

RECEIVED  
TOWN CLERK  
TOWN OF AYER

2015 DEC 31 AM 11: 21

*Susan Copeland*

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



Tuesday, January 5, 2016  
Executive Session Meeting Agenda

6:00 PM Call to Order in Open Session

Executive Session pursuant to MGL Chapter 30A, Section 21A

Exemption #3 (Collective Bargaining) APPOA Step 4 Grievance

Exemption #6 (Strategy regarding the Contemplation of the Acquisition of Real Property) Eminent Domain

Adjourn from Executive Session

---

Tuesday, January 5, 2016  
Open Session Meeting Agenda

7:00 PM Call to Order  
Review and Approve Agenda; Announcements

7:05 PM\* Public Input

7:10 PM Joint Public Safety Meeting with Town of Littleton Board of Selectmen  
1. Willow Road/2A Intersection

8:00 PM Discussion on Depot Square Access Property  
1. Release of December 29, 2015 Meeting Minutes  
2. Review and Ratification of Action(s) taken at December 29, 2015 Meeting

8:10 PM Town Administrator's Report  
1. Administrative Update  
2. Appointments  
3. MMA Voting Delegate  
4. Update on 2015-2016 Town Administrator's Goals and Objectives

8:25 PM New Business/Selectmen's Questions

8:30 PM Approval Meeting Minutes  
December 15, 2015

Adjournment

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:** December 30, 2015

**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 the printed name of the sender.

**SUBJECT: Joint Public Safety Meeting with Town of Littleton Board of Selectmen Re:  
Willow Road/Route 2A Intersection on January 5, 2016**

Dear Honorable Selectmen,

As the Board is aware, the Towns of Ayer and Littleton at the suggestion of Selectman Hillman and Littleton Selectman Jim Karr have been working together to put together a proposal for the signalization and improvement of the Willow Road/Route 2A Intersection in Littleton. This intersection has been rated the sixth worst in Littleton and the current conditions continue to pose significant public safety and transportation issues for Ayer, Littleton, and the Region. As part of this effort the Littleton Board of Selectmen will join the Ayer Board of Selectmen at your January 5, 2016 Board Meeting for a public presentation on a proposal to improve this intersection.

Attached is a copy of the power-point of the presentation for January 5, 2016 (See Attached). Additionally, it has been suggested that the Board consider at the conclusion of the presentation making the following motion:

**"That the Ayer and Littleton Boards of Selectmen jointly vote to request that MassDOT provide signalization and improvements to the intersection of Littleton-Ayer Road (Rt. 2A / 110), Willow Road, and Bruce Street at the Littleton/Ayer town line as an urgent matter of public safety; and further to request the assistance of our state legislative delegations in scheduling a meeting with MassDOT to discuss this joint request."**

The Littleton Board of Selectmen will be holding a similar public meeting on January 11, 2016 at 6:45pm at which they will consider the same above stated motion and the Ayer Board of Selectmen are to join them for their meeting at the Littleton Town Offices.

If you have any questions regarding this matter or the attached presentation material, please do not hesitate to contact me directly. Thank you.

Attachment: Power-point presentation

## Littleton and Ayer, Massachusetts Joint Intersection Remediation Project

Littleton-Ayer Road [Rt. 2A / 110],  
Willow Road, Bruce Street  
Intersection

### Project Description

- This is a joint project between the Towns of Ayer and Littleton Massachusetts to solve a roadway issue that affects both communities.
- The intersection of Ayer Road at Willow Road and Bruce Street has seen a steady increase in accidents and traffic over the last 5 years.
- Daily vehicle traffic effects both Ayer and Littleton residents on a daily basis.
- Roadways under MassDOT jurisdiction

## Intersection Ayer Road, Willow Road and Bruce Street



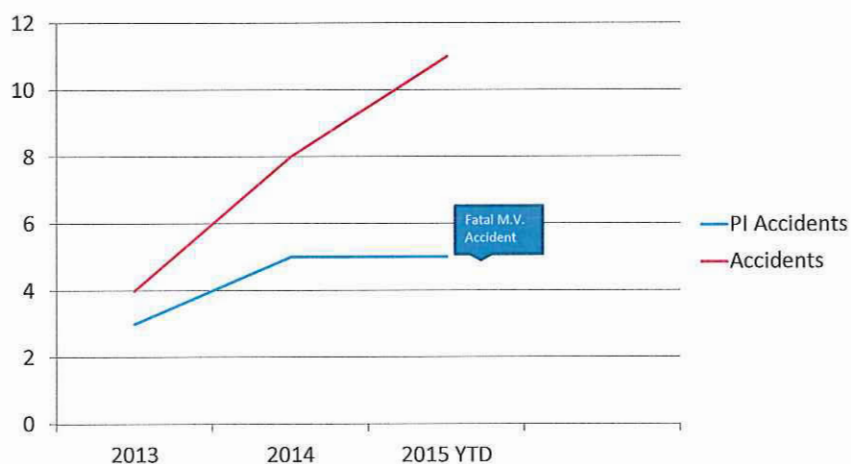
## Intersection Facts

- Route 2A Ayer Road handles 14,500 (average) vehicles per day.
- Willow Road handles 4,440 (average) vehicles per day
- Bruce Street Handles 560 (average) vehicles per day

## Intersection Issues

- Access control is poorly defined within the intersection
- Skew angle of Willow Road and Bruce Street to Ayer Road (Route 2A)
- 85<sup>th</sup> percentile speed on Route 2A is 51 MPH
- High traffic volumes and speeds on Ayer Road do not provide sufficient gaps for Willow Road left turning traffic in AM Peak.
- Significant accident history

## Injury and Non-Injury Accidents 2013 through YTD 2015

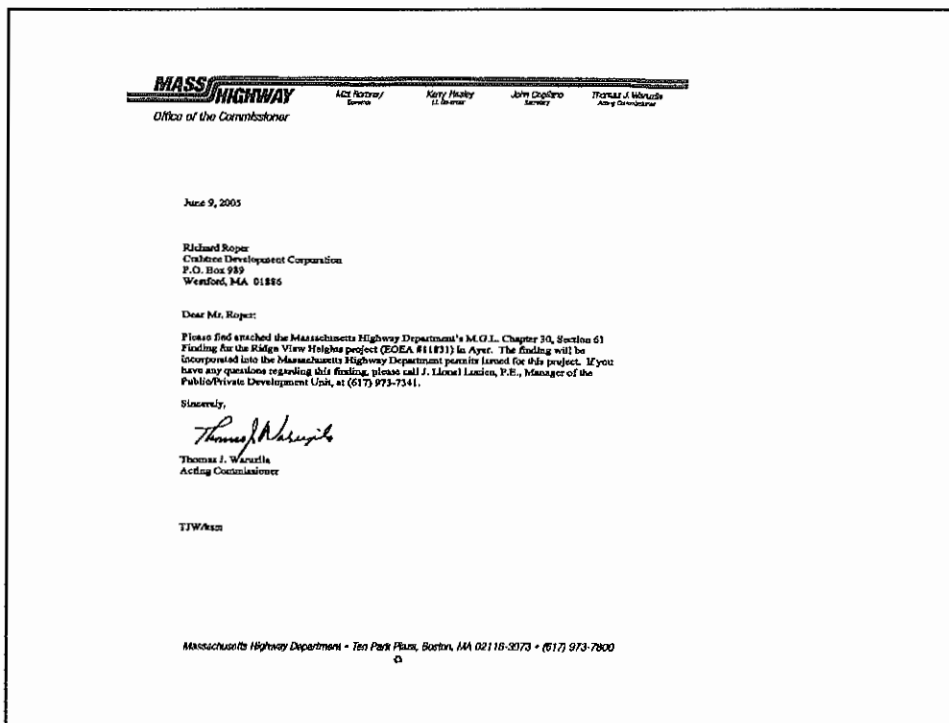


## Commercial Properties Connecting to Willow Road

1	0180008 0-0000-0013 0	4	BRYAN WAY	316	M DELCON REALTY LLC
2	0180009 0-0000-0024 0	6	BRYAN WAY	316	STENBAC LLC
3	0180010 0-0000-0025 0	6	BRYAN WAY	316	KINGSWOOD CORP
4	0180023 0-0000-0002 0	5	LINDLEY DRIVE	316	JOHN E GRAMM INC
5	0180017 0-0000-0030 0	0	NEMCO WAY	400	CARROLL A.M. HOLDCO LLC
6	0180017 0-0000-0021 0	1	NEMCO WAY	400	JAR REALTY CORP
7	0180008 0-0000-0018 0	3	NEMCO WAY	400	3 NEMCO REALTY CORP
8	0180008 0-0000-0021 0	6	NEMCO WAY	400	3 NEMCO WAY LLC
9	0180017 0-0000-0022 0	15	NEMCO WAY	400	CARROLL A.M. HOLDCO LLC
10	0180017 0-0000-0012 0	17	NEMCO WAY	400	CARROLL A.M. HOLDCO LLC
11	0180008 0-0000-0023 0	20	NEMCO WAY	400	FURBELD REALTY LLP
12	0180008 0-0000-0015 0	0	NEMCO WAY (OFF)	423	NEW ENGLAND POWER CO
13	0180008 0-0000-0023 0	0	NEMCO WAY (OFF)	423	NEW ENGLAND POWER CO
14	0180008 0-0000-0022 0	0	NEMCO WAY (OFF)	423	NEW ENGLAND POWER CO
15	0180017 0-0000-0014 0	0	NEMCO WAY (OFF)	440	CARROLL A.M. HOLDCO LLC
16	0180008 0-0000-0014 0	90	NEMCO WAY (OFF)	400	ESP NEMCO WAY OWNER LLC
17	0180017 0-0000-0018 0	1	NEW ENGLAND WAY	400	VITABOY USA INC
18	0180017 0-0000-0001 0	4	NEW ENGLAND WAY	401	KINGSWOOD CORP
19	0180023 0-0000-0048 0	0	STONY BROOK LINE	442	BOSTON & MAINE RAILROAD
20	0180017 0-0000-0003 0	0	STONY BROOK LINE	442	BOSTON & MAINE RAILROAD
21	0180017 0-0000-0027 0	0	STONY BROOK LINE	442	BOSTON & MAINE RAILROAD
22	0180017 0-0000-0000 0	0	STONY BROOK LINE	442	BOSTON & MAINE RAILROAD
23	0180017 0-0000-0011 0	0	STONY BROOK LINE	442	BOSTON & MAINE RAILROAD
24	0180009 0-0000-0011 0	0	STONY BROOK LINE	442	BOSTON & MAINE RAILROAD
25	0180009 0-0000-0000 0	0	STONY BROOK LINE	442	BOSTON & MAINE RAILROAD
26	0180009 0-0000-0010 0	0	STONY BROOK LINE	442	BOSTON & MAINE RAILROAD
27	0180007 0-0000-0183 0	0	STONY BROOK LINE	442	BOSTON & MAINE RAILROAD
28	0180017 0-0000-0019 0	0	STONY BROOK ROAD	400	SANDY FORD PARTNERS LLP
29	0180007 0-0000-0005 0	0	WESTFORD ROAD	423	ORION PARK LLC
30	0180007 0-0000-0018 0	0	WESTFORD ROAD	423	NEW ENGLAND POWER CO
31	0180008 0-0000-0006 0	0	WESTFORD ROAD	423	NEW ENGLAND POWER CO
32	0180008 0-0000-0006 0	0	WESTFORD ROAD	423	NEW ENGLAND POWER CO
33	0180008 0-0000-0016 0	0	WESTFORD ROAD	423	NEW ENGLAND POWER CO
34	0180008 0-0000-0009 0	0	WESTFORD ROAD	424	NEW ENGLAND POWER CO
35	0180008 0-0000-0001 0	0	WESTFORD ROAD	440	N E HYDRO TRANS ELECTRIC CO INC
36	0180007 0-0000-0009 0	0	WESTFORD ROAD	341	ORION PARK LLC
37	0180007 0-0000-0008 0	0	WESTFORD ROAD	441	ORION PARK LLC
38	0180023 0-0000-0018 0	11	WESTFORD ROAD	314	LECCAM, LLC
39	0180018 0-0000-0017 0	11	WESTFORD ROAD	430	TPS II LLC
40	0180018 0-0000-0014 0	19	WESTFORD ROAD	316	JOHN S GRAMM INC
41	0180018 0-0000-0019 0	21	WESTFORD ROAD	314	NICHOL LEAHY FAMILY TRUST
42	0180007 0-0000-0007 0	60	WESTFORD ROAD	440	ORION PARK LLC
43	0180008 0-0000-0007 0	81	WESTFORD ROAD	316	ORION PARK LLC
44	0180007 0-0000-0006 0	100	WESTFORD ROAD	400	MATA JENNIFER L, TRUSTEE
45	0180018 0-0012-0001 0	25	WESTFORD ROAD #1	309	SEALED AIR HOLDINGS V, INC
46	0180018 0-0012-0002 0	25	WESTFORD ROAD #2	309	MCGUANE, PAUL K
47	0180018 0-0012-0003 0	25	WESTFORD ROAD #3	330	HORGAN PROPERTIES, LLC
48	0180018 0-0012-0004 0	25	WESTFORD ROAD #4	336	HORGAN PROPERTIES, LLC
49	0180008 0-0000-0017 0	0	WESTFORD ROAD (REAR)	424	N E HYDRO TRANS ELECTRIC CO INC
50	0180008 0-0000-0004 0	25	WESTFORD ROAD (REAR)	440	N E HYDRO TRANS ELECTRIC CO INC
51	0180007 0-0000-0017 0	0	WESTFORD ROAD (REAR)	442	SEALED AIR HOLDINGS V, INC
52	0180008 0-0000-0001 0	0	WILLOW ROAD	358	PAN AM SOUTHERN LLC
53	0180030 0-0000-0025 0	0	WILLOW ROAD	441	F & P WILLOWS TRUST
54	0180023 0-0000-0021 0	0	WILLOW ROAD	441	BOSTON & MAINE CORP
55	0180031 0-0000-0004 0	0	WILLOW ROAD	442	ROSEBERRY FAMILY HOLDINGS
56	0180031 0-0000-0005 0	0	WILLOW ROAD	442	LITTLETON MOTOR COURT INC
57	0180023 0-0000-0018 0	2	WILLOW ROAD	401	MUFFIN SKILLS
58	0180024 0-0000-0001 0	0	WILLOW ROAD	358	PAN AM SOUTHERN LLC
59	0180023 0-0000-0003 0	0	WILLOW ROAD	401	WILLOW ROAD LLC
60	0180023 0-0000-0022 0	11	WILLOW ROAD	400	PARMALES LLC
61	0180023 0-0000-0026 0	12	WILLOW ROAD	400	EMBE LLC
62	0180023 0-0000-0023 0	31	WILLOW ROAD	400	PETER CENTRALL LLC
63	0180030 0-0000-0018 0	60	WILLOW ROAD	340	60 WILLOW ROAD LLC

## Ayer Economic & Residential Impacts Willow Road Intersection

- 63 Business and Industries on Willow Road, Westford Road, and Nemco Way are currently impacted by the traffic conditions at the intersection
- The intersection is used by commuters and workers travelling from Ayer, Groton and Communities to the North to access Route 2A and Route 110
- 158 Residential Properties are currently impacted by the traffic conditions at the intersection
- Reconfiguration and signalization of this intersection will improve traffic flow, traffic safety, and facilitate commerce in Ayer, Littleton, Groton, and the Region



### Route 2A&110/Willow Road/Bruce Street intersection

For the 2009 No-Build scenario, weekday AM/PM peak hour LOS for the southbound left-turn movement at this unsignalized intersection will be at Levels F/F (Average Delay = >50/>50 seconds). The 2009 Build without traffic mitigation scenario indicates that LOS for this movement will be at Levels F/F (Average Delay = >50/>50 seconds) during the weekday AM/PM peak hours.

Prior to the occupancy of Phase IV of the project, the proponent will modify the geometry of this intersection in accordance with conceptual and 100 percent plans to be submitted to and approved by MassHighway. This plan will be refined as the design progresses to the 100 percent level. Planned improvements at this location include the widening of Willow Street to include two southbound departure lanes. The project proponent will also install new pavement markings and stop sign.

Aftermath of Crash November 2015



Lowell Sun Coverage of Ayer Road & Willow Road, Bruce Street Intersection





## Warrant Analyses

- For a signal to be recommended, an intersection must meet at least one of nine warrants as outlined in the Manual of Uniform Traffic Control Devices (MUTCD)
- Three are based on vehicular volume thresholds, two are based on pedestrian volumes, and one is based on crash history.
- The remaining three are dependent upon specific conditions, such as a being located along a corridor of coordinated traffic signals or being in close proximity to a railroad crossing.

## Warrant Analyses

- MassDOT expects that, at a minimum, Warrant 1 (Eight-hour vehicular volume) should be met, especially for a roadway under their jurisdiction.
- Warrant Analyses were performed and 4 warrants are met

# Warrant Analyses

Warrant Number	Warrant Criteria Met?
Warrant 1, Eight-Hour Vehicular Volume	YES
Warrant 2, Four-Hour Vehicular Volume	YES
Warrant 3, Peak Hour	YES
Warrant 4, Pedestrian Volume	NO
Warrant 5, School Crossing	N/A
Warrant 6, Coordinated Signal System	N/A
Warrant 7, Crash Experience	YES
Warrant 8, Roadway Network	N/A
Warrant 9, Intersection Near a Grade Crossing	N/A

## Warrant #1

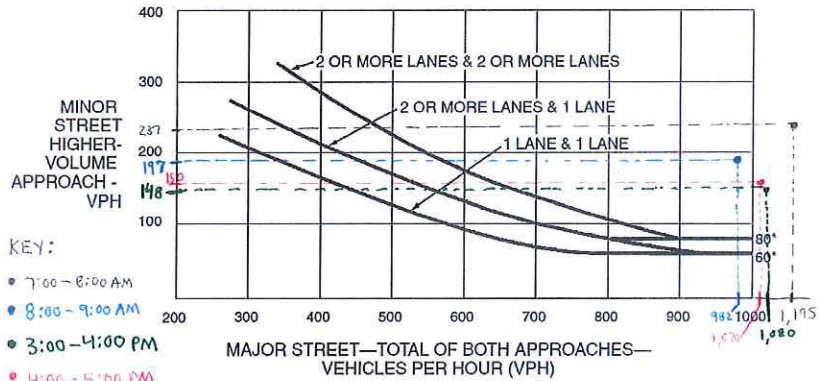
Green International Affiliates, Inc.  
 Ayer Rd (Route 2A/110) / Willow Road  
 Littleton, MA  
 Traffic Counts from November 2015

2015 Existing Traffic Volumes	Condition A Thresholds	Condition B Thresholds
Vehicles per hour on major street (total of both approaches)	350	525
Vehicles per hour on higher-volume minor-street approach (one direction only)	105	53

	Ayer Road (Route 2A/110)				Willow Rd	Bruce St	Ayer Rd Total of Both Approaches	Willow/Bruce Higher of two approaches	condition A met?	condition B met?
	EB approach	WB approach	SB approach	NB approach						
12:00AM to 01:00AM	22	49	7	7		71	7	no	no	
01:00AM to 02:00AM	56	15	5			71	5	no	no	
02:00AM to 03:00AM	16	23	5			39	6	no	no	
03:00AM to 04:00AM	48	31	7			79	7	no	no	
04:00AM to 05:00AM	71	61	25			132	25	no	no	
05:00AM to 06:00AM	246	156	83			402	83	no	no	
06:00AM to 07:00AM	604	333	169			937	169	yes	yes	
07:00AM to 08:00AM	803	387	237			1195	237	yes	yes	
08:00AM to 09:00AM	830	352	197			992	197	yes	yes	
09:00AM to 10:00AM	353	364	155			717	155	yes	yes	
10:00AM to 11:00AM	300	324	91			624	91	no	yes	
11:00AM to 12:00PM	327	327	122			654	122	yes	yes	
12:00PM to 01:00PM	344	406	117			750	117	yes	yes	
01:00PM to 02:00PM	329	358	83			687	83	no	yes	
02:00PM to 03:00PM	356	423	118			779	118	yes	yes	
03:00PM to 04:00PM	464	616	148			1080	148	yes	yes	
04:00PM to 05:00PM	374	656	150			1030	150	yes	yes	
05:00PM to 06:00PM	312	779	122			1091	122	yes	yes	
06:00PM to 07:00PM	236	551	100			787	100	no	yes	
07:00PM to 08:00PM	136	316	42			472	42	no	no	
08:00PM to 09:00PM	81	249	33			330	33	no	no	
09:00PM to 10:00PM	81	180	19			261	19	no	no	
10:00PM to 11:00PM	58	133	8			191	8	no	no	
11:00PM to 12:00AM	40	83	12			133	12	no	no	
									10	33
									YES	

## Warrant #2

Figure 4C-2. Warrant 2, Four-Hour Vehicular Volume (70% Factor)  
(COMMUNITY LESS THAN 10,000 POPULATION OR ABOVE 40 MPH ON MAJOR STREET)



\*Note: 80 vph applies as the lower threshold volume for a minor-street approach with two or more lanes and 60 vph applies as the lower threshold volume for a minor-street approach with one lane.

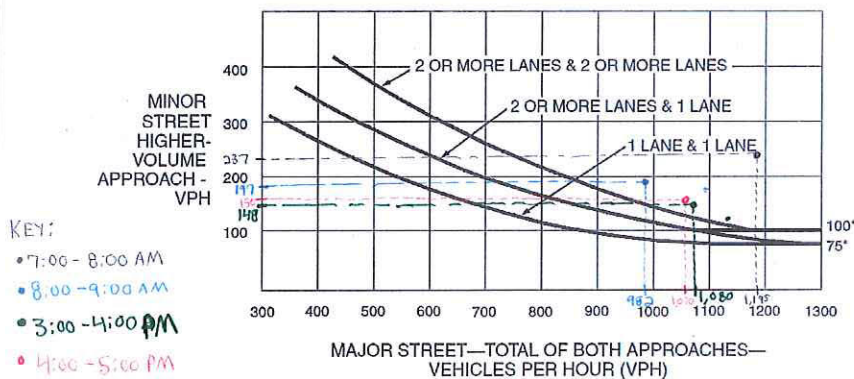
Note: Warrant 2 Met

C.04

December 2009

## Warrant #3

Figure 4C-4. Warrant 3, Peak Hour (70% Factor)  
(COMMUNITY LESS THAN 10,000 POPULATION OR ABOVE 40 MPH ON MAJOR STREET)



\*Note: 100 vph applies as the lower threshold volume for a minor-street approach with two or more lanes and 75 vph applies as the lower threshold volume for a minor-street approach with one lane.

Note: Warrant 3 Met

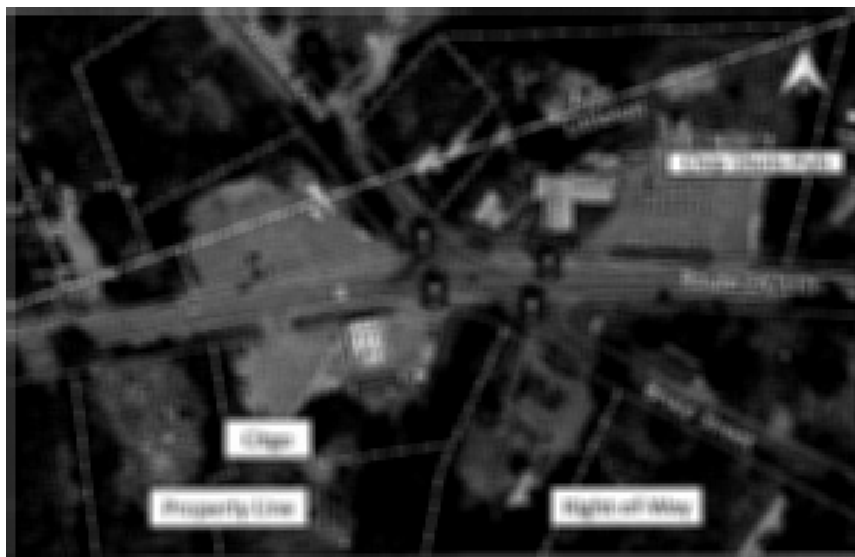
December 2009

Sect.

## Ideal Intersection Configuration

- Install traffic signal
  - Provide separate left turn lanes for each Ayer Road approach for improved safety (to minimize rear end collisions)
  - Provide a dedicated left turn lane and a shared through and right lane on Willow Road (for improved operations and safety)
  - Provide a single shared lane on Bruce Street
- Implement some level of access control

## Intersection Ayer Road, Willow Road and Bruce Street



## Next Steps

- Present findings to legislators to gain political support
- MassDOT advances project to construction
  - Prepare a “Functional Design Report” that outlines alternatives and recommendations
  - Prepare 25% Design Plans based on approved alternative
  - Hold Public Hearing to obtain input
  - Advance approved design to 100% Design and construct project

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:** December 29, 2015

**TO:** Ayer Board of Selectmen

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

**SUBJECT:** Town Administrator's Report and Administrative Update for the January 5, 2016  
Ayer Board of Selectmen Meeting

Dear Honorable Selectmen,

Happy New Year! I am pleased to offer the following Town Administrator's Report and Administrative Update for the January 5, 2016 meeting of the Ayer Board of Selectmen. If you have any questions please do not hesitate to contact me directly. Thank you.

**Administrative Update:**

I will offer a brief oral Administrative Update regarding the various activities of the Administration since the December 15, 2015 BOS Meeting. Over the last three weeks the focus of the Administration has been on preparations for the FY 2017 Budget Process; working with the Town of Littleton on a proposal for signalization and traffic improvements to the Willow Road Intersection; working on various potential resolutions to enable the Ayer Commuter Rail Surface Parking and Access Project to commence; and various calendar year-end requirements.

**Appointments:**

I am respectfully recommending that the Board consider approval of the following appointments:

1. Appointment(s) of Detail Officers as recommended and submitted by Chief Murray (See Attached Memo);
2. Ms. Janice Goodrow as a member of the Recycling Committee for a term to expire on June 30, 2016

**MMA Voting Delegate:**

The Board is respectfully requested to vote to appoint a voting delegate for the Massachusetts Municipal Meeting and Convention on January 22-23, 2016. Traditionally, a Selectman that is attending is often selected. In the event that no Selectmen will be attending then the Town Administrator has served in the past. The Town Administrator and Assistant to the Town Administrator plan to attend this year's MMA Meeting as does the DPW Superintendent. Please see the attached materials.

**Update on 2015-2016 Town Administrator's Goals and Objectives:**

Attached are the 2015-2016 Goals and Objectives for the Town Administrator as mutually agreed to by the BOS and the Town Administrator. The time period for these goals and objectives is July 1, 2015 to June 30, 2016. With the half-way mark upon us, I would like to take a few moments at the January 5, 2016 BOS Meeting to update the BOS on the status of these goals and objectives. Please see the attached goals and objectives.



# AYER POLICE DEPARTMENT



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

William A. Murray  
*Chief of Police*

## MEMORANDUM

**To:** Board of Selectmen  
**From:** Chief William A. Murray  
**CC:** TA Pontbriand, file  
**Date:** December 30, 2015  
**Re:** Detail Officer Appointments

---

Daniel Adams – Dunstable  
Ovidiu Babu – Harvard  
John Coates – Harvard  
Charlie Chaprales – Dunstable  
Gordon Clark – Boxborough  
Edward Coffin – Harvard  
Matthew Cristy – Harvard  
Robert Dacosta – Boxborough  
Shawn Drinkwine – Boxborough  
John Dristilaris – Harvard  
James Dow – Dunstable  
Matthew Euliano – Shirley  
Nikki Fahlbeck – Harvard  
Erik Hoar – Dunstable  
Scott Hughes – Harvard  
Mark Lafferty – Shirley  
David Lange – Shirley  
Craig Laprade – Shirely  
William McGuinness – Shirley  
Patrick Mortimer – Boxborough  
Warren O’Brien – Boxborough  
Matthew O’Sullivan – Shirley  
Nicholas Papageorgiou – Dunstable

Timothy Ialeggio – Dunstable  
Brett Pelley – Boxborough  
Sean Ready – Dunstable  
Greg Sanborn – Dunstable  
Joseph Santiago – Shirley  
Samuel Santiago – Shirley  
Timothy Schaeffer – Harvard  
Matthew Sech – Dunstable  
Phillip Sepe – Dunstable  
Jason Smith – Harvard  
Gregory Steward – Dunstable  
Jason Strniste – Shirley  
Jeffrey Swift – Dunstable  
Peter Violette – Shirley





One Winthrop Square, Boston, MA 02110  
617-426-7272 or 800-882-1498  
Facsimile 617-426-9546 • www.emiia.org

**MEMORANDUM**



TO: MIIA Members  
FROM: Geoffrey Beckwith, President, MIIA  
DATE: December 21, 2015  
SUBJECT: Report of the Nominating Committees

---

It is once again time to select nominees for Directors of the Massachusetts Interlocal Insurance Association, Inc. and the MIIA Property and Casualty Group, Inc. The members for these Boards will be elected at the MIIA Annual Meeting on January 23, 2016.

The Property and Casualty Group, Inc. is the corporation that provides members with insurance coverages. The Massachusetts Interlocal Insurance Association, Inc. is the designated administrator for the organization. Your municipality is a voting member of both corporations.

Enclosed you will find the Nominating Committee Report for each of the above-mentioned organizations, a Nominating Form for each in case you wish to nominate someone else as a Director of one or more of the organizations, and a form to specify who is your "voting delegate." Please read the enclosed Requirements for Voting prior to completion of the Voting Delegate Designation Form and return that form to us as soon as possible.

We look forward to seeing you at the Annual Meeting.



One Winthrop Square, Boston, MA 02110  
617-426-7272 or 800-882-1498  
Facsimile 617-426-9546 • www.emiia.org

RECEIVED  
DEC 28 2015

TOWN OF AYER  
SELECTMEN'S OFFICE

#### MEMORANDUM

TO: Property and Casualty Group Members

FROM: **MIIA Property and Casualty Group, Inc. Nominating Committee:**  
Geoffrey Beckwith, Mary Pat Flynn, Kim Roy

DATE: December 21, 2015

SUBJECT: Nominating Committee Report

---

Three members of the Board of Directors of the MIIA Property and Casualty Group, Inc. are to be elected this year for two-year terms expiring in 2018. The Nominating Committee respectfully submits the following candidates for nomination as members of the Board.

For two-year terms expiring January 2018:

**Paul Cohen, Town Manager, Chelmsford** - Mr. Cohen has been in municipal management for 26 years. He has been the town manager in Chelmsford since 2006 and prior to that he was the town administrator of Harvard.

**William Keegan, Town Manager, Foxborough** has served in local government for over thirty years including serving as town administrator in Dedham and Seekonk.

**Rocco Longo, Town Administrator, Marshfield** - Mr. Longo has extensive experience in local government, including serving as town manager in Billerica and Duxbury prior to his position in Marshfield. He has been an active member of the MMA and the Massachusetts Municipal Management Association, including participation on both boards.

Continuing Members:

**Mary Pat Flynn, Selectman, Falmouth, Kim Roy Selectman, Halifax, and Ken Walto, Town Manager, Dalton**, will continue to serve in two-year terms expiring in January 2017.

Enclosed is a Voting Delegate Form to help us prepare for the voting. MIIA would greatly appreciate your designating the voting delegate for your municipality. A nomination form is also enclosed.

Please contact Stan Corcoran at 617-426-7272 ext. 244 if you have any questions on the election process.

MIIA P&C

**MIIA PROPERTY & CASUALTY GROUP, INC.**

**NOMINATING FORM**

If you are an eligible voting delegate and wish to nominate someone other than the nominees listed in the committee's report, who is also an eligible voting delegate, please indicate the person's name in the space below. The nomination ballot must be received by January 11, 2016, twelve (12) days prior to the Annual Meeting.

\_\_\_\_\_

I WISH TO NOMINATE THE FOLLOWING PERSON TO SERVE AS DIRECTOR OF  
MIIA PROPERTY & CASUALTY GROUP, INC.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

City/Town: \_\_\_\_\_

Biographical Data: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Voting Delegate of \_\_\_\_\_  
Name (please print) (City/Town)

\_\_\_\_\_  
Signature

\*\*\*\*\*

Please return this form by January 11, 2016 to:

Stanley J. Corcoran  
Executive Vice President  
Massachusetts Interlocal Insurance Association  
One Winthrop Square  
Boston, MA 02110  
FAX: (617) 426-9546



One Winthrop Square, Boston, MA 02110  
617-426-7272 or 800-882-1498  
Facsimile 617-426-9546 • www.emiia.org

**MEMORANDUM**

**TO:** MIIA Members  
**FROM:** **Massachusetts Interlocal Insurance Association, Inc.**  
Nominating Committee: Geoffrey Beckwith, Paul Cohen, Patricia Flynn, William Keegen, Kim Roy  
**DATE:** December 21, 2015  
**SUBJECT:** Nominating Committee Report

RECEIVED  
DEC 28 2015  
TOWN OF AYER  
SELECTMEN'S OFFICE

MIIA is again calling on its members to participate in electing officials to serve on the Massachusetts Interlocal Insurance Association, Inc. Board of Directors. The Board is responsible for approving and directing the overall policies of the MIIA programs. This is an important task since MIIA has a combined membership of more than 350 members for the health, property and liability, and workers' compensation insurance programs.

At the MIIA Annual Meeting to be held on January 23, 2015, members will elect two individuals to fill three-year terms to expire in January 2019. The Nominating Committee respectfully submits the following candidates for nomination as members of the Board of Directors:

For three-year terms expiring in January 2019:

**Kenneth Walto, Town Manager, Dalton** - Mr. Walto has been the town manager in Dalton since 2001 and served in local government for more than 20 years. He currently serves on the MIIA Health Benefits Trust board and is an active member of the Massachusetts Municipal Management Association and the Massachusetts Municipal Personnel Association.

**Rocco Longo, Town Administrator, Marshfield** - Mr. Longo has extensive experience in local government, including serving as town manager in Billerica and Duxbury prior to his position in Marshfield. He has been an active member of the MMA and the Massachusetts Municipal Management Association, including participation on both boards.

Continuing Members:

**William Keegan, Town Manager, Foxborough** and **Kim Roy, Selectman, Halifax** will continue to serve in three-year terms expiring in January 2017.

**Paul Cohen, Town Manager, Chelmsford** and **Mary Pat Flynn, Selectman, Falmouth**, will continue to serve in three-year terms expiring in January 2018.

Enclosed are the Requirements for Voting and a Voting Delegate Designation Form to help us prepare for the voting. MIIA would greatly appreciate your designating the voting delegate for your municipality. Also enclosed is a Nominating Form, should you wish to nominate another candidate. Please contact Stan Corcoran at 617-426-7272 ext. 244 if you have any questions on the election process.

MIIA, Inc.

**MASSACHUSETTS INTERLOCAL INSURANCE ASSOCIATION, INC.**

**NOMINATING FORM**

If you are an eligible voting delegate and wish to nominate someone other than the nominees listed in the committee's report, who is also an eligible voting delegate, please indicate the person's name in the space below. The nomination ballot must be received by January 11, 2016, twelve (12) days prior to the Annual Meeting.

---

I WISH TO NOMINATE THE FOLLOWING PERSON TO SERVE AS DIRECTOR OF MASSACHUSETTS INTERLOCAL INSURANCE ASSOCIATION, INC.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

City/Town: \_\_\_\_\_

Biographical Data: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Voting Delegate of \_\_\_\_\_  
Name (please print) (City/Town)

\_\_\_\_\_  
Signature

\*\*\*\*\*

Please return this form by January 11, 2016 to:

Stanley J. Corcoran  
Executive Vice President  
Massachusetts Interlocal Insurance Association  
One Winthrop Square  
Boston, MA 02110  
FAX: (617) 426-9546

## REQUIREMENTS FOR VOTING

The requirements for voting are detailed in the by-laws of each organization. In summary:

Each member shall have one vote which may be cast only by its voting delegate. The following individuals are eligible voting delegates.

1. In the case of a city or a town with a city form of government, (a) its chief executive, or (b) a person designated in writing by such chief executive;
2. In the case of all other towns, (a) the Chairman of its Board of Selectmen, (b) another Selectman designated in writing by such Chairman, or (c) the Manager designated in writing by such Chairman.

Voting in person is required for the election of the Board of Directors. All voting will be by a vote of hands, unless a roll call is requested by three or more voting delegates.

The nominees receiving the greatest number of votes shall be deemed elected as directors and shall commence their terms at the conclusion of the meeting.

If you are a voting delegate and wish to nominate another person as a director, such nomination must be received in writing no later than January 11, 2016, twelve days prior to the Annual Meeting. Enclosed is a nomination form for this purpose.

## VOTING DELEGATE DESIGNATION FORM

The voting delegate for the City/Town of \_\_\_\_\_

is \_\_\_\_\_  
(Name) (Please Print)

\_\_\_\_\_

\*\*\*\*\*

Please return this form by January 11, 2016 to:

Stanley J. Corcoran  
Executive Vice President  
Massachusetts Interlocal Insurance Association  
One Winthrop Square  
Boston, MA 02110

or FAX to:  
(617) 426-9546

## June 2015 - June 2016 Goals and Objectives

Approved by the BOS June 16, 2015

### *Town Administrator Goals*

### *History*

Goal #	Topic	Date	Action
1	Preparation/Completion and Presentation of the Town's Comprehensive Plan Review and Update for BOS Approval	9/29/2015	In progress
2	Update and Implement a BOS Executive Minutes System	7/1/2015	Began organization/inventory of ES minutes
3	Complete the Non-Union Personnel Compensation Study for Personnel Board	10/26/2015	Adopted by Ayer Town Meeting. 4 Reclasses in progress
4	Review and Fall Town Meeting (Oct. 26, 2015) Consideration		
4	Develop and Implement an Official Town-wide Wellness Program and MIIA Rewards Program		
4	Continue with Public Records Inventory and Disposal (when applicable) of the		
5	BOS and TA Offices		In progress
6	Develop a Strategic Plan for Unaccepted Streets in Town		In progress (initial set adopted at 10/26/15 FTM)
6	Complete the Update of the Town's Website to Include Continued		
7	Implementation of OnLine Permitting	1/5/2016	Cindy to present at BOS meeting
8	Development of a Land Use Department Proposal for BOS Consideration	11/17/2015	BOS approved proposal. 12/24/15 internal posting deadline
8	Administration of the FY 2016 Budget to Include Development of the FY 2017		
9	Budget and Development of the Respective Town Meeting Warrants		On going
10	Negotiate on Behalf of the BOS, the Fire Contract and Police Superiors Contract	12/21/2015	Waiting on all 3 unions to initiate renewal

Updated: 12/31/2015



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



Tuesday December 15, 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 7:01 PM.

**Review and Approve Agenda:** R. Pontbriand asked to amend the agenda by adding the following items: Under Town Administrator's Report - Approval of Water and Sewer Lien list AND by adding two additional appointments (Cultural Council).

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

**Recognition of Eagle Scout:** The BOS recognized Andy Poutry of Ayer Boy Scout Troop #3 for advancing to the rank of Eagle Scout. The BOS presented Andy with a certificate of recognition.

**Public Input:** None

**Chief Robert Pedrazzi, Ayer Fire Department:** R. Pedrazzi introduced Brenton Bourne who was recently hired by the Fire Department as a Firefighter/Paramedic.

**Depot Square/MBTA Update:** J. Livingston gave an overview of the recent history between the MBTA and the private property owner at Depot Square. She explained that both the private property owner and the MBTA were scheduled to be at the meeting this evening, in the hopes of ironing out a solution to the ongoing stalemate. She further explained that the private property owner, through his attorney, notified the Town Administrator on December 14, 2015 that he would not be attending the BOS meeting.

Mr. Frank Maxant, 14 Williams Street asked the BOS to consider taking the land by eminent domain and suggested that it could be placed on a town meeting warrant for consideration.

G. Luca suggested looking into the steps involved with an eminent domain taking.

Jeremy Callahan from the Planning Board and the Ayer Train Station Advisory Committee stated that the conditions at the platform are abysmal and that the platform has hole in it. He also stressed the need for resolution of the dispute for economic development reasons for the Town.

Ms. Carolyn McCreary, 6 Wachusett Avenue East stated that she appreciated the frustration felt by the BOS and also suggested eminent domain as a way of resolving the stalemate. She said that she realizes that process will take time, but the Town has been waiting years for a resolution.

Harry Zane, 32 Wright Road stated that this is an asymmetrical conflict and that it is frustrating that the private landowner won't clearly articulate what he needs to resolve the issue.

Jane Morriss, 62 Pleasant Street stated that the private landowner is controlling the dialogue and feels that the negotiations have not been in good faith.

J. Livingston stressed that although the situation is very frustrating, the Town's hands are limited as the dispute is between the private landowner and the MBTA.

**Town Administrator's Report:** On behalf of the DPW Superintendent, R. Pontbriand presented a contract for consideration between the Town and Hoyle Tanner & Associates for the Town's wastewater Industrial Pretreatment Program. R. Pontbriand explained that the professional services agreement executed by the BOS on January 21, 2014 has an option for two one-year extensions. He is recommending, through the DPW Superintendent, that the BOS approve Option Year 3 for January 1, 2015 through December 31, 2016 at a fee of \$42,500.

**Motion:** A motion was made by G. Luca and seconded by C. Hillman to approve the Option Year 3 contract for the Town's wastewater Industrial Pretreatment Program between the Town and Hoyle Tanner & Associates. **Motion passed 3-0.**

*Appointments* – R. Pontbriand is recommending that the BOS appoint Town Clerk and Tax Collector Ms. Susan Copeland to the Comprehensive Plan Committee.

**Motion:** A motion was made by G. Luca and seconded by C. Hillman to appoint Town Clerk and Tax Collector Ms. Susan Copeland to the Comprehensive Plan Committee. **Motion passed 3-0.**

*Agenda Amendment* - R. Pontbriand has also received a recommendation from Cultural Council Chair Sheila Schwabe to appoint the following residents to the Cultural Council: Ms. Janice Goodrow and Ms. Lyn Pennington.

**Motion:** A motion was made by G. Luca and seconded by C. Hillman to appoint Ms. Janice Goodrow and Ms. Lyn Pennington to the Cultural Council to fill vacant terms that expire June 30, 2018. **Motion passed 3-0.**

*KENO Application, Ayer Shop 'n Save* – C. Antonellis explained that the Town Administrator's office received a letter from the Massachusetts State Lottery Commission regarding an application from Ayer Shop 'n Save to install a KENO to Go game and at this time the Lottery Commission is not providing agents with a KENO monitor. The Town has to forward objections, if any, within 21 days to the Lottery Commission. BOS members had no objections.

*Agenda Amendment: Water and Sewer Lien* – R. Pontbriand presented the list of unpaid water lien accounts that was received from the Department of Public Works. R. Pontbriand stated that as in years past the list, if approved by the BOS, the list will be placed online after approximately 3-4 weeks, to allow for processing time between the DPW, I.T. Department and the Collector's office.

**Motion:** A motion was made by C. Hillman and seconded by G. Luca to approve the December 14, 2015 list of Unpaid Water Lien Accounts and to place on the Town's website. **Motion passed 3-0.**

**New Business/Selectmen's Questions:** C. Hillman stated that there was litter all over the Town and that he would like to see it picked up. R. Pontbriand then asked for specific locations. C. Hillman stated Westford Road, Willow Road, Central Avenue and Park Street.

C. Hillman also brought up concerns about the street signs in town. Specifically, there were bolts loose on the Nemco Way sign and there is a pole extending above the Handicap sign at Town Hall. He would also like to see that the "One Way" sign at the corner of Columbia and Newton readjusted.

C. Hillman also brought up a topic from earlier in the year about fencing and buildings related to Devens. R. Pontbriand will follow-up with Deveus/MassDevelopment.

**Approval of the Minutes:** A motion was made by G. Luca and seconded C. Hillman to approve the minutes of December 1, 2015. **Motion passed 3-0.**

**Adjournment:** A motiou was made by G. Luca and seconded by C. Hillman to adjourn at 8:15 PM. **Motion passed 3-0.**

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

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

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