

RECEIVED  
TOWN CLERK  
TOWN OF AYER

2015 NOV 13 AM 11:27

*Susan Copeland*

Town of Ayer  
Board of Selectmen  
Ayer Town Hall – 1<sup>st</sup> Floor Meeting Room  
Ayer, MA 01432



Tuesday November 17, 2015  
Open Session Meeting Agenda

- 7:00 PM            Call to Order  
Review and Approve Agenda; Announcements
- Public Input
- Chief William A. Murray, Ayer Police Department  
1. Appointment of Patrol Officers and Prisoner Watch Personnel
- 7:05 PM            Public Hearing –Application for License - Storage of Flammable and  
Combustible Liquids (MGL c.148, §13)  
1. JAR Realty Corporation, 1 Nemco Way
- 7:15 PM            Public Hearing – FY' 16 Tax Classification
- 8:00 PM            Chief Robert Pedrazzi, Ayer Fire Department  
1. FEMA Reimbursement Grant Contract Acceptance January 2015  
2. Acceptance of Donation from National Grid
- 8:05 PM            Town Administrator's Report  
1. Administrative Update  
2. Authorization for hiring of Economic and Community Development  
Director  
3. Land Use Administrative Coordinator Presentation
- 8:20 PM            New Business/Selectmen's Questions
- 8:25 PM            Approval of the Minutes  
November 3, 2015
- 8:30 PM            Adjournment

\*Note:            *Agenda Times are for planning purposes only and do not necessarily constitute exact times*

**Ayer Police Department**

# Memo

RECEIVED  
NOV 12 2015

TOWN OF AYER  
SELECTMEN'S OFFICE

**To:** Chief William Murray  
**From:** Lieutenant Brian Gill  
**Date:** 11/12/2015  
**Re:** Prisoner Watch Recommendation

---

Chief,

As you know, we are always on the lookout for people interested in learning to be civilian Prisoner Watch personnel. I am submitting three individuals for consideration of appointment to this position:

- 1) Wayne R. Sears: Wayne is a retired Ayer resident and Army Veteran who inquired how he could help the police department and was informed of the per diem Prisoner Watch position. After reviewing his application and background, I found nothing prohibitive.
- 2) Sandra L. Chamberlain: is an Ayer resident and learned of the per diem Prisoner Watch position while attending the current Citizens Police Academy. After reviewing her application and background, I found nothing prohibitive.
- 3) Darlene A. Buelow: is a Leominster resident and is employed at Shriver Job Corps. Darlene learned of the per diem Prisoner Watch position while attending the current Citizens Police Academy. After reviewing her application and background, I found nothing prohibitive

If appointed, they are scheduled to attend the necessary training (taught by Ptl. Krasinskas) on October 21<sup>st</sup>, 2015

Respectfully,

x  11/12/15  
\_\_\_\_\_  
Brian Gill  
Lieutenant



# AYER POLICE DEPARTMENT

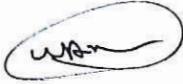
54 Park Street · Ayer, Massachusetts 01432-1161  
Tel. (978) 772-8200 · Fax (978) 772-8202



William A. Murray  
Chief of Police

RECEIVED  
NOV 12 2015  
TOWN OF AYER  
SELECTMEN'S OFFICE

## MEMORANDUM

**To:** Board of Selectmen  
**From:** Chief William A. Murray   
**CC:** TA Pontbriand, file  
**Date:** November 17, 2015  
**Re:** Police Officer Appointment

I am requesting that the Board appoint **Paul J. Burns Jr. and Stephen H. Lucier III** to the Ayer Police Department's open police officer positions. Paul and Stephen were chosen from a final field of seven candidates after passing a panel board interview and a lengthy and thorough background investigation. The panel board consisted of Lt. Gill, Sgt. Edmonds, and Officer Pearson. The background investigation was conducted by Detectives Barhight and Kularski.

Paul Burns is a 24 year old resident of Westford, MA. He has been employed with the town of North Attleboro as a Police Officer since January 2014 and is looking to reduce his commute and have more of an opportunity for community engagement. Paul is a self-sponsored graduate of the MPTC Western MA Police Training Academy and holds a Bachelor's Degree in Criminal Justice from St. Anselm's College.

Stephen Lucier is a 27 year old resident of Harwich, MA who is originally from this area and will relocate if employed with the Town. Stephen has been employed as a police officer with the town of Eastham since March 2012. He is a self-sponsored graduate of the MPTC Boylston Academy and holds a Bachelor's Degree in Criminal Justice from Fitchburg State University. Stephen has been very active in community events in Eastham and has created an annual program to raise money for the physical education program at the elementary school as well as a Back to School program that provides children in need with essential school supplies.

Both appointments would be contingent upon passing a physical and psychological exam administered by the Department. I would request that the appointments be effective November 30, 2015 and that the starting rate of pay be Step 2 Patrolman.

Call 978-957-2584

## Public Notice

**Town of Ayer Conservation Commission**  
 The Ayer Conservation Commission will hold a public meeting on Thursday, November 12, 2015, at 7 p.m. at Ayer Town Hall, 1 Main Street, Ayer, MA regarding the petition of JAR Realty Corporation filing a Request for Determination of Applicability (RDA) regarding the protected status of an intermittent stream/drainage channel under the Wetlands Protection Act (MGL Ch. 131, Section 40).  
 Location: 1 Nemco Way (Assessors map 17, Parcel 21), Ayer MA 01432. The public is invited to attend. Copies of the application may be reviewed at the Conservation Office (978-772-8249) by appointment.  
 William Daniels, Chair  
 Ayer Conservation Commission

November 13, 2015

THE COMMONWEALTH OF MASSACHUSETTS  
 LAND COURT  
 DEPARTMENT OF THE TRIAL COURT  
 (SEAL)

a public hearing on Thursday, November 19, 2015 at 6:00pm at Memorial Hall, 272 Main St., on the application of Townsend Fit, LLC, d/b/a Planet Fitness under Zoning Bylaw §§145-52, 145-64 and 145-66. The applicant is requesting a Variance from the Outdoor Lighting Bylaw and/or an Appeal of the Building Commissioner's determination to have an illuminated sign on a portion of Harbor Village Mall. The property is located at 18 Main Street (Assessor's Map 41, Block 4, Lot 4) in the Outlying Commercial District. Parties wishing to speak in support of, or in opposition to, this application may do so in writing prior to the hearing, or at the hearing in person or represented by an agent or attorney. Copies of this application are available for review in the offices of the Town Clerk and Zoning Board during business hours.  
 William Cadogan  
 Chairman, Zoning Board of Appeals

October 30, 2015  
November 6, 2015

## Public Notice

November 4, 2015  
 describing 02 Designer Selection Board project(s) is now available at [www.mass.gov/dcam/dsb](http://www.mass.gov/dcam/dsb)

November 6, 2015

**Town of Ayer Notice of Public Hearing Ayer Board of Selectmen**  
 The Ayer Board of Selectmen will be conducting a Public Hearing on Tuesday November 17, 2015 at 7:05 PM at the Ayer Town Hall, 1st Floor Meeting Room, 1 Main Street, Ayer, MA 01432 regarding the application by JAR Realty Corporation, 1 Nemco Way Ayer, MA 01432 seeking an amendment to their current license to increase capacity to 2,080,000 gallons for the storage of flammable and combustible materials (Class B vegetable and olive oils), pursuant to MGL c. 148 sec. 13.  
 Jannice L. Livingston,  
 Chair  
 Gary J. Luca, Vice-Chair  
 Christopher R. Hillman,  
 Clerk

November 6, 2015

**Town of Ayer Board of Selectmen Public Hearing Notice**  
 The Ayer Board of Selectmen will be conducting a Public Hearing on Tuesday

Massachusetts Regional Planning Commission on behalf of the Shirley, is seeking bids from qualified applicants to provide a site plan specialist for the proposed Joint Housing and Land Use Program in Ayer and Lancaster, Massachusetts. Three (3) proposals and copy of the cost estimate should be submitted to Brian Keating, Community Development Director, MRPC, 1427R Street, Fitchburg, MA 01420. The cost proposal submitted in a separate envelope and not in the technical proposals must be received prior to 12:00 Wednesday, November 25, 2015. Bids and fees are available. For a complete Request for Proposals, call the Massachusetts Regional Planning Commission at 7376 extension 3000 or write to Brian Keating, MRPC, 1427R Street, Fitchburg, MA 01420. The Town of Ayer and the Massachusetts Regional Planning Commission

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



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

Review Deadline Date Tuesday November 10, 2015  
Public Hearing Date Tuesday November 17, 2015

Permit Sought: Amendment to License, pursuant to MGL c.148, sec.13 - Storage of Flammable Liquids

Description: This plan is consistent with Catania Spagna's expansion and other issues/permits issued by Town Boards

Submitted by JAR Realty Corporation Date Monday October 26, 2015

Address 1 Nemco Way, Lot 2E Telephone 800-343-5522 x 310

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

Approved                       Modifications Needed                       Disapprove

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

Comments:

Signed Bridgette Maloy Title Health Agent

Date 11/9/15

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



\_\_\_\_\_ Board of Health  
\_\_\_\_\_ Department of Public Works  
 Police Department  
\_\_\_\_\_ Fire Department  
\_\_\_\_\_ Building Inspector/Zoning Enforcement Officer  
\_\_\_\_\_ Conservation Committee  
\_\_\_\_\_ Tax Collector  
\_\_\_\_\_ Assessor's Office  
\_\_\_\_\_ Planning Board  
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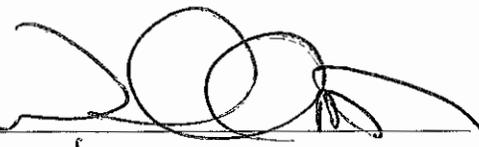
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Approved                      \_\_\_\_\_ Modifications Needed                      \_\_\_\_\_ Disapprove

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

Comments:

Signed 

Title Chief of Police

Date 10/29/15

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



_____	Board of Health	Review Deadline Date <u>Tuesday November 10, 2015</u>
_____	Department of Public Works	Public Hearing Date <u>Tuesday November 17, 2015</u>
_____	Police Department	
<input checked="" type="checkbox"/>	Fire Department	
_____	Building Inspector/Zoning Enforcement Officer	
_____	Conservation Committee	
_____	Tax Collector	
_____	Assessor's Office	
_____	Planning Board	
_____	Treasurer	

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Approved                      \_\_\_\_\_ Modifications Needed                      \_\_\_\_\_ Disapprove

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

Comments:

Signed:  Title: Fire Chief  
Date: 11-3-15

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



_____	Board of Health	Review Deadline Date	<u>Tuesday November 10, 2015</u>
_____	Department of Public Works	Public Hearing Date	<u>Tuesday November 17, 2015</u>
_____	Police Department		
_____	Fire Department		
<input checked="" type="checkbox"/>	Building Inspector/Zoning Enforcement Officer		
_____	Conservation Committee		
_____	Tax Collector		
_____	Assessor's Office		
_____	Planning Board		
_____	Treasurer		

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Approved                      \_\_\_\_\_ Modifications Needed                      \_\_\_\_\_ Disapprove

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

Comments:

Signed:   
Date: 12. NOV 15

Title: BUILD. COMM.

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



_____	Board of Health	Review Deadline Date	<u>Tuesday November 10, 2015</u>
_____	Department of Public Works	Public Hearing Date	<u>Tuesday November 17, 2015</u>
_____	Police Department		
_____	Fire Department		
_____	Building Inspector/Zoning Enforcement Officer		
_____	Conservation Committee		
<input checked="" type="checkbox"/>	Tax Collector		
_____	Assessor's Office		
_____	Planning Board		
_____	Treasurer		

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Approved      \_\_\_\_\_ Modifications Needed      \_\_\_\_\_ Disapprove

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

Comments:

Signed: Susan Capeland

Title: Tax Collector

Date: November 7, 2015

RECEIVED

NOV 02 2015



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

TOWN OF AYER  
ASSESSORS OFFICE

- \_\_\_\_\_ Board of Health
- \_\_\_\_\_ Department of Public Works
- \_\_\_\_\_ Police Department
- \_\_\_\_\_ Fire Department
- \_\_\_\_\_ Building Inspector/Zoning Enforcement Officer
- \_\_\_\_\_ Conservation Committee
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- \_\_\_\_\_ Planning Board
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Approved      \_\_\_\_\_ Modifications Needed      \_\_\_\_\_ Disapprove

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

Comments:

Signed Thomas Hogan

Title Assessing Administrator

Date 11/9/15

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



\_\_\_\_\_ Board of Health  
\_\_\_\_\_ Department of Public Works  
\_\_\_\_\_ Police Department  
\_\_\_\_\_ Fire Department  
\_\_\_\_\_ Building Inspector/Zoning Enforcement Officer  
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(If your recommendation is not "Approved", please specify/illustrate reasons why.)

Comments:

*Site Plan Review Completed by Planning Board April 9, 2015*

Signed Jeremy Callahan Title Chair

Date Nov 5, 2015

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



\_\_\_\_\_ Board of Health  
\_\_\_\_\_ Department of Public Works  
\_\_\_\_\_ Police Department  
\_\_\_\_\_ Fire Department  
\_\_\_\_\_ Building Inspector/Zoning Enforcement Officer  
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\_\_\_\_\_ Tax Collector  
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● \_\_\_\_\_ Treasurer

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Approved                       Modifications Needed                       Disapprove

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

Comments:

Signed Stephanie Gintner Title Treasurer

Date 10/29/15



FP-2  
(Rev. 05-2009)

The Commonwealth of Massachusetts  
City/Town of Ayer  
**License**

Massachusetts General Law, Chapter 148 §13

New License  Amended License

GIS Coordinates
_____
LAT.
_____
LONG.
_____
License Number

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

Location of Land: 1 Nemo Way Lot 2E  
Number, Street and Assessor's Map and Parcel ID

Owner of Land: JAR Realty Corporation

Address of Land Owner: 3 Nemo Way Ayer, MA 01432

**Flammable and Combustible Liquids, Flammable Gases and Solids**

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

PRODUCT NAME	CLASS	MAXIMUM QUANTITY	UNITS gal., lbs, cubic feet	CONTAINER UST, AST, IBC, drums
<u>Vegetable + Olive Oils</u>	<u>B</u>	<u>16,000,000</u>	<u>pounds</u>	<u>AST/IBC/Drums</u>
		<u>OC</u>		
		<u>2,080,000</u>	<u>gallons</u>	

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

❖ Maximum quantity (in gallons) of LP-gas to be stored in aboveground containers: \_\_\_\_\_  
List sizes and capacities of all aboveground containers used for storage: COPY

❖ Maximum quantity (in gallons) of LP-gas to be stored in underground containers: \_\_\_\_\_  
List sizes and capacities of all underground containers used for storage: \_\_\_\_\_

Total aggregate quantity of all LP-gas to be stored: \_\_\_\_\_

**Fireworks** (Complete this section for the storage of fireworks)

❖ Maximum amount (in pounds) of Class 1.3G: \_\_\_\_\_

❖ Maximum amount (in pounds) of Class 1.4G: \_\_\_\_\_

❖ Maximum amount (in pounds) of Class 1.4: \_\_\_\_\_

Total aggregate quantity of all classes of fireworks to be stored: \_\_\_\_\_

RECEIVED  
OCT 26 2015  
TOWN OF AYER  
SELECTMEN'S OFFICE

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



PARCEL\_ID: 019/017.0-0000-0021.0 MAP 017.0

BLOCK 0000

LOT 0021.0

PARCEL ADDRESS: 1 NEMCO WAY

as of: 10/26/2015

PARCEL INFORMATION		Use-Code:	400	Sale Price:	10	Book:	56185
Owner#1:	JAR REALTY CORP	Tax Class:	T <td>Sale Date:</td> <td>12/30/2010 <td>Page:</td> <td>107</td> </td>	Sale Date:	12/30/2010 <td>Page:</td> <td>107</td>	Page:	107
Owner#2:		Tot Fin Area:	96036 <td>Sale Type:</td> <td>P <td>Cert/Doc:</td> <td></td> </td>	Sale Type:	P <td>Cert/Doc:</td> <td></td>	Cert/Doc:	
Address#1:	ONE NEMCO WAY	Tot Land Area:	9.13 <td>Sale Valid:</td> <td>B <td>Grantor:</td> <td>ANTHONY &amp; ROBERT BASILE-TRUSTEES</td> </td>	Sale Valid:	B <td>Grantor:</td> <td>ANTHONY &amp; ROBERT BASILE-TRUSTEES</td>	Grantor:	ANTHONY & ROBERT BASILE-TRUSTEES
Address#2:	AYER MA 01432 USA	Inspect Date:	6/18/2014 <td>Road Type:</td> <td>T <td>Exempt-B/L%:</td> <td>/0 </td></td>	Road Type:	T <td>Exempt-B/L%:</td> <td>/0 </td>	Exempt-B/L%:	/0
		Meas Date:	6/18/2014 <td>Rd Condition:</td> <td>P <td>Resid-B/L%:</td> <td>0/0 </td></td>	Rd Condition:	P <td>Resid-B/L%:</td> <td>0/0 </td>	Resid-B/L%:	0/0
		Entrance:	X <td>Traffic:</td> <td>L <td>Comm-B/L%:</td> <td>0/0 </td></td>	Traffic:	L <td>Comm-B/L%:</td> <td>0/0 </td>	Comm-B/L%:	0/0
		Collect ID:	RRC <td>Water:</td> <td>PS <td>Indust-B/L%:</td> <td>100/100 </td></td>	Water:	PS <td>Indust-B/L%:</td> <td>100/100 </td>	Indust-B/L%:	100/100
		Inspect Reas:	C <td>Sewer:</td> <td>SW <td>Open Sp-B/L%:</td> <td>0/0 </td></td>	Sewer:	SW <td>Open Sp-B/L%:</td> <td>0/0 </td>	Open Sp-B/L%:	0/0

*U-28-15*  
*Immediate Abutments*

COMMERCIAL SECTIONS/GROUPS			
Section:	Section:	Section:	Section:
ID	Use-Code	ID	Use-Code
01	400	102	401
Category: 3	Category: 3	Category: 3	Category: 3
Grnd-Fl-Area: 42764	Grnd-Fl-Area: 45072	Grnd-Fl-Area: 4100	Grnd-Fl-Area: 4100
Story Height: 1	Story Height: 1	Story Height: 1	Story Height: 1
Bldg-Class: C	Bldg-Class: C	Bldg-Class: C	Bldg-Class: C
Yr-Built: 1987	Yr-Built: 1994	Yr-Built: 1987	Yr-Built: 1987
Eff-Yr-Built: 1987	Eff-Yr-Built: 1994	Eff-Yr-Built: 1987	Eff-Yr-Built: 1987
Cost Bldg: 1611700	Cost Bldg: 1925600	Cost Bldg: 528800	Cost Bldg: 528800
Groups (1):	Groups (1):	Groups (2):	
Id Cd B-FL-A Flrs Unt	Id Cd B-FL-A Flrs Unt	Id Cd B-FL-A Flrs Unt	Id Cd B-FL-A Flrs Unt
1 305 42764 1 1	1 325 45072 1 1	1 325 4100 1 1	2 400 4100 1 1

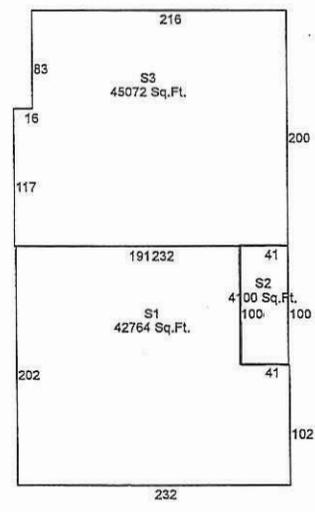
LAND INFORMATION									
NBHD CODE:	420	NBHD CLASS:	1	ZONE:	HI				
Seg	Type	Code	Method	Sq-Ft	Acres	Influ-1/2/3	Value	Class	
1	P	400	A	192100	4.41	N	529200		
2	U	400	A	205603	4.72	25/	14160		

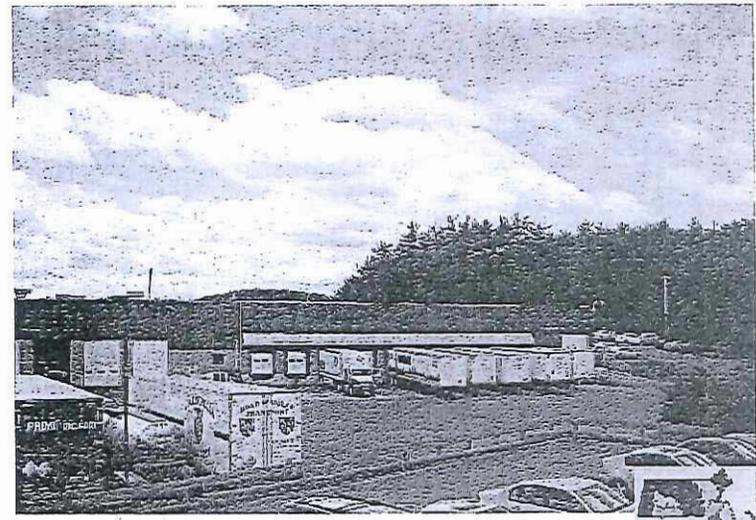
DETACHED STRUCTURE INFORMATION										
Str	Unit	Msr-1	Msr-2	E-YR-Blt	Grade	Cond	%Good	P/F/E/R	Cost	Class
AS	S	35000		1987	A	A	50///50		48500	4
LI	C	6		1987	A	A	50///50		6500	4

VALUATION INFORMATION							
Current Total:	4105600	Bldg:	3562200	Land:	543400	MktLnd:	543400
Prior Tot:	4105600	Bldg:	3562200	Land:	543400	MktLnd:	543400

SKETCH



PHOTO



1 NEMCO WAY

appears  
Commissioner

45-7376 extension  
or write to Brian  
at MRPC, 147R  
Street, Fitchburg,  
420. The Town of  
Shirley and the  
Massachusetts Regional  
Planning Commission  
the right to reject  
and all proposals,  
formalities and to  
contracts which are  
best interest of the  
of Shirley and the  
The contract shall  
be made within fifteen  
business days after  
opening of the  
plans. The Towns of  
Ancaster Housing  
Action Program, is  
by the Department  
of Housing and  
Community Development  
Program. The  
of Shirley and the  
Massachusetts Regional  
Planning Commission are  
AA employers.  
November 2015

November 6, 2015

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

The Ayer Board of  
Selectmen will be  
conducting a Public  
Hearing on Tuesday  
November 17, 2015 at  
7:15 PM in the 1st Floor  
Meeting Room at the Ayer  
Town-Hall, 1 Main Street  
Ayer, MA 01432 re: the  
Town's FY 2016 Tax  
Classification. At the Public  
Hearing the Ayer Board of  
Assessors shall provide all  
information and data  
relevant to making a  
decision on allocating the  
tax burden including the  
fiscal effect on the  
available alternatives.  
Jannice L. Livingston,  
Chairman  
Gary J. Luca, Vice-  
Chairman  
Christopher R. Hillman,  
Clerk

October 30, 2015  
November 6, 2015

October 30, 2015  
November 6, 2015

**Public Notice**

**COMMONWEALTH OF  
MASSACHUSETTS  
LAND COURT  
DEPARTMENT OF THE  
TRIAL COURT  
(SEAL)**

15 SM 008967  
**ORDER OF NOTICE**

TO: Glen Cahill a/k/a Glen  
A. Cahill and Jennifer Cahill  
and to all persons entitled  
to the benefit of the  
Servicemembers Civil  
Relief Act, 50 U.S.C. App.  
§ 501 (et seq.): U.S. Bank  
National Association  
claiming to have an  
interest in a Mortgage  
covering real property in  
Shirley, numbered 87 Clark  
Road, given by Glen Cahill,  
a/k/a Glen A. Cahill and  
Jennifer Cahill, to  
Mortgage Electronic  
Registration Systems, Inc.  
as nominee for Milend, Inc.  
dated January 9, 2013,  
and recorded in Middlesex  
County (Southern District)  
Registry of Deeds in Book  
61093, Page 290, and  
now held by the plaintiff by  
assignment has/have filed  
with this court a complaint  
for determination of

November 13, 2015

**THE COMMONWEALTH OF  
MASSACHUSETTS  
LAND COURT  
DEPARTMENT OF THE  
TRIAL COURT  
(SEAL)**

2015 SM 009135  
**ORDER OF NOTICE**

To: Priscilla Wiley; Thomas  
M. Wiley and to all persons  
entitled to the benefit of the  
Servicemembers Civil  
Relief Act, 50 U.S.C. App.  
§ 501 et seq.: HSBC Bank  
USA, National Association  
as Trustee for Wells Fargo  
Home Equity Asset-Backed  
Securities 2006-3 Trust,  
Home Equity Asset-Backed  
Certificates, Series 2006-3  
claiming to have an  
interest in a Mortgage  
covering real property in  
Townsend, numbered 8  
Emery Road, given by  
Priscilla Wiley and Thomas  
M. Wiley to Wells Fargo  
Bank, N.A., dated October  
19, 2006, and recorded  
with the Middlesex County  
(Southern District) Registry  
of Deeds at Book 48359,  
Page 222 as affected by a  
modification agreement  
dated August 6, 2008 and  
recorded with said  
Registry at Book 51688,  
Page 363, has/have filed  
with this court a complaint  
for determination of  
Defendant's/Defendants'

**Notice**

**Public Notice**

**OF MORTGAGEE'S SALE OF REAL ESTATE**  
due and in execution of the Power of Sale  
in a certain mortgage given by Mark C. Lucia  
M. Lucia to Mortgage Electronic Registration  
Inc., dated November 14, 2007 and recorded  
Middlesex County (Southern District) Registry

RECEIVED  
TOWN CLERK  
TOWN OF AYER

2015 NOV 12 PM 2:03



Department: Board of Assessors Day: Tue. Date: 11/17/15 Time: 7:00 PM

Place: Selectmen's Meeting Room

Business of Meeting: AGENDA

1. FY2016 Tax Classification Hearing
2. Adjournment



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

Tel: (978) 772-8211

Fax: (978) 772-8222

**RECEIVED**  
NOV 12 2015

**TOWN OF AYER  
SELECTMEN'S OFFICE**

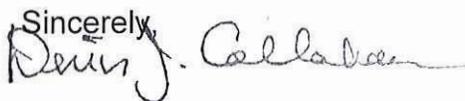
Date: November 17, 2015  
To: Board of Selectmen  
From: Board of Assessors  
Re: Fiscal Year 2016 Tax Rate

In accordance with Massachusetts General Law Ch. 40 s. 56, the Ayer Board of Selectmen is required to hold a public hearing for the determination of the following items as to the fiscal year 2016 tax rate:

1. **The determination of a discount factor of up to 25% for all land identified as Open Space.**
2. **The determination of a Residential Exemption of up to 20%.**
3. **The determination of a Small Commercial Exemption of up to 10%.**
4. **The adoption of a Residential Factor for the purpose of determining the percentage tax burden to be borne by each class of property.**

The information that follows is submitted to the Board of Selectmen in order to assist you in understanding the impact of your vote.

The Board of Assessors shall attend the public hearing in order to assist the Selectmen as needed.

Sincerely,  


---

Denis J. Callahan, Chairman  
Board of Assessors

# TOWN OF AYER

## FY2016 TAX CLASSIFICATION HEARING

# OPEN SPACE DISCOUNT

## ❖ What is open space?

- Land maintained in an open or natural condition which contributes significantly to the benefit and enjoyment of the public.

## ❖ Exclusions:

- Land taxable under the provisions of chapter land.
- Land under a permanent conservation restriction.
- Land held for the production of income.

## ❖ Board of Selectmen:

- Selectmen may discount up to 25% of the open space percentage share of the tax levy.

# RESIDENTIAL EXEMPTION

## ❖ What is a residential Exemption?

- Applied to every residential property which is the principal residence of a taxpayer.
- The exemption is subtracted from the assessed value of eligible parcels.

## ❖ Exclusions:

- Accessory residential land & seasonal homes.
- Non-owner-occupied residential property.

## ❖ Board of Selectmen:

- Selectmen may adopt a discount of up to 20% of the average residential valuation.

# SMALL COMMERCIAL EXEMPTION

## ❖ What is a small commercial exemption?

- Designed to provide tax relief for small businesses.
- The tax burden is shifted within the C&I class.

## ❖ Qualifying criteria:

- Eligible properties must be included on the list provided annually to the Assessors by the DLWD.
- Qualifying properties must have a valuation of less than one million dollars and an average annual employment of 10 or fewer people.

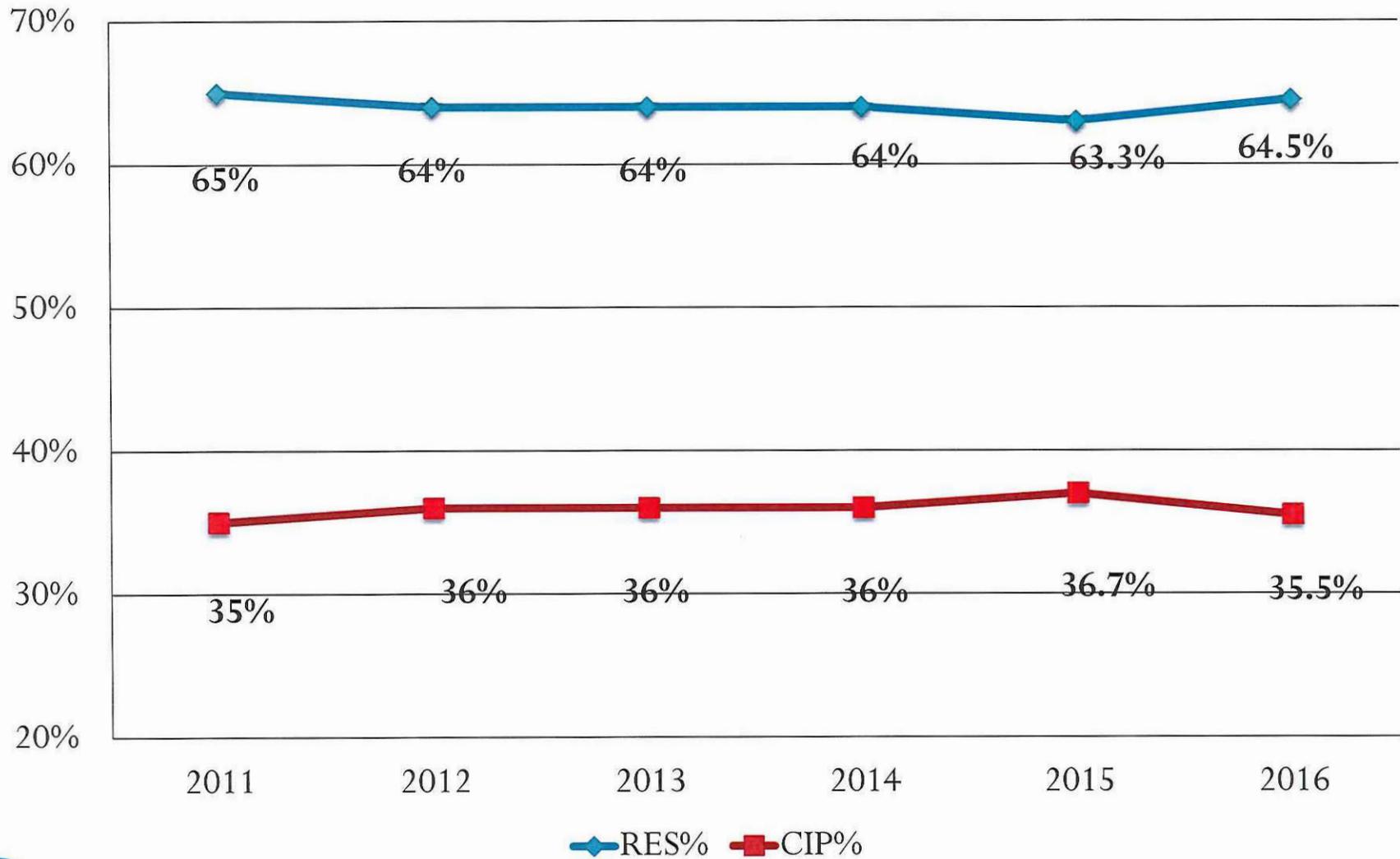
## ❖ Board of Selectmen:

- Selectmen may adopt an exemption of up to 10% of the value of eligible parcels.

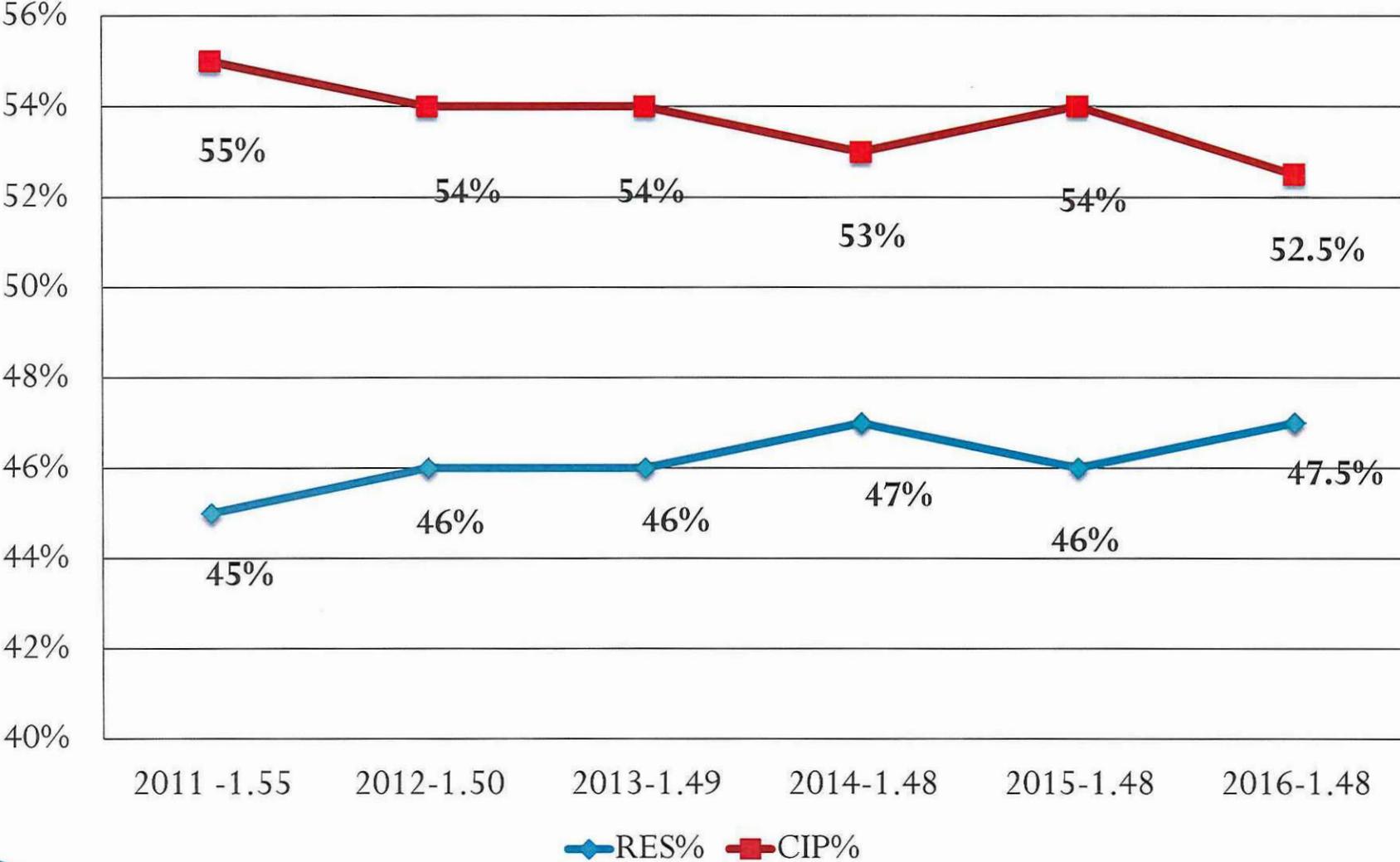
## SMALL COMMERCIAL EXEMPTION

Total number of C&I Parcels.	323
Total number of Commercial Parcels (with less than 1 million dollar valuation).	202
Estimated Number of Eligible Parcels per DLWD List.	47
Total Loss in Commercial Valuation @ 10% S.C.E.	\$1,635,900
FY15 Commercial/Industrial Tax Rate	\$29.97
FY15 Commercial/Industrial Rate with S.C.E.	\$30.17

# VALUATION PERCENTAGES



# TAX LEVY PERCENTAGES



# FY2016 VALUATION SUMMARY

<u>Class</u>	<u>Valuation</u>	<u>Percent</u>	<u>%</u>
Residential	675,182,600	65%	64.5%
Commercial	106,187,100	10%	
Industrial	145,008,400	14%	
Personal	<u>119,737,580</u>	<u>11%</u>	<u>35.5%</u>
Totals:	1,046,115,680	100%	100%
FY2016 Total Value	1,046,115,680		
FY2015 Total Value	1,015,810,400		
% Change	3.0%		
Avg. Single Family - 2016	281,400		
Avg. Single Family - 2015	272,400		
% Change	3.3%		

# FY2016 TAX LEVY SUMMARY

FY2015 Levy Limit	19,351,784
Increased 2.5%	483,795
FY2016 Growth \$	446,710
FY2016 Debt Exclusions	1,962,608
General Override	<u>0</u>
FY2016 Maximum Tax Levy	22,244,897
FY2016 Tax Levy	21,283,030
Excess Levy Capacity	961,867
FY2015 Tax Levy	20,572,762
% Change	3.5%

# UNIFORM TAX RATE CALCULATION

FY2016 Tax Levy	<u>21,283,030</u>			
FY2016 Valuation	1,046,115,680	×	1,000	= \$20.35

Single Tax Rate 2016	\$20.35
----------------------	---------

Single Tax Rate 2015	\$20.25
----------------------	---------

% Change	0.5%
----------	------

## FY2015 CLASSIFICATION DATA

<u>Class</u>	<u>Valuation</u>	<u>%</u>	<u>Levy%</u>	<u>Tax Rate</u>
Residential	643,066,800	63.3%	45.7%	\$14.62
<u>C,I,P</u>	<u>372,743,600</u>	<u>36.7%</u>	<u>54.3%</u>	\$29.97
Totals:	1,015,810,400	100%	100%	

- \* Single Tax Rate           \$20.25
- \* CIP Shift Factor           1.48
- \* Residential Factor       0.721776

# ESTIMATED TAX RATES – FY2016

(A)		(B)		(C)		(D)		(E)	
CIP Shift Factor	Residential Factor	CIP Levy%	Res Levy%	Res. Tax Rate	CIP Tax Rate	Res Rate \$Change	CIP Rate \$Change	Avg. Res Bill %Ch	Avg. C&I Bill % Ch
1.00	1.000000	35.5%	64.5%	\$20.35	\$20.35	\$1,744	(\$7,838)	43.8%	-31.7%
1.05	0.972531	37.2%	62.8%	\$19.79	\$21.36	\$1,586	(\$6,999)	39.8%	-28.3%
1.10	0.945062	39.0%	61.0%	\$19.23	\$22.38	\$1,429	(\$6,153)	35.9%	-24.9%
1.15	0.917593	40.8%	59.2%	\$18.67	\$23.40	\$1,271	(\$5,306)	31.9%	-21.5%
1.20	0.890124	42.5%	57.5%	\$18.11	\$24.41	\$1,114	(\$4,468)	28.0%	-18.1%
1.25	0.862655	44.3%	55.7%	\$17.55	\$25.43	\$956	(\$3,621)	24.0%	-14.6%
1.30	0.835185	46.1%	53.9%	\$16.99	\$26.45	\$798	(\$2,775)	20.1%	-11.2%
1.35	0.807716	47.9%	52.1%	\$16.43	\$27.47	\$641	(\$1,928)	16.1%	-7.8%
1.40	0.780247	49.6%	50.4%	\$15.87	\$28.48	\$483	(\$1,090)	12.1%	-4.4%
1.45	0.752778	51.4%	48.6%	\$15.32	\$29.50	\$329	(\$243)	8.3%	-1.0%
1.46	0.747284	51.8%	48.2%	\$15.20	\$29.70	\$295	(\$77)	7.4%	-0.3%
1.47	0.741791	52.1%	47.9%	\$15.09	\$29.91	\$264	\$97	6.6%	0.4%
<b>1.48</b>	<b>0.736297</b>	<b>52.5%</b>	<b>47.5%</b>	<b>\$14.98</b>	<b>\$30.11</b>	<b>\$233</b>	<b>\$263</b>	<b>5.8%</b>	<b>1.1%</b>
1.49	0.730803	52.8%	47.2%	\$14.87	\$30.31	\$202	\$429	5.1%	1.7%
1.50	0.725309	53.2%	46.8%	\$14.76	\$30.52	\$171	\$603	4.3%	2.4%
1.51	0.719815	53.5%	46.5%	\$14.64	\$30.72	\$137	\$769	3.4%	3.1%
1.52	0.714321	53.9%	46.1%	\$14.53	\$30.93	\$106	\$944	2.7%	3.8%
1.53	0.708828	54.3%	45.7%	\$14.42	\$31.13	\$75	\$1,110	1.9%	4.5%
1.54	0.703334	54.6%	45.4%	\$14.31	\$31.33	\$44	\$1,276	1.1%	5.2%
1.55	0.697840	55.0%	45.0%	\$14.20	\$31.54	\$13	\$1,450	0.3%	5.9%
1.56	0.692346	55.3%	44.7%	\$14.09	\$31.74	(\$18)	\$1,616	-0.4%	6.5%
1.57	0.686852	55.7%	44.3%	\$13.97	\$31.94	(\$51)	\$1,782	-1.3%	7.2%
1.58	0.681359	56.0%	44.0%	\$13.86	\$32.15	(\$82)	\$1,956	-2.1%	7.9%
1.59	0.675865	56.4%	43.6%	\$13.75	\$32.35	(\$113)	\$2,122	-2.8%	8.6%
1.60	0.670371	56.7%	43.3%	\$13.64	\$32.55	(\$144)	\$2,288	-3.6%	9.3%
1.65	0.642902	58.5%	41.5%	\$13.08	\$33.57	(\$302)	\$3,135	-7.6%	12.7%
1.70	0.615433	60.3%	39.7%	\$12.52	\$34.59	(\$459)	\$3,981	-11.5%	16.1%
1.75	0.587964	62.1%	37.9%	\$11.96	\$35.60	(\$617)	\$4,820	-15.5%	19.5%



THE COMMONWEALTH OF MASSACHUSETTS  
EXECUTIVE OFFICE OF PUBLIC SAFETY AND SECURITY



MASSACHUSETTS EMERGENCY MANAGEMENT AGENCY

400 Worcester Road Framingham, MA 01702-5399

Tel: 508-820-2000 Fax: 508-820-2030

Website: [www.mass.gov/mema](http://www.mass.gov/mema)

Charles D. Baker  
Governor

Karyn E. Polito  
Lieutenant Governor

Daniel Bennett  
Secretary

Kurt N. Schwartz  
Director

RECEIVED  
NOV 12 2015

TOWN OF AYER  
SELECTMEN'S OFFICE

November 5, 2015

Pam Martin  
Ayer (Town of)  
1 West Main Street  
Ayer, MA 01432

RE: FEMA-4214-DR-MA January 26-28 Snowstorm

Dear Pam Martin:

Enclosed please find the following forms for the federal share of reimbursement under FEMA-4214-DR-MA associated with the Federal Emergency Management Agency (FEMA) Public Assistance (PA) program:

- Contractor Authorized Signatory Listing (CASL) (if applicable)
- Standard Contract Package
  - State Standard Contract Form
  - Attachment A
  - P2 – Project Application Grant Report & PW
  - Project Worksheet FEMA Form 90-91 Subgrant Application
  - Standard Contract Instructions
- P4 – Project Completion & Certification Report
- Summary Sheet for Assurances & Certifications (if not already on file)
- Commonwealth Terms & Conditions (if not already on file)
- W-9 Request for Taxpayer Identification Number and DUNS Certification (if not already on file)
- Electronic Fund Transfer Form (if not already on file)
- Federal Funding Accounting and Transparency Act Form (FFATA)
- MEMA Sub-recipient Pre-Award Risk Assessment Questionnaire

Region I  
P.O. Box 116  
365 East Street  
Tewksbury, MA 01876  
Tel: 978-328-1500 Fax: 978-851-8218

Region II  
P.O. Box 54  
12-I Rear Administration Road  
Bridgewater, MA 02324-0054  
Tel: 508-427-0400 Fax: 508-697-8869

Region III / IV  
1002 Suffield Street  
Agawam, MA 01001  
Tel: 413-821-1500 Fax: 413-821-1599

Please review all information on these forms for accuracy and applicability. Once you have reviewed these documents, please complete and have the Authorized Signatory representing your community or organization sign in the appropriate spaces provided as outlined in the attached **INSTRUCTION SHEET**.

For your records, please make copies of all documents you sign, as MEMA needs all originals from this Package returned.

In accordance with 44 CFR, Section 206.206 applicants to the FEMA PA program have the right to appeal any decision or determination regarding a PA application for federal assistance, including eligibility and the amount of assistance. The appeal must be in writing and contain documented justification supporting the appeal position, specify the monetary figure in dispute and the relevant provisions of federal law, regulation or policy which you believe was inconsistent with FEMA's determination. All appeals must be submitted through MEMA, to FEMA; you have sixty (60) days from the date of this letter in which to appeal this determination. Please contact the MEMA Disaster Recovery Unit with questions or issues related to the appeal process.

The State Standard Contract establishes the total obligation for your project based on state fiscal years, the start and end dates within which all work must take place, and the Contract's purpose (including Attachment A). Once signed by the Massachusetts Emergency Management Agency (MEMA), the contract will be executed and your community or organization will be responsible for all obligations and requirements included or referenced in the contract and its Attachment A.

**Please mail original copies of all documents to:**

**Massachusetts Emergency Management Agency  
Attention: Conor McCormack  
400 Worcester Road  
Framingham, MA 01702-5399**

MEMA will send an electronic copy of all executed documents to you. When you receive this back, please retain and file them with your completed project applications - these should become part of your official records. All documents associated with this reimbursement must be retained for a period of seven (7) years (beginning from the first day after the final contract payment has been made) or such longer period as is necessary for the resolution of any litigation, claim, negotiation, audit or any inquiry involving the contract.

Please remember, no funds can be disbursed until all requested forms have been completed and the **originals** returned to MEMA. Fax copies or "stamped" signatures **will not** be accepted.

If you have any questions, please contact Conor McCormack at (508) 820-1462 or at [Conor.McCormack@state.ma.us](mailto:Conor.McCormack@state.ma.us).

Sincerely,



Scott MacLeod

MEMA Mitigation & Disaster Recovery Section Chief

Attachment: **INSTRUCTION SHEET**

---

Region I  
P.O. Box 116  
365 East Street  
Tewksbury, MA 01876  
Tel: 978-328-1500 Fax: 978-851-8218

Region II  
P.O. Box 54  
12-I Rear Administration Road  
Bridgewater, MA 02324-0054  
Tel: 508-427-0400 Fax: 508-697-8869

Region III / IV  
1002 Suffield Street  
Agawam, MA 01001  
Tel: 413-821-1500 Fax: 413-821-1599

# Board of Selectmen

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



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

Town Administrator  
(978) 772-8210

## MEMORANDUM

**DATE:** November 13, 2015

**TO:** Ayer Board of Selectmen

**FROM:** Robert A. Pontbriand  
Town Administrator

A handwritten signature in blue ink that reads 'R.A.P.' with a horizontal line underneath.

**SUBJECT:** Town Administrator's Report for the November 17, 2015 BOS Meeting

Dear Honorable Selectmen,

I offer the following Town Administrator's Report and Administrative Update for your November 17, 2015 BOS Meeting. Please do not hesitate to contact me directly if you have any questions. Thank you.

### Administrative Update:

I will offer a brief oral report at your meeting on November 17, 2015. Additionally, the following are some administrative highlights since your last meeting on November 3, 2015:

- The 2016 License Renewals have all been sent out. Licensees have until December 31, 2015 to complete their renewals including the renewal fee(s) and must be current on all taxes and fees owed to the Town (or in an approved payment plan with the Tax Collector or DPW).
- The FY 2017 Capital Planning Process is underway with all Departmental Capital Requests for FY 2017 due by November 20, 2015. The Capital Planning Committee will meet on December 7, 2015.
- The Executive Bi-Board met on November 10, 2015 to discuss the FY 2017 Budget Schedule and Process as well as the FY 2017 Budget itself. The FY 2017 Budget Directive and guidance will be issued by the Town Administrator on November 30, 2015.
- The ASRSD hosted two spectacular Veterans' Day Events. The High School held its 17<sup>th</sup> Annual Veterans Day Program (which I attended) and Page Hilltop held a Veterans Day event as well.

- The Holiday Lights 2015 Program is well underway with the Contractor commencing with installation of the lights at the Rotary, Town Hall, and Downtown Street Poles. The lights will be activated the day after Thanksgiving and will be on until the first week of January.
- The Non-Union Classification and Compensation Plan as approved by Town Meeting on October 26, 2015 have been implemented. The Personnel Board will be meeting on the first Wednesday of each month at 7pm to address some of the outstanding details of the Study as well as to commence on a review and update of the Personnel Policies (last done in 2011).

**Authorization for Hiring Economic and Community Director:**

- I am respectfully requesting authorization from the BOS to commence with the hiring process of the Economic and Community Director position (See attached approved job description). After significant research and consultation with the BOS it is in the best interests of the Town to fill this position with the most qualified candidate. Additionally, we will be very selective in hiring an individual that possesses preferable grant writing and planning credentials.
- With the BOS authorization, I am recommending the creation of a seven-member Search Committee to be led by the Town Administrator consisting of the following:

Town Administrator  
 Assistant to the Town Administrator  
 Benefits and Payroll Manager  
 Member of the Planning Board  
 DPW Superintendent  
 Member of the IDFA  
 Member of the Ayer Business Community

- The charge of the Search Committee will be to conduct the hiring process to including advertising the position; reviewing applications; conducting interviews and finally making a recommendation(s) to the BOS for consideration.
- The BOS will make the final appointment.

**Land Use Administrative Coordinator Presentation:**

- Per the BOS, Selectman Livingston, Ms. Antonellis, and I have been working over the last several months regarding the issue(s) of improved efficiencies and customer service for the myriad of part-time departments at Town Hall.
- At the November 17, 2015 meeting, we will be making a brief presentation on the proposal of a full-time Land Use Administrative Coordinator that would provide full-time administrative support and coordination for the Building Dept.; Planning Board; Conservation; and Economic Development. Additionally, this full-time position could also assist customers to Town Hall for the Parks Dept. and Board of Health when they are out of

the Office. This position will be responsible for coordinating and guiding customers/residents through the various land use functions of the Town.

- Procedurally, at the end of the presentation/discussion I will be respectfully requesting that the BOS authorize the hiring process of this position. Because this position will fall under the AFSCME 93 Town Hall Clerical Union, the job description will need to be mutually agreed to by the Town and the Union (See attached proposed job description). Additionally, this position would be a full-time, benefitted position at a rate equivalent to the various Union Department Assistants of approximately \$19.00/hour (proposed annual salary of approximately \$40,000). The funding source for this position will come from the appropriated funds to the Building Department by Town Meeting.

Thank you.

## ECONOMIC AND COMMUNITY DEVELOPMENT DIRECTOR

### **Position Purpose:**

The purpose of this position is to perform professional, administrative and technical work in community and economic development for the Town of Ayer, Massachusetts; prepares and implements community and economic development plans, programs and services performs all other related work as required. The Economic and Community Development Director is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

### **Supervision:**

*Supervision Scope:* Performs highly responsible functions of a complex nature, providing professional advice to state and local officials, boards and committees, concerning the development and implementation of the policies, goals, regulations, and statutory requirements related to community and economic development for the town.

*Supervision Received:* Works under the policy direction of the Board of Selectmen and under the administrative direction of the Town Administrator.

*Supervision Given:* Supervises full or part time CDBG personnel.

### **Job Environment:**

Work is performed under typical office conditions; work environment has a moderate noise level; infrequent work is conducted in the field with exposure to various weather conditions; frequently travels and attends evening meetings.

Operates automobile, computer, calculator, telephone, and other standard office equipment.

Makes frequent contacts with municipal, regional, state and federal officials, the business community, the media and the general public; works closely with other local and county departments involved in community and economic development activities. Methods of communication are in person, by telephone, and email.

Errors in procedures or the interpretation of state and local legislation, could result in recommendations adversely affecting community development and the local economy as well have legal repercussions.

### **Essential Functions:**

*(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)*

Provides daily customer service to the current business community of the Town of Ayer including all industrial, commercial and retail businesses. This includes immediate answering of all questions related to business and financial inquiries.

Conducts business outreach, informing different facets of the business community about information relative to their particular type of business sector. Activities include communications through mailings, emails or phone calls about local issues, property inventory, marketing activities, pertinent events, state and local loans, grants or incentives.

Considers projects and organizing events and activities that bring public awareness to the different business sectors especially the Ayer Downtown Business District. There is concentration on (1) attracting new business (2), identify and market the business activity currently available in Ayer, (3) conceive and facilitate projects that enhance the physical esthetics of the Downtown area.

Market, facilitate and administer the Town's Business Loan Program. Once new or existing business owner decides to apply for a loan, organizes and directs the client to provide all necessary documentation, schedule meetings, provides the members with copies of all materials and document their decision.

Has membership on a number of town related Boards and commission to include; former Fire Station Reuse Committee, Green Community Committee, July 4<sup>th</sup> Committee, Chamber of Commerce, Ayer Business Alliances Association, Massachusetts Economic Development Commission, Northeast Economic Development Association.

Serves as Director for all of the Town's Community Development activities. Oversees an office of two employees and a currently closing grant of \$900,000.

Performs similar or related work as required, directed or as situation dictates.

**Recommended Minimum Qualifications:**

Education, Training and Experience:

Master's degree in business administration, economics, marketing or related field; and three to five years of progressively responsible related experience in a professional capacity in economic development, business banking and business expansion and retention practices; or any equivalent combination of education and experience.

Special Requirements:

Must possess a valid driver's license

Knowledge, Ability and Skill:

*Knowledge:* Thorough knowledge of local, state and federal loan, grant and incentive programs. Considerable knowledge of business and economic development. Knowledge

of the economic, sociological and environmental aspects of development; knowledge of financial system and grants administration.

*Ability:* Ability to establish and maintain effective working relationships with businesses, officials and the general public. Ability to make formal presentations to government agencies, businesses, regional agencies, municipal boards and Town residents.

*Skill:* Demonstrated grant writing and administration skills. Strong organizational skills. Self-motivated and the ability to work independently. Skill in computers and appropriate software applications.

Physical Requirements:

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is frequently required to work at a desk; regularly convey information to employees and the public; regularly move about inside the office to access file cabinets and office machinery. The employee must occasionally lift and/or move objects weighing up to 10 pounds, such as supplies, folders, and books. Ability to operate a keyboard and calculator at efficient speed and to view computer screens and spreadsheets for extended periods of time.

*(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)*

**\*\*\*\*PROPOSED\*\*\*\***

**Job Description**

**Town of Ayer**

**Land Use Administrative Coordinator**

**Position Purpose:**

- The purpose of this position is to provide full-time professional administrative support, customer service, and coordination of the Town's Building, Conservation, Economic Development, and Planning functions as they pertain to assisting the public; various land use related projects; work load; and initiatives. Performs all other related work as required.

**Supervision:**

- The position is appointed by the Ayer Board of Selectmen and reports directly to the Town Administrator. The position will work closely with the Building Commissioner, Economic Development Director, Conservation Commission, and Planning Board.

**Essential Functions:**

- Composes and types letters, Order of Conditions, Determination, minutes of meetings, appeal notices and decision, building permits and building reports, hearing and abutter notices. Process agenda packets for Boards review prior to meetings.
- Schedules appointment for meeting, prepares agendas; receives visitors; makes telephone calls providing information and reference to appropriate boards and/or departments, receives and processes outgoing mail. Serves as the ombudsman for the Town's land use departments.
- Maintains and secures the file system, financial records and office supplies; monitors statutory deadlines, keeping board informed or insure that deadlines are met.
- Prepares vouchers for monthly bills and dues; collects and prepares schedule of department payments to the Treasurer for building permits, hearing, ANR's and subdivision.
- Provides professional customer service and administrative support for the Building, Conservation, Economic Development, and Planning Board as needed.
- Performs similar or related work as required.

**Knowledge, Ability and Skill:**

Knowledge of municipal building, planning and land use functions, roles and responsibilities. Excellent organizational and communication skills. Excellent customer service skills. Ability to work effectively and efficiently across a wide spectrum of departments and tasks. Ability to prioritize and multitask.

**Classification:**

The position is classified under the AFSCME 93 Town Hall Clerical Union.

**Salary:**

Full-time (40 hours per week), benefitted position; salary (\$19.00 per hour; \$39,000/year)

DRAFT

Town of Ayer  
Board of Selectmen  
Ayer Town Hall – 1<sup>st</sup> Floor Meeting Room  
Ayer, MA 01432



**Tuesday November 3, 2015**  
**Meeting Minutes**

*Broadcast and Recorded by APAC*

Present: Jannice L. Livingston, Chair; Gary J. Luca, Vice-Chair; Christopher R. Hillman, Clerk

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

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

**Review and Approve Agenda:**

**Motion:** A motion was made by C. Hillman and seconded by G. Luca to approve the agenda, as printed. **Motion passed 3-0.**

**Announcements:** J. Livingston made the following announcements:

- The Winter Parking Ban is in effect as of Friday November 15, 2015 through April 15, 2016.
- The Annual Turkey Party will take place November 18, 2015 at 7:00 PM from the Ayer Fire Department.
- The 11th Annual Ayer Fire Department Thanksgiving Day 5K will be held November 26, 2015. Race starts at 8:00 AM at The Ayer Fire Department
- November 11, 2015 is Veteran's Day and gave the history of Veteran's Day

**Recognition of Eagle Scouts:** Jeff Thomas, Ayer Parks Department Director was present and thanked Jeffrey Blood and Jason Langlais for the improvements they made at Pirone Park as part of their Eagle Scout community service project. The BOS thanked the two gentlemen and presented them each with a certificate of appreciation.

**Public Input:** None

**Superintendent Mark Wetzel, Ayer Department of Public Works:** M. Wetzel stated that the paving project at the Ayer Transfer Station is now complete.

*Engineering Service Agreement Amendment, East Main Street Water & Sewer Upgrade* – M. Wetzel presented an engineering service agreement for the East Main Street Water and Sewer Upgrade Project which will be funded through a loan/grant from USDA Rural Development. He is recommending the BOS execute an agreement for engineering services during construction with Weston & Sampson, not to exceed \$165,000. This is a requirement of the USDA agreement.

**Motion:** A motion was made by G. Luca and seconded by C. Hillman to execute the engineering services agreement between the Town of Ayer and Weston & Sampson for East Main Street Water and Sewer Upgrade project not to exceed \$165,000 with signature by the Chair. **Motion passed 3-0.**

*Engineering Service Agreement, East Main Street Roadway Improvement Project MassDOT 25% Design Authorization* – M. Wetzel presented a Phase 2 – 25% engineering service agreement for the East Main Street Roadway Improvement Project which will be funded under the MassDOT STIP program. He is recommending the BOS execute an agreement for engineering services with WorldTech Engineering in the amount of \$98,660.

**Motion:** A motion was made by G. Luca and seconded by C. Hillman to execute the engineering services agreement between the Town of Ayer and WorldTech Engineering for the East Main Street Roadway Improvement Project in the amount of \$98,600 with signature by the Chair. **Motion passed 3-0.**

*National Grid Streetlight Purchase* – M. Wetzel gave an overview of the process for purchasing streetlights currently owned by National Grid and retrofitting them with LED’s. He is asking the BOS to grant authorization to the Town Administrator to formally notify National Grid of the Town’s intent to purchase to begin the process.

**Motion:** A motion was made by G. Luca and seconded by C. Hillman to authorize the Town Administrator to formally notify National Grid the Town’s intent to purchase the street lights. **Motion passed 3-0.**

**M. Stephanie Gintner, Town Treasurer:** S. Gintner stated that the Town was going out for borrowing and she would need approval and confirmation for the sale of bonds in the amount of \$1,873,000 at the price of \$1,984,551.02 (total with accrued interest and the approval and confirmation for the sale of a \$1,534,235 @ 1.50 percent General Obligation Bond Anticipation Notes.

**Motion:** A motion was made by C. Hillman and seconded by G. Luca that the sale of the \$1,873,000 General Obligation Municipal Purpose Loan of 2015 Bonds of the Town dated November 19, 2015 (the “Bonds”), to Fidelity Capital Markets, a division of National Financial Services LLC at the price of \$1,984,551.02 and accrued interest is hereby approved and confirmed. The Bonds shall be payable on November 15 of the years and in the principal amounts and bear interest at the respective rates, as follows:

Year	Amount	Interest Rate	Year	Amount	Interest Rate
2016	\$413,000	3.00%	2022	\$85,000	2.00%
2017	\$335,000	5.00%	2023	\$80,000	2.00%
2018	\$210,000	5.00%	2024	\$75,000	3.00%
2019	\$115,000	5.00%	2025	\$70,000	2.00%
2020	\$100,000	5.00%	2026	\$65,000	2.25%
2021	\$85,000	2.00%	2030	\$240,000	3.00%

Further Voted: that the Bonds maturing on November 15, 2030 (a “Term Bond”) shall be subject to mandatory redemption or mature as follows:

Term Bond due November 15, 2030

Year	Amount
2027	\$60,000
2028	60,000
2029	60,000
2030*	60,000 *Final Maturity

Further Voted: to approve the sale of a \$1,534,235 1.50 percent General Obligation Bond Anticipation Notes of the Town dated November 20, 2015, payable November 18, 2016 (the “Notes”), to Raymond James & Associates, Inc. at par and accrued interest plus a premium of \$14,366.70.

Further Voted: that in connection with the marketing and sale of the Bonds, the preparation and distribution of a Notice of Sale and Preliminary Official Statement dated October 26, 2015, and a final Official Statement dated November 3, 2015 (the "Official Statement"), each in such form as may be approved by the Town Treasurer, be and hereby are ratified, confirmed, approved and adopted.

Further Voted: that in connection with the marketing and sale of the Notes, the preparation and distribution of a Notice of Sale and Preliminary Official Statement dated October 26, 2015, and a final Official Statement dated November 3, 2015, each in such form as may be approved by the Town Treasurer, be and hereby are ratified, confirmed, approved and adopted.

Further Voted: that the Bonds shall be subject to redemption, at the option of the Town, upon such terms and conditions as are set forth in the Official Statement.

Further Voted: that the Town Treasurer and the Board of Selectmen be, and hereby are, authorized to execute and deliver continuing and significant events disclosure undertakings in compliance with SEC Rule 15c2-12 in such forms as may be approved by bond counsel to the Town, which undertakings shall be incorporated by reference in the Bonds and Notes, as applicable, for the benefit of the holders of the Bonds and Notes from time to time.

Further Voted: that we authorize and direct the Treasurer to establish post issuance federal tax compliance procedures in such form as the Treasurer and bond counsel deem sufficient, or if such procedures are currently in place, to review and update said procedures, in order to monitor and maintain the tax-exempt status of the Bonds and Notes.

Further Voted: that each member of the Board of Selectmen, the Town Clerk and the Town Treasurer be and hereby are, authorized to take any and all such actions, and execute and deliver such certificates, receipts or other documents as may be determined by them, or any of them, to be necessary or convenient to carry into effect the provisions of the foregoing votes. **Motion passed 3-0.**

**Chairman Scott Houde, Ayer Finance Committee:** S. Houde, Chairman of the Ayer Finance Committee was in attendance to discuss several items as it relates to the FY' 17 budget process and the relationship between the BOS and the Finance Committee. He apologized for the "heated exchange" that took place at the October 6, 2015 BOS meeting and further reiterated that the comments of one individual on the Finance Committee does not constitute the opinion of the entire Board. He stated that he is looking forward to a meeting of the Bi-Board to discuss the FY'17 budget cycle.

G. Luca stated that he would like to see the BOS take a more active role in that process.

**Town Administrator's Report:** R. Pontbriand gave a brief administrative update. He asked DPW Superintendent M. Wetzel to quickly brief the BOS of the gas main break that took place earlier in the day on Washington Street. He also mentioned the FY' 2017 budget cycle; capital requests are due from the department heads on November 20, 2015; there will be a Bi -Board meeting on November 10, 2015 at 6:00 PM; the Holiday Lights fundraising efforts has reached a total of approximately \$8,400 in private donations; and that he was happy to report that the Town received a AA+ bond rating from Standard & Poors.

*St. Mary Parish – Request for 1 Day Beer & Wine Permit (Fall Supper 11/7/15)* – R. Pontbriand presented a request from St. Mary's Parish for a one day beer and wine permit for their Fall Supper to take place on Saturday November 7, 2015 from 5:00 PM – 9:00 PM.

**Motion:** A motion was made by G. Luca and seconded by C. Hillman to grant a one day beer and wine only permit to St. Mary's Parish (31 Shirley Street) from 5:00 PM – 9:00 PM on Saturday November 7, 2015. **Motion passed 3-0.**

**New Business/Selectmen's Questions:**

*Willow Rd/Rt. 2A Intersection Upgrade (Selectman Hillman)* – C. Hillman stated that there has been many accidents at this intersection and that the issue of reconfiguring the intersection has been brought up in the past. The Town of Ayer and the Town of Littleton will be meeting this week with relevant department heads to ensure the completion of reconfiguring the intersection.

*Plans for "0" Park Street Parking Lot (Selectman Hillman)* - C. Hillman wants to know what the long term plan is for the property located at "0" Park Street, recently obtained by the Town. He is interested in making metered parking spaces for those who use the commuter rail. R. Pontbriand stated that the first issue is to remediate the flooding issue and that there are several trees that need to be taken down for safety reasons; he is working with the Tree Warden to accomplish that.

M. Wetzel cautioned metering spots at this location right away, as there is a bigger problem needing to be addressed with downtown parking. He does not want to see an adverse effect, meaning more street parking that is inconvenient to homeowners near the downtown.

*Tree Warden Operating Budget (Selectman Hillman)* – C. Hillman stated that he had asked for this item to be included on the agenda because it seemed like the Tree Warden's budget was not adequate, as there are several trees with white "x's" on them that need to be removed. R. Pontbriand stated that he and the Town Accountant are working with the tree warden to resolving the issue. All are in agreement that the trees that cause immediate public safety risks must be taken down immediately.

*Economic Development Director Status (Selectman Luca)* – G. Luca inquired as to what the plan was moving forward to fill the now vacant Economic Development Director position. R. Pontbriand stated that he has been vetting different options for the Economic Development position and for a position in land use in general. He stated that he will be making a presentation at the next BOS meeting.

**Approval of the Minutes:**

**Motion:** A motion was made by J. Livingston and seconded by G. Luca to approve the meeting minutes of October 20, 2015. **Motion passed 3-0.**

**Executive Session:** A motion was made at 8:27 PM by G. Luca and seconded by C. Hillman to enter into Executive Session pursuant to MGL c. 30A, sec. 21A, Exemption #2 (Non- Union Personnel) Contract Negotiations for the Town Administrator, Police Chief, Fire Chief and Town Accountant and Exemption #3 (Collective Bargaining) AFSCME 93 Sick Bank MOA and to adjourn for the evening for the evening from Executive Session. G. Luca further stated that to discuss these matters in open session would negatively impact the Town's negotiating strategy. **By Roll Call:** J. Livingston, aye; G. Luca, aye; C. Hillman, aye. **Motion passes by roll call vote 3-0.**

**Minutes Recorded and Submitted by Carly M. Antonellis**

**Minutes Approved by BOS:** \_\_\_\_\_

**Christopher R. Hillman, Clerk:** \_\_\_\_\_