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TOWN CLERK  
TOWN OF AYER

2016 FEB 11 PM 3:17

*Sumner Copeland*

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



**Tuesday February 16, 2016**  
**Open Session Meeting Agenda**

**7:00 PM**

**Call to Order**

Review and Approve Agenda; Announcements

**Special Presentation to the Town of Ayer**

Lt. Charles Dillon, Ayer Fire Department

**7:05 PM\***

**Public Input**

**Chief William A. Murray, Ayer Police Department**

1. Reserve Officer Appointment

**7:15 PM**

**Superintendent Mark L. Wetzel, Department of Public Works**

1. Complete Streets Policy
2. Order of Takings for 2015 Fall Town Meeting Accepted Streets

**7:35 PM**

**Town Administrator's Report**

1. Administrative Update
2. Appointment of Administrative Coordinator
3. March BOS Meeting Calendar
4. 2015 BOS Annual Report
5. Letter of Support Sandy Pond School Association Application for CPC Funding
6. Town Meeting and FY 2017 Budget Calendar

**7:55 PM**

**New Business/Selectmen's Questions**

1. FY' 17 Budget Discussion (Selectman Luca)

**8:05 PM**

**Approval Meeting Minutes**

February 2, 2016

**Adjournment**

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

# Memo

To: Chief William Murray  
From: Lieutenant Brian Gill  
Date: 2/11/2016  
Re: Reserve Police Officer Recommendation

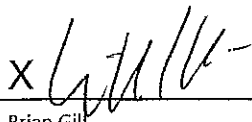
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Chief,

As you know, Casey Scott was a Reserve Police Officer and Full Time Dispatcher for the Town of Ayer until July 2015. To pursue his aspiration to become a full time Police Officer, he was sponsored by this agency to attend the MPTC Police Academy in Boylston (Aug 3, 2015 – January 15, 2016). This was a difficult decision for Casey, as he was going to have to leave his job at the Ayer PD, get married and begin the academy (all within the span of two weeks). While at the academy, he received no income and had to rely on his new wife's sole income. Casey has recently graduated from the Academy and is now beginning process of competing for a Police Officer position, a difficult task. Casey approached us inquiring if we would consider re-appointing him as a Reserve Police Officer, with hopes of obtaining a position here, if it were to ever be offered. Casey was informed that we would recommend his re-appointment as a Reserve Police Officer, contingent on passing a background investigation. NOTE: Casey previously submitted to and passed a Physical Evaluation and Psychological Evaluation and believe that those results are still valid. After conducting the background investigation, the investigator "recommended" the appointment of Casey Scott as a Reserve Police Officer.

I concur with the investigators recommendation and would advise that Casey be placed into the Department's field training program if appointed.

Respectfully,

X  2/11/16

Brian Gill  
Lieutenant

## DEPARTMENT OF PUBLIC WORKS

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



25 BROOK STREET  
AYER, MASSACHUSETTS 01432  
T: (978) 772-8240  
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RECEIVED  
FEB 11 2016

TOWN OF AYER  
SELECTMEN'S OFFICE

### MEMORANDUM

Date: February 11, 2016  
To: Board of Selectmen  
From: Mark Wetzel, P.E., Public Works Superintendent  
Dan Van Schalkwyk, P.E., Town Engineer  
Subject: **February 16 Meeting Agenda Items**

1. **Complete Streets Policy** – Based on direction from the Board at the January 19 meeting, I have prepared a Complete Streets Policy for the Town of Ayer. MassDOT has implemented a Complete Streets program, providing grant funding for communities to plan and construct complete streets projects. Complete Streets is a design approach that focuses on the safety and comfort of all roadway users, including pedestrians, bicyclists, and public transit. To be eligible for grant funding, a community must have a Complete Streets Policy.

Attached is the Complete Streets Policy, based on guidance from MassDOT, National Complete Streets Coalition and policies from similar Massachusetts communities. This has been reviewed by the Town Engineer, Jane Morriss and Carolyn McCreary (all of whom attended MassDOT's Complete Streets training) and our engineering consultant. I will give a brief presentation on the policy requirements and request that the Board vote to adopt the policy.

2. **Order of Takings for 2015 Fall Town Meeting Accepted Streets** - The DPW has worked with Town Counsel to develop Order of Takings for the streets accepted under Article 11 at 2015 Fall Town Meeting. These streets include Mulberry Circle; Calvin Street Extension; Blueberry Circle; Hibiscus Lane; Magnolia Drive; and Samantha Lane. The Orders describe the roadway and necessary easements the Town will be taking. The Assessing Administrator has also determined that there will be no diminution in value to the properties affected by these Takings and has conveyed this by written letter to the Board. There are five (5) Order of Takings attached and I recommend the Board make a motion to execute the Takings.

<b>Town of Ayer COMPLETE STREET POLICY</b>	
Effective Date	
Expiration Date	None
Date Last Revised	
Selectmen vote to adopt policy	

## COMPLETE STREETS POLICY

### Vision and Purpose:

The purpose of the Town of Ayer's Complete Streets Policy is to accommodate a wide range of road users by creating a road network that meets the needs of individuals utilizing a variety of transportation modes. The policy will be applied as a guide in decision-making in related infrastructure planning and construction. Complete Streets principles contribute toward the safety, health, economic viability, and quality of life in a community by providing accessible and efficient connections between home, school, work, recreation and retail destinations by improving the pedestrian and vehicular environments throughout communities.

It is the intent of the Town of Ayer to formalize the planning, design, construction, operation and maintenance of streets and to guide decisions so that they are safe for all users of all ages and abilities as a matter of routine. By incorporating this Complete Streets Policy, the Town of Ayer will advance its efforts to provide safety and accessibility for all the users of our roadways, trails and transit systems, including pedestrians, bicyclists, transit riders, motorists, commercial vehicles, and emergency vehicles and for people of all ages and of all abilities. The Town of Ayer aims to improve the health of its residents and acknowledges that Complete Streets can increase everyday physical activity by enabling additional walking and bicycling by its residents and visitors.

### Core Commitment:

The Town of Ayer recognizes that users of various modes of transportation, including, but not limited to, pedestrians, cyclists, transit and school bus riders, motorists, delivery and service personnel, freight haulers, and emergency responders, are legitimate users of streets and deserve safe facilities. "All Users" includes users of all ages and abilities.

The Town of Ayer recognizes that all roadway projects, whether new, maintenance, or reconstruction, are potential opportunities to apply Complete Streets design principles. The Town will, to the maximum extent practical, design, construct, maintain, and operate all streets to provide for a comprehensive and integrated street network of facilities for people of all ages and abilities.

Where feasible, Complete Streets design recommendations shall be incorporated into all publicly and privately funded projects. This includes transportation infrastructure and street design projects requiring funding or approval by the Town of Ayer, as well as projects funded by the state and federal government, such as the Chapter 90 funds, Town improvement grants, Transportation Improvement Program (TIP), the MassWorks Infrastructure Program, Community Development Block Grants (CDBG), Capital Funding and other state and federal funds for street and infrastructure design. The same will be applied to private developments and related street design components or corresponding street-related components. In addition, to



the extent practical, state-owned roadways will comply with the Complete Streets resolution, including the design, construction, and maintenance of such roadways within Town boundaries.

The Department of Public Works will use best judgment regarding the feasibility of applying complete streets principles for routine roadway maintenance and repair projects. Other transportation infrastructure projects, including but not limited to roadway reconstruction, roadway reconfigurations, or subdivisions, transportation infrastructure may be excluded, upon approval by the Board of Selectmen and/or its designee, where documentation and data indicate that:

1. Cost or impacts of accommodation is excessively disproportionate to the need or probable use or probable future use.
2. Facilities where specific uses are prohibited by law. An effort will be made, in these cases for accommodations elsewhere.
3. Other Town policies, regulations, or requirements contradict or preclude implementation of Complete Streets principles.

#### Best Practices:

The Town of Ayer Complete Streets policy will focus on developing a connected, integrated network that serves all users of roads and pedestrian ways. Complete Streets will be integrated into policies, planning, and design of all types of public and private projects, including new construction, reconstruction, rehabilitation, repair, and maintenance of transportation facilities on streets and redevelopment projects.

Implementation of the Town of Ayer Complete Streets Policy will be carried out cooperatively within all departments in the Town of Ayer with multi-jurisdictional cooperation, to the greatest extent possible, among private developers, and state, regional, and federal agencies.

Complete Streets principles include the development and implementation of projects in a context sensitive manner in which project implementation is sensitive to the community's physical, economic, and social setting. The context-sensitive approach to process and design includes a range of goals that consider stakeholder and community values on a level plane with the project need. The overall goal of this approach is to preserve and enhance scenic, aesthetic, historical, and environmental resources while improving or maintaining safety, mobility, and infrastructure conditions, with consideration as to reasonableness.

The Town of Ayer recognizes that "Complete Streets" objectives may be achieved through single elements incorporated into a particular project or incrementally through a series of smaller improvements or maintenance activities over time.

The latest design guidance, standards, and recommendations available will be used in the implementation of Complete Streets including:

- The Massachusetts Department of Transportation Project Design and Development Guidebook
- Documents and plans created for the Town of Ayer, such as:
  - Town of Ayer Open Space and Recreation Plan (2015 Update)
  - The 2016 Montachusett Regional Transportation Plan, MPO Endorsed July 30, 2015
- The latest edition of American Association of State Highway Transportation

Officials (AASHTO) A Policy on Geometric Design of Highway and Streets

- The United States Department of Transportation Federal Highway Administration's Manual on Uniform Traffic Design Controls (2009). The Architectural Access Board (AAB) 521CMR Rules and Regulations

Complete Streets implementation and effectiveness will be constantly evaluated for success and opportunities for improvement. The Town will utilize performance measures to gauge implementation and effectiveness of the Complete Streets Policy using, as a minimum, the following performance measures:

- Total miles of on-street bicycle routes defined by streets with clearly marked or signed bicycle accommodation
- Linear feet of new pedestrian accommodation
- Number of new curb ramps installed along town streets

Performance will be measured on an annual basis and reported in the Town Report.

Implementation:

The Town will make Complete Streets practices a routine part of everyday operations, will approach every transportation project and program as an opportunity to improve streets and the transportation network for all users, and shall work in coordination with other departments, agencies, and jurisdictions to achieve Complete Streets.

Town will review and either revise or develop proposed revisions to all appropriate planning documents (master plans, open space and recreation plan, etc.), zoning and subdivision codes, laws, procedures, rules, regulations, guidelines, programs, and templates to integrate Complete Streets principles in all projects on streets, as well as potential off-road trails and paths. The Public Works Superintendent and the Town Engineer will be responsible for implementing and managing this initiative.

The Town will maintain a comprehensive inventory of pedestrian and bicycle facility infrastructure that will prioritize projects to eliminate gaps in the sidewalk and bikeway network and provide opportunities for expansion and extensions.

The Town will reevaluate Capital Improvement Projects prioritization to encourage implementation of Complete Streets implementation.

The Town will make its best effort, as resources allow, to train pertinent town staff and decision-makers on the content of Complete Streets principles and best practices for implementing policy through workshops and other appropriate means.

The Town will utilize inter-department coordination to promote the most responsible and efficient use of resources for activities within the public way and will make a best faith effort to coordinate with adjacent municipalities to ensure a seamless network of facilities for all users of the roadway.

The Town will seek out appropriate sources of funding and grants for implementation of Complete Streets policies.



# Complete Streets Policy

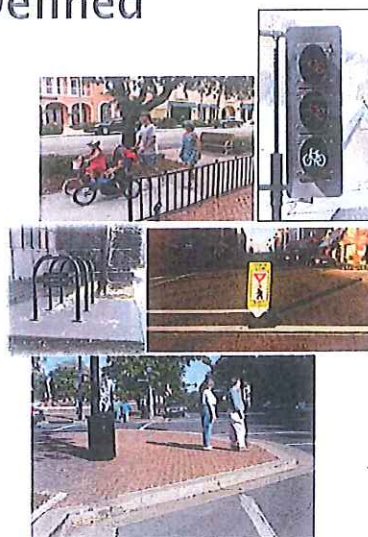


Town of Ayer, MA  
Board of Selectmen  
Public Meeting  
February 16, 2016



## Complete Streets Defined

- ▶ *A Complete Street is one that provides safe and accessible options for all travel modes – walking, biking, transit and vehicles – for people of all ages and abilities.*



## MassDOT Complete Streets Funding Program



- ▶ Authorized by 2014 Transportation Bond Bill
- ▶ Offers Massachusetts municipalities incentives to adopt policies and practices that provide safe and accessible options for all travel modes - walking, biking, transit and vehicles - for people of all ages and abilities
- ▶ Available Funding: \$12.5M total for FY16 and FY17
- ▶ Up to \$50,000 in technical assistance and up to \$400,000 in construction funding



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## Proposed CS Program Objectives for FY16



- ▶ Provide technical assistance and incentives for adoption of Complete Streets policies at the municipal level so that a broader range of communities are eligible for project funding
- ▶ Encourage municipalities to adopt a strategic and comprehensive approach to Complete Streets, rather than simply seeking funding for a single project creating Complete Streets prioritization plans
- ▶ Facilitate better pedestrian, bicycle, and transit travel for users of all ages and abilities by addressing critical gaps in pedestrian, bicycle, and transit infrastructure by funding Complete Streets projects in cities and towns that have adopted policies and undertaken planning



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## Primary Requirements To be Eligible for Funding



- ▶ Attendance of a municipal employee at a Complete Streets training
  - To date 3 employees and 1 committee chair have completed training
- ▶ Passage of a Complete Streets Policy that scores 80 or above out of a possible 100 points (Tier 1)
  - For consideration tonight
- ▶ Development of a Complete Streets Prioritization Plan (Tier 2)
  - Next step – apply for funding



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## Community Compact – Bonus Points!

- ▶ A mutual agreement between the Baker-Polito Administration and Mass cities and towns where community agrees to implement at least one best practice from a variety of areas
- ▶ Communities that sign a compact receive priority for specific technical assistance resources to help achieve the chosen best practices
- ▶ Complete Streets are included as one of the listed best practices and to date 11 communities have selected this as their best practice commitment
- ▶ Ayer has signed a Community Compact for Information Technology and received cybersecurity grant



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## MassDOT Program Framework

- › Tier 1 – Complete Streets Policy Development – MassDOT provides assistance through workshops for development of a Complete Streets Policy.
- › Tier 2 – Prioritization Plan Development – Available to municipalities that either have a policy which has been reviewed and scored above “80”, or commit to adopting a policy AND to the development of a Complete Streets Prioritization Plan. Up to \$50,000 in technical assistance funding.
- › Tier 3 – Project Funding for Construction – Funding for priority projects up to \$400,000.

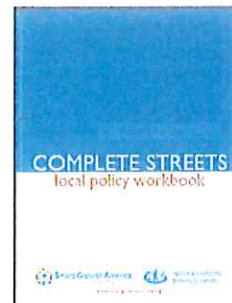


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## Model Policy Development

- › Ten Key Policy Elements
- › MassDOT provides guidance on the policy elements that should be addressed in a policy, however allows for flexibility in the specific language and commitment level.
- › Adopted policies are scored based on their stated level of commitment to aligning transportation infrastructure planning, design, construction and maintenance practices to CS principles.
- › Policies are scored based 100 possible points and must achieve 80 points or above to be eligible for funding.



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## Model Policy – Ten Elements

1. Vision & Goals – What do you want your community to look like?
2. Users and Modes – Defining who the system serves
3. Projects and Phases – Design, construction, maintenance?
4. Exceptions – Where does the policy not apply?
5. Network – Data on gaps
6. Jurisdiction – Who does it apply to?
7. Context Sensitivity – One size does not fit all
8. Design Guidance – Committing to best practice
9. Performance Measures – How do you measure progress?
10. Implementation – Concrete steps to embed Complete Streets in procedures and practice



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## Model Policy Development



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**Vision and Purpose:**

The purpose of the Town of Ayer's Complete Streets Policy is to accommodate a wide range of road users by creating a road network that meets the needs of individuals utilizing a variety of transportation modes. The policy will be applied as a guide in decision-making in related infrastructure planning and construction. Complete Streets principles contribute toward the safety, health, economic viability, and quality of life in a community by providing accessible and efficient connections between home, school, work, recreation and retail destinations by improving the pedestrian and vehicular environments throughout communities.

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**Care Commitment:**

The Town of Ayer recognizes that users of various modes of transportation, including, but not limited to, pedestrians, cyclists, transit and school bus riders, motorists, delivery and service personnel, freight haulers, and emergency responders, are legitimate users of streets and deserve safe facilities. "All Users" includes users of all ages and abilities.

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The Department of Public Works will use best judgment regarding the feasibility of applying complete streets principles for routine roadway maintenance and repair projects. Other transportation infrastructure projects, including but not limited to roadway reconstruction, roadway reconstruction, or subdivisions, transportation infrastructure may be excluded upon approval by the Board of Selectmen and/or its designee, where documentation and data indicate that:

1. Cost or impacts of accommodation is excessively disproportionate to the need or probable use or probable future use.
2. Facilities where specific uses are prohibited by law. An effort will be made, in these cases for accommodations elsewhere.
3. Other Town policies, regulations, or requirements contradict or preclude implementation of Complete Streets principles.



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**Background:**

The Town of Ayer Complete Street policy will focus on developing a consistent, integrated network that serves all users of roads and pedestrian ways. Complete Streets will be integrated into policies, planning, and design of all types of public and private projects, including new construction, reconstruction, rehabilitation, repair, and maintenance of transportation facilities on streets and transportation projects.

Implementation of the Town of Ayer Complete Street Policy will be carried out cooperatively within all departments in the Town of Ayer with interdepartmental cooperation, to the greatest extent possible, among private developers and state, regional, and federal agencies.

Complete Street principles include the development and implementation of projects in a context sensitive manner in which project implementation is sensitive to the community's physical, economic, and social setting. The context sensitive approach to project implementation includes the consideration of the needs of all users of the street and the project need. The overall goal of this approach is to preserve and enhance scenic, aesthetic, historical, and environmental resources while improving or maintaining safety, mobility, and infrastructure conditions, with consideration as to sustainability.

The Town of Ayer requires that "Complete Street" objectives may be achieved through multiple elements incorporated into a particular project or incrementally through a series of smaller improvements or maintenance activities over time.

The latest design guidance, standards, and recommendations available will be used in the implementation of Complete Street initiatives.

The Movement of Department of Transportation Project Definition and Development Guidelines

• Department and plan created for the Town of Ayer, with as:

◦ **Item 11 of Ayer Open Space and Recreation Plan (2013 Update)**

◦ **The 2014 Amendment Periodic Transportation Plan, 2010 Edition (July 30, 2013)**

• The latest edition of American Association of State Highway Transportation

Officials (AASTHO) **Advisory Guidelines Design Guidelines and Signs**

• The **Traffic State Department of Transportation Road Highway Administration Manual**

**on Uniform Traffic Control Devices (2009) The Architectural Access Board (AAD)**

**511CMR Rules and Regulations**

Complete Street implementation and effectiveness will be continually evaluated for success and opportunities for improvement. The Town will utilize performance measures to track implementation success and the success of the Complete Street Policy using, as a minimum, the following performance measures:

- Total miles of local street bicycle lanes defined by signs with clearly marked or signal bicycle accommodations
  - Least cost of new public transit accommodations
  - Number of new curb ramps installed along town streets
- Performance will be measured on an annual basis and reported in the Town Report. Complete Streets are for everyone



**Implementation:**

The Town will make Complete Street priorities a routine part of everyday operations, will approach every transportation project and program as an opportunity to improve streets, and the transportation network for all users, and shall work in coordination with other departments, agencies, and jurisdictions to achieve Complete Street.


Town will review and either revise or develop proposed policies to all appropriate planning documents (master plan, open space and recreation plan, etc.), zoning and subdivision rules, laws, procedures, rules, regulations, guidelines, programs, and techniques to integrate Complete Street principles in all projects on town, as well as personal efforts to plan. The Town will support and fund the Town Engineer will be responsible for implementing and managing the initiatives.

The Town will maintain a comprehensive inventory of pedestrian and bicycle facility maintenance that will prioritize projects to eliminate gaps in the sidewalk and bikeway network and provide opportunities for expansion and expansion.

The Town will evaluate Capital Improvement Project participation to encourage implementation of Complete Street implementation.

The Town will make it best effort, as resources allow, to train pertinent town staff and decision-makers on the content of Complete Street principles and best practices for implementing policy through workshops and other appropriate means.

The Town will utilize inter-departmental coordination to promote the most responsible and efficient use of resources for activities within the public way and provides a best value effort to coordinate with adjacent municipalities to ensure a seamless network of facilities for all users of the roadway. The Town will seek out appropriate sources of funding and grants for implementation of Complete Street policies.


  
 Complete Streets are for everyone

## What's Next

- ▶ Board must vote to accept the Policy
- ▶ Apply for Complete Streets Planning Grant
- ▶ Hire Engineering Consultant to assist with developing the plan
- ▶ Organize a Complete Streets Workgroup to identify needs and develop the plan
- ▶ Workgroup should include DPW, Parks, Open Space Committee, Planning Board, Police, MRPC

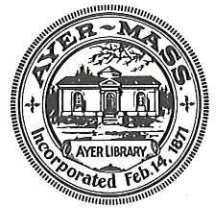


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Office of the Ayer Board of Selectmen  
Office of the Ayer Town Administrator



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

MEMORANDUM

**DATE:** February 12, 2016

**TO:** Ayer Board of Selectmen

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

**SUBJECT:** Town Administrator's Report and Administrative Update for the February 16, 2016 Ayer Board of Selectmen Meeting

Dear Honorable Selectmen,

I offer the following Town Administrator's Report and Administrative Update for your review and consideration for your February 16, 2016 Board of Selectmen Meeting. If you have any questions, prior to the meeting, please do not hesitate to contact me directly. Thank you.

Administrative Update:

- I will offer a brief Administrative Update of the various activities, projects, etc. of the Administration for the period of February 2, 2016 to February 16, 2016.

Appointment of Administrative Coordinator:

- I am pleased to recommend Ms. Sandra Bean for appointment to the position of Administrative Coordinator. The Town received 17 applications for the position of which 5 were selected for interviews. The interviews were conducted by a panel consisting of the Town Administrator, Assistant to the Town Administrator, Building Commissioner, and Zoning Enforcement Officer. Ms. Bean was found to be the most qualified candidate based on her resume, interview, and references. Ms. Bean will appear before the BOS for appointment on Tuesday evening. Please see attached Appointment Memo.

March BOS Meeting Calendar:

- With the Presidential Primary Election on Tuesday, March 1, 2016, per the Secretary of State's Office no public meetings are to be held at Town Hall (as Town Hall is a polling place from 7am to 8pm). Therefore the BOS needs to reschedule their March 1, 2016 Meeting. I am respectfully recommending that the BOS March Meeting Schedule be as follows: Tuesday, March 8, 2016 at 7pm and Tuesday, March 22, 2016. The BOS should discuss and confirm its March Meeting Schedule.

2015 BOS Annual Report:

- The deadline for the 2015 Annual Town Report is Friday, March 4, 2016 at 12pm noon. I would like to discuss briefly with the Board what the BOS would like in its 2015 Annual Report. As in past years, each Selectman submitted key points and highlights they would like to be in the Annual Report and the Town Administrator would put the report together for the BOS. Additionally, the BOS should briefly discuss and potential recommendations for the 2015 Annual Town Report Cover Page and/or any dedications.

Letter of Support Sandy Pond School Association Application for CPC Funding:

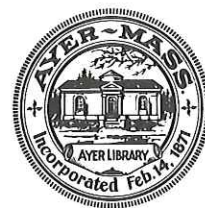
- Please see the attached letter of request and supporting materials from the Sandy Pond School Association asking the BOS to submit a letter of support to the CPC for their application for funding. It is respectfully recommended that the BOS authorize a letter of support for the Sandy Pond School Association's CPC Application (See Attached).

Town Meeting and FY 2017 Budget Calendar:

- Please see the attached Town Meeting and FY 2017 Budget Calendar. As the BOS is aware, this remains an evolving document that is periodically updated. I would like to briefly discuss the calendar with the BOS and answer any questions (See Attached).

Attachment(s)

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



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

**MEMORANDUM**

**DATE:** February 12, 2016

**TO:** Ayer Board of Selectmen

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

A handwritten signature in blue ink, appearing to read "R.A.P.", is written over a horizontal line.

**SUBJECT:** Appointment of Administrative Coordinator

Dear Honorable Selectmen,

It gives me great pleasure to recommend for appointment, Ms. Sandra L. F. Bean to the full-time, benefitted position of Administrative Coordinator at a salary of \$19.00 per hour. The position is under the AFSCME 93 Town Hall Clerical Union.

The Town received 17 applications for the position of which 5 were selected for interviews. The interviews were conducted by a panel consisting of the Town Administrator, Assistant to the Town Administrator, Building Commissioner, and Zoning Enforcement Officer.

Ms. Bean was found to be an excellent candidate for this position based on her resume, experience, interview, and references (See Attached). Additionally she brings to the position a high level of organization; extensive computer skills (including MUNIS); ability to efficiently multi-task among departments; excellent communication skills; excellent customer service skills; and municipal and small business experience.

Upon appointment, an official start date for Ms. Bean will be determined.

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

Thank you for your time and consideration.

Attachment(s): Application of Ms. Sandra L. F. Bean  
Administrative Coordinator Job Posting  
Administrative Coordinator Job Description



Sandra L. F. Bean

[REDACTED]

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Mr. Robert Pontbriand  
Town Administrator  
Ayer Massachusetts  
1 Main Street  
Ayer, MA 01432

January 18, 2016

Dear Mr. Pontbriand:

The advertised position of Administrative Coordinator for the Town of Ayer has prompted me to present my resume. I have previous experience with the Town of Acton, MA Fire Department, processing permits for the Fire and Building Departments. Unfortunately the position was budget cut. I recently filled two different temporary positions for the Town of Concord, MA: Treasury Clerk and Administrative Assistant for the Board of Health and Building Departments. My background as a Graphic Designer, Purchasing Manager and Administrative Assistant, offer a skill-set that I believe would be an asset to the Town of Ayer. I also have Retail Sales experience, so have dealt with the public in many different situations. I have experience with MUNIS and ADMINISTRATOR.

Please take a few minutes to review my enclosed resume, page two and references, page three. I would like to request an interview to discuss this position? I can be reached to answer further questions or to set up a meeting at [REDACTED] or email at this address.

Thank you for your consideration. I look forward to hearing from you.

Best Regards,

(Signature)

Sandra Bean

# Sandra L. F. Bean

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## Profile

Innovative thinker with the ability to analyze needs, develop ideas and suggest appropriate action that meets or exceeds expectation.

## Qualifications

- Works well as a team member or independently self motivated
- Strong organizational skills with the ability to anticipate needs
- Excels in prioritizing multiple tasks with attention to detail, problem solving and follow-through
- A decision maker with a positive attitude

## Computer Skills

Microsoft Office, Graphic Applications: Quark Express, InDesign, Photoshop, Illustrator, Understands five computer web languages: HTML/XHTML, CSS, JavaScript, PHP. Municipal Applications: Fire Server, MUNIS

## Employment

**Town of Acton** 2012 – 2014

Acton, MA

Administrative Assistant

- Support the Deputy Fire Chief to process permits for fire prevention
- Interact with contractors and the public
- Perform office duties for the Fire Chief and other executive level staff

**Talbots** 2011 – Present

Acton, MA

Sales Associate

- Customer service and Sales for the Talbots retail line of women's clothing
- Develops lasting client relationships

**Sandra Bean/Design** 1983 - 2011

Acton, MA

Freelance Designer, Graphic and Interactive Design Studio

- Manage graphic and web projects from conceptual design through final materials including hiring the printer and hand coding web sites
- Manage budgets closely and develop cost-effective solutions
- Ability to establish rapport with individuals at all levels

**Lexington Gardens** 1986 – 2005

Lexington, MA

Purchasing Manager, Gifts and Collectibles

- Met with sales representatives to purchase and plan seasonal delivery
- Continually assessed for the most creative and up-to-date marketing
- Successfully motivated employees
- Designed and implemented creative displays for merchandise

**Minuteman Printing, Inc.** 1979 – 1983

Concord, MA

Inside Sales and Staff Designer

- Developed and maintained long-term client relationships
- Recognized by Strathmore Paper Company for letterhead design

## Education

**Boston University, Center for Digital Imaging Arts**, 2005 - 2006

Certificate - Graphic and Interactive Design

**Berkshire Community College** - Associates Degree, Commercial Arts

**Minuteman Technical School** - Certificate, Desktop Publishing

**Decordova Museum School** - Water Color

**Certified First Aid, CPR, AED** - 2014

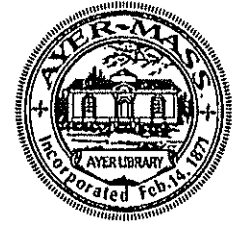
## Community Involvement

**Acton Boxborough Friends of Music**

Volunteer Coordinator 2001 – 2005, Alumni involvement to present

Town of Ayer

Job Opening



**Administrative Coordinator**

The Town of Ayer is seeking applications from qualified candidates for the position of Administrative Coordinator. This position will 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 projects; managing work load; and initiatives. Successful candidate will have knowledge of municipal building, planning, and land use functions; excellent organizational and communication skills. Excellent customer service skills a must. Prior municipal experience preferred. Ability to prioritize and multitask across a wide spectrum of departments and tasks. Salary (\$19.00 per hour/\$39,000 a year); full-time (40hrs/wk); benefitted position; classified under the AFSCME 93 Town Hall Clerical Union. Full job description available at [www.ayer.ma.us](http://www.ayer.ma.us). Submit letter of intent, resume, and three professional references to the Town Administrator, 1 Main Street, Ayer, MA 01432 or to [ta@ayer.ma.us](mailto:ta@ayer.ma.us) Application deadline is Friday, January 22, 2016. Town of Ayer is EOE.





## Job Description

Town of Ayer

### 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, Planning Board, and Conservation Commission providing administrative support and customer service to these departments. Additionally the position may provide administrative support as requested/needed for the Economic Development Department, Board of Health, and Parks Department.

#### 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 to 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 AISCME 93 Town Hall Clerical Union.

Salary:

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

*Job Description Approved by Town of Ayer and AISCME 93 on December 15, 2015*

## Robert Pontbriand

---

**From:** Irving Rockwood [REDACTED]  
**Sent:** Tuesday, February 09, 2016 6:10 PM  
**To:** Robert Pontbriand  
**Subject:** Sandy Pond School Association Application for Community Preservation Funding  
**Attachments:** SPSA Application for CPA Funding Jan'16.docx; NR Nomination Receipt Letter 26 Jan'16.pdf

Dear Mr. Pontbriand:

During the past several months, the Sandy Pond School Association (SPSA) and the Ayer Community Preservation Committee (CPC) have actively discussed possible CPC funding for a "conditions assessment" of the Sandy Pond Schoolhouse. These discussions culminated in the preparation and submission of the attached grant request, which was favorably reviewed by CPC at its January meeting. As a next step in its review process, CPC has scheduled a public hearing on this application for Wednesday, March 2, at 6:00 PM.

The Ayer Historical Commission has kindly agreed to provide a letter of support for this application. I am writing in hopes the Board of Selectmen might be willing to lend its support to this effort by sending a similar letter to CPC on or before the March 2 public hearing date.

Now that preparation of the National Register nomination is behind us--see attached copy of MC acknowledgement letter--a "conditions assessment" of the property by a qualified team of experts is the logical next step toward our goal of repairing, preserving, and reopening Sandy Pond Schoolhouse to the public. With this assessment in hand, SPSA will be able to develop an informed long-term plan for the work needed to maintain and preserve this historic property.

As stipulated in the application, the assessment will be prepared in conformity with Massachusetts Historical Commission requirements. This will enable us to use the assessment when applying for MHC funding toward the cost of any needed "bricks and mortar" work we anticipate the assessment will identify.

If you or the Selectmen have any questions or need additional information about this request, please let me know.

Thanks once again to you and the Selectmen for your support of the National Register nomination. We are truly appreciative and very much hope this additional request will also meet with the Board's approval.

Sincerely,  
Irving E. Rockwood

--  
Vice President  
Sandy Pond School Association  
PO Box 693  
Ayer, MA 01432  
[REDACTED]

**TOWN OF AYER**  
**APPLICATION FOR**  
**COMMUNITY PRESERVATION FUNDING**

Date: 1/6/2016

**Project Title:** Sandy Pond Schoolhouse Conditions Assessment

**Name of Applicant:** Irving E. Rockwood, Vice President

**Name of Organization:** Sandy Pond School Association

**Address:** P.O. Box 693, Ayer, MA 01432

**Telephone:** [REDACTED] (IER cell)

**Email:** [contactus@sandypondschoolhouse.com](mailto:contactus@sandypondschoolhouse.com); (ier personal) [REDACTED]

**CPA Category** (circle all that apply)

Open Space

Historic Preservation

Recreation

Community Housing

**CPA Funding Requested:** \$16,750

**Total Project Cost:** \$16,750

Fiscal Year	Total Project Cost	CPC Funds Requested	Other Funding Sources (amount and source)
2016-2017	\$16,750	\$16,750* *Will be reduced by amount of any CSAA grant monies received	\$1,000 Country School Association of America (CSAA)

**Please attach answers to the following questions. Include supporting materials as necessary.**

1. **Project Description:** Please give a detailed project description (including as appropriate, plans or drawings, ownership of control, feasibility studies, background information on organization and/or key personnel), including specific objectives.
2. **Goals:** How does this project accomplish the goals of the CPA? (See Guidelines for Project Submission for general criteria and the Ayer Community Preservation Plan for category specific criteria.)
3. **Timeline:** What is the schedule for project implementation, including a timeline for all critical milestones? Will this be a multi-year project?
4. **Budget:** Please provide a full budget including the following information, as applicable. (NOTE: CPA funds may not be used for maintenance):
  - a. Total amount of the project cost, with itemization of major components.
  - b. Additional funding sources. Please include those that are available, committed, or under consideration.
  - c. Describe the basis for your budget and the sources of information you used.
5. **Support:** Have the appropriate Town Boards and Commissions expressed support and/or approved the project? What is the nature and level of community support for this project? Include letters of support if applicable.



**1. Project Description:** Please give a detailed project description (including as appropriate, plans or drawings, ownership of control, feasibility studies, background information on organization and/or key personnel), including specific objectives.

**Background:** Owned and maintained since 1908 by the Sandy Pond School Association, the Sandy Pond Schoolhouse is Ayer's oldest surviving public building, older, in fact, than the Town of Ayer itself. Constructed in 1869, Sandy Pond Schoolhouse is now nearly 150 years old. It is one of two extant one-room schoolhouses in the former Groton Township, and the only one remaining in the Town of Ayer.

Sandy Pond Schoolhouse stands today in its original location on a small triangular lot at the crossroads of Sandy Pond, Westford, and Willow Roads. Its surroundings have changed considerably over the years, but the schoolhouse itself is remarkably well-preserved. There have been only minimal changes in its exterior appearance since it closed in 1906. Interior features include the original student desks and recitation settees, a (disconnected) wood stove, original black chalkboards, and numerous historical photographs, documents, and artifacts. To step inside Sandy Pond Schoolhouse is to be transported back in time to a now vanished era of small, single room, neighborhood, schools typical of 19th century New England.

It is unlikely that the small group of local citizens, who founded the Sandy Pond School Association in 1908 and persuaded the Town of Ayer to sell the property to them for the sum of \$1.00, spent a great deal of time worrying about the status of their little schoolhouse in the 21st century. To them, it was simply a desirable venue for class reunions and community social events, a role for which it was ideally suited and served for many years. But it is largely thanks to their efforts that Sandy Pond Schoolhouse is with us today, an unusual and near miraculous outcome for a 19th century public building.

Although remarkably well-preserved, Sandy Pond School currently stands at a crossroads. In recent years, a combination of limited resources and its gradually deteriorating physical condition have effectively precluded public access. It has now been several years since the last Open House, at one time a regular community event. Without further action, the future of Sandy Pond Schoolhouse is at risk, and with it, the fate of an important community cultural and historic resource.

The current SPSA Board has committed itself to reversing this trend by taking appropriate steps to ensure the longer-term preservation of Sandy Pond Schoolhouse, protect its historic integrity, and reopen it to the public. In so doing, we hope to do for future generations what our predecessors did for us, hand down to our successors a structurally sound and well-maintained property that preserves and helps interpret for future generations the history of this unique little school and its role in Ayer history.

The Board's current plan for achieving this goal consists of the following steps:

1. Preparing and submitting a nomination for putting Sandy Pond Schoolhouse on the National Register of Historic Sites.
  - All research for this project has been completed, and we are currently expecting to submit the completed nomination to the Massachusetts Historical Association before the end of this month.
2. Commissioning a Conditions Assessment of the property to identify recommended physical repairs and restoration work, establish priorities for this work, and provide cost estimates.
  - **This is the step for which this application seeks funding.**
3. Developing a multi-year, multi-step, physical restoration and repair plan with timeline and estimated budgets to be derived from the Conditions Assessment.

4. Identifying potential funding sources in order to request and obtain funds for implementation of the various steps of the physical restoration and repair plan.
5. Simultaneously with step 3 above, developing an annual operating and maintenance plan (and budget) designed to support public access
6. Developing and implementing a fund-raising plan sufficient to fund the annual operating and maintenance budget on an ongoing basis
7. Reopening the school to the public as soon as possible following completion of any physical repairs or restoration work necessary to ensure safety.

**The Project:** As noted, the work for which this application seeks funding is step 2, preparation of a Conditions Assessment. Because we anticipate applying for Massachusetts Preservation Project Fund grant monies through the Massachusetts Historical Commission for some or all of the work identified by the Assessment, it must be performed to the Secretary of the Interior's Standards. This is also the standard for the Massachusetts Historical Commission.

The deliverables for this project will include one electronic copy and a total of seven (7) print copies of the final report: three (3) bound originals, three (3) copies of one complete report with reduced plans, and one (1) unbound original with construction documents.

Two additional sets of construction plans must be standard sheet size. All conceptual plans area to be drawn at not less than 1/8"=1" scale and architectural plans are to be drawn at not less than 1/4"=1" scale. One set should be reproducible.

The Assessment shall include the following:

- Architectural/Structural/Engineering Analysis Conditions Assessment
  - An architectural and structural analysis of the structure's interior, exterior and site.
  - A complete narrative description of existing exterior and interior conditions, materials, and construction methods including digital color photographs.
  - Assessment of current fire detection, mechanical, plumbing, and electrical systems.
  - Assessment of building code compliance, recognizing that it may be impractical or unnecessary to make the building entirely compliant considering its age, use, and historic fabric.
  - Assessment of the building's compliance with Universal Accessibility requirements in accordance with the guidelines established by the Massachusetts Architectural Access Board (MAAB) and the Americans with Disabilities Act.
  - All documentation and assessments shall include written, photographic and physical (in situ) evidence of the chronology of construction and alterations.
- Treatment Recommendations
  - Treatment plan, prioritized according to emergency (1-2 years), short term (3-5) years, and long term needs (5 years and beyond). Cost estimates to be provided based upon all identified treatment plans (emergency, short term, and long term).
  - Recommended improvements to fire detection, mechanical, plumbing and electrical systems, and accessibility.
- Plans and Specifications
  - Detailed construction plans and specifications for all proposed emergency work to be prepared in consultation with the Sandy Pond School Association.
- Cyclical Maintenance Plan

- o A prioritized list of recurring procedures with corresponding time and intervals for the building that are designed to prevent further damage to the integrity of the building and the associated cyclical maintenance costs for these procedures.

Because a report of this type requires a great deal of professional expertise and experience, the project RFQ stipulates the following qualifications:

Consultants must meet Secretary of Interior’s Professional Qualifications Standards (36CFR61) for Historic Architecture.

The minimum professional qualifications in historic architecture are a professional degree in architecture or a State license to practice architecture, plus one of the following:

- At least one year of graduate study in architectural preservation, American architectural history, preservation planning, or closely related field; or
- At least one year of full-time professional experience on historic preservation projects.
- Such graduate study or experience shall include detailed investigations of historic structures, preparation of historic structures research projects, and preparation of plans and specifications for preservation projects.

In addition, the RFQ stipulates the following:

- ...the consultant shall supply all labor, materials, supplies and out-of-pocket expenses and travel time necessary to complete the scope of work.
- This scope of work also includes any necessary public hearings, meetings with local project coordinator and the Massachusetts Historical Commission.
- There shall be no reimbursable expenses. The Sandy Pond School Association shall not be responsible for travel-related expenses, long distance communications, or postage, handling or delivery fees.
- Completed work becomes the property of the Sandy Pond School Association.

**2. Goals:** How does this project accomplish the goals of the CPA? (See Guidelines for Project Submission for general criteria and the Ayer Community Preservation Plan for category specific criteria.)

We believe this project addresses the following general criteria for CPA projects:

- Consistency with the Comprehensive Master Plan and other planning documents that have received wide scrutiny and been adopted by the Town
- Preservation and enhancement of the character of the Town
- Preservation of a resource that would otherwise be threatened
- Highly likely to be endorsed by other municipal boards or departments, e.g. the Board of Selectmen

**3. Timeline:** What is the schedule for project implementation, including a timeline for all critical milestones? Will this be a multi-year project?

While the restoration, repair, and reopening of Sandy Pond School will be a multi-year venture, the project described here can be completed relatively quickly, i.e. within roughly 3 months. This is fortunate as it is a prerequisite to all future restoration and repair work. As of this writing, the anticipated timeline is as follows:

- January 2016: Submission of application to CPC
- February-March 2016: Review by CPC

If approved by CPC, the request will go to the Annual Town Meeting in May 2016 for a final funding decision.

If approved by the Town Meeting, the remaining schedule will apply...

- June-July 2016: Signing of contract with vendor
- September-October 2016: Delivery of final report

**4. Budget:** Please provide a full budget including the following information, as applicable. (NOTE: CPA funds may not be used for maintenance):

- a) Total amount of the project cost, with itemization of major components.
- b) Additional funding sources. Please include those that are available, committed, or under consideration.
- c) Describe the basis for your budget and the sources of information you used.

The total cost of this project is currently estimated at \$16,750, consisting of:

- \$1,750 for historical research and report, based on Stacy Spies proposal of 1/4/2016
- \$13,500 for all remaining work including preparation and delivery of the final Conditions Assessment excluding preparation of site plan, based on SVG proposal of 12/18/2015
- \$1,500 additional for preparation of site plan, also based on SVG proposal

As of this writing, we have identified and plan to apply for monies from one other potential source, the Country School Association of America, of which SPSA is a member. CSAA's Preservation Grant program provides grants of up to \$1,000 for the preservation of one or two-room buildings once used as country schools. The application deadline is January 31, and grants are normally announced prior to the CSAA Annual Conference in June.

We believe this project might also qualify for a pre-development grant from the Massachusetts Preservation Project Fund. Unfortunately, MPPF requires applicants to have matching funds equal to or greater than 75% of the estimated total project cost for the grant-assisted portion of the project in hand at the time the Application is submitted. SPSA is currently unable to meet this requirement and has no expectation of being able to do so by the deadline for the next round of grants, which is March 23, 2016.

The basis for our budget are the two attached quotes. The first, for the historical research and report, is from Stacy E. Spies of Hopkinton. Stacy is the Architectural Historian and Preservation Consultant who researched and prepared both the Sandy Pond Schoolhouse Eligibility Request successfully submitted to MHC in the summer of 2014 and the National Register Nomination which is now in final preparation following review and proofing of the manuscript. Stacy's portfolio includes the preparation of no less than three nominations for 19<sup>th</sup> century Massachusetts single room schoolhouses this past year. She delivers consistently high quality work in a timely manner. In light of her previous work for SPSA, she is also, in all probability, currently the single most knowledgeable person regarding the history of Sandy Pond School.

The second quote, for the remaining work on the Assessment, is from Spencer & Vogt Group (SVG) of Charlestown. SVG is one of the leading Boston area architectural firms specializing in Historic Preservation. We are delighted by their interest in our project, and even more delighted that their quote came in several thousand dollars below expectations. The list of recent preservation projects in their quote—Abigail Adams birthplace, the Buckman Tavern, the Old State House, the Old North Church, the Wayside Inn, to name but a few—speaks for itself. They are clearly eminently qualified to undertake a Conditions Assessment of Sandy Pond Schoolhouse.

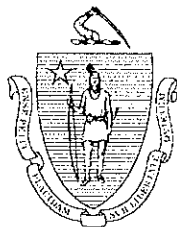


Our one major concern at this point is the feasibility of obtaining additional quotes to meet CPA funding requirements. Two mailings to a hand selected list of 11 architectural firms generated only a single quote, the one from SVG. SVG is a fine firm, and we would be delighted to have them do the work. We are not unhappy to have their quote, but we had hoped for more.

We are open to further input on this potential issue.

**Support:** Have the appropriate Town Boards and Commissions expressed support and/or approved the project? What is the nature and level of community support for this project? Include letters of support if applicable.

While we do not currently have letters of support in hand at this time, we believe it may be possible to obtain such support from one or more Town Boards. We will explore this possibility over the next several weeks and will forward copies of any letters we receive on receipt.



**The Commonwealth of Massachusetts**  
William Francis Galvin, Secretary of the Commonwealth  
Massachusetts Historical Commission

January 26, 2016

Irving E. Rockwood

[REDACTED]  
Ayer, MA 01432

RE: Sandy Pond School, Ayer

Dear Mr. Rockwood:

Thank you for the National Register nomination for the Sandy Pond School, 150 Sandy Pond Road, Ayer, which we received on January 21, 2016. We look forward to reviewing this nomination, and will begin doing so shortly. As you may know, several staff members will be reviewing the nomination materials, and you and your consultant will receive a letter and memorandum after that review describing any further documentation that may be necessary to make the nomination complete. At the same time, we will be able to give you a tentative schedule for the next steps in the nomination process.

Once the file is complete, we will be able to finalize scheduling the nomination for presentation to the State Review Board of the Massachusetts Historical Commission, which will be followed by submission to the National Park Service/National Register program. The process of listing a completed nomination generally takes eighteen months to two years.

If you have any questions about the National Register program or the listing process, please do not hesitate to contact Philip Bergen, Karen Davis, or me here at the MHC. We look forward to working with you, with the Ayer Historical Commission, and with the Sandy Pond Schoolhouse Association in listing this important historic resource in the National Register of Historic Places.

Sincerely,

A handwritten signature in cursive script that reads "Betsy Friedberg".

Betsy Friedberg  
National Register Director  
Massachusetts Historical Commission

Cc: Stacy E. Spies, preservation consultant  
George Bacon, Chairperson, Ayer Historical Commission

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



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

**FY 2017 BUDGET & ANNUAL TOWN ELECTION/MEETING GUIDE**

for  
**Monday April 25, 2016 Town Election**  
**Monday, May 9, 2016 Annual Town Meeting**

Prepared February 12, 2016 by Robert A. Pontbriand, Town Administrator

<u>ACTION</u>	<u>DATE</u>	<u>RESPONSIBLE PARTY</u>
Presentation of ASRSD FY'17 Budget	Complete	BOS/Fin Com
FY 2017 Capital Requests/Recommendations	Complete	Capital Planning Committee
Last Day to Register to Vote for Presidential Primary	Complete	Town Clerk
FY 2017 Budget (Departmental Expenses, 1 <sup>st</sup> Review)	Ongoing	Finance Committee
Annual Town Meeting Warrant OPEN	February 16, 2015	BOS/TA
FY 2017 Health Insurance Rates	February 17, 2016	BOS/FinCom/TA/ K. Johnston
FY 2017 Water and Sewer Rate Meeting	February 22, 2016	Rate Committee/BOS
Collective Bargaining Negotiations Police Superiors, DPW, Fire	Ongoing	TA/Board of Selectmen
FY 2017 Regional School Assessment	March 1, 2016	Ayer Shirley Regional School Committee
Presidential Primary Held at Town Hall <i>No Board/Commission Meetings</i>	March 1, 2016	Town Clerk
2015 Annual Town Reports DUE	March 4, 2016 12:00 PM	TA/C. Knox
Nomination Papers for Town Offices Last Day To Request	March 4, 2016 12:00 PM	Town Clerk

FY 2017 BUDGET & ANNUAL TOWN ELECTION/MEETING GUIDE  
for  
Monday April 25, 2016 Town Election  
Monday, May 9, 2016 Annual Town Meeting

Prepared February 10, 2016 by Robert A. Pontbriand, Town Administrator

<u>ACTION</u>	<u>DATE</u>	<u>RESPONSIBLE PARTY</u>
Nomination Papers for Town Offices Due	March 7, 2016 4:00 PM	Town Clerk
FY 2017 Stabilization and OPEB Recommendation(s)	Ongoing	Exec. Bi-Board BOS/FinCom
Public Hearing to Set FY'17 Water and Sewer Rates	March BOS Meeting TBD	TA/BOS/M. Wetzel
Joint Meeting of BOS and Fin Com to Review FY'17 Budget	March TBD	TA/BOS/Fin Com
Last Day to Register to Vote for Election and Town Meeting	April 5, 2016	Town Clerk
Annual Town Meeting Warrant CLOSED <b>Citizen Petitions Due at 12:00 PM</b>	April 8, 2016	BOS/TA/Clerk
<b>Approval of Annual Town Meeting Warrant and Public Comment Period</b>	April 19, 2016	BOS/FinCom/TA
Annual Town Meeting Warrant to Printer	April 22, 2016 12:00 PM	TA/CA/C. Knox
2016 Annual Town Election <i>No Board/Commission Meetings at Town Hall</i>	April 25, 2016	Town Clerk
Annual Town Meeting Begins <b>ASRHS Auditorium</b>	May 9, 2016 7:00 PM	Town Moderator
Implementation of FY' 2017 Budget and ATM Articles	July 1, 2016	TA/Town Accountant Department Heads
Annual Town Meeting Warrant Received by Residents via Mail		TA/CA/USPS
Candidates Forum		I.T. Committee/APAC



# 2017 DRAFT BUDGET

FEBRUARY 16, 2016

## REVENUE

\$26,468,098

STATE AID:	\$	890,644
TAX LEVY:	\$	22,120,790
LOCAL RCPTS.:	\$	1,634,808
FREE CASH:	\$	1,349,941
OTHER:	\$	116,000
ENT. FUND IMPACT:	\$	749,576
( Charges):	(\$	393,661)

## EXPENSE & SAVINGS

\$26,468,098

OMNIBUS	\$	12,795,448
ASRSD ASSESSMENTS	\$	11,053,404
NVRTHS ASSESSMENT	\$	731,147
OPEB (GASB 45) FUNDING	\$	300,000
STABILIZATION FUNDING	\$	679,379
UDAG REPLENISHMENTS	\$	355,000
CAPITAL ASSET COSTS	\$	203,720
OTHER RAISE ARTICLES	\$	55,000
OTHER PENDING COSTS	\$	295,000+

## OTHER PENDING COSTS:

- 3 EXPIRING UNION CONTRACTS & COLA FOR NON-UNION \$ ???
- 4 NEW POLICE DEPT POSITIONS (CHIEF REQUEST) \$222,664
- 4 POTENTIAL NON-UNION RECLASSIFICATIONS ???

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



Tuesday February 2, 2016  
Meeting Minutes

*Broadcast and Recorded by APAC*

Present: Jannice L. Livingston, Chair; Gary J. Luca, Vice-Chair;  
Christopher R. Hillman, Clerk (*Entered at 7:06 PM*)

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

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

**Review and Approve Agenda:** A motion was made by G. Luca and seconded by J. Livingston to approve the agenda. **Motion passed 2-0.**

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

- Lt. Governor Polito will be visiting the Ayer Town Hall on Thursday, February 4, 2016 from 2:00 PM to 2:30 PM to present official Community Compact Awards to the Towns of Ayer, Dunstable, and Shirley.
- There is a "Cell Phones for Soldiers Collection Box" at Town Hall.
- A Winter Parking Ban is in effect as of Friday, November 15, 2015, through April 15, 2016.

*C. Hillman enters at 7:06 PM.*

**Public Input:** None

**Superintendent Mark Wetzel, Department of Public Works:** M. Wetzel explained that eighteen (18) bids for construction of the East Main Street Water and Sewer Improvements were opened on January 14, 2016. He is recommending that the award be granted to Cedrone Corp. of Billerica in the amount of \$1,079,576.50.

**Motion:** A motion was made by G. Luca and seconded by C. Hillman to award the contract for the East Main Street Water and Sewer Improvements to Cedrone Corp. of Billerica, MA in the amount of \$1,079,576.50. **Motion passed 3-0.**

**Approval of Deed for Sale of Former Central Fire Station (14 Washington Street):** C. Hillman recused himself because of a family relationship with the buyer. R. Pontbriand presented the Quitclaim Deed, the Land Development Agreement and Historic Restriction as drafted by Town Counsel all relative to the sale of the former fire station.

**Motion:** A motion was made by G. Luca and seconded by J. Livingston to approve the Quitclaim Deed, Land Development Agreement and Historic Restriction relative to the sale of the former fire station. **Motion passed 3-0.**

**Town Administrator's Report:** R. Pontbriand gave a brief oral administrative update focusing on the following: the FY' 17 budget process, indicating that the Executive Bi-Board had just met. He also stated that he recently attended the Nashoba Tech Legislative Breakfast with G. Luca and Town Clerk Susan Copeland.

*Appointment: Master Plan Committee* – R. Pontbriand recommended that Ms. Karin Swanfeldt be appointed to the Master Plan Committee.

**Motion:** A motion was made by G. Luca and seconded by C. Hillman to appoint Ms. Karin Swanfeldt to the Master Plan Committee. **Motion passed 3-0.**

*2016 Population Estimates for ABCC Seasonal Licenses* – R. Pontbriand explained that annually the Massachusetts Alcoholic Beverages Control Commission (ABCC) asks each municipality for their population and any seasonal adjustments, usually associated in beach/destination communities. Town Clerk Susan Copeland does not foresee any increase in the seasonal population.

**Motion:** A motion was made by G. Luca and seconded by C. Hillman to approve the seasonal population estimate of zero for purposes of the ABCC inquiry. **Motion passed 3-0.**

*Town Hall Windows Update* – R. Pontbriand stated that per the January 5, 2016 Board of Selectmen's meeting, he has contacted the Massachusetts Historical Commission (MHC). MHC stated that there have been no changes to report with regard to the guidelines and prior denial for the Town Hall window replacement project. The Town still has two options: 1) Adding storm windows or 2) replacing all windows with native wood. R. Pontbriand stated that storm windows have already been evaluated and would not work. He also reported that replacing all the windows with native wood would cost almost 3 times as much as the Town's preferred choice of using a composite wood material. R. Pontbriand stated that he continues to research all available options.

*DRAFT Town Meeting and FY 2017 Budget Calendar* – R. Pontbriand presented a DRAFT Town Meeting and FY'17 Budget Calendar. He also asked the BOS about their preferred meeting schedule for March, since March 1, 2016 is the Presidential Primary and no meetings can be held that day, per the Secretary of the State's office. BOS members agreed to decide at their next meeting on February 16, 2016.

**New Business/Selectmen's Questions:** C. Hillman updated the BOS on the status of the Willow Road/Rt. 2A Intersection. MassDOT has agreed to pay for and install temporary lights at the intersection this summer and to put a larger improvement project on the State's TIP list.

**Approval Meeting Minutes:** C. Antonellis explained that there was an error in the Executive Session section of the minutes, stating that G. Luca was listed as making and seconding the motion. The DRAFT minutes have been changed to reflect the correct motion.

**Motion:** A motion was made by G. Luca and seconded by C. Hillman to approve the meeting minutes from January 19, 2016, as amended. **Motion passed 3-0.**

**Executive Session:** A motion was made by G. Luca and seconded by C. Hillman at 7:45 PM to enter into Executive Session pursuant to MGL c.30A, section 21A Exemption #6 (Strategy for the Contemplation of Acquiring Real Estate) Depot Square and to adjourn from Executive Session. G. Luca further stated that to discuss these items in Open Session would be detrimental to the Town's negotiating study. **By Roll Call: J. Livingston, aye; G. Luca, aye; C. Hillman, aye. Motion passed by Roll Call 3-0.**

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

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

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

DRAFT