sixty-five thousand, seven hundred fifty-two dollars) required to fund the Town’s FY 2015 assessment for the Ayer-Shirley Regional School District, and appropriate or transfer from available funds the sum of \$1,015,018 (one million, fifteen thousand, eighteen dollars) for the Town’s portion of the debt exclusion for the ASRSD High School Building Project, or take any action thereon or in relation thereto.

Sponsor: Ayer Shirley Regional School Committee Simple Majority Vote
Required
Board of Selectmen:
Finance Committee:

ARTICLE 8. FY 2015 NASHOBA VALLEY TECHNICAL VOCATIONAL SCHOOL ASSESSMENT

To see if the Town will vote to raise and appropriate or transfer from available funds the sum of \$583,509 required to fund the FY 2015 assessment for the Nashoba Valley Regional Technical High School, or take any action thereon or in relation thereto.

Sponsor Simple Majority Vote Required
Board of Selectmen
Finance Committee

ARTICLE 9. FY2015 NASHOBA VALLEY TECHNICAL VOCATIONAL SCHOOL – AYER’S PORTION OF THE ACCELERATED ROOF REPAIR PROJECT BORROW

To see if the Town will approve the sum of \$2,802,362 (two million, eight hundred two thousand, three hundred sixty-two dollars) 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. The amount of borrowing authorized

pursuant to this vote shall be reduced by any grant amount set forth in the Project Funding Agreement that may be executed between the District and the MSBA.

Sponsor
Board of Selectmen
Finance Committee

Two-Thirds Vote Required

ENTERPRISE FUND ARTICLES

Handouts will be provided at Town Meeting with further detail on Articles No. 10 – 14.

ARTICLE 10. SOLID WASTE

To see if the Town will vote to raise and appropriate or transfer from available funds the following funds to operate the solid waste department:

Direct costs of \$382,183 of which \$204,240 is to come from solid waste revenue, of which \$38,719 is to come from solid waste surplus (free cash) and \$139,179 is to come from the tax levy, and **indirect costs** of \$109,710 to come from the tax levy, or take any action thereon or in relation thereto.

Sponsor: Board of Selectmen
Finance Committee:

Simple Majority Vote Required

ARTICLE 11. AMBULANCE

To see if the Town will vote to raise and appropriate or transfer from available funds the following funds to operate the ambulance department:

Direct costs of \$106,479 is to come from ambulance revenue, and **indirect costs** of \$326,091 of which \$282,184 is to come from ambulance revenue and \$43,907 from ambulance surplus, or take any action thereon or in relation thereto.

Sponsor: Board of Selectmen
Finance Committee:

Simple Majority Vote Required

ARTICLE 12. SEWER

To see if the Town will vote to raise and appropriate or transfer from available funds the following funds to operate the sewer department:

Direct costs of \$2,309,701 of which \$2,284,032 is to come from sewer revenue and \$25,669 is to come from the tax levy, and **indirect costs** of \$315,312 of which \$300,312 is to come from sewer revenue and \$25,000.00 is to come from sewer surplus (free cash), or take any action thereon or in relation thereto.

Sponsor: Board of Selectmen
Finance Committee:

Simple Majority Vote Required

ARTICLE 13. WATER

To see if the Town will vote to raise and appropriate or transfer from available funds or from retained earnings the following funds to operate the water department:

Direct costs of \$1,713,866 of which \$1,599,676 is to come from water revenue and \$114,190 is to come from tax levy, and **indirect costs** of \$228,128 of which \$68,006 is to come from water revenue and \$160,122 is to come from water surplus (free cash), or take any action thereon or in relation thereto.

Sponsor: Board of Selectmen
Finance Committee:

Simple Majority Vote Required

ARTICLE 14. STORMWATER

To see if the Town will vote to raise and appropriate or transfer from available funds or from retained earnings the following funds to operate the stormwater department:

Direct costs of \$100,500 of which \$100,500 is to come from the tax levy, or take any action thereon or in relation thereto.

Sponsor: DPW
Board of Selectmen:
Finance Committee:

Simple Majority Vote Required

REVOLVING FUND ARTICLES

Recommend Moving Articles 13 through 18 together by consent.

ARTICLE 15. COMMUNICATIONS FUND

To see if the Town will vote to reauthorize a Revolving Fund, pursuant to G.L. Chapter 44, Section 53E 1/2, for the purpose of supporting the town website, printing and mailing various newsletters, and other town-wide informational mailings from the **Communication Committee**. Receipts to be credited to the account shall be revenues from ads placed in said mailings and on the Town website. The Communication Committee is authorized to expend monies from this fund. In no event shall total expenditures from the Communications Revolving Fund exceed twenty thousand dollars (\$20,000) in Fiscal Year 2015, and provided further that no Board, Department or Officer shall be authorized to expend in any one fiscal year from all Revolving Funds under its direct control more than one percent of the amount raised by taxation by the

Town in the most recent fiscal year for which a tax rate has been certified under Section Twenty Three of Chapter Fifty Nine, or take any action thereon or in relation thereto.

Sponsor: I.T. /Communications Committee
Finance Committee:

Simple Majority Vote Required

ARTICLE 16. FIRE ALARM FUND

To see if the Town will vote to reauthorize a Revolving Fund, pursuant to G.L. Chapter 44, Section 53E 1/2, for the purpose of **Fire Alarm Repairs and Replacement**. Receipts to be credited to the account shall be Fire Alarm Box Assessment Fees and Fines for Needless and False Alarms. The Fire Chief is authorized to expend monies from this fund. In no event shall total expenditures from the Fire Alarm Revolving Account exceed thirty-five thousand dollars (\$35,000) in Fiscal Year 2015, and provided further, that no Board, Department or Officer shall be authorized to expend in any one fiscal year from all Revolving Funds under its direct control more than one percent of the amount raised by taxation by the Town in the most recent fiscal year for which a tax rate has been certified under Section Twenty Three of Chapter Fifty Nine, or take any action thereon or in relation thereto.

Sponsor: Fire Chief
Finance Committee:

Simple Majority Vote Required

ARTICLE 17. HAZARDOUS MATERIALS FUND

To see if the Town will vote to reauthorize a Revolving Fund pursuant to G.L. Chapter 44 Section 53E 1/2, for the purpose of **Hazardous Materials Expense Replacement**. All receipts from a Haz-Mat incident shall be from billed services, and will be used for replacement of supplies and expenses. The Fire Chief will be authorized to expend monies for this fund. In no event shall total expenditures from the Haz-Mat Revolving Account exceed ten thousand dollars (\$10,000) in Fiscal Year 2015, and provided further, that no Board, Department or Officer shall be authorized to expend in any one fiscal year from all Revolving Funds under its direct control more than one percent of the amount raised by taxation by the Town in the most recent fiscal year for which a tax rate has been certified under Section Twenty Three of Chapter Fifty Nine, or take any action thereon or in relation thereto.

Sponsor: Board of Selectmen
Finance Committee:

Simple Majority Vote Required

ARTICLE 18. FOURTH OF JULY FUND

To see if the Town will vote to reauthorize a Revolving Fund pursuant to G.L. Chapter 44, Section 53E 1/2, for the purpose of a **4th of July Revolving Fund**. Receipts to be credited to the Account shall be from vendor fees, and shall be used for purchasing and promoting the event. The 4th of July Committee, with the approval of the Board of Selectmen, is authorized to expend money from this fund. In no event shall total expenditures from the 4th of July Revolving Fund exceed twenty five thousand dollars (\$25,000.00) in Fiscal Year 2015 and provided further, that

no Board, Department or Officer shall be authorized to expend in any one fiscal year from all Revolving Funds under its direct control more than one percent of the amount raised by taxation by the Town in the most recent fiscal year for which a tax rate has been certified under Section Twenty Three of Chapter Fifty Nine, or take any action thereon or in relation thereto.

Sponsor: Board of Selectmen
Finance Committee:

Simple Majority Vote Required

ARTICLE 19. DPW INSPECTION FEES FUND

To see if the Town will vote to reauthorize a Revolving Fund pursuant to G.L. Chapter 44 Section 53E 1/2, for the purpose of a **Department of Public Works Inspection Revolving Fund**. Receipts to be credited to the fund shall be from development fees or contributions, and shall be used for the purpose of funding inspections of road construction, drainage facilities, and water and sewer line installations. The Superintendent of Public Works shall be authorized to expend money from this fund. In no event shall total expenditures from the Department of Public Works Inspection Revolving Fund exceed one-hundred thousand dollars (\$100,000) in Fiscal Year 2015 and provided further, that no Board, Department or Officer shall be authorized to expend in any one fiscal year from all Revolving Funds under its direct control more than one percent of the amount raised by taxation by the Town in the most recent fiscal year for which a tax rate has been certified under Section Twenty Three of Chapter Fifty Nine, or take any action thereon or in relation thereto

Sponsor: DPW
Finance Committee:

Simple Majority Vote Required

ARTICLE 20. TOWN HALL MAINTENANCE FUND

To see if the Town will vote to reauthorize a Revolving Fund pursuant to G.L. Chapter 44 Section 53E 1/2, for the purpose of a **Town Hall Maintenance Fund**. Receipts to be credited to the fund shall be from fees assessed for use of Town Hall facilities and may be used for costs related to operation, maintenance, repair and/or reconstruction at Town Hall and its grounds. The Board of Selectmen shall be authorized to expend money from this fund. In no event shall total expenditures from the Town Hall Maintenance Fund exceed ten thousand dollars (\$10,000) in Fiscal Year 2015 and provided further, that no Board, Department or Officer shall be authorized to expend in any one fiscal year from all Revolving Funds under its direct control more than one percent of the amount raised by taxation by the Town in the most recent fiscal year for which a tax rate has been certified under Section Twenty Three of Chapter Fifty Nine, or take any action thereon or in relation thereto

Sponsor: Board of Selectmen
Finance Committee:

Simple Majority Vote Required

BORROW ARTICLES

ARTICLE 21. CAPITAL BUDGET REQUESTS

To see if the Town will vote to authorize the Treasurer, with the approval of the Board of Selectmen, to borrow the sums set out in the Warrant and hereby listed for the purposes of funding the following equipment, services and public works projects as contained in the **Capital Budget**, each sum hereafter to be voted on separately, or take any action thereon or in relation there to.

NOTE: FY 2015 Capital Recommendations have been made by the Committee subject to review and approval by BOS/Fin Com

<u>Department</u>	<u>Item</u>	<u>Amount</u>
<u>General Fund</u>		
	New Servers (Town Hall, Fire, DPW)	\$45,000
	Replace Police Chief Car	\$31,000
	Design for E. Main St. Improvements	\$50,000
<u>DPW –Water Enterprise</u>		
	Meter Radio Read System	\$50,000
	Spectacle Pond Corrosion Control Equipment	\$50,000
	Water Main Replacements	\$250,000
<u>DPW-Sewer Enterprise</u>		
	Meter Radio Read System	\$50,000
<u>Fire-Ambulance</u>		
	Cardiac Monitor	\$35,000

Sponsor: Capital Planning Committee; Board of Selectmen
Finance Committee: Recommends

Two-Thirds Vote Required

ARTICLE 22. UNEXPENDED BALANCE TRANSFER

To see if the Town will vote to transfer the unexpended balance of \$104,911.31 from the Reserve for Special Borrowing Account of the Water Fund and to authorize the Treasurer, with the approval of the Board of Selectmen, to borrow the additional sum of \$895,088.69 for the replacement of East Main Street Water Mains, or take any action thereon or in relation thereto.

Sponsor: Board of Selectmen
Finance Committee:

Two-Thirds Vote Required

ARTICLE 23. UNEXPENDED BALANCE TRANSFER

To see if the Town will vote to transfer the unexpended balance of \$82,388.77 from the Reserve for Special Borrowing Account of the Sewer Fund, \$25,932.97 from the Reserve for Special Borrow of the General Fund, \$2,530.60 from the Reserve for Special Borrow of the Solid Waste Fund, and to authorize the Treasurer, with the approval of the Board of Selectmen, to borrow the additional sum of \$639,147.66 for the replacement of East Main Street Sewer Mains, or take any action thereon or in relation thereto.

Sponsor: Board of Selectmen
Finance Committee:

Two-Thirds Vote Required

ARTICLE 24. TRANSFER BORROW AUTHORIZATION

To see if the Town will vote to transfer the unexpended balance of the \$450,000 authorization to borrow from Article 19 of the May 14, 2012 Annual Town Meeting, DPW – Sewer Enterprise W. Main Pump Station Construction to the DPW – Sewer Enterprise Stoney Brook Pump Station, or take any action thereon or in relation thereto.

Sponsor: Board of Selectmen
Finance Committee:

Two-Thirds Vote Required

ARTICLE 25. TRANSFER BORROW AUTHORIZATION

To see if the Town will vote to transfer the unexpended balance of \$45,036.15 authorization to borrow from Article 14 of the May 12, 2008 Annual Town Meeting, DPW – Water Enterprise SCADA Upgrades to the DPW – Water Enterprise Meter Radio Read System, or take any action thereon or in relation thereto.

Sponsor: Board of Selectmen
Finance Committee:

Two-Thirds Vote Required

RAISE AND APPROPRIATE ARTICLE

ARTICLE 26. FIRST-YEAR BORROW INTEREST AND EXPENSE

To see if the Town will vote to raise and appropriate the sum of \$10,080 required to provide for the first year's interest charges and associated administrative expenses on all General Fund borrowing/bonding authorized by this Town Meeting, or take any action thereon or in relation thereto.

Sponsor: Board of Selectmen
Finance Committee:

Simple Majority Vote Required

ARTICLE 27. FIRE DEPT – GRANT MATCH

To see if the Town will vote to raise and appropriate the sum of \$25,000 required to provide for 5% grant match for the acquisition of heavy rescue truck for the Fire Department, or take any action thereon or in relation thereto.

Sponsor: Board of Selectmen
Finance Committee:

Simple Majority Vote Required

TRANSFER ARTICLES

ARTICLE 28. TRANSFERS FROM CAPITAL STABILIZATION

To see if the Town will vote to transfer \$10,000.00 from the Capital Stabilization Fund for the purchase of a microfilm scanner for the Library as per the Capital Plan or take any action thereon or in relation there to.

Sponsor: Board of Selectmen
Finance Committee:

Two-Thirds Vote Required

ARTICLE 29. STABILIZATION FUND

To see if the Town will vote to raise and appropriate the sum of \$_____ or such other sum or sums of money, to the Stabilization Fund under the provisions of Chapter 40, Section 5B of the General Laws, and to transfer 10% of said sum to capital stabilization per the Town's Financial Policies or take any action thereon or in relation thereto.

Sponsor: Board of Selectmen
Finance Committee:

Two-Thirds Vote Required

ARTICLE 30. GASB-45/ OPEB (Post Employment Benefits) FUND

To see if the Town will vote to raise and appropriate or transfer from available funds, the sum of \$200,000 to meet the Town's obligations under the Government Accounting Standards Board (GASB) Statement 45 to fund the Town's future obligation for the cost of other post-employment benefits (OPEB) or take any action thereon or in relation thereto.

Sponsor: Board of Selectmen
Finance Committee:

Simple Majority Vote Required

COMMUNITY PRESERVATION ACT ARTICLES

ARTICLE 31. COMMUNITY PRESERVATION ACT

To see if the Town will hear and act on the report of the Community Preservation Committee on the Fiscal Year 2015 Community Preservation Act budget, and appropriate from the estimated FY 2015 Community Preservation Fund revenues:

- A sum of money equal to five percent, and not-to-exceed five thousand dollars (\$5,000), to meet the administrative expenses and all other necessary and proper expenses of the Community Preservation Committee for Fiscal Year 2015.

And further, to reserve for future appropriation from the estimated FY2015 Community Preservation Fund revenues the following sums of money, as recommended by the Community Preservation Committee, for each of the following purposes:

- A sum of money equal to \$98,130 , more or less, for acquisition, creation and preservation of open space excluding land for recreational use, and
- A sum of money equal to \$19,626, more or less, for acquisition, preservation, restoration and rehabilitation of historic resources, and
- A sum of money equal to \$19,626, more or less, for acquisition, creation and preservation and support of community housing.

Or take any action thereon or in relation thereto.

Sponsor: Community Preservation Committee
Finance Committee: Recommends

Simple Majority Vote Required

ARTICLE 32. CPAC – TRANSFER OF FUNDS

To see if the Town will vote to transfer from Community Preservation Fund FY 2015 Undesignated Fund Balance the sum of \$12,000, more or less, and reserve said sum for future appropriation by the Community Preservation Act Committee for general open space purposes; or take any action thereon or in relation thereto.

Sponsor: Community Preservation Committee
Board of Selectmen:
Finance Committee:

Simple Majority Vote Required

GENERAL BUSINESS ARTICLES

ARTICLE 33. BOARD OF ELECTION REGISTRARS

To see if the Town will vote to accept Chapter 41, Section 110A of the General Laws to allow the Town of Ayer Board of Registrars to conduct their business during the week rather than a Saturday or take any other action thereon or in relation thereto.

Sponsor: Board of Election Registrars
Board of Selectmen:

ARTICLE 34. PETITION FOR STREET ACCEPTANCE – MOUNTAIN LAUREL ROAD

To see if the Town will vote to accept the layouts of the following street as a public way, the metes and bounds of which are on file in the Office of the Town Clerk, and to authorize the Board of Selectmen to acquire by gift, purchase or eminent domain, fee interest or easement in such public ways and any and all easements related thereto, and further, to authorize the Board of Selectmen to enter into all agreements and take all related actions necessary or appropriate to carry out this acquisition, on such terms and conditions as the Board of Selectmen deems appropriate or take any action thereon or in relation thereto.

Sponsor: Board of Selectmen Simple Majority Vote Required
Planning Board:
Finance Committee:

ARTICLE 35. ACCEPTANCE OF PROVISIONS OF MGL Chapter 138, Section 33B (Serving of Alcoholic Beverages between the hours of 10am and 12pm on Sundays)

To see if the Town will accept the provisions of MGL, Chapter 138, Section 33B, which provides: “The local licensing authority of any City or Town which accepts this section may authorize licensees under section twelve to sell alcoholic beverages between the hours of eleven o’clock ante meridian and twelve o’clock noon on Sundays, the last Monday in May and on Christmas Day or on the day following when said day occurs on Sunday” or take any action thereon or in relation thereto.

Sponsor: Board of Selectmen Simple Majority Vote Required
Finance Committee:

BYLAW ARTICLES

ARTICLE 36. Amend Bylaw 39 Regarding the Costs of Business Certificates for the Town of Ayer

To see if the Town will vote to amend the Town of Ayer's Bylaw 39 to increase the amount charge for Business Certificates issued by the Town of Ayer to thirty dollars (\$30.00) for a period of three (3) years or take any action thereon or in relation thereto.

[UNDER TOWN COUNSEL REVIEW]

Sponsor Board of Selectmen
Finance Committee

Two-Thirds Majority

CITIZENS PETITION ARTICLES

Citizens Petition 1. – Town Hall Memorial Garden Flowering Trees

We, the undersigned residents, welcome spring each year with the wonderful profusion of pink and white blossoms provided by our beautiful, establish flowering trees. IN addition to the spring beauty, they provide a protective have from the harshness of the summer sun for those visiting the Memorial Garden or just stopping for a moment's rest. The shade they provide also helps to prolong the life of the garden's annual plantings of beautiful geraniums, which would fade much faster in the unrelenting sun.

Because they are mature trees, they add to the feeling of stability and permanence that was so beautifully preserved, at substantial cost to the taxpayers, in the renovation of Town Hall and the surrounding property. We therefore respectfully request that every consideration be given to the maintenance and preservation of these valuable Town assets by skilled professional, so that they may continue to provide beauty and shade to the Town Hall property.

[Petition Submitted on March 31, 2014 to the Town Clerk with 40 verified signatures of Ayer Residents.]

Citizens Petition 2. – Adoption of MGL Chapter 59, Section 5K – Senior Work-off Abatement Program

To see if the Town will vote to accept the provisions of MGL Chapter 59, Section 5K to establish a Senior work-off abatement program, administered by the Board of Selectmen, where Seniors provide services to the community at an hourly rate no higher than the State Minimum

Wage, and their earning are credited to reduce their property tax bills, and to adjust the exemption in this section by;

(1) allowing an approved representative, for persons physically unable, to provide such services to the Town; or

(2) allowing the maximum reduction of the real property tax bill to be based on 125 volunteer service hours in a given tax year rather than \$1,000.00 or take any action thereon or in relation thereto.

[Petition Submitted on April 11, 2014 to the Town Clerk with 14 verified signatures of Ayer Residents]

[NOTE: Ayer Town Meeting of May 2012 adopted MGL Chapter 59, Section 5K]

A True Copy Attest:

As directed in the foregoing warrant, I have this day posted three attested copies in three public places, one of which was the Town Hall at least seven days before said meeting, all as herein directed.

_____ Date: _____
- Constable

JBOS UPDATE (9:15pm)

NEW BUSINESS / SELECTMEN'S QUESTIONS (9:30pm)

APPROVAL OF MEETING MINUTES (9:45pm)

March 25, 2014

April 1, 2014

ADJOURNMENT (10:00pm)

TOWN OF AYER SELECTMEN'S MEETING MINUTES
Tuesday, March 25, 2014-7:00P.M.
1st Floor Meeting Room, Town Hall, Main Street, Ayer, MA

Chairman Luca called the meeting to order at 7:10p.m. Present: Chairman-Gary J. Luca, Christopher R. Hillman, Vice-Chair, Members: Pauline Conley, Jannice Livingston and Janet Lewis, Secretary. Mr. Pontbriand absent on bereavement leave.

Chairman Luca welcomed back Jim Fay to the meeting for the annual 2013 Board of Selectmen's picture for inclusion in the 2013 Annual Town Report.

Chairman Luca requested if there were amendments to the Agenda. None

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

Public Input: Chairman Luca requested if there was anyone wishing to speak with the Board under Public Input.

James Fay: Taking this opportunity to thank everyone for all their support and thoughtfulness during his wife's illness advising all to the cards and calls are most appreciated. Mr. Fay took this opportunity to advise the Board to his wishing to remain on the Memorial Garden Committee along with his wife and Janet Lewis who also requesting to stay on the committee Mr. Fay closed with the following "with your continue support we will return to public service soon".

Eagle Scout Presentation-The Board welcomed to the table Eagle Scout Ian Smith. Present for the Meeting, Karen Januskiewicz, Leader of Boy Scout Troop 3, Ayer, MA, and Ian's parents. Chairman Luca read into the record a Certificate of Recognition presented to Ian from the Board of Selectmen congratulating Ian on designating his Eagle Scout Project towards the locating, cleaning and mapping out of Veterans graves and markers at St. Anthony's Parish Cemetery in Shirley, MA. The Board paused for a few minutes to take a picture with Ian and congratulated Ian on electing to perform his project honoring the memory of deceased veterans.

2013 Annual Town Report Cover-Ms. Knox re-presented the Board the four (4) selections for the 2013 Annual Town Report Cover. The Board elected to approve the picture of the Town Hall Granite Sign and requested to change the background color from black to maroon the School colors. Mr. Luca also advised to the 2013 Annual Town Report being dedicated to Wellman Parker former Fire Chief, Wiring Inspector, Emergency Management Director who passed in 2013.

Mr. Hillman took this opportunity to state how impressed he was with the School Building Committee's scope of work/achievement and how much has been done and making quite a difference. Ms. Livingston agreeing adding school built with a lot of love, contusive to a good education. Ms Conley also adding school floors to be cut up and anyone wishing flooring to contact school.

April 28, 2014 Town Election Warrant

The Board reviewed and voted to sign the 4-28-14 Annual Town Election Warrant submitted by the Town Clerk John Canney. Motion to authorize the Board's signature made by Ms. Conley 2nd by Ms. Livingston, VOTE: unanimous, so moved.

Shaker Hills Country Club-Change of Hours Request-The Board met with JoAnn Upton, General Manager of Shaker Hills Country Club. Ms Upton requested an extension to Shaker Hills liquor license serving hours on Sundays and Holidays per MGL Chapter 138 S 33B to allow for serving of alcohol during brunch hours commencing at 10:00am. The Board reviewed the Town's By-law Article 16. Selectman Conley stating the Bylaw states the selling of alcohol beverages specifically states starting at 11:00a.m. on Sundays questioning how the Board can approve a 10:00a.m. start time. The Board offered to take this up at their next meeting if Shaker Hills wishes to re-submit for 11:00a.m. Ms. Upton agreeing to come back on the 1st of April to meet with the Board. The Board to entertain a warrant article on the

May 2014 ATM Warrant to amend language to start at 10:00a.m. on Sundays to allow for Brunch service.

Comprehensive Survey of Ayer Ponds- The Board met with Bill Daniels, Chairman of the Conservation Commission, Jessica Gugino, George Bacon Members. Charles Miller and Don Rzasz from the Pond & Dam Committee. Mr. Daniels opened the discussion by updating the Board to Con-Com soliciting an RFQ for a comprehensive study/biological assessment of Ayer ponds: Sandy, Flannigan, Long Pond, Pine Meadow, Balch & Grove Ponds; advising to the Con-Com selecting Geosyntec's revised proposal on 9-30-13 after meeting with the Dam & Pond Com and Geosyntec on 6-27-13. Mr. Daniels stated the Con-Com & Dam & Pond Com. is currently pursuing CPC funding to fund the comprehensive survey and biological assessment. Mr. Daniel advising to this funding also to be used to Formulate/recommend a long term management and recreation risk assessment for Grove Pond. Mr. Daniels stating this funding would allow the town to preserve and protect open space/natural resources, would serve both open space and recreational interests, would help Town to be able to apply for grants for State assistance, grant funding and other funding available re implementation of projects, and has the support of both the Con-Com and Dam & Pond Committee along with other multiple Town Boards. Mr. Daniels advising to total project cost submitted by Geosyntec is \$83,032.00 to complete the project. Mr. Daniels stating the project is both practical and feasible; the project narrowed, and can be completed in a timely fashion during the targeted months of August and September 2014. Mr. Daniels advising to total funding required to complete the work being \$83,032.00 the Con-Com having 2011 CPC commitment of \$10K, Supt. Wetzel committing \$15K from Storm water Acct., and Con-Com currently before CPC for an additional \$20K reducing the \$83,032.00 by \$45K and before the Board this evening seeking Town funding for the remaining \$38K. Ms. Conley suggesting to support Con-Com's request for \$40K from Free Cash and back up article with UDAG Funds should article fail, 2nd by Mr. Hillman, VOTE: unanimous, so moved. Ms. Conley amending motion to include language the Board supports adding article on Annual Spring Town Meeting to request funding for Dam & Pond Committee to fund Geosyntec's Comprehensive Study/Biological Assessment of Ayer ponds.

Town Administrator's Report-

1. Council on Aging Appointment-The Board approved the recommendation from Sr. Paula McCrea, Chairman of the COA to appoint Lisa White to the COA to fill the unexpired term of Priscilla Hottel's three year term 3-25-14-to 6-30-16. Motion made by Ms. Conley, 2nd by Mr. Hillman.
2. Old Fire Station RFP - Mr. Hillman recused himself from participating in the review/selection process re the Old Fire Station due to his professional association with one of the bidders. Ms. Conley requesting to meet with the two bidders after the Board completes their evaluation, new evaluation sheets were distributed to the Board, and requesting to schedule them in for the Board's 4-1-14 meeting.
3. Public Hearing -FY-2015 Water/Sewer Rates- The Board approved Mr. Pontbriand's recommendation and scheduled the Fy-15 Water/Sewer Rates Public Hearing for Tuesday, April 15, 2014 at 7:00p.m. on the Selectmen's Agenda. Motion made by Ms. Conley 2nd by Ms. Livingston VOTE: unanimous, so moved.
4. Public Hearing Fy-2015 Budget-The Board approved Mr. Pontbriand's request to conduct a Public Hearing on Tuesday, April 22, 2014 at 7:00pm regarding the Fy-2015 Budget. Motion made by Ms. Conley 2nd by Ms Livingston, VOTE: unanimous, so moved. The Fin-Com to be in attendance to present their recommendations and Personnel Board to be present regarding recommended COLA.
5. Town Hall Window Replacement Proposal-The Board reviewed the Energy Com's Capital Budget Window Study/Analysis recommendation for replacing the windows (specially made) at Town Hall submitted by Dan Sherman at a cost of \$159,618.00. The Board requested Fin-Com weigh in on with their recommendation re funding options i.e. funding from Free Cash and/or other funding source/s.

Ms. Conley suggesting partially funding at ATM and finish on FTM urging Board to keep this project on line.

6. Town Meeting Warrant- The Board reviewed Draft #2 dated 3-20-14 which included input from Bi-Board. The Board agreed to support the use of Free Cash re the items discussed at Bi-Board 3-20-14 meeting.

JBOS Update- Chairman Luca advised to nothing new to report on -next meeting 3-27-14. Ms. Conley requesting if Grant Road id next development site and why clear cutting is going on at the airport i.e. Bishop Rd. end of Shirley Farm Road/RR behind airport. Chairman Luca unable to answer but will bring up at the next JBOS Mtg. on 27th.

Selectmen's Questions/New Business-Sandy Pond Truck Traffic

Mr.Hillman urging the Board stay on top of this issue-advising to recent observance of a truck coming off the bridge in excessive speed questioning if he would have been able to stop if there was pedestrian in the crosswalk. The Board discussed means to address i.e. traffic count, placement of large speed bumps, and use of police video surveillance at intersection. Mr. Hillman urging again to stay on top of and have town Administrator speak with Chief.

Business Certificates-

Ms Livingston questioning why it is taking so long to get new increase into effect, Board approved new rate months ago, requesting also to stay on top of this issue.

Building Dept.- Mr. Hillman stating his frustration with this staffing issue going on for over a year. Funding was approved for hiring assistance at a higher rate and funding approved at \$36,107 and to hire person.

Minutes- Ms Livingston moved to approve the Minutes of 1-21-14, 2nd by Mr. Hillman Vote unanimous, moved. Ms. Livingston moved to approve the Minutes of 2-4-14, 2nd by Mr. Hillman VOTE: unanimous, so moved. Ms. Livingston moved to approve the Minutes of 2-18-14, 2nd by Mr. Hillman VOTE: unanimous, so moved.

Ms. Livingston requested to bring back Willow Development on 4-1-14 Selectmen's Agenda.

8:45p.m. Ms. Livingston moved to adjourn the meeting, 2nd by Mr. Hillman VOTE: unanimous, so moved.

_____ date: _____

Jannice L. Livingston, Clerk
AYER BOARD OF SELECTMEN

TOWN OF AYER SELECTMEN'S MEETING MINUTES
Tuesday, April, 1, 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, Members: Pauline Conley, Jannice Livingston, Christopher Hillman absent. Janet Lewis, Secretary. Mr. Pontbriand absent on bereavement leave.

Chairman Luca announced the Central Fire Station RFP Proposals taken off tonight's agenda to be rescheduled at later date.

Chairman Luca requested if there were any amendments to tonight's Agenda. None.

Chairman Luca called for a motion to accept the Agenda. Ms. Livingston moved the Board vote to approve the Agenda as presented, 2nd by Ms. Conley, VOTE: unanimous, so moved.

Announcements: Chairman Luca made the following announcements:

4-11-14 @5:00p.m. ATM Warrant closes.

4-15-14 @7:00p.m. Water/Sewer Public Hearing at the Ayer Town Hall

4-22-14 @7:00p.m. Fy-15 Budget & ATM Warrant Public Hearing at the Ayer Town Hall

4-10-14 from 1:00p.m.-3:00p.m. Ayer Town Hall Health Benefit Fair-2nd floor Great Hall

4-28-14 7:00a.m. to 8:00p.m. Annual Town Election at the Ayer Town Hall, 2nd Floor Great Hall

5-12-14 7:00p.m. Annual Town Meeting at the Ayer Town Hall-2nd Floor Great Hall

Public Input-Chairman Luca requested if there was anyone present wishing to meet with the Board under Public Input-none.

Willow Road Development- The Board met with Mark O'Hagan

Chairman Luca requested if Mr. O'Hagan received and reviewed the amended Agreement submitted by Town Counsel. Mr. O'Hagan stating yes and having no issues with amended Agreement. Chairman Luca requested clarification to the remaining number of unsold market rate condominium units and advised by Mr. O'Hagan to there being 21. Mr. O'Hagan stating with the execution of tonight's Agreement he will forward the sum of \$48K to the Selectmen's Office this week towards the Water Tower, reducing the amount outstanding by Willow Road Dev. to \$202K. Mr. O'Hagan further stated with the sale of each market rate condominium \$12K will be paid to the Town of Ayer until the remaining balance has been paid in full on the remaining balance on the Water Tower. The Board requested a copy of each closing be submitted to the Town Administrator along with closing schedule/s. Ms. Conley advising to the minutes of 2-14-14 reflecting final payment date to Town being by the end of the year in 2015. Mr. O'Hagan concurring. Mr. O'Hagan requesting Mr. Vellante be advised to Agreement in place and all in order. Signed Agreement to be delivered to Town Hall.

Pension Reserves Investment Trust- The Board met with Financial Manager Lisa Gabree, Stephanie Gintner, Town Treasurer, Paul Todisco from Pension Reserves Investment Trust. Joining them later in the evening John Kilcommins, Marianne Zawacki and Scott Houde from the Fin-Com. Mr. Todisco presented copies of his presentation to the Board and conducted a brief introduction re his position serving as Senior Client Services officer for the MA Pension Reserves Investment Management (PRIM) Board who congratulated and commended the Town for investing initiative and gave a quick overview of the state OPEB funds advising to Middlesex Retirement Fund managed by PRIMB. Mr. Todisco reviewed the following with the Board:

- background
- Management & Investment in SRBTF
- composition
- legislation
- reporting requirements

- web page
 - Government entities participating in the SRBTF
 - outreach
 - benefits investing
 - rates of return
 - PRIM Board & PRIT Fund
 - fiduciary oversight
 - PRIM board Composition
 - PRIM Fund NAV (\$Billions)
 - Total Fund Returns
 - How Fees are allocated to SRBTF participants
- PRIM Advisory Com.
PRIT Core Fund asset Allocation Targets
PRIT Ratio of Expenses

Ms. Gabree advising the Board she will be submitting draft article language to the Town Administrator and Bi-Board for Town Meeting. The Board thanked Mr. Todisco for coming in to meet with them.

Water Abatement Request-

The Board approved a Request for a Water & Sewer Abatement for Richard Gerace at 1 Jonathan Drive., Ayer, MA per the recommendation by Supt. Wetzel in the amount of \$373.70 due to excess water did not go into the sewer. This abatement represents the sewer portion of the bill or (4,970CF). Motion to approve made by Ms. Livingston, 2nd by Ms. Conley, VOTE: unanimous, so moved.

Shaker Hills Country Club-Change of Hours Request (Continued from 3-25-14)-The Board met with JoAnn Upton, General Manager of Shaker Hills. The Board updated Ms. Upton to Town's By-law establishing "Brunch Hour/s" pursuant to MGL 138 S33B starting at 11:00a.m. in May 2005 and Board's support to amend the By-law on the May 2014 Town Meeting Warrant to conform with State's Statute beginning at 10:00a.m. to 12:00 with that Ms. Conley moved to amend Shaker Hill's Country Club's All Alcohol License to 11:00a.m. on Sundays and Holidays beginning at 11:00a.m. effective upon ABCC approval, 2nd Ms. Livingston, VOTE: unanimous, so moved.

Central Fire Station RFP Proposals- rescheduled for 4-15-14 Selectmen's Meeting. Selectmen to remit evaluations to Town Administrator prior to 15th.

JBoS Update- Chairman Luca advised to next JBoS meeting on 4-24-14. and updated the Board to

- MDFA Financial statements/Treasurer's Report:
- Overlay District-Towns to govern in place of MASDEV
- Home Rule Petition presented by Frank Maxant, re warrant article-no consensus

Selectmen's Questions/New Business

Business Certificates update-Board requesting to put placeholder on warrant re increasing fees to \$30.00. Ms. Livingston stating her frustration being unable to find in Town's By-law where it states Town has to place increasing the fee from \$20.00 to \$30.00 before Town Meeting. Ms. Livingston to contact Town Clerk re clarification.

Mary Spinner questioned Willows Dev. Agreement questioning how the Selectmen will fund the new water tower only receiving \$48K from Willows will the Board fund from Water enterprise and then reimburse when the funds come in. The Board took this under advisement.

Town Hall Windows- Ms. Conley updating the Board to Town Administrator going before the CPC re funding the windows a year ago and CPC not funding/not qualifying. The Town Administrator went back before CPC again with new application requesting the Board keep on top of -this needs to get done-cost savings. Ms. Spinner advising to speaking with Dan Sherman who got the quote and advised to \$159K price will not hold until next year.

8:45p.m. Ms Livingston moved to adjourn, 2nd by Ms Conley VOTE: unanimous, so moved.

-----Date:-----