

# Board of Selectmen

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



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Town Administrator  
(978) 772-8210

## MEMORANDUM

**DATE:** May 29, 2013

**TO:** All Town Departments

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

*R. A. P.*

**SUBJECT:** Policy and Procedure for Filing Town of Ayer Insurance Claims

Dear All Town Departments:

Please be advised that effective immediately, any and all Town of Ayer Insurance Claims must be submitted for review and approval to the Town Administrator **prior** to the filing of the insurance claim(s).

Additionally, any and all copies of Town insurance related claims, documents, and/or payments that Town Departments receive must be sent to the Town Administrator.

If you have any questions, please do not hesitate to contact me directly.

Thank you for your time, consideration, and cooperation.

Cc: Ayer Board of Selectmen  
Ayer Finance Committee