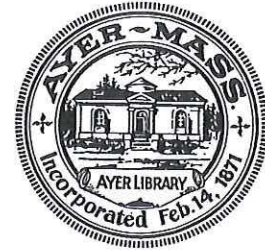


RECEIVED
TOWN CLERK
TOWN OF AYER

2016 APR 15 AM 8:02

Sumner Copeland

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



Tuesday April 19, 2016

Open Session Meeting Agenda – *****Revised*****

- 7:00 PM Call to Order
Review and Approve Agenda; Announcements
- 7:05 PM* Public Input

Appointment of Nashoba Valley Technical High School Committee Member
- 7:15 PM Reserve Fund Transfer Request
1. Lisa Gabree, Town Accountant – Financial System Computer Support
- 7:20 PM Police Chief William A. Murray, Ayer Police Department
1. Appointment of Patrol Officer
- 7:30 PM Memorial Garden Committee Update
1. Mike Detillion, Veteran's Agent and Chairman Jim Fay
- 7:40 PM Review and Approval of Annual Town Meeting Warrant and FY'17 Budget
- 8:10 PM Town Administrator's Report
1. Administrative Update
2. *****Appointment of Economic and Community Development Director*****
3. Request for additional All Alcohol License (Ayer Shop 'n Save)
4. FY '11 CDBG – Housing Rehabilitation Program Final Report
5. Review and Approval of Written Information Security Plan
6. Depot Square Eminent Domain Update
- 8:30 PM New Business/Selectmen's Questions
Medical Marijuana Host Agreement Discussion (Selectman Hillman)
- 8:40 PM Approval Meeting Minutes
April 5, 2016
- 8:45 PM ****Executive Session Pursuant to MGL c. 30 A, sec. 21A**
Exemption #2 (Non-Union Contract Negotiations) DPW Superintendent Personal Services Contract Amendment; Town Engineer Personal Services Contract Amendment
Exemption #3 (Collective Bargaining) DPW Contract MOA
Exemption #2 (Non-Union Contract Negotiations) Town Administrator Personal Services Contract
- Adjournment

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

*** The BOS will adjourn for the evening at the conclusion of the Executive Session*

RECEIVED
TOWN CLERK
TOWN OF AYER

2016 APR 14 PM 3:07

Susan Copeland

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



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Nashoba Valley

TECHNICAL SCHOOL DISTRICT

100 Littleton Road • Westford, Massachusetts 01886
Telephone: 978.692.4711 • Fax: 978.392.0570 • www.nashobatech.net

Denise Pigeon
Superintendent of Schools

RECEIVED
MAR 21 2016
TOWN OF AYER
SELECTMEN'S OFFICE

Date: March 15, 2016

MEMORANDUM

To: Ms. Christine Logan
14 Whitcomb Ave.
Ayer, MA 01432

From: Ms. Denise P. Pigeon

RE: Expiration of Term

Attached is a copy of the memorandum sent to the Town Moderator notifying him/her that your term as alternate on Nashoba Valley Technical School District Committee will expire on March 31, 2016. Copies have been sent to the Selectmen and Local School Committee since both groups comprise the Appointing Committee along with the Moderator as Chairman.

It is recommended, if you are considering reappointment, you send a letter to the Town Moderator apprising him/her of your intention. Copies should also be sent to the Selectmen and Local School Committee.

cc: Chairman, Board of Selectmen
Chairman, School Committee

Nashoba Valley

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Denise Pigeon
Superintendent of Schools

RECEIVED
MAR 21 2016

Date: March 15, 2016

TOWN OF AYER
SELECTMEN'S OFFICE

MEMORANDUM

To: Mr. Ted Januskiewicz
9 Groton School Road
Ayer, MA 01432

From: Ms. Denise P. Pigeon

RE: Expiration of Term

Attached is a copy of the memorandum sent to the Town Moderator notifying him/her that your term as member on Nashoba Valley Technical School District Committee will expire on March 31, 2016. Copies have been sent to the Selectmen and Local School Committee since both groups comprise the Appointing Committee along with the Moderator as Chairman.

It is recommended, if you are considering reappointment, you send a letter to the Town Moderator apprising him/her of your intention. Copies should also be sent to the Selectmen and Local School Committee.

cc: Chairman, Board of Selectmen
Chairman, School Committee

RESERVE FUND TRANSFER REQUEST

Section I	(Completed by Elected Official or Department Head)
This request for a transfer from the Reserve Fund is being made in accordance with M.G.L., Chapter 40, Section 6:	
1. Amount requested:	\$1,428.00
2. To be transferred to:	
A. Account Name	Financial System Computer Support
B. Account #:	01136
3. Present balance in budget	\$697.09 as of April 12, 2016 (see attached MUNIS budget report)
4. The amount requested will be used for (please attach supporting information):	To pay for bills for the remainder of FY2016
5. The expense is extraordinary or unforeseen for the following reason(s):	This is to cover the cost for training the Collector in MUNIS, specifically tax takings. I had requested and received reserve fund transfers during FY2015 for training for both the Collector and the Benefits & Payroll Manager. However, due to scheduling conflicts, the Collector was unable to obtain the training during FY2015. By then, the budget for FY2016 had already been established, of course. So the training was NOT included in the FY2016 budget.
Date	4/12/2016
Elected Official or Department Head	<i>Sixie Galbreath</i>

Section II	Action by Board of Selectmen or Appointing Authority when Section I not completed by an Elected Official
Transfer Approved:	YES NO
Amount Approved:	\$ _____
Date of Meeting:	_____
	Number Present/Voting _____

	Chairman

Section III	Action by Finance Committee
Transfer Approved:	YES NO
Amount Approved:	\$ _____
Date of Meeting:	_____
	Number Present/Voting _____

	Chairman

04/12/2016 17:33
248lgabr

TOWN OF AYER
BUDGET REPORT

P 1
glytdbud

FOR 2016 10

ACCOUNTS FOR: 001 GENERAL FUND	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<u>01136 COMPUTER SUPPORT</u>							
<u>01136 51000 STIPEND</u>	4,840	0	4,840	3,844.16	.00	995.84	79.4%
<u>01136 53040 SOFTWARE MAINTENANCE</u>	38,371	0	38,371	38,371.00	.00	.00	100.0%*
<u>01136 53041 HARDWARE REPLACEMENTS</u>	629	0	629	.00	.00	629.00	.0%
<u>01136 53200 TRAINING</u>	0	0	0	1,427.75	.00	-1,427.75	100.0%*
<u>01136 54000 SUPPLIES</u>	500	0	500	.00	.00	500.00	.0%
TOTAL COMPUTER SUPPORT	44,340	0	44,340	43,642.91	.00	697.09	98.4%
TOTAL GENERAL FUND	44,340	0	44,340	43,642.91	.00	697.09	98.4%
TOTAL EXPENSES	44,340	0	44,340	43,642.91	.00	697.09	



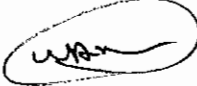
AYER POLICE DEPARTMENT

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: April 13, 2016
Re: Patrol Officer Appointment

I am respectfully requesting that the Board appoint **Casey Scott** to the position of Full-Time Patrol Officer to replace the position left open by an anticipated retirement. I am requesting that the appointment be contingent upon receiving the final approval of retirement from PERAC and of Casey passing a physical examination. Casey has already passed a psychological that was given on September 26, 2014. I further request that Casey's start date be one day after receiving the notice from PERAC and that he be started at Step 2.

Casey has worked for the Town/Department since August 2010 and has held positions of Part-Time Dispatcher, Full-Time Dispatcher, and Reserve Officer. His only departure from employment with the Town came in the fall of 2015 when he left to attend the Police Academy in Boylston. Casey put himself through the academy, paying all costs, with the Department sponsoring his attendance.

Casey has more than proven his devotion to serve the Town. In May 2013 Casey stepped up to assist the Department by taking on Full-Time Dispatch duties, to cover for the absence of a Dispatcher out sick, without receiving Full-Time benefits. Since graduating from the academy, and being once again appointed as a Reserve Officer, Casey has been in the Field Training Program choosing to "work" every shift that his Field Training Officer works, all at no pay. Casey is in the final observational phase of this 400 hour program and is expected to graduate with confidence.

I can think of no one who has done more or been as vetted as Casey has. He epitomizes the qualities sought in our Reserve Program and has truly earned this appointment.



Town of Ayer
ANNUAL TOWN MEETING
WARRANT

Ayer Shirley Regional High School Auditorium

141 Washington Street

Ayer, MA 01432

May 9, 2016

7:00 P.M.

Commonwealth of Massachusetts
Middlesex, ss.

GREETINGS:

In the name of the Commonwealth of Massachusetts you are hereby directed to notify and warn the inhabitants of the Town of Ayer qualified to vote in Town Elections and Affairs to meet at the Auditorium in the Ayer Shirley Regional High School located at 141 Washington Street, Ayer, Massachusetts on Monday, the Ninth (9th) day of May, 2016, at seven o'clock in the evening (7:00 p.m.) then and there to act on the following articles:

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

Given under our hands this 19th day of April AD 2016.

Jannice L. Livingston, Chairman

Gary J. Luca, Vice-Chairman

Christopher R. Hillman, Clerk

AYER BOARD OF SELECTMEN

Any persons needing disability related assistance (such as signing, etc.) at the town meeting please contact the Selectmen's Office at 978-772-8220 before May 6, 2016. We shall make every reasonable effort to assist you. Large print version of the text of this warrant is available upon request.

ARTICLE 1: TOWN ELECTIONS

The Town Elections are the first article of business and were held on Monday, April 25, 2016.

ARTICLE 2: REPORTS

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

- 1. Finance Committee
- 2. Town Accountant/Finance Manager
- 3. Community Preservation Committee
- 4. OTHER
- 5. Master Plan Committee?

Sponsor: Board of Selectmen

Simple Majority Vote Required

ARTICLE 3: PAY PRIOR YEAR BILLS

To see if the Town will vote to raise and appropriate the following amount to pay unpaid bills of Fiscal Year 2016, as authorized under General Laws Chapter 44, or take any action thereon or in relation thereto:

<u>Department</u>	<u>Vendor</u>	<u>Amount</u>
Sewer Department	Verizon	\$2,954.35

Sponsor: Board of Selectmen
Finance Committee:

4/5ths Vote Required

ARTICLE 4: SALARIES OF ELECTED OFFICIALS

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

	<u>FY-16 SALARY</u>	<u>FY-17 SALARY</u>	<u>% OF CHANGE</u>
Moderator	\$500	\$500	0
Selectmen: Chair	\$2,506	\$2,506	0
Selectmen: Members (2)	\$2,235	\$2,235	0
Assessors: Chair	\$2,480	\$2,480	0
Assessors: Members (2)	\$2,210	\$2,210	
Treasurer	\$68,256.72	\$71,346.96	4.52%
Town Clerk	\$30,715.52	\$32,106.13	4.52%
Tax Collector	\$37,541.20	\$39,240.83	4.52%
Tree Warden	\$5,843	\$5,960	2.00%

Note: This article is required as Town Meeting sets the salaries of elected official pursuant to MGL Chapter 41, Section 108

Board of Selectmen
Finance Committee

Simple Majority Vote Required

ARTICLE 5: CONTRACT FUNDING: DPW Union Contract

To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to fund the first year cost items contained in the contract between the Town and DPW (AFSCME 93/Local 1703) which has a term of July 1, 2016 through June 30, 2019, or take any action thereon or in relation thereto.

**ARTICLE 6: CONTRACT FUNDING: Fire Union Contract
[Negotiations ongoing]**

**ARTICLE 7: CONTRACT FUNDING: Police Superiors Contract
[Negotiations ongoing]**

ARTICLE 8: OMNIBUS BUDGET

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

- Dept. 100: General Government
- Dept. 200: Finance
- Dept. 300: Public Safety
- Dept. 400: Public Works
- Dept. 500: Human Services
- Dept. 600: Education
- Dept. 700: Management Support

Board of Selectmen
Finance Committee

Simple Majority Vote Required

**ARTICLE 9: FY 2017 AYER SHIRLEY REGIONAL SCHOOL
DISTRICT ASSESSMENT**

To see if the Town will vote to raise and appropriate the sum of \$10,074,800 required to fund the Town's FY 2017 assessment for the Ayer Shirley Regional School District, and to raise and

PROPOSED
FY2017 Omnibus Budget

	FY2015 Actual	FY2016 Approved	FY2017 Proposed	Difference		Notes
Department 100 - General Government						
01 Selectmen	\$220,916	203,734	219,691	15,957	7.83%	
02 Town Counsel	\$118,301	90,000	115,000	25,000	27.78%	
03 Town Clerk	\$72,978	79,748	81,708	1,960	2.46%	
04 Moderator	\$500	500	500	-	0.00%	
05 Parking Tickets	\$1,129	1,000	1,000	-	0.00%	
06 Public Buildings & Property Maintenance	\$273,026	310,720	314,851	4,131	1.33%	
07 Registrations & Elections	\$12,891	13,896	17,096	3,200	23.03%	
08 Postage	\$17,430	19,000	19,000	-	0.00%	
09 American Legion	\$600	600	600	-	0.00%	
10 Memorial Day	\$1,959	2,000	2,000	-	0.00%	
11 4th of July Celebration	\$10,000	10,000	10,000	-	0.00%	
12 Holiday Lights	\$0	0	10,000	10,000	#DIV/0!	
13 Communications Committee	\$0	700	700	-	0.00%	
14 Personnel Board	\$75	100	500	400	400.00%	
Department 100 Total	729,805	731,998	792,646	60,648	8.29%	
Department 200 - Finance						
01 Town Accountant	\$169,326	183,753	180,809	(2,944)	-1.60%	
02 Benefits & Payroll	\$0	65,713	67,466	1,753	2.67%	
03 Computer Support - Financial Systems	\$44,551	44,340	47,982	3,642	8.21%	
04 Assessors	\$164,382	172,485	179,735	7,250	4.20%	
05 Tax Collector	\$82,359	93,766	96,353	2,587	2.76%	
06 Treasurer	\$70,526	75,216	78,306	3,090	4.11%	
07 Health & Life Insurance	\$1,249,002	1,428,725	1,498,072	69,347	4.85%	
08A Property & Liability Insurance	\$101,477	154,241	125,484	(28,757)	-18.64%	
08B Workers Compensation	\$34,870	57,515	46,328	(11,187)	-19.45%	
08C Fire & Police Accident	\$138,456	173,289	185,359	12,070	6.97%	
<i>subtotal</i>	<i>274,803</i>	<i>385,045</i>	<i>357,171</i>	<i>(27,874)</i>	<i>-7.24%</i>	
09 Unemployment Compensation	\$13,001	15,511	40,000	24,489	157.88%	
10 County Retirement Assessment	\$1,344,155	1,343,292	1,429,491	86,199	6.42%	
11 Notes & Bonds(Principal)	\$926,001	906,520	947,900	41,380	4.56%	
12 Interest	\$218,678	199,624	177,459	(22,165)	-11.10%	
13 Tax Title	\$4,699	8,000	8,000	-	0.00%	
14 FICA Medicare	\$84,014	81,648	100,000	18,352	22.48%	
15 Finance Committee (Advisory Board)	\$196	500	500	-	0.00%	
16 Reserve Fund	\$156,938	150,000	100,000	(50,000)	-33.33%	
Department 200 Total	4,802,631	5,154,138	5,309,244	155,106	3.01%	
Department 300 - Public Safety						
01 Police Department	\$1,910,842	2,111,837	2,410,515	298,678	14.14%	
02 Fire Department	\$1,532,185	1,539,403	1,556,553	17,150	1.11%	
03 Building Department	\$40,455	89,701	81,983	(7,718)	-8.60%	
04 Emergency Management	\$9,141	12,361	12,500	139	1.12%	

PROPOSED
FY2017 Omnibus Budget

	FY2015 Actual	FY2016 Approved	FY2017 Proposed	Difference		Notes
05 Animal Control Officer (Dog Officer)	\$14,412	13,270	13,425	155	1.17%	
06 Animal Inspector	\$2,600	2,600	2,600	-	0.00%	
07 Tree Warden	\$22,077	21,112	44,460	23,348	110.59%	
Department 300 Total	3,531,712	3,790,284	4,122,036	331,752	8.75%	
Department 400 - Public Works						
01 Public Works - Administration	\$906,865	1,038,530	1,074,755	36,225	3.49%	
02 Snow & Ice Removal	\$479,538	262,287	262,287	-	0.00%	
03 Public Works - Street Lighting	\$38,374	74,000	64,000	(10,000)	-13.51%	
04 Care of Graves	\$2,500	2,500	2,500	-	0.00%	
Department 400 Total	1,427,277	1,377,317	1,403,542	26,225	1.90%	
Department 500 - Human Services						
01 Council on Aging	\$118,322	128,609	130,757	2,148	1.67%	
02 Board of Health	\$14,282	17,094	17,393	299	1.75%	
03 Nashoba Assoc. Board of Health	\$23,606	24,551	25,440	889	3.62%	
04 Parks Department	\$125,713	141,091	134,587	(6,504)	-4.61%	
05 Ayer/Shirley Youth Football & Cheerleading	\$4,000	4,000	4,000	-	0.00%	
06 Little League	\$4,000	4,000	4,000	-	0.00%	
07 Veterans Agent	\$18,851	19,192	19,202	10	0.05%	
08 Veterans Benefits	\$122,032	168,000	125,000	(43,000)	-25.60%	
09 Library	\$464,398	496,882	561,676	64,794	13.04%	
10 Disabilities Comm.	\$365	700	700	-	0.00%	
Department 500 Total	895,569	1,004,119	1,022,755	18,636	1.86%	
Department 600 - Management Support						
01 Conservation Commission	\$10,870	25,817	26,293	476	1.84%	
02 Economic & Community Development	\$32,819	35,561	34,296	(1,265)	-3.56%	
03 Historical Commission	\$492	750	750	-	0.00%	
04 Montachusett Reg. Plan. Comm.	\$2,219	2,274	2,332	58	2.55%	
05 Mngmt Support (printing & reporting)	\$5,367	8,500	48,965	40,465	476.06%	
06 Information Technology	\$111,000	123,954	134,583	10,629	8.57%	
Department 600 Total	162,767	196,856	247,219	50,363	25.58%	
Total Summary by Department						
Dept 100 - General Government	729,805	731,998	792,646	60,648	8.29%	
Dept 200 - Finance	4,802,631	5,154,138	5,309,244	155,106	3.01%	
Dept 300 - Public Safety	3,531,712	3,790,284	4,122,036	331,752	8.75%	
Dept 400 - Public Works	1,427,277	1,377,317	1,403,542	26,225	1.90%	
Dept 500 - Human Services	895,569	1,004,119	1,022,755	18,636	1.86%	
Dept 600 - Management Support	162,767	196,856	247,219	50,363	25.58%	
Total Operating Budgets	11,549,761	12,254,712	12,897,442	642,730	5.24%	

appropriate the sum of \$1,004,944 for the Town's portion of the ASRSD High School Building Project debt service, or take any action thereon or in relation thereto.

Sponsor: Ayer Shirley Regional School Committee

Board of Selectmen:

Finance Committee:

Simple Majority Vote Required

ARTICLE 10: FY 2017 NASHOBA VALLEY TECHNICAL VOCATIONAL SCHOOL ASSESSMENT

To see if the Town will vote to raise and appropriate the sum of \$731,147 required to fund the FY 2017 assessment for the Nashoba Valley Regional Technical High School, or take any action thereon or in relation thereto.

Sponsor: Nashoba Valley Technical Vocational School Committee

Board of Selectmen:

Finance Committee:

Simple Majority Vote Required

ENTERPRISE FUND ARTICLES

Handouts will be provided at Town Meeting with further detail on Articles No. 11 –15

ARTICLE 11: SOLID WASTE

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

Direct costs of \$399,717 of which \$231,000 is to come from solid waste revenue, \$33,881 is to come from solid waste retained earnings and \$134,836 is to come from the tax levy, and **indirect costs** of \$108,732 to come from the tax levy; or take any action thereon or in relation thereto.

Sponsor: Board of Selectmen

Finance Committee:

Simple Majority Vote Required

ARTICLE 12: AMBULANCE

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

Direct costs of \$126,034 is to come from ambulance revenue, and indirect costs of \$339,133 of which \$316,214 is to come from ambulance revenue and \$22,919 from ambulance **retained earnings**; or take any action thereon or in relation thereto.

Sponsor: Board of Selectmen

Finance Committee:

Simple Majority Vote Required

ARTICLE 13: SEWER

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

Direct costs of \$2,446,209 of which \$2,422,440 is to come from sewer revenue and \$23,769 to come from the tax levy and indirect costs of \$327,647 to come from sewer revenue; or take any action thereon or in relation thereto.

Sponsor: Board of Selectmen
Finance Committee:

Simple Majority Vote Required

ARTICLE 14: WATER

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

Direct costs of \$1,605,935 of which to come from water revenue and indirect costs of \$264,184 to come from water revenue; or take any action thereon or in relation thereto.

Sponsor: Board of Selectmen
Finance Committee:

Simple Majority Vote Required

REVOLVING FUND ARTICLES

Recommend Moving Articles 16 through 21 together by consent

ARTICLE 15: COMMUNICATIONS FUND

To see if the Town will vote to reauthorize a Revolving Fund, pursuant to G.L. Chapter 44, Section 53E 1/2, for the purpose of supporting the town website, printing and mailing various newsletters, and other town-wide informational mailings from the **Communications Committee**. Receipts to be credited to the account shall be revenues from ads placed in said mailings and on the Town website. The Communication Committee is authorized to expend monies from this fund. In no event shall total expenditures from the Communications Revolving Fund exceed twenty thousand dollars (\$20,000) in Fiscal Year 2017, and provided further that no Board, Department or Officer shall be authorized to expend in any one fiscal year from all Revolving Funds under its direct control more than one percent of the amount raised by taxation by the Town in the most recent fiscal year for which a tax rate has been certified under Section Twenty Three of Chapter Fifty Nine, or take any action thereon or in relation thereto.

Sponsor: Board of Selectmen
Finance Committee:

Simple Majority Vote Required

ARTICLE 16: FIRE ALARM FUND

To see if the Town will vote to reauthorize a Revolving Fund, pursuant to G.L. Chapter 44, Section 53E 1/2, for the purpose of **Fire Alarm Repairs and Replacement**. Receipts to be credited to the account shall be Fire Alarm Box Assessment Fees and Fines for Needless and False Alarms. The Fire Chief is authorized to expend monies from this fund. In no event shall total expenditures from the Fire Alarm Revolving Account exceed thirty-five thousand dollars (\$35,000) in Fiscal Year 2017, and provided further, that no Board, Department or Officer shall be authorized to expend in any one fiscal year from all Revolving Funds under its direct control more than one percent of the amount raised by taxation by the Town in the most recent fiscal year for which a tax rate has been certified under Section Twenty Three of Chapter Fifty Nine, or take any action thereon or in relation thereto.

Sponsor: Board of Selectmen
Finance Committee:

Simple Majority Vote Required

ARTICLE 17: HAZARDOUS MATERIALS FUND

To see if the Town will vote to reauthorize a Revolving Fund pursuant to G.L. Chapter 44 Section 53E 1/2, for the purpose of **Hazardous Materials Expense**. All receipts from a Haz-Mat incident shall be from billed services, and will be used for replacement of supplies and expenses. The Fire Chief will be authorized to expend monies for this fund. In no event shall total expenditures from the Haz-Mat Revolving Account exceed ten thousand dollars (\$10,000) in Fiscal Year 2017, and provided further, that no Board, Department or Officer shall be authorized to expend in any one fiscal year from all Revolving Funds under its direct control more than one percent of the amount raised by taxation by the Town in the most recent fiscal year for which a tax rate has been certified under Section Twenty Three of Chapter Fifty Nine, or take any action thereon or in relation thereto.

Sponsor: Board of Selectmen
Finance Committee:

Simple Majority Vote Required

ARTICLE 18: FOURTH OF JULY FUND

To see if the Town will vote to reauthorize a Revolving Fund pursuant to G.L. Chapter 44, Section 53E 1/2, for the purpose of a **4th of July Revolving Fund**. Receipts to be credited to the Account shall be from vendor fees, and shall be used for purchasing and promoting the event. The 4th of July Committee, with the approval of the Board of Selectmen, is authorized to expend money from this fund. In no event shall total expenditures from the 4th of July Revolving Fund exceed twenty five thousand dollars (\$25,000.00) in Fiscal Year 2016 and provided further, that no Board, Department or Officer shall be authorized to expend in any one fiscal year from all Revolving Funds under its direct control more than one percent of the amount raised by taxation by the Town in the most recent fiscal year for which a tax rate has been certified under Section Twenty Three of Chapter Fifty Nine, or take any action thereon or in relation thereto.

Sponsor: Board of Selectmen
Finance Committee:

Simple Majority Vote Required

ARTICLE 19: DPW INSPECTION FEES FUND

To see if the Town will vote to reauthorize a Revolving Fund pursuant to G.L. Chapter 44 Section 53E 1/2, for the purpose of a **Department of Public Works Inspection Revolving Fund**. Receipts to be credited to the fund shall be from development fees or contributions, and shall be used for the purpose of funding inspections of road construction, drainage facilities, and water and sewer line installations. The Superintendent of Public Works shall be authorized to expend money from this fund. In no event shall total expenditures from the Department of Public Works Inspection Revolving Fund exceed one-hundred thousand dollars (\$100,000) in Fiscal Year 2017 and provided further, that no Board, Department or Officer shall be authorized to expend in any one fiscal year from all Revolving Funds under its direct control more than one percent of the amount raised by taxation by the Town in the most recent fiscal year for which a tax rate has been certified under Section Twenty Three of Chapter Fifty Nine, or take any action thereon or in relation thereto.

Sponsor: Board of Selectmen
Finance Committee:

Simple Majority Vote Required

ARTICLE 20: TOWN HALL MAINTENANCE FUND

To see if the Town will vote to reauthorize a Revolving Fund pursuant to G.L. Chapter 44 Section 53E 1/2, for the purpose of a **Town Hall Maintenance Fund**. Receipts to be credited to the fund shall be from fees assessed for use of Town Hall facilities and may be used for costs related to operation, maintenance, repair and/or reconstruction at Town Hall and its grounds. The Board of Selectmen shall be authorized to expend money from this fund. In no event shall total expenditures from the Town Hall Maintenance Fund exceed ten thousand dollars (\$10,000) in Fiscal Year 2017 and provided further, that no Board, Department or Officer shall be authorized to expend in any one fiscal year from all Revolving Funds under its direct control more than one percent of the amount raised by taxation by the Town in the most recent fiscal year for which a tax rate has been certified under Section Twenty Three of Chapter Fifty Nine, or take any action thereon or in relation thereto.

Sponsor: Board of Selectmen
Finance Committee:

Simple Majority Vote Required

BORROW ARTICLE

ARTICLE 21: CAPITAL BUDGET REQUESTS

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

<u>Department</u>	<u>Item</u>	<u>Amount</u>
Fire	Ladder #1 Rehab	\$248,000
	Radio Equipment	\$140,000
Facilities Maintenance	Police Station Roof	\$240,000
DPW – Administration	DPW Operations Center Study	\$75,000
DPW – Highway	East Main Street Design (Final Phase)	\$135,000
	Tractor with Snow Blower & Mower	\$150,000
DPW – Storm Water	Bio filtration/Outfall Improvements	\$50,000
	Balch Pond Dam Repairs	\$131,000
Water Enterprise	Spectacle Pond Well #2 Replacement	\$100,000
	Spectacle Pond Well SCADA Upgrades	\$50,000
	Wright Road Water Main Loop	\$275,000
	Water Main Replacements	\$150,000
Sewer Enterprise	Infiltration Inflow Study & Improvements	\$50,000
	Radio Telemetry System (Phase 2 & Final)	\$30,000
	West Main Street Pump Station	\$550,000
	1 Ton Utility Body Truck with Plow	\$65,000
	Wastewater Treatment Plant Upgrades (Phase 2 of Study)	\$200,000
	Total	\$2,639,000

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

2/3 Vote Required

TRANSFER ARTICLES

ARTICLE 22: CAPITAL BUDGET REQUESTS

To see if the Town will vote to transfer from Free Cash the following sums hereby listed for the purpose of funding the following equipment, services and public works projects as contained in the Capital Budget, each sum hereafter to be voted on separately, or take any action thereon or in relation thereto:

GENERAL FUND

Information Technology	Copiers for COA and Fire Department	\$12,200
Fire Department	Fire Prevention Car & Radio	\$38,000
Library	Replace HVAC Control System	\$25,000
DPW- Administration	Superintendent Vehicle	\$35,000
	Total	\$110,200

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

Simple Majority Vote Required

ARTICLE 23: UDAG REPLENISHMENTS

To see if the Town will vote to transfer from Free Cash the following amounts to replenish the Urban Development Action Grant (UDAG) account:

Planning Board Administrative Support	\$5,000
Purchase of Additional Fire Station Land (0 Park Street)	\$250,000
Engineering Services for West Main Street & Shirley Street Bridge	\$100,000

Total: \$355,000

Or take any action thereon or in relation thereto.

Explanatory Note: This article would replenish the Town's UDAG Fund in the amounts set forth in the article. These funds were used from the UDAG's unrestricted funds for purposes that did not have a repayment mechanism in place.

Sponsor: Board of Selectmen
Finance Committee:

Simple Majority Vote Required

ARTICLE 24: STABILIZATION FUND

To see if the Town will vote to transfer from Free Cash raise the sum of \$638,876 or such other sum or sums of money, with \$138,876 to be credited to the Stabilization Fund under the provisions of Chapter 40, Section 5B of the General Laws, and \$500,000 to be credited to the Capital Stabilization Fund per the Town's Financial Policies or take any action thereon or in relation thereto.

Sponsor: Board of Selectmen
Finance Committee:

Two-thirds Majority Vote Required

TRANSFER AND RAISE & APPROPRIATE ARTICLES

ARTICLE 25: MASTER PLAN UPDATE

To see if the Town will vote to raise and appropriate \$34,135 and to transfer from Free Cash \$65,865 totaling the sum of \$100,000 to update the Town's Master Plan, or take any action thereon or in relation thereto.

Explanatory Note: The Town's Master Plan is subject to review and update every ten years. The last update was in 2005. This article would provide the additional funding for the Master Plan Committee to update the Master Plan. The 2015 Annual Town Meeting provided \$10,000 in initial funding.

Sponsor: Master Plan Committee
Board of Selectmen:
Finance Committee:

Simple Majority Vote Required

ARTICLE 26: GASB-45/OPEB (Post-Employment Benefits) FUND

To see if the Town will vote to raise and appropriate \$120,000 and transfer \$180,000 from Free Cash, totaling the sum of \$300,000 to meet the Town's obligations under the Government Accounting Standards Board (GASB) Statement 45 to fund the Town's future obligation for the cost of other post-employment benefits (OPEB), or take any action thereon or in relation thereto.

Explanatory Note: \$120,000 from Local Meals Tax

Sponsor: Board of Selectmen
Finance Committee:

Simple Majority Vote Required

RAISE & APPROPRIATE ARTICLES

ARTICLE 27: ARBITRAGE REBATE COMPLIANCE SERVICE

To see if the Town will vote to raise and appropriate the sum of \$5,000 from Free Cash for a total sum of \$5,000 for Arbitrage Rebate Compliance Services, or take any action thereon or in relation thereto.

Explanatory Note: Required bi-annually

Sponsor: Board of Selectmen
Finance Committee:

Simple Majority Vote Required

ARTICLE 28: PAYROLL ACCRUAL CONSULTING SERVICES

To see if the Town will vote to raise and appropriate the sum of \$5,000 to provide funds for payroll accrual consulting services, or take any action thereon or in relation thereto.

Sponsor: Board of Selectmen
Finance Committee:

Simple Majority Vote Required

ARTICLE 29: FUNDING FOR AYER CULTURAL COUNCIL

To see if the Town will vote to raise and appropriate the sum of \$4,600 to provide funding for the Ayer Cultural Council (ACC) to be used as matching funds allocated from the Massachusetts Cultural Council for the purposes of financial support for local artistic and cultural exhibitions, performances, and events that benefit Ayer Resident, or take any action thereon or in relation thereto.

Sponsor: Ayer Cultural Council
Board of Selectmen:
Finance Committee:

Simple Majority Vote Required

ARTICLE 30: FIRST YEAR'S INTEREST-GENERAL FUND BORROWING

To see if the Town will vote to raise and appropriate the sum of \$93,520 required to provide for the first year's interest charges and associated administrative expenses on all General Fund borrowing/bonding authorized by this Town Meeting, or take any action thereon or in relation thereto.

Sponsor: Board of Selectmen
Finance Committee:

Simple Majority Vote Required

OTHER BUSINESS ARTICLES

ARTICLE 31: EAST MAIN STREET AREA WATER MAINS

To see if the Town will vote to amend the purpose of Article 21 of the May 12, 2014 Annual Town Meeting which addressed East Main Street water mains to address East Main Street area water mains, or take any action thereon or in relation thereto.

Explanatory Note: May 12, 2014 Annual Town Meeting approved East Main Street water mains. By adding East Main Street area water mains, we will broaden scope of project.

Sponsor: Board of Selectmen
Finance Committee:

Simple Majority Vote Required

ARTICLE 32: EAST MAIN STREET AREA SEWER MAINS

To see if the Town will vote to amend the purpose of Article 22 of the May 12, 2014 Annual Town Meeting which addressed East Main Street sewer mains to address East Main Street area mains, or take any action thereon or in relation thereto.

Explanatory Note: May 12, 2014 Annual Town Meeting approved East Main Street sewer mains. By adding East Main Street area sewer mains, we will broaden scope of project.

Sponsor: Board of Selectmen
Finance Committee:

Simple Majority Vote Required

ARTICLE 33: COMMUNITY PRESERVATION ACT

To see if the Town will hear and act on the report of the Community Preservation Committee on the Fiscal Year 2017 Community Preservation Act budget, and appropriate from the estimated FY 2017 Community Preservation Fund revenues:

- A sum of money equal to five percent, and not-to-exceed five thousand dollars (\$5,000), to meet the administrative expenses and all other necessary and proper expenses of the Community Preservation Committee for Fiscal Year 2017.

And further, to reserve for future appropriation from the estimated FY 2017 Community Preservation Fund revenues the following sums of money, as recommended by the Community Preservation Committee, for each of the following purposes:

- A sum of money equal to \$180,307, more or less, for acquisition, creation and preservation of open space excluding land for recreational use, and
- A sum of money equal to \$23,164, more or less, for acquisition, preservation, restoration and rehabilitation of historic resources, and
- A sum of money equal to \$23,164, more or less, for acquisition, creation and preservation and support of community housing.

Or take any action thereon or in relation thereto.

Explanatory Note: Disbursement required by the Commonwealth of Massachusetts under M.G.L. Chapter 44B for the estimated FY 2016 Community Preservation Fund revenues.

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

Simple Majority Vote Required

ARTICLE 34: COMMUNITY PRESERVATION FUND FY 2017 TRANSFER OF FUNDS

To see if the Town will vote to transfer from Community Preservation Fund FY2017 estimated annual revenues, the sum of \$12,000 and reserve said sum for future appropriation by the Community Preservation Committee for general open space purposes; or take any action thereon or in relation thereto.

Explanatory Note: Due diligence for future appropriations by the Community Preservation Committee for general open space purposes.

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

Simple Majority Vote Required

ARTICLE 35: SANDY POND SCHOOL ASSOCIATION CONDITIONS ASSESSMENT FUNDING PROJECT

To see if the Town will vote to transfer from Community Preservation Fund (FY 2017) Balance Reserve from Historic Resources Category the sum of money not-to-exceed \$20,000 to the Sandy Pond School Association for the commissioning of a Conditions Assessment of the Sandy Pond School building to identify recommended physical repairs and restoration work, develop an on-going maintenance program, establish priorities for this work and provide cost estimates; or take any action thereon or in relation thereto.

Sponsor: Community Preservation Committee
Historical Commission: Recommends
Board of Selectmen:
Finance Committee:

Simple Majority Vote Required

ARTICLE 36: AUTHORIZATION OF EXTENSION OF TOWN WATER AND SEWER LINES

To see if the Town will authorize the extension of the Town water and sewer lines on Harvard Road to a parcel of land primarily located in Harvard (Tax Parcel 2-8) with a portion in Ayer (Tax Parcel 42-1), with a street address of 356 Ayer Road.

Explanatory Note: Town of Ayer Bylaw Article XVII - Extension of Water and Sewer Lines states "No permanent water or sewage line may be extended outside of the boundary of the Town of Ayer unless said extension be authorized by a vote of the Town at an Annual or Special Town Meeting." The DPW received a letter from SJ Mullaney Engineering Inc. dated January 21, 2016 because a developer is considering developing 19 acres of vacant land on the Ayer and Harvard town line and are requesting Ayer municipal water and sewer service. The anticipated water and sewer usage would be 13,200 gallons per day. An Inter-municipal Agreement between the Towns of Ayer and Harvard will need to be executed which will detail the responsibilities, conditions and billing.

Sponsor: Board of Selectmen
Finance Committee:

Simple Majority Vote Required

ARTICLE 37: ACQUISITION OF PROPERTY AT DEPOT SQUARE (ACCESS CORRIDOR)

To see if the Town will vote to acquire, by gift, purchase or eminent domain, the fee or lesser interest in a certain parcel of land as approximately shown on a sketch plan entitled [need name of sketch plan], said sketch plan on file with the Town Clerk, consisting of 16,000 square feet, more or less, and being a portion of the property described in a deed recorded with the Middlesex South Registry of Deeds in Book 12135, Page 442; and, as funding therefor and costs related thereto, raise and appropriate, transfer from available funds, and/or borrow, a sum of money; and further to authorize the Board of Selectmen to convey to the Massachusetts Bay Transportation Authority a perpetual access easement, from Main Street to the rail property located southerly of the parcel to be acquired; and authorize the Board of Selectmen to execute any and all documents necessary to effectuate the acquisition of such parcel of land and the conveyance of the easement to the Massachusetts Bay Transportation Authority; or take any action thereon or in relation thereto.

Sponsor: Board of Selectmen
Finance Committee:

Simple Majority Vote Required

ARTICLE 38: ACQUISITION OF PROPERTY AT DEPOT SQUARE (ACCESS CORRIDOR & ADVOCATES BUILDING)

To see if the Town will vote to acquire, by gift, purchase or eminent domain, the fee or lesser interest in a certain parcel of land as approximately shown on a sketch plan entitled [need name of sketch plan], said sketch plan on file with the Town Clerk, consisting of 24,000 square feet, more or less, and being a portion of the property described in a deed recorded with the Middlesex South Registry of Deeds in Book 12135, Page 442; and, as funding therefor and costs related thereto, raise and appropriate, transfer from available funds, and/or borrow, a sum of money; and further to authorize the Board of Selectmen to convey to the Massachusetts Bay Transportation Authority a perpetual access easement, from Main Street to the rail property located southerly of the parcel to be acquired; and authorize the Board of Selectmen to execute any and all documents necessary to effectuate the acquisition of such parcel of land and the conveyance of the easement to the Massachusetts Bay Transportation Authority; or take any action thereon or in relation thereto.

Sponsor: Board of Selectmen
Finance Committee:

Simple Majority Vote Required

A True Copy Attest: _____ Date: _____

Susan E. Copeland
Town Clerk & Tax Collector

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

_____ Date: _____
Constable

FINAL PROPOSED AS OF 4/15/16

INCLUDES 2% GROWTH TO NON-UNION COMP PLAN AND DFW CONTRACT PENDING APPROVAL

FY2016 BUDGET AMOUNTS INCLUDE ADJUSTMENTS VOTED AT OCT 2015 TOWN MEETING FOR NON-UNION WAGES ADJUSTMENTS

248lgabr NEXT YEAR BUDGET HISTORICAL COMPARISON
Updated 4/15/16

ACCOUNTS FOR:	FY2013 ACTUALS	FY2014 ACTUALS	FY2015 ACTUALS	FY2016 ACTUALS	FY2016 BUDGET	FY2016 ONE-TIME EXPENSES	FY2016 NET OF ONE-TIME	FY2017 BUDGET REQUEST	\$ INCREASE (DECREASE) OVER FY16 NET OF ONE-TIME	PERCENT INCREASE (DECREASE)	COMMENTS
1114 MODERATOR											
1114 51100 STIPEND	562.00	500.00	500.00	0.00	500.00		500.00	500.00	0.00	0.0%	email received from Tom on 12/30/15
TOTAL MODERATOR	562.00	500.00	500.00	0.00	500.00	0.00	500.00	500.00	0.00	0.0%	
1122 BOARD OF SELECTMEN											
1122 51100 STIPENDS	9,165.80	8,353.06	6,975.96	2,906.65	6,976.00		6,976.00	6,976.00	0.00	0.0%	FY2017 budget prepared by Robert Pontbriand
1122 51110 ADMINISTRATIVE ASSISTANT	53,137.57	61,704.11	54,183.60	29,274.00	72,760.44		72,760.44	74,191.00	1,430.56	2.0%	position stepped out
1122 51120 ADMINISTRATOR	89,016.90	90,714.90	92,538.63	46,309.25	115,122.27		115,122.27	120,394.00	5,271.73	4.6%	Grade 17/step 7
1122 51130 PAYROLL/BENEFITS MGR	0.00	0.00	56,726.78	0.00	0.00		0.00	0.00	0.00	#DIV/0!	
1122 51140 LONGEVITY	750.00	750.00	0.00	200.00	200.00		200.00	230.00	30.00	15.0%	TA 6 years
1122 51300 OVERTIME	2,656.51	2,473.57	3,474.55	1,241.65	3,000.00		3,000.00	3,000.00	0.00	0.0%	
1122 52000 SERVICES	1,284.78	1,295.60	1,490.58	154.32	1,000.00		1,000.00	1,000.00	0.00	0.0%	
1122 52100 CLERICAL SERVICES	0.00	0.00	0.00	0.00	800.00		800.00	800.00	0.00	0.0%	
1122 54000 SUPPLIES	1,657.34	1,743.14	2,919.90	525.83	1,275.00	(275.00)	1,000.00	1,000.00	0.00	0.0%	new chair for TA in FY2016 \$275
1122 54200 OFFICE SUPPLIES	0.00	0.00	48.99	0.00	0.00		0.00	9,500.00	9,500.00	#DIV/0!	replacement furniture for Bos/TA office
1122 57000 OTHER CHARGES & EXPENSES	2,274.49	2,257.72	2,557.34	1,513.00	2,600.00		2,600.00	2,600.00	0.00	0.0%	
TOTAL BOARD OF SELECTMEN	159,943.39	169,292.10	220,916.33	82,124.70	203,733.71	(275.00)	203,458.71	219,691.00	16,232.29	8.0%	
1126 BENEFITS & PAYROLL MANAGER											
1126 51000 PAYROLL & BENEFITS MGR WAGES	0.00	0.00	0.00	25,209.44	62,663.00		62,663.00	63,916.00	1,253.00	2.0%	FY2017 budget request prepared by Kevin Johnston
1126 52000 SERVICES	0.00	0.00	0.00	0.00	300.00		300.00	300.00	0.00	0.0%	
1126 54000 SUPPLIES	0.00	0.00	0.00	38.24	1,450.00		1,450.00	1,450.00	0.00	0.0%	
1126 57000 OTHER CHARGES & EXPENSES	0.00	0.00	0.00	475.78	1,300.00		1,300.00	1,800.00	500.00	38.5%	Includes \$500 to implement Employee Training Program
TOTAL BENEFITS & PAYROLL MAN	0.00	0.00	0.00	25,723.46	65,713.00	0.00	65,713.00	67,466.00	1,753.00	2.7%	
1132 RESERVE FUND											
1132 57800 RESERVE FUND APPROP	0.00	0.00	0.00	0.00	150,000.00		150,000.00	100,000.00	(50,000.00)	-33.3%	per 3/29/16 and 4/1/16 emails from Scott Houde
TOTAL RESERVE FUND	0.00	0.00	0.00	0.00	150,000.00	0.00	150,000.00	100,000.00	(50,000.00)	-33.3%	
1135 TOWN ACCOUNTANT											
1135 51100 TOWN ACCOUNTANT SALARY	90,410.78	93,041.28	94,899.65	39,379.20	97,883.76		97,883.76	99,848.00	1,964.24	2.0%	FY2017 budget request prepared by Lisa Gabree
1135 51110 TOWN ACCT ASSIST-WAGES	44,979.34	45,518.40	46,437.12	19,051.20	54,624.00	(7,258.00)	47,366.00	48,295.00	929.00	2.0%	removed \$7,402 unused vacation buy out for retirement of Assistant
1135 51140 LONGEVITY	1,270.00	1,330.00	1,390.00	740.00	1,450.00		1,450.00	1,490.00	40.00	2.8%	3/16/16 with understanding that an RFT may be needed
1135 51150 COLLEGE INCENTIVE	4,499.04	4,634.24	4,726.80	4,875.52	4,823.00		4,823.00	4,876.00	53.00	1.1%	
1135 52000 SERVICES	218.79	3,000.00	0.00	0.00	3,000.00	(2,700.00)	300.00	3,000.00	2,700.00	900.0%	additional consulting services
1135 53000 PROFESSIONAL SERVICES	3,515.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00	#DIV/0!	
1135 53020 AUDIT SERVICES	16,900.00	19,800.00	20,680.00	0.00	21,000.00		21,000.00	22,000.00	1,000.00	4.8%	per 3 year audit contract
1135 54200 OFFICE SUPPLIES	669.78	877.74	308.30	62.89	300.00		300.00	600.00	300.00	100.0%	
1135 57000 OTHER CHARGES & EXPENSES	998.22	315.55	884.38	125.00	672.00		672.00	700.00	28.00	4.2%	
TOTAL TOWN ACCOUNTANT	163,460.95	168,517.21	169,326.25	64,233.81	183,752.76	(9,958.00)	173,794.76	180,809.00	7,014.24	4.0%	
1136 COMPUTER SUPPORT											
1136 51000 STIPEND	4,502.74	4,636.52	4,726.80	1,968.96	4,840.00		4,840.00	4,894.00	54.00	1.1%	FY2017 budget request prepared by Lisa Gabree
1136 52000 SERVICES	440.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00	#DIV/0!	
1136 53040 SOFTWARE MAINTENANCE	25,741.75	38,323.97	38,371.00	19,185.50	38,371.00		38,371.00	39,788.00	1,417.00	3.7%	See 12/17/15 email and attachment from Karen Grosset of Tyler Tech (MUNIS)
1136 53041 HARDWARE REPLACEMENTS	2,510.30	20.70	0.00	0.00	629.00		629.00	0.00	(629.00)	-100.0%	Updated MUNIS training for town-wide users
1136 53200 TRAINING	0.00	60.89	0.00	1,427.75	0.00		0.00	2,800.00	2,800.00	#DIV/0!	Supplies now budgeted via IT budget
1136 54000 SUPPLIES	207.98	223.31	31.44	0.00	500.00		500.00	4.00	(500.00)	-100.0%	
1136 57000 OTHER CHARGES & EXPENSES	0.00	0.00	1,422.13	0.00	0.00		0.00	500.00	500.00	#DIV/0!	
TOTAL COMPUTER SUPPORT	33,402.77	43,265.39	44,551.37	22,582.21	44,340.00	0.00	44,340.00	47,982.00	3,642.00	8.2%	
1141 BOARD OF ASSESSORS											
1141 51100 STIPENDS	6,900.12	6,900.12	6,900.12	2,875.05	6,900.00		6,900.00	6,900.00	0.00	0.0%	FY2017 budget request prepared by Tom Hogan
1141 51110 SECRETARY WAGES	39,164.38	39,941.35	40,294.16	16,713.29	41,348.00		41,348.00	45,811.00	4,463.00	10.8%	Increase in hours from 37 to 40 per week
1141 51120 ASSISTANT ASSESSOR SALARY	88,265.96	89,880.60	92,462.75	45,059.65	98,945.36		98,945.36	101,257.00	2,311.64	2.3%	error in calculation of pay discussed with Tom 4/11/16
1141 52000 SERVICES	477.35	0.00	804.06	0.00	1,565.00		1,565.00	1,565.00	0.00	0.0%	
1141 53010 MAP UPDATE	530.75	0.00	880.00	1,192.80	1,136.00		1,136.00	1,136.00	0.00	0.0%	
1141 53020 CONSULTING SERVICES	7,020.00	13,150.00	17,800.00	5,100.00	19,000.00		19,000.00	18,000.00	(1,000.00)	-5.3%	Year 3 of 3 year cyclical reinspection compliance program
1141 54000 SUPPLIES	282.99	171.66	150.72	43.90	416.00		416.00	416.00	0.00	0.0%	& \$8,000 funding for personal property services for FY2017 Revaluation
1141 54200 OFFICE SUPPLIES	1,103.21	468.03	557.66	466.19	675.00		675.00	675.00	0.00	0.0%	
1141 57000 OTHER CHARGES & EXPENSES	5,046.00	5,292.40	4,532.42	2,908.99	2,500.00		2,500.00	3,975.00	1,475.00	59.0%	\$1,475 increase in C.S.C. Support fees
TOTAL BOARD OF ASSESSORS	148,790.76	155,804.16	164,381.89	74,359.87	172,485.36	0.00	172,485.36	179,735.00	7,249.64	4.2%	
1145 TOWN TREASURER											
1145 51100 TREASURER SALARY	60,017.99	60,017.99	61,218.59	27,459.64	68,256.72		68,256.72	71,347.00	3,090.28	4.5%	FY2017 budget request prepared by Stephanie Gintner
1145 51110 ASSISTANT TREASURER WAGES	47,152.72	46,362.72	0.00	0.00	0.00		0.00	0.00	0.00	#DIV/0!	
1145 52000 SERVICES	2,423.50	2,335.23	2,257.61	301.06	2,011.00		2,011.00	2,011.00	0.00	0.0%	
1145 54000 SUPPLIES	411.09	1,862.30	558.90	30.58	3,181.00		3,181.00	3,181.00	0.00	0.0%	

ACCOUNTS FOR:			FY2013	FY2014	FY2015	FY2016	FY2016	FY2016 ONE-TIME	FY2016 NET OF	FY2017	FY2017 BUDGET REQUEST	(DECREASE)	COMMENTS	
			ACTUALS	ACTUALS	ACTUALS	ACTUALS	BUDGET	EXPENSES	ONE-TIME	BUDGET REQUEST	OVER FY16 NET OF ONE-TIME			
1145	54200	OFFICE SUPPLIES		421.95	344.14	2,673.19	388.40	505.00		505.00	505.00	0.00	0.0%	
1145	57000	OTHER CHARGES & EXPENSES		1,567.44	1,487.46	3,818.20	859.89	1,262.00		1,262.00	1,262.00	0.00	0.0%	
TOTAL	TOWN TREASURER			111,994.69	112,409.84	70,526.49	29,039.57	75,215.72	0.00	75,215.72	78,306.00	3,090.28	4.1%	
1146	TAX COLLECTOR													
1146	51100	TAX COLLECTOR SALARY		33,010.50	33,010.50	33,671.08	15,102.78	37,541.00		37,541.00	39,241.00	1,700.00	4.5%	FY2017 budget request prepared by Susan Copeland
1146	51110	ASSIST COLLECTOR WAGES		59,721.35	42,326.40	44,035.93	18,068.40	44,925.00		44,925.00	45,812.00	887.00	2.0%	
1146	52000	SERVICES		10,559.47	3,049.80	2,930.84	0.00	9,000.00		9,000.00	9,000.00	0.00	0.0%	
1146	54000	SUPPLIES		1,043.43	2,625.84	1,328.20	387.45	1,200.00		1,200.00	1,200.00	0.00	0.0%	
1146	54200	OFFICE SUPPLIES		428.95	0.00	0.00	0.00	250.00		250.00	250.00	0.00	0.0%	
1146	57000	OTHER CHARGES & EXPENSES		626.77	842.41	393.04	413.74	850.00		850.00	850.00	0.00	0.0%	
TOTAL	TAX COLLECTOR			105,390.53	81,854.95	82,359.09	33,972.37	93,766.00	0.00	93,766.00	96,353.00	2,587.00	2.8%	
1147	FINANCE COMMITTEE													
1147	52000	SERVICES		0.00	144.00	0.00	0.00	0.00		0.00	0.00	0.00	#DIV/0!	
1147	54200	OFFICE SUPPLIES		262.50	0.00	19.79	0.00	0.00		0.00	0.00	0.00	#DIV/0!	
1147	57000	OTHER CHARGES & EXPENSES		308.00	221.00	176.00	176.00	500.00		500.00	500.00	0.00	0.0%	Per email from Scott Houde, level fund
TOTAL	FINANCE COMMITTEE			570.50	365.00	195.79	176.00	500.00	0.00	500.00	500.00	0.00	0.0%	
1148	PARKING TICKETS													
1148	52000	SERVICES		878.93	655.94	1,129.47	249.44	1,000.00		1,000.00	1,000.00	0.00	0.0%	FY2017 budget prepared by Robert Pontbriand
TOTAL	PARKING TICKETS			878.93	655.94	1,129.47	249.44	1,000.00	0.00	1,000.00	1,000.00	0.00	0.0%	
1151	TOWN COUNSEL													
1151	51000	WAGES		0.00	0.00	0.00	5,000.00	0.00		0.00	0.00	0.00	#DIV/0!	FY2017 budget prepared by Robert Pontbriand
1151	52000	MISCELLANEOUS PROFESSIONAL SER		4,194.00	3,038.00	1,615.00	0.00	0.00		0.00	0.00	0.00	#DIV/0!	
1151	53090	LEGAL SERVICES		93,023.94	100,175.02	116,686.38	20,646.97	90,000.00		90,000.00	115,000.00	25,000.00	27.8%	increased by \$25,000
1151	54000	SUPPLIES		170.67	132.50	0.00	0.00	0.00		0.00	0.00	0.00	#DIV/0!	awaiting confirmation of BoS vote from Robert
TOTAL	TOWN COUNSEL			97,388.61	103,345.52	118,301.38	25,646.97	90,000.00	0.00	90,000.00	115,000.00	25,000.00	27.8%	
1154	MANAGEMENT SUPPORT													
1154	51000	WAGES						0.00		40,465.00	40,465.00	0.00	#DIV/0!	FY2017 budget prepared by Robert Pontbriand
1154	52000	SERVICES		813.74	1,317.72	238.25	404.99	3,500.00		3,500.00	3,500.00	0.00	0.0%	New shared administrative staff for permitting boards/building depts
1154	53410	PRINTING SERVICES		4,217.78	3,351.70	3,645.40	55.49	4,000.00		4,000.00	4,000.00	0.00	0.0%	\$2,000 was added to this line in FY2016
1154	54000	SUPPLIES		1,184.32	1,411.06	1,482.99	994.56	1,000.00		1,000.00	1,000.00	0.00	0.0%	for Planning Board expense support
1154	57000	OTHER CHARGES & EXPENSES		26.27	0.00	0.00	0.00	0.00		0.00	0.00	0.00	#DIV/0!	
TOTAL	MANAGEMENT SUPPORT			6,242.11	6,080.48	5,366.64	1,455.04	8,500.00	0.00	8,500.00	48,965.00	40,465.00	476.1%	
1158	TAX TITLE FORECLOSURE													
1158	52000	TAX TITLE FORECLOSURE SERVICE		4,416.37	5,147.95	4,698.59	1,280.75	8,000.00		8,000.00	8,000.00	0.00	0.0%	FY2017 budget request prepared by Stephanie Gintner
TOTAL	TAX TITLE FORECLOSURE			4,416.37	5,147.95	4,698.59	1,280.75	8,000.00	0.00	8,000.00	8,000.00	0.00	0.0%	
1161	TOWN CLERK													
1161	51100	TOWN CLERK SALARY		27,008.54	27,008.53	27,548.55	12,356.82	30,715.72		30,715.72	32,106.00	1,390.28	4.5%	FY2017 budget request prepared by Susan Copeland
1161	51110	ASSISTANT WAGES		42,088.89	42,938.49	43,783.73	18,406.80	45,632.00		45,632.00	46,202.00	570.00	1.2%	
1161	51300	OVERTIME		5.61	200.53	0.00	48.11	0.00		0.00	0.00	0.00	#DIV/0!	
1161	52000	SERVICES		609.45	695.12	0.00	0.00	800.00		800.00	800.00	0.00	0.0%	
1161	54000	SUPPLIES		495.00	160.33	1,169.71	176.49	400.00		400.00	400.00	0.00	0.0%	
1161	54200	OFFICE SUPPLIES		0.00	0.00	38.96	0.00	0.00		0.00	0.00	0.00	#DIV/0!	
1161	57000	OTHER CHARGES & EXPENSES		55.00	245.00	436.61	25.00	2,200.00		2,200.00	2,200.00	0.00	0.0%	
TOTAL	TOWN CLERK			70,262.49	71,248.00	72,977.56	31,013.22	79,747.72	0.00	79,747.72	81,708.00	1,960.28	2.5%	
1162	ELECTIONS & REGISTRATIONS													
1162	51000	ELECTIONS STIPEND (ASST CLERK)		0.00	0.00	1,000.00	0.00	0.00		1,000.00	1,000.00	0.00	#DIV/0!	FY2017 budget request prepared by Susan Copeland
1162	51100	REGISTRARS SALARIES		1,296.00	1,296.00	972.00	0.00	1,296.00		1,296.00	1,296.00	0.00	0.0%	
1162	52000	CENSUS SERVICES		1,149.85	125.13	784.75	0.00	2,000.00		2,000.00	2,000.00	0.00	0.0%	
1162	52100	SERVICE-ELECTION WORKERS		6,973.19	3,423.25	4,302.00	110.25	5,000.00		5,000.00	6,000.00	1,000.00	20.0%	New workers/wages per email from Clerk dated 1/26/16
1162	53040	COMPUTER SERVICES		5,946.67	4,670.43	4,938.42	400.00	4,200.00		4,200.00	5,300.00	1,100.00	26.2%	Contract increase
1162	54200	OFFICE SUPPLIES		1,297.45	1,025.38	531.02	200.00	900.00		900.00	1,000.00	100.00	11.1%	
1162	57000	OTHER CHARGES & EXPENSES		837.17	656.07	362.70	0.00	500.00		500.00	500.00	0.00	0.0%	
TOTAL	ELECTIONS & REGISTRATIONS			17,500.33	11,196.26	12,890.89	710.25	13,896.00	0.00	13,896.00	17,096.00	3,200.00	23.0%	
1164	TOWN HALL POSTAGE FUND													
1164	53400	POSTAGE		15,497.33	17,844.51	17,430.23	3,933.12	19,000.00		19,000.00	19,000.00	0.00	0.0%	FY2017 budget request prepared by Susan Copeland
TOTAL	TOWN HALL POSTAGE FUND			15,497.33	17,844.51	17,430.23	3,933.12	19,000.00	0.00	19,000.00	19,000.00	0.00	0.0%	
1165	PERSONNEL BOARD													
1165	52000	SERVICES		0.00	0.00	75.18	0.00	100.00		100.00	500.00	400.00	400.0%	per 1/10/16 email from Lt Gill
TOTAL	PERSONNEL BOARD			0.00	0.00	75.18	0.00	100.00	0.00	100.00	500.00	400.00	400.0%	

ACCOUNTS FOR:		FY2013 ACTUALS	FY2014 ACTUALS	FY2015 ACTUALS	FY2016 ACTUALS	FY2016 BUDGET	FY2016 ONE-TIME EXPENSES	FY2016 NET OF ONE-TIME	FY2017 BUDGET REQUEST	FY2017 BUDGET REQUEST OVER FY16 NET OF ONE-TIME	(DECREASE)	COMMENTS
1166	INFORMATION TECHNOLOGY											FY2017 budget request prepared by Cindy Knox Grade 13 Step 7; first year of longevity
1166	51100 SALARY	68,717.04	70,720.58	74,311.93	31,626.00	78,614		78,613.88	82,455.00	3,841.12	-4.9%	
1166	52000 IT SERVICES	6,541.00	4,554.80	17,217.60	10,035.83	24,920.00		24,920.00	24,000.00	(920.00)	-3.7%	
1166	52100 WEBSITE DESIGN & MAINTENANCE	3,598.33	2,500.00	3,000.00	1,200.00	5,700.00		5,700.00	4,200.00	(1,500.00)	-26.3%	
1166	53040 SOFTWARE MAINTENANCE	0.00	0.00	0.00	0.00	4,500.00	(4,500.00)	0.00	0.00	0.00	#DIV/0!	FY16 includes signal booster for Fire Station
1166	53400 COMMUNICATIONS	833.32	733.02	776.05	210.56	720.00		720.00	828.00	108.00	15.0%	
1166	54000 IT SUPPLIES	1,165.98	2,845.06	3,213.21	928.30	5,400.00		5,400.00	6,000.00	600.00	11.1%	
1166	57000 OTHER CHARGES & EXPENSES	232.28	220.33	593.04	109.00	1,100.00		1,100.00	2,100.00	1,000.00	90.9%	
1166	58000 HARDWARE	0.00	11,721.79	11,888.11	1,525.30	3,000.00		3,000.00	3,000.00	0.00	0.0%	
	WORKSTATIONS/PRINTERS/SOFTWARE								12,000.00	12,000.00	#DIV/0!	New in FY2017, moved from capital request Capital Planning Committee recommends adding to operating expenses as this is recurring request for the next five years
TOTAL	INFORMATION TECHNOLOGY	81,087.95	93,295.58	110,999.94	45,634.99	123,953.88	(4,500.00)	119,453.88	134,583.00	15,129.12	12.7%	
1171	CONSERVATION COMMISSION											
1171	51000 CONSERVATION AGENT	13,675.86	17,412.88	10,088.12	4,946.86	23,992.00		23,992.00	24,468.00	476.00	2.0%	FY2017 budget request prepared by Brian Collieran
1171	52000 SERVICES	135.21	290.00	309.89	30.00	150.00		150.00	150.00	0.00	0.0%	
1171	54000 SUPPLIES	274.36	615.08	82.99	40.00	350.00		350.00	350.00	0.00	0.0%	
1171	55801 PUBLIC HEARINGS EXPENSE	73.39	110.98	0.00	0.00	100.00		100.00	100.00	0.00	0.0%	
1171	57000 OTHER CHARGES & EXPENSES	653.76	844.99	389.44	360.00	1,225.00		1,225.00	1,225.00	0.00	0.0%	
TOTAL	CONSERVATION COMMISSION	14,812.58	19,273.93	10,870.44	5,376.86	25,817.00	0.00	25,817.00	26,293.00	476.00	1.8%	
1181	URBAN DEVELOPMENT(MRPC)											
1181	56600 REGIONAL PLANNING ASSESS	2,112.01	2,164.81	2,218.94	2,274.41	2,274.00		2,274.00	2,332.00	58.00	2.6%	FY2017 budget prepared by Robert Pontbriand Per Assessment letter dated 1/21/2016
TOTAL	URBAN DEVELOPMENT(MRPC)	2,112.01	2,164.81	2,218.94	2,274.41	2,274.00	0.00	2,274.00	2,332.00	58.00	2.6%	
1188	PLANNING & DEVELOPMENT											
1188	51000 DIRECTOR-PLN & DEV	30,262.03	31,142.52	32,818.96	14,723.16	35,111.40		35,111.40	33,846.00	(1,265.40)	-3.6%	Per Robert Pontbriand, Grade 12, step 3 33846.48
1188	53400 POSTAGE FUND	0.00	0.00	0.00	0.00	200.00		200.00	200.00	0.00	0.0%	
1188	54000 PURCHASE OF SUPPLIES	365.00	0.00	0.00	0.00	250.00		250.00	250.00	0.00	0.0%	
TOTAL	PLANNING & DEVELOPMENT	30,627.03	31,142.52	32,818.96	14,723.16	35,561.40	0.00	35,561.40	34,296.00	(1,265.40)	-3.6%	
1192	PUBLIC BLDGS & PROP MAINT											
1192	51000 FACILITIES DIRECTOR	57,605.14	59,294.56	62,489.52	28,047.12	70,559.68		70,559.68	73,752.00	3,192.32	4.5%	FY2017 budget request prepared by Dan Sherman
1192	51100 CUSTODIAN	32,313.35	32,948.64	33,608.76	13,793.28	34,285.00		34,285.00	35,224.00	939.00	2.7%	
1192	51300 OVERTIME	0.00	0.00	0.00	0.00	4,400.00		4,400.00	4,400.00	0.00	0.0%	
1192	52000 SERVICES (TOWN HALL)	2,032.53	2,921.59	3,460.77	637.33	3,800.00		3,800.00	3,800.00	0.00	0.0%	
1192	52000F SERVICES (FIRE)	0.00	1,390.00	1,140.00	380.00	1,600.00		1,600.00	1,600.00	0.00	0.0%	
1192	52000P SERVICES (POLICE)	738.00	720.00	720.00	300.00	1,000.00		1,000.00	1,000.00	0.00	0.0%	
1192	52100 HEAT (TOWN HALL)	11,390.24	15,197.50	13,196.54	239.53	20,000.00		20,000.00	20,000.00	0.00	0.0%	
1192	52100F HEAT (FIRE)	9,033.92	11,146.41	10,247.43	612.21	15,600.00		15,600.00	15,600.00	0.00	0.0%	
1192	52100P HEAT (POLICE)	9,160.80	11,836.43	11,169.63	139.90	13,000.00		13,000.00	13,000.00	0.00	0.0%	
1192	52200 ELECTRIC (TOWN HALL)	18,105.76	10,271.19	8,306.01	3,823.80	21,500.00		21,500.00	15,000.00	(6,500.00)	-30.2%	
1192	52200F ELECTRIC (FIRE)	28,557.87	15,011.35	16,888.97	5,082.57	30,000.00		30,000.00	20,000.00	(10,000.00)	-33.3%	
1192	52200P ELECTRIC (POLICE)	25,011.17	13,717.31	11,362.23	5,349.75	26,500.00		26,500.00	18,000.00	(8,500.00)	-32.1%	
1192	52200W ELECTRIC-OLD FIRE	269.69	286.19	373.09	83.04	600.00		600.00	600.00	0.00	0.0%	
1192	52400 VENDOR R&M - TOWN HALL	7,948.26	26,075.45	14,810.63	6,182.55	10,000.00		10,000.00	19,000.00	9,000.00	90.0%	
1192	52400F VENDOR R&M-FIRE	3,974.33	9,107.65	7,722.35	7,945.55	8,000.00		8,000.00	15,500.00	7,500.00	93.8%	
1192	52400P VENDOR R&M-POLICE	12,126.78	11,107.95	32,275.38	6,377.08	8,000.00		8,000.00	15,500.00	7,500.00	93.8%	
1192	52400W VENDOR R&M-OLD FIRE STATION	0.00	275.00	0.00	0.00	0.00		0.00	0.00	0.00	#DIV/0!	
1192	52420 MAINTENANCE SERV (TOWN HALL)	3,024.33	4,785.58	6,949.33	3,560.00	6,000.00		6,000.00	6,000.00	0.00	0.0%	
1192	52420F MAINTENANCE SERV (FIRE)	3,800.33	4,620.33	4,627.33	3,922.00	6,000.00		6,000.00	6,000.00	0.00	0.0%	
1192	52420P MAINTENANCE SERV (POLICE)	2,346.34	3,191.34	2,581.34	2,062.66	3,800.00		3,800.00	3,800.00	0.00	0.0%	
1192	52600 GROUNDSKEEPING SERVICE TOWN HAL	1,891.00	2,189.00	1,157.00	550.00	2,400.00		2,400.00	2,600.00	200.00	8.3%	
1192	52600P GROUNDSKEEPING-POLICE	1,555.00	1,278.00	1,775.00	240.00	1,700.00		1,700.00	2,000.00	300.00	17.6%	
1192	52900P WASTE REMOVAL POLICE	889.08	932.24	940.06	327.00	1,500.00		1,500.00	1,500.00	100.00	6.7%	
1192	53041 PHONE (TOWN HALL)	4,146.36	4,179.38	5,791.57	1,612.84	6,000.00		6,000.00	6,000.00	0.00	0.0%	
1192	53400 COMMUNICATIONS (CELL DAN)	633.05	850.48	746.38	747.46	875.00		875.00	875.00	0.00	0.0%	
1192	54000 SUPPLIES (TOWN HALL)	1,921.77	3,476.14	2,187.55	1,573.25	4,000.00		4,000.00	3,900.00	(100.00)	-2.5%	
1192	54000F SUPPLIES (FIRE)	230.56	509.03	161.36	1,036.98	1,500.00		1,500.00	1,700.00	200.00	13.3%	
1192	54000P SUPPLIES (POLICE)	3,793.17	6,459.39	4,544.71	2,325.20	4,800.00		4,800.00	4,800.00	0.00	0.0%	
1192	54200 OFFICE SUPPLIES	0.00	0.00	72.00	0.00	200.00		200.00	200.00	0.00	0.0%	
1192	54320 BLDG RPR SUPPLIES (TOWN HALL)	566.84	1,615.27	995.23	170.42	800.00		800.00	800.00	100.00	12.5%	
1192	54320F BLDG RPR SUPPLIES (FIRE)	586.86	1,088.08	747.63	92.31	800.00		800.00	800.00	100.00	12.5%	
1192	54320P BLDG RPR SUPPLIES (POLICE)	667.15	827.95	1,525.85	404.72	700.00		700.00	900.00	100.00	12.5%	
1192	57000 OTHER CHARGES	0.00	0.00	152.15	151.12	800.00		800.00	700.00	(100.00)	0.0%	
1192	58100 BOS MEETING RM CHAIRS	1,399.93	0.00	1,699.98	0.00	0.00		0.00	0.00	0.00	#DIV/0!	
1192	58200 SEAL & LINE POLICE/FIRE PARKIN	0.00	0.00	8,600.00	0.00	0.00		0.00	0.00	0.00	#DIV/0!	
TOTAL	PUBLIC BLDGS & PROP MAINT	245,719.62	257,319.43	273,025.88	96,369.67	310,719.68	0.00	310,719.68	314,851.00	4,131.32	1.3%	
1193	BUILDING INSURANCE											
1193	57430 FIRE CASUALTY & LIAB INS	122,676.85	102,481.43	101,476.55	127,674.41	154,241.00		154,241.00	125,484.00	(28,757.00)	-18.6%	FY2017 budget prepared by Robert Pontbriand Per quote received April 12, 2016
TOTAL	BUILDING INSURANCE	122,676.85	102,481.43	101,476.55	127,674.41	154,241.00	0.00	154,241.00	125,484.00	(28,757.00)	-18.6%	
1195	POLICE ACCIDENT INSURANCE											FY2017 budget prepared by Robert Pontbriand

ACCOUNTS FOR:			FY2013 ACTUALS	FY2014 ACTUALS	FY2015 ACTUALS	FY2016 ACTUALS	FY2016 BUDGET	FY2016 ONE-TIME EXPENSES	FY2016 NET OF ONE-TIME	FY2017 BUDGET REQUEST	FY2017 BUDGET REQUEST OVER FY16 NET OF ONE-TIME	(DECREASE)	COMMENTS
1241	51100	INSPECTOR WAGES	28,892.99	29,460.21	30,049.45	12,330.57	71,400.00		71,400.00	21,560.00	(49,840.00)	-69.8%	Per Gabe's proposal submitted to Robert Pontbriand 12/22/15 for transition to full-time Inspector yet to be vetted by the Selectmen
1241	51110	ASSIST ZONING & INSPECTR WAGES	0.00	0.00	0.00	3,900.00		3,900.00	510.00	42,432.00	41,922.00	8220.0%	
1241	52000	SERVICES	780.15	910.40	2,703.00	1,302.00		1,000.00	1,000.00	1,000.00	0.00	0.0%	
1241	54000	SUPPLIES	573.06	89.99	0.00	0.00		1,500.00	1,500.00	1,500.00	0.00	0.0%	
1241	54200	OFFICE SUPPLIES	1,130.21	314.33	754.79	0.00		1,500.00	1,500.00	1,500.00	0.00	0.0%	
1241	54201	WEIGHTS/MEASURES-SUPPLIES	4,122.00	4,114.50	3,996.00	999.00	5,000.00		5,000.00	5,200.00	200.00	4.0%	
1241	57000	OTHER CHARGES & EXPENSES	2,067.59	1,782.38	2,952.16	30.21	8,791.00		8,791.00	8,791.00	0.00	0.0%	
TOTAL	BUILDING INSPECTION		37,566.00	36,671.81	40,455.40	18,561.78	89,701.00	0.00	89,701.00	81,983.00	(7,718.00)	-8.6%	
1247	BARN INSPECTOR												
1247	51100	BARN INSPECTOR-STIPEND	354.00	1,000.00	2,600.00	0.00	2,600.00		2,600.00	2,600.00	0.00	0.0%	FY2017 budget request prepared by Heather Haaz
TOTAL	BARN INSPECTOR		354.00	1,000.00	2,600.00	0.00	2,600.00	0.00	2,600.00	2,600.00	0.00	0.0%	
1291	EMERGENCY MANAGEMENT												
1291	51100	SALARY	2,547.75	2,490.28	2,540.20	2,112.60	5,351.00		5,351.00	5,490.00	139.00	2.6%	FY2017 budget request prepared by Chief Peddrizzi
1291	52000	SERVICES	802.42	5,150.00	5,150.00	5,150.00	6,330.00		6,330.00	6,330.00	0.00	0.0%	
1291	54000	SUPPLIES	330.90	277.87	1,451.01	0.00	595.00		595.00	595.00	0.00	0.0%	
1291	57000	OTHER CHARGES & EXPENSES	0.00	0.00	0.00	0.00	85.00		85.00	85.00	0.00	0.0%	
TOTAL	EMERGENCY MANAGEMENT		3,681.07	7,918.15	9,141.21	7,262.60	12,361.00	0.00	12,361.00	12,500.00	139.00	1.1%	
1292	ANIMAL CONTROL OFFICER												FY2017 budget request prepared by Chief Murray
1292	51100	ANIMAL CONTROL OFF-SALARY	11,080.70	11,296.50	11,523.15	4,053.06	11,788.00		11,788.00	11,943.00	155.00	1.3%	
1292	52000	SERVICES	602.00	1,127.00	2,645.52	0.00	908.00		908.00	908.00	0.00	0.0%	
1292	54000	SUPPLIES	146.55	147.09	242.85	0.00	374.00		374.00	374.00	0.00	0.0%	
1292	57000	OTHER CHARGES & EXPENSES	0.00	0.00	0.00	45.00	200.00		200.00	200.00	0.00	0.0%	
TOTAL	ANIMAL CONTROL OFFICER		11,829.25	12,570.59	14,411.52	4,098.06	13,270.00	0.00	13,270.00	13,425.00	155.00	1.2%	
1294	TREE WARDEN												FY2017 budget request prepared by Mark Dixon add 2% per Town administrator
1294	51100	STIPEND	5,616.00	5,616.00	5,727.96	2,434.60	5,843.00		5,843.00	5,960.00	117.00	2.0%	
1294	51110	WAGES	4,305.00	2,790.00	5,445.00	0.00	5,000.00		5,000.00	10,000.00	5,000.00	100.0%	
1294	52000	SERVICES	7,225.40	7,294.18	10,361.43	8,188.82	4,947.00		4,947.00	22,000.00	17,053.00	344.7%	
1294	54000	SUPPLIES	155.63	644.67	0.00	112.89	1,000.00		1,000.00	1,000.00	0.00	0.0%	
1294	55400	EQUIPMENT/SUPPLIES	23.97	0.00	0.00	0.00	3,000.00		3,000.00	3,000.00	0.00	0.0%	
1294	57000	OTHER CHARGES & EXPENSES	472.69	271.44	542.82	0.00	1,322.00		1,322.00	500.00	(822.00)	-62.2%	
TOTAL	TREE WARDEN		17,798.69	16,616.29	22,077.21	10,736.31	21,112.00	0.00	21,112.00	44,460.00	23,348.00	110.6%	
1410	DPW-ADMINISTRATION												FY2017 budget request prepared by Mark Wetzel includes reclassifications
1410	51100	SALARY	177,644.43	183,424.20	241,253.01	114,822.72	279,610.00		279,610.00	300,042.00	20,432.00	7.3%	
1410	51300	OVERTIME	678.62	280.26	775.06	46.20	1,000.00		1,000.00	1,000.00	0.00	0.0%	
1410	51900	CLOTHING REIMBURSEMENT	675.00	700.00	0.00	0.00	0.00		0.00	0.00	0.00	0.0%	#DIV/0!
1410	52000	SERVICES	0.00	0.00	292.48	2,161.22	0.00		0.00	0.00	0.00	0.0%	#DIV/0!
1410	52100	UTILITIES	8,879.34	9,800.62	9,962.14	994.83	9,000.00		9,000.00	10,500.00	1,500.00	16.7%	past 3 year average + 10%
1410	52400	REPAIR & MAINTENANCE	855.32	2,642.72	984.74	165.00	2,500.00		2,500.00	2,500.00	0.00	0.0%	
1410	52700	RENTALS	1,612.54	1,771.23	1,984.20	718.60	2,000.00		2,000.00	2,000.00	0.00	0.0%	
1410	53000	PROF/TECH SERVICES	5,007.33	2,648.45	21,053.00	169.49	3,000.00		3,000.00	18,000.00	15,000.00	500.0%	GIS and CAD Software, \$15K for Parking Study
1410	53400	COMMUNICATIONS	8,296.63	7,463.74	7,964.01	1,343.10	9,500.00		9,500.00	9,500.00	0.00	0.0%	
1410	54200	OFFICE SUPPLIES	2,678.75	2,311.21	8,245.79	1,121.98	5,000.00		5,000.00	4,400.00	(600.00)	-12.0%	
1410	54320	BLDG & EQPT REP/MAINT SUPPLIES	136.00	0.00	561.91	0.00	650.00		650.00	5,000.00	4,350.00	669.2%	New doors/Building Improvements
1410	54500	CUSTODIAL SUPPLIES	72.75	0.00	0.00	69.98	200.00		200.00	200.00	0.00	0.0%	
1410	54600	SAFETY SUPPLIES	1,106.61	571.60	124.99	0.00	500.00		500.00	500.00	0.00	0.0%	
1410	54800	VEHICULAR SUPPLIES	0.00	87.28	152.34	0.00	0.00		0.00	500.00	500.00	#DIV/0!	Dues, licenses, meetings - additional staff
1410	57000	TRAINING, DUES, MEMBERSHIPS	1,260.82	1,610.96	2,155.17	1,377.00	3,500.00		3,500.00	4,000.00	500.00	14.3%	
TOTAL	DPW-ADMINISTRATION		208,904.14	213,312.27	295,908.84	122,989.78	316,460.00	0.00	316,460.00	358,142.00	41,682.00	13.2%	
1420	DPW-HIGHWAY DEPARTMENT												contractual increases and staff turnover
1420	51100	WAGES	267,651.03	277,158.52	278,344.92	117,057.25	292,324.00		292,324.00	296,465.00	4,141.00	1.4%	
1420	51300	OVERTIME	13,660.66	12,062.87	11,865.37	4,451.86	22,551.00		22,551.00	12,950.00	(9,601.00)	-42.6%	
1420	51900	CLOTHING REIMBURSEMENT	3,037.50	3,500.00	3,150.00	1,750.00	3,500.00		3,500.00	3,500.00	0.00	0.0%	
1420	52000	RAIL TRAIL MAINTENANCE	0.00	0.00	0.00	0.00	5,000.00	(5,000.00)	0.00	0.00	0.00	0.0%	FY16 includes replace signs and posts Budget for replaing signs and posts
1420	52200	TRAFFIC SIGNS	3,029.10	6,583.30	7,988.19	1,238.85	9,800.00		9,800.00	9,800.00	0.00	0.0%	
1420	52310	LINE PAINTING	0.00	1,109.00	0.00	0.00	2,500.00		2,500.00	6,400.00	3,900.00	156.0%	LED sign system (4 signs at \$1,600)
1420	52310	CROSSWALKS	0.00	0.00	0.00	0.00	9,000.00		9,000.00	2,700.00	(7,000.00)	#DIV/0!	FY16 includes roof repair on garage; FY17 ave. past 3 years
1420	52400	BLDG & GROUNDS UPKEEP	1,115.75	2,093.62	4,700.67	1,697.96	10,000.00	(10,000.00)	8,000.00	9,000.00	1,000.00	12.5%	Pot holes, repaving trenches,repairs
1420	52410	ROAD MAINTENANCE	3,770.65	0.00	0.00	150.00	0.00		0.00	1,800.00	1,800.00	#DIV/0!	
1420	52440	VEHICLE REPAIR	4,474.50	429.60	505.35	143.00	4,000.00		4,000.00	4,000.00	0.00	0.0%	ave past 3 years
1420	53000	PROF/TECH SERVICES	1,192.84	1,761.01	8,237.92	143.00	4,000.00		4,000.00	8,900.00	900.00	11.3%	ave past 3 years
1420	53100	POLICE DETAILS	9,661.38	12,737.56	4,316.30	2,590.96	8,000.00		8,000.00	300.00	(8,000.00)	#DIV/0!	ave past 3 years
1420	53400	COMMUNICATIONS	0.00	0.00	599.70	48.44	0.00		0.00	0.00	0.00	0.0%	
1420	54000	RAIL TRAIL SUPPLIES	264.57	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.0%	
1420	54200	OFFICE SUPPLIES	1,358.92	603.87	1,048.83	190.15	1,000.00		1,000.00	1,000.00	0.00	0.0%	ave past 3 years
1420	54600	SAFETY SUPPLIES	3,298.92	2,002.38	950.24	542.63	2,800.00		2,800.00	2,100.00	(700.00)	-25.0%	ave past 3 years
1420	54800	VEHICULAR SUPPLIES	1,178.16	1,809.59	4,697.43	445.38	1,500.00		1,500.00	2,600.00	1,100.00	73.3%	ave past 3 years
1420	54900	FOOD & FOOD SERVICE SUPP	874.93	21.48	0.00	0.00	500.00		500.00	500.00	0.00	0.0%	
1420	55400	PUBLIC WORKS SUPPLIES	17,397.57	15,495.11	27,528.73	11,400.39	20,000.00	(4,000.00)	16,000.00	20,000.00	4,000.00	25.0%	FY16 includes Main St improvements; ave. past 3 years
1420	55460	LINE PAINTING SUPPLIES	0.00	0.00	2,350.70	0.00	0.00		0.00	0.00	0.00	#DIV/0!	

ACCOUNTS FOR:		FY2013	FY2014	FY2015	FY2016	FY2016	FY2016 ONE-TIME	FY2016 NET OF	FY2017	FY2017 BUDGET REQUEST	(DECREASE)	COMMENTS
1420	57000	ACTUALS	ACTUALS	ACTUALS	ACTUALS	BUDGET	EXPENSES	ONE-TIME	BUDGET REQUEST	OVER FY16 NET OF ONE-TIME		
TRAINING, DUES, MEMBERSHIPS		635.16	1,697.14	1,195.36	0	1500		1,500.00	1,500.00	0.00	0.0%	
TOTAL	DPW-HIGHWAY DEPARTMENT	332,601.64	339,065.05	357,483.71	150,706.88	392,975.00	(19,000.00)	373,975.00	388,515.00	14,540.00	3.9%	
1421 STORMWATER (previously an enterprise fund)												
1421	51100					1,372.50						Culvert Cleaning - \$5K Vac contractor
1421	52000					0.00		10,000.00	10,000.00	0.00	0.0%	Excavator rental \$5K
1421	52300	9,542.75	8,991.00	9,442.29	0.00			12,000.00	11,000.00	(1,000.00)	-8.3%	Based on FY15 bids
1421	52310	0.00	0.00	0.00	0.00			10,000.00	10,000.00	0.00	0.0%	Based on FY15 bids
1421	52400	2,186.00	3,678.00	7,200.00								
1421	53000	40,342.53	40,247.00	33,481.99	5,996.79	20,000.00		20,000.00	30,000.00	10,000.00	50.0%	MS4 Permit Compliance, surveying, permitting
1421	53100	258.78	4,098.00	3,419.74	600.68	3,000.00		3,000.00	3,300.00	300.00	10.0%	
1421	54200	259.98	5,464.00	2,229.56	0.00	5,000.00		5,000.00	0.00	(5,000.00)	-100.0%	Sweeper repairs
1421	55400	2,620.13	5,178.00	22,102.95	12,182.06	30,000.00		30,000.00	30,000.00	0.00	0.0%	Materials for CB/MH repairs
1421	57000	195.00	332.00	125.00	1.60	0.00		0.00	0.00	0.00	#DIV/0!	
1421	58000			187.24	48,588.50	50,000.00		50,000.00	50,000.00	0.00	0.0%	Storm Drain Replacements/Repairs
TOTAL	DPW-STORMWATER	55,651.42	77,513.00	90,466.33	71,777.79	159,050.00		159,050.00	144,300.00	(14,750.00)	-9.3%	for FY17 stormwater debt is now included in debt budgets
1422 SNOW REMOVAL												
1422	51300	94,406.39	89,846.15	125,436.03	0.00	47,987.00		47,987.00	47,987.00	0.00	0.0%	3 year ave
1422	52000	0.00	3,200.00	54,923.16	0.00	0		0.00	0.00	0.00	#DIV/0!	Par 3/23/16 joint meeting of BoS and FinCom, level fund and make a separate omnibus line item
1422	52440	6,693.50	2,222.56	6,223.06	0.00	10,000.00		10,000.00	10,000.00	0.00	0.0%	Contractors
1422	53000	3,950.00	60.00	0.00	0.00	33,000.00		33,000.00	33,000.00	0.00	0.0%	3 year ave
1422	53100	790.72	1,256.36	4,928.32	0.00	3,000.00		3,000.00	3,000.00	0.00	0.0%	3 year ave
1422	54800	18,594.06	11,277.05	37,787.70	6,971.97	22,000.00		22,000.00	22,000.00	0.00	0.0%	3 year ave
1422	54810	68,841.06	68,885.01	34,792.76	0.00	41,800.00		41,800.00	41,800.00	0.00	0.0%	
1422	54820	0.00	0.00	0.00	0.00	10,000.00		10,000.00	10,000.00	0.00	0.0%	NA
1422	55400	5,264.64	7,469.76	21,028.01	3,939.49	750.00		750.00	750.00	0.00	0.0%	3 year ave
1422	55410	117,684.97	121,198.93	194,419.02	4,721.69	93,750.00		93,750.00	93,750.00	0.00	0.0%	3 year ave
TOTAL	SNOW REMOVAL	316,225.94	305,415.82	479,538.06	15,633.15	262,287.00	0.00	262,287.00	262,287.00	0.00	0.0%	
1424 STREET LIGHTING												
1424	52100	65,289.57	44,528.06	36,927.35	16,599.69	60,000.00		60,000.00	50,000.00	(10,000.00)	-16.7%	Reduction due to net metering
1424	53000	1,700.00	9,280.00	1,446.29	0.00	4,000.00		4,000.00	4,000.00	0.00	0.0%	
1424	55400	0.00	15,000.00	0.00	0.00	10,000.00	(7,600.00)	2,400.00	10,000.00	7,600.00	316.7%	FY16 includes Main St improvements; FY17 Main St light upgrades
TOTAL	STREET LIGHTING	66,989.57	68,808.06	38,373.64	16,599.69	74,000.00	(7,600.00)	66,400.00	64,000.00	(2,400.00)	-3.6%	
1425 DPW-FUEL												
1425	52400	3,822.65	1,615.67	450.00	329.25	1,500.00		1,500.00	1,500.00	0.00	0.0%	
1425	54810	58,411.90	76,608.34	63,497.51	17,481.41	48,000.00		48,000.00	48,000.00	0.00	0.0%	
1425	54820	0.00	0.00	0.00	0.00	23,000.00		23,000.00	23,000.00	0.00	0.0%	
1425	54830	0.00	0.00	0.00	0.00	8,000.00		8,000.00	8,000.00	0.00	0.0%	
1425	54840	(1,674.15)	(646.03)	(2,380.07)	(409.15)	1,500.00		1,500.00	1,500.00	0.00	0.0%	
1425	54850	(1,895.62)	(2,288.05)	(1,512.38)	0.00	2,000.00		2,000.00	2,000.00	0.00	0.0%	
TOTAL	DPW-FUEL	58,664.78	75,289.93	60,055.06	17,401.51	84,000.00	0.00	84,000.00	84,000.00	0.00	0.0%	
1429 DPW-EQUIPMENT REPAIR												
1429	51100	52,411.10	53,460.48	54,550.45	22,601.61	55,121.00		55,121.00	57,563.00	2,442.00	4.4%	Contractual increase and adjustment for prior year
1429	51300	1,975.55	1,171.25	1,508.74	1,305.08	874.00		874.00	1,600.00	726.00	83.1%	ave past 3 years + 3%
1429	51900	675.00	700.00	700.00	350.00	700.00		700.00	700.00	0.00	0.0%	
1429	52400	3,427.85	1,381.08	4,932.03	146.50	4,700.00		4,700.00	3,500.00	(1,200.00)	-25.5%	ave past 3 years
1429	52440	5,757.82	9,614.46	16,003.83	7,621.30	8,000.00	(3,000.00)	5,000.00	10,000.00	5,000.00	100.0%	FY16 includes body repair H1 & H2; FY17 includes body repair & maint Cat Loader
1429	52900	95.00	937.23	0.00	125.82	750.00		750.00	1,000.00	250.00	33.3%	
1429	53000	333.70	118.00	1,455.00	0.00	250.00		250.00	635.00	385.00	154.0%	Testing & maintenance
1429	53400	0.00	0.00	299.86	0.00	0.00		0.00	150.00	150.00	#DIV/0!	
1429	54200	61.91	56.90	42.23	18.04	0.00		0.00	0.00	0.00	#DIV/0!	
1429	54320	435.89	0.00	0.00	0.00	1,000.00		1,000.00	1,000.00	0.00	0.0%	
1429	54600	241.81	646.88	132.05	38.00	500.00		500.00	500.00	0.00	0.0%	HazMat/MSDS Compliance
1429	54800	11,990.18	18,839.14	16,497.87	9,285.56	14,000.00		14,000.00	17,000.00	3,000.00	21.4%	ave past 3 years + 10%
1429	55400	6,373.38	4,858.60	7,149.64	3,741.34	0.00		0.00	6,000.00	6,000.00	#DIV/0!	
1429	57000	60.00	66.96	80.08	0.00	150.00		150.00	150.00	0.00	0.0%	ave past 3 years
TOTAL	DPW-EQUIPMENT REPAIR	83,838.39	91,850.98	103,351.78	45,233.25	86,045.00	(3,000.00)	83,045.00	99,798.00	16,753.00	20.2%	
1491 CEMETERY DEPARTMENT												
1491	52000	2,500.00	2,500.00	2,500.00	1,000.00	2,500.00		2,500.00	2,500.00	0.00	0.0%	FY2017 budget prepared by Robert Pontbriand
TOTAL	CEMETERY DEPARTMENT	2,500.00	2,500.00	2,500.00	1,000.00	2,500.00	0.00	2,500.00	2,500.00	0.00	0.0%	
1512 BOARD OF HEALTH												
1512	51000	13,609.09	13,334.61	13,282.64	5,922.00	14,719.00		14,719.00	15,018.00	299.00	2.0%	FY2017 budget prepared by Heather Haaz
1512	52000	551.32	176.52	280.34	0.00	1,000.00		1,000.00	1,000.00	0.00	0.0%	
1512	54000	93.78	0.00	154.35	0.00	100.00		100.00	100.00	0.00	0.0%	
1512	54200	490.85	398.08	414.93	65.94	425.00		425.00	425.00	0.00	0.0%	
1512	57000	100.00	150.00	150.00	150.00	850.00		850.00	850.00	0.00	0.0%	

ACCOUNTS FOR:	FY2013 ACTUALS	FY2014 ACTUALS	FY2015 ACTUALS	FY2016 ACTUALS	FY2016 BUDGET	FY2016 ONE-TIME EXPENSES	FY2016 NET OF ONE-TIME	FY2017 BUDGET REQUEST	FY2017 BUDGET REQUEST OVER FY16 NET OF ONE-TIME	(DECREASE)	COMMENTS
TOTAL BOARD OF HEALTH	14,844.84	14,059.21	14,282.26	6,137.94	17,094.00	0.00	17,094.00	17,393.00	299.00	1.7%	
1513 NASHOBA BOARD OF HEALTH											
1513 53050 NASHOBA-NURSING SERVICES	7,299.84	7,299.84	7,299.84	3,795.90	7,992.00		7,992.00	7,972.00	380.00	5.0%	per assessment letter from Nashoba Board of Health dated 1/14/16
1513 53055 NASHOBA BOARD OF HEALTH	16,306.68	16,306.68	16,306.68	8,479.48	16,959.00		16,959.00	17,468.00	509.00	3.0%	
TOTAL NASHOBA BOARD OF HEALTH	23,606.52	23,606.52	23,606.52	12,275.38	24,951.00	0.00	24,951.00	25,440.00	889.00	3.6%	
1540 DISABILITIES COMMISSION											
1540 52000 SERVICES	540.56	446.50	365.00	0.00	500.00		500.00	500.00	0.00	0.0%	Not submitted, level fund
1540 53400 POSTAGE	0.00	0.00	0.00	0.00	70.00		70.00	70.00	0.00	0.0%	
1540 57000 OTHER CHARGES & EXPENSES	0.00	0.00	0.00	0.00	130.00		130.00	130.00	0.00	0.0%	
TOTAL DISABILITIES COMMISSION	540.56	446.50	365.00	0.00	700.00	0.00	700.00	700.00	0.00	0.0%	
1541 COUNCIL ON AGING											
1541 51000 WAGES	94,990.57	89,524.22	96,259.06	43,874.60	107,409.00		107,409.00	109,557.00	2,148.00	2.0%	FY2017 budget prepared by Karin Swanfedit Contractual Increase
1541 52000 SERVICES	7,433.15	9,648.19	9,337.27	3,102.60	17,600.00		17,600.00	17,600.00	0.00	0.0%	
1541 53065 AROBICS INSTRUCTOR	600.00	3,000.00	3,900.00	800.00	0.00		0.00	0.00	0.00	#DIV/0!	
1541 54000 SUPPLIES	5,894.80	17,660.83	3,081.49	0.00	2,000.00		2,000.00	2,000.00	0.00	0.0%	
1541 54200 OFFICE SUPPLIES	0.00	0.00	0.00	0.00	800.00		800.00	800.00	0.00	0.0%	
1541 54900 FOOD SUPPLIES	444.33	1,057.11	291.31	152.19	200.00		200.00	200.00	0.00	0.0%	
1541 57000 OTHER CHARGES & EXPENSES	1,091.77	3,254.25	5,452.39	3,492.34	600.00		600.00	600.00	0.00	0.0%	
TOTAL COUNCIL ON AGING	110,454.62	124,144.60	118,321.52	51,421.73	128,609.00	0.00	128,609.00	130,757.00	2,148.00	1.7%	
1543 VETERANS AGENT											
1543 51100 VETERANS AGENT-SALARY	8,657.60	17,373.75	17,721.90	7,272.09	17,992.00		17,992.00	18,352.00	360.00	2.0%	FY2017 budget prepared by Mike Detillion 2% increase per T.A.
1543 52000 SERVICES	0.00	0.00	0.00	0.00	200.00		200.00	100.00	(100.00)	-50.0%	
1543 54000 SUPPLIES	1,058.66	865.85	955.05	0.00	600.00		600.00	500.00	(100.00)	-16.7%	
1543 54200 OFFICE SUPPLIES	0.00	26.34	39.00	0.00	100.00		100.00	100.00	0.00	0.0%	
1543 57000 OTHER CHARGES & EXPENSES	0.00	100.00	135.00	0.00	300.00		300.00	150.00	(150.00)	-50.0%	
TOTAL VETERANS AGENT	9,716.26	18,365.94	18,850.95	7,272.09	19,192.00	0.00	19,192.00	19,202.00	10.00	0.1%	
1547 VETERANS BENEFITS											
1547 53170 VETERANS SERVICES	144,802.57	127,367.70	122,031.68	50,265.76	168,000.00		168,000.00	125,000.00	(43,000.00)	-25.6%	FY2017 budget prepared by Mike Detillion Reduced to FY14 and FY15 actuals
TOTAL VETERANS BENEFITS	144,802.57	127,367.70	122,031.68	50,265.76	168,000.00	0.00	168,000.00	125,000.00	(43,000.00)	-25.6%	
1610 LIBRARY DEPARTMENT											
1610 51100 LIBRARY-SALARIES	266,905.00	279,286.48	277,939.69	127,601.25	298,325.00		298,325.00	361,389.00	63,064.00	21.1%	FY2017 budget prepared by Mary Anne Lucht Increase due to reclassification of positions and new position Assistant to Director of Children's Services also reflects increase in Library hours
1610 52000 SERVICES	80,023.87	88,471.25	74,916.00	37,200.68	92,300.00		92,300.00	85,300.00	(7,000.00)	-7.6%	
1610 54000 LBY-BOOKS A-V PERIODICALS	98,630.13	92,258.57	92,547.42	33,693.94	94,000.00		94,000.00	104,687.00	10,687.00	11.4%	
1610 54200 SUPPLIES	18,951.78	10,771.40	17,924.33	5,461.67	10,300.00		10,300.00	10,300.00	0.00	0.0%	
1610 58000 OTHER CAPITAL OUTLAY	0.00	2,305.30	1,070.38	0.00	1,957.00		1,957.00	0.00	(1,957.00)	-100.0%	
TOTAL LIBRARY DEPARTMENT	464,510.78	473,093.00	464,397.82	203,956.76	496,882.00	0.00	496,882.00	561,676.00	64,794.00	13.0%	
1650 PARK DEPARTMENT											
1650 51000 LIFEGUARD WAGES	30,714.59	27,955.72	24,917.53	24,323.50	33,968.00		33,968.00	34,647.00	679.00	2.0%	FY2017 budget prepared by Jeff Thomas 2% COLA
1650 51100 DIRECTOR WAGES	47,819.60	48,877.77	50,995.76	24,360.00	60,902.72		60,902.72	63,459.00	2,556.28	4.2%	includes reclass
1650 51110 ASSISTANT WAGES	10,920.19	13,428.99	12,699.32	7,620.74	13,074.00		13,074.00	13,335.00	261.00	2.0%	2% COLA
1650 52000 SERVICES	10,426.85	8,094.83	11,482.36	4,363.46	8,146.00		8,146.00	8,146.00	0.00	0.0%	
1650 52400 BLDGS & GROUNDS UPKEEP	2,081.05	3,643.77	1,577.62	0.00	2,000.00		2,000.00	2,000.00	0.00	0.0%	
1650 52440 VEHICLE REPAIR	944.28	1,334.90	514.11	35.00	1,000.00		1,000.00	1,000.00	0.00	0.0%	
1650 52900 ADD'L FUNDS- SERVICES	0.00	0.00	6,915.00	0.00	0.00		0.00	0.00	0.00	#DIV/0!	
1650 54000 SUPPLIES	8,056.83	8,842.66	10,368.14	3,607.79	10,000.00		10,000.00	10,000.00	0.00	0.0%	
1650 54101 BASEBALL EQPT/SUPPLIES	0.00	0.00	754.81	0.00	0.00		0.00	0.00	0.00	#DIV/0!	
1650 54103 SWIMMING EQPT/SUPPLIES	1,198.73	980.65	516.43	769.79	1,000.00		1,000.00	1,000.00	0.00	0.0%	
1650 54610 GROUNDSKEEPING SUPPLIES	0.00	0.00	374.37	0.00	0.00		0.00	0.00	0.00	#DIV/0!	
1650 54800 VEHICULAR SUPPLIES	0.00	0.00	180.28	29.60	0.00		0.00	0.00	0.00	#DIV/0!	
1650 54900 ADD'L FUNDS-EQUIPMENT/SUPPLIES	0.00	0.00	4,417.01	0.00	0.00		0.00	0.00	0.00	#DIV/0!	
1650 57000 OTHER CHARGES & EXPENSES	197.88	0.00	0.00	7,105.94	11,000.00	(10,000.00)	1,000.00	1,000.00	0.00	0.0%	FY2016 includes park projects
1650 58000 CAPITAL OUTLAY	5,713.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00	#DIV/0!	
TOTAL PARK DEPARTMENT	118,073.00	113,159.29	125,712.74	72,215.82	141,090.72	(10,000.00)	131,090.72	134,587.00	3,496.28	2.7%	
1652 AYER SHIRLEY FOOTBALL											
1652 52000 AYER SHIRLEY FOOTBALL	4,000.00	4,000.00	4,000.00	0.00	4,000.00		4,000.00	4,000.00	0.00	0.0%	Not submitted level fund
TOTAL AYER SHIRLEY FOOTBALL	4,000.00	4,000.00	4,000.00	0.00	4,000.00	0.00	4,000.00	4,000.00	0.00	0.0%	
1653 LITTLE LEAGUE											
1653 52000 LITTLE LEAGUE	4,000.00	4,000.00	4,000.00	0.00	4,000.00		4,000.00	4,000.00	0.00	0.0%	FY2017 budget prepared by Jason Mayo
TOTAL LITTLE LEAGUE	4,000.00	4,000.00	4,000.00	0.00	4,000.00	0.00	4,000.00	4,000.00	0.00	0.0%	
1691 HISTORICAL COMMISSION											
1691 52000 SERVICES	0.00	74.36	0.00	0.00	250.00		250.00	250.00	0.00	0.0%	FY2017 budget prepared by Historic Commission
1691 57000 OTHER CHARGES & EXPENSES	50.00	85.00	492.09	0.00	500.00		500.00	500.00	0.00	0.0%	

ACCOUNTS FOR:	FY2013 ACTUALS	FY2014 ACTUALS	FY2015 ACTUALS	FY2016 ACTUALS	FY2016 BUDGET	FY2016 ONE-TIME EXPENSES	FY2016 NET OF ONE-TIME	FY2017 BUDGET REQUEST	FY2017 BUDGET REQUEST OVER FY16 NET OF ONE-TIME	(DECREASE)	COMMENTS	
TOTAL HISTORICAL COMMISSION		50.00	159.36	492.09	0.00	750.00	0.00	750.00	750.00	0.00	0.0%	
1692 PUBLIC CELEBRATIONS												
1692 55840 MEMORIAL DAY SUPPLIES		1,855.00	1,992.52	1,958.67	0.00	2,000.00		2,000.00	2,000.00	0.00	0.0%	Not submitted level fund
TOTAL PUBLIC CELEBRATIONS		1,855.00	1,992.52	1,958.67	0.00	2,000.00	0.00	2,000.00	2,000.00	0.00	0.0%	
1695 AMERICAN LEGION POST 139												
1695 55870 AMERICAN LEGION POST 139		600.00	600.00	600.00	600.00	600.00		600.00	600.00	0.00	0.0%	Not submitted level fund
TOTAL AMERICAN LEGION POST 139		600.00	600.00	600.00	600.00	600.00	0.00	600.00	600.00	0.00	0.0%	
1697 4TH OF JULY												
1697 52000 4TH OF JULY-FIREWORKS		5,000.00	5,000.00	7,000.00	7,000.00	7,000.00		7,000.00	7,000.00	0.00	0.0%	FY2017 budget prepared by 4th of July Committee
1697 52100 SERVICES OTHER		0.00	0.00	3,000.00	3,000.00	3,000.00		3,000.00	3,000.00	0.00	0.0%	
TOTAL 4TH OF JULY		5,000.00	5,000.00	10,000.00	10,000.00	10,000.00	0.00	10,000.00	10,000.00	0.00	0.0%	
1698 HOLIDAY LIGHTS												
1698 52000 SERVICES						0.00		0.00	10,000.00	10,000.00	#DIV/0!	This was a raise article totaling \$10,000 at the Oct 2015 STM; Since the intend is to continue the program, it is moved to an omnibus line item
TOTAL HOLIDAY LIGHTS						0.00		0.00	10,000.00	10,000.00	#DIV/0!	
1710 RETIREMENT OF DEBT												
1710 59100 PRINC'L PAYMENTS-REGULAR		966,000.00	946,000.00	926,001.00	0.00	906,520.00		906,520.00	947,900.00	41,380.00	4.6%	FY2017 budget request prepared by Lisa Gabree
TOTAL RETIREMENT OF DEBT		966,000.00	946,000.00	926,001.00	0.00	906,520.00	0.00	906,520.00	947,900.00	41,380.00	4.6%	
1751 INTEREST												
1751 59150 LONG-TERM INTEREST		283,298.75	250,340.02	218,677.51	34,299.38	199,624.00		199,624.00	177,459.00	(22,165.00)	-11.1%	FY2017 budget request prepared by Lisa Gabree
TOTAL INTEREST		283,298.75	250,340.02	218,677.51	34,299.38	199,624.00	0.00	199,624.00	177,459.00	(22,165.00)	-11.1%	
1752 INTEREST-SHORT TERM DEBT												
1752 59250 INTEREST-SHORT-TERM OTHER		16,708.42	0.00	0.00	0.00	0.00		0.00	0.00	0.00	#DIV/0!	FY2017 budget request prepared by Lisa Gabree
TOTAL INTEREST-SHORT TERM DE		16,708.42	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	#DIV/0!	
1911 RETIREMENT & PENSION CON												
1911 51730 COUNTY RETIREMENT ASSESS		1,107,165.00	1,262,630.00	1,344,155.00	1,343,292.00	1,343,292.00		1,343,292.00	1,429,491.00	86,199.00	6.4%	FY2017 budget request prepared by Stephanie Gintner per assessment from Middlesex County Retirement System
TOTAL RETIREMENT & PENSION C		1,107,165.00	1,262,630.00	1,344,155.00	1,343,292.00	1,343,292.00	0.00	1,343,292.00	1,429,491.00	86,199.00	6.4%	
1912 WORKER'S COMPENSATION												
1912 51720 WORKER'S COMPENSATION		46,594.00	25,964.88	34,869.76	37,230.58	57,515.00		57,515.00	46,328.00	(11,187.00)	-19.5%	FY2017 budget prepared by Robert Pontbriand Per quote received April 12, 2016
TOTAL WORKER'S COMPENSATION		46,594.00	25,964.88	34,869.76	37,230.58	57,515.00	0.00	57,515.00	46,328.00	(11,187.00)	-19.5%	
1913 UNEMPLOYMENT COMPENSATION												
1913 51710 UNEMPLOYMENT COMPENSATION		28,284.56	17,372.22	13,001.20	1,050.00	15,511.00		15,511.00	40,000.00	24,489.00	157.9%	FY2017 budget request prepared by Stephanie Gintner per 4/1/16 email from Scott Houde due to recent RFT approved to cover active claim
TOTAL UNEMPLOYMENT COMPENSAT		28,284.56	17,372.22	13,001.20	1,050.00	15,511.00	0.00	15,511.00	40,000.00	24,489.00	157.9%	
1919 OTHER EMPLOYEE BENEFITS												
1919 51740 FICA MEDICARE		74,005.02	79,497.67	84,014.07	41,146.08	81,648.00		81,648.00	100,000.00	18,352.00	22.5%	FY2017 budget request prepared by Kevin Johnston Budget increased based on prior year actuals
TOTAL OTHER EMPLOYEE BENEFIT		74,005.02	79,497.67	84,014.07	41,146.08	81,648.00	0.00	81,648.00	100,000.00	18,352.00	22.5%	
1940 GROUP HEALTH & LIFE INSUR												
1940 57420 HEALTH INSURANCE		1,307,896.23	1,192,822.86	1,123,067.51	394,971.26	1,277,371.00		1,277,371.00	1,370,503.00	93,132.00	7.3%	FY2017 budget request prepared by Kevin Johnston estimated increase from new enrollments \$120,030
1940 57421 HEALTH-RETIREE EXP FROM OTHERS		7,405.22	7,312.86	5,890.11	0.00	7,405.00		7,405.00	8,700.00	1,295.00	17.5%	
1940 57425 LIFE INSURANCE		4,420.32	4,983.63	11,629.51	4,790.20	12,255.00		12,255.00	11,900.00	(355.00)	-2.9%	
1940 57440 HRA BENEFITS		90,870.00	21,526.37	0.00	0.00	0.00		0.00	0.00	0.00	#DIV/0!	
1940 57445 HRA ADMINISTRATION FEES		7,561.00	952.00	0.00	0.00	0.00		0.00	0.00	0.00	#DIV/0!	
1940 57446 FSA ADMIN FEES		506.00	1,309.50	1,470.25	675.50	4,620.00		1,500.00	(3,120.00)	-67.5%		
1940 57447 FSA BENEFITS		2,201.54	(1,096.74)	0.00	0.00	6,670.00		2,520.00	(4,150.00)	-62.2%		
1940 57450 WELLNESS COORDINATOR		0.00	0.00	0.00	101.56	3,000.00		3,000.00	0.00	0.0%		
1940 57460 HEALTH INSURANCE W/H CREDIT		32,937.24	30,094.92	25,084.14	9,947.66	31,218.00		23,541.00	(7,677.00)	-24.6%		
1940 57480 MEDICARE PENALTIES		1,722.00	1,386.00	1,386.00	693.00	1,386.00		1,608.00	222.00	16.0%		
1940 57490 HEALTH BUY-OUT PROGRAM		42,916.67	74,800.96	80,474.11	33,665.82	84,800.00		74,800.00	(10,000.00)	-11.8%	Decrease due to participating employee termination	
TOTAL GROUP HEALTH & LIFE IN		1,497,936.22	1,334,092.36	1,249,001.63	444,845.00	1,428,725.00	0.00	1,428,725.00	1,498,072.00	69,347.00	4.9%	
TOTAL		10,698,220.46	10,892,204.37	11,392,822.97	5,085,935.32	12,254,711.08	(69,333.00)	12,185,378.08	12,897,442.00	712,063.92	5.8%	
FY2017 Requested one time expenses:												
Selectmen replacement office furniture								9,500.00				
Accountant cost related to retiring assistant								10,102.00				

TOWN OF AYER

FY2017 BUDGET TIE IN

DRAFT

FY2017
Proposed
Budget

Available for Appropriation (from Projected Revenue Worksheet)	25,586,570.00	House 4/13/16
FY2017 Omnibus	(12,897,442.00)	before expiring union contracts

FY2017 the following are estimates as of 3/24/16

Enterprise Funds:	Totals	Ambulance	Solid Waste	Sewer	Water	Stormwater	included in omnibus starting in FY17
Transfer of Debt Exclusion Interest	(90,337)		(66,568)	(23,769)			
Projected General Fund Subsidy	(177,000)		(177,000)				
Less indirect expenses budgeted in omnibus	1,039,696	339,133	108,732	327,647	264,184		
Net requirement from general fund	772,359	339,133	(134,836)	303,878	264,184	0	772,359.00
FY2016 net (info only)	552,388	336,156	(144,890)	278,160	242,012	(159,050)	
Total Expenses before Raise Articles and Transfer to Stabilization							(12,125,083.00)

Estimated Revenues in excess of Expenses per Warrant	<u>13,461,487.00</u>
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Raise Articles:			
Article ASRSD Assessments	Operating	(10,074,800.00)	per 2/23/16 email from School Superintendent
	Debt Exclusion	(1,004,944.00)	per 2/23/16 email from School Superintendent
NVRTHS Assessment	Operating	(731,147.00)	(731,147) per preliminary budget prepared by NVRTHS

1st years interest & bond admin on borrow articles	(93,520.00)
Arbitrage Consulting fees (must be done every 2 years)	(5,000.00)
Comprehensive plan update \$10,000 approved in FY16	(100,000.00)
Consulting (MUNIS) payroll accruals	(5,000.00)
Replenish UDAG - Planning Board administrative support	(5,000.00)
Replenish UDAG - Purchase of additional Fire Station land	(250,000.00)
Replenish UDAG - Engineering services for West Main St and Shirley St bridges	(100,000.00)
Prior year bills Sewer Verizon (FY14 & FY15)	(2,954.35)
Cultural Council grant match	(4,600.00)
Other Capital Planning recommendations for capital purchases:	
IT - copiers for Fire Dept and COA	(12,200.00)
Fire prevention car & radio	(38,000.00)
DPW Superintendent vehicle	(35,000.00)
Libray replace HVAC control system	(110,200.00) (25,000.00)
	(676,274.35)
Expenses not yet included in omnibus (expired union increases ESTIMATED)	(35,446.00)

GASB 45 (OPEB) funding	(300,000.00)	as recommended by GASB 45 update consultant & OPEB Trustees
Stabilization Funding using House state aid 4/13/16	(138,876.00)	my estimate

Capital Stabilization	(500,000.00)	my estimate
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(13,461,487.35)

(0.35)

WORKING DRAFT

	Cherry Sheet Recap FY2010	Recap FY2011	Recap FY2012	Recap FY2013	Recap FY2014	Recap FY2015	Recap FY2016	Governor's Proposed FY2017	4/13/16 House Proposed FY2017	Notes to Projections
State Aid	4,932,977	4,687,624	1,000,592	1,152,850	819,284	848,130	863,185	890,644	879,015	
vocational ed transportation reimb	29,000	29,000	37,500	12,000						this now goes to NVRTHS
Property Tax Base	14,014,584	14,667,604	15,467,685	16,225,124	17,077,983	17,940,301	19,351,784	20,282,289	20,282,289	
Statutory Increase - 2.5%	350,365	366,690	386,692	405,628	426,950	448,508	483,795	507,057	507,057	
New Growth	302,655	433,000	370,747	447,231	435,368	962,975	446,710	300,000	300,000	per 3/23/16 memo from Tom Hogan, Assessing Administrator
Unused levy capacity	(57,098)	(83,000)	(2,449)	(130,896)	(388,319)	(894,362)	(965,243)	(1,000,000)	(1,000,000)	was unusually high - pending BOA estimate
Subtotal	14,610,506	15,384,294	16,222,675	16,947,087	17,551,982	18,457,422	19,317,046	20,089,347	20,089,347	there will be offset costs related to the debt exclusion overrides:
Debt Exclusion Overrides	1,417,502	1,361,041	1,201,208	1,263,322	1,219,613	1,100,322	950,729	907,750	907,750	
New debt exclusion - schools					186,573	1,015,018	1,011,879	998,693	998,693	per preliminary budget presented at 2/9/16 meeting of Selectmen, FinCom & SC
Capital Exclusion			193,039	0	0					(uses Governor's Proposed aid to schools) 1,906,443
Total Levy	16,028,008	16,745,335	17,616,922	18,210,409	18,958,168	20,572,762	21,279,654	21,995,790	21,995,790	
Local Receipts	1,316,000	1,396,000	1,263,641	1,100,000	1,281,000	1,441,000	1,513,000	1,607,000	1,607,000	
SBA reimbursement	27,808	27,808	27,808	27,808	27,808	27,808	27,808	27,808	27,808	FY2020 is the final year of recognition
Free Cash	269,023	1,119,975	439,161	0	790,870	1,695,426	1,284,460	1,349,941	1,349,941	\$1,358,462 certified as of 6/30/15 less \$8,521 voted at Oct 2015 STM
Transfer from Capital Stabilization				36,000	49,000	4,000	8,521			
Overlay Surplus	40,634	34,573	156,214	183,779	90,641	117,245	294,299	120,677	120,677	per 3/23/16 memo from Tom Hogan, Assessing Administrator
Total Operating Revenues	22,643,450	24,040,315	20,541,838	20,722,846	22,016,771	24,706,371	25,270,926	25,991,860	25,980,231	
State Charges(Cherry Sheet)	(80,075)	(86,212)	(80,288)	(85,953)	(84,329)	(89,414)	(89,425)	(93,661)	(93,661)	per Governor's proposed budget
State Charge - School Choice & Charter School	0	(545,172)	0	0	0	0	0	0	0	
Overlay Account	(262,922)	(300,000)	(293,161)	(300,000)	(312,940)	(314,185)	(297,600)	(300,000)	(300,000)	per 3/23/16 memo from Tom Hogan, Assessing Administrator
Overlay Deficits										
Debt and interest charges (prior year)					(1,436)	0	0	0	0	none known as of 2/11/16
Appropriation Deficits	(160,817)	(62,931)	(214,426)	(14,311)	(130,286)	(109,428)	(236,943)	0	0	Snow & Ice running significantly under in FY16 (as of 2/11/16)
Available for Appropriation	22,139,636	23,046,000	19,953,963	20,322,582	21,487,780	24,193,344	24,646,958	25,598,199	25,586,570	

FY2017

Total Free Cash available

\$1,349,941

other sources

Capital purchases

\$110,200

OPEB

\$180,000

Stabilization

\$138,876

Capital Stabilization

\$500,000

UDAG replenishments

\$355,000

Comprehensive plan update

\$65,865

Arbitrage Consultant

Payroll Accrual Consultant

Cultural Council Funding

\$1,349,941

\$120,000 estimated meals tax (i.e. raise and appropriate)

\$300,000

\$138,876

\$500,000

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: April 14, 2016

TO: Ayer Board of Selectmen

FROM: Robert A. Pontbriand
Town Administrator

SUBJECT: Town Administrator's Report for the April 19, 2016 Board of Selectmen's Meeting

Dear Honorable Selectmen,

I am pleased to submit to you the following Town Administrator's Report and Administrative Update for your April 19, 2016 Board of Selectmen's 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 oral Administrative Update for the period of April 5, 2016 thru April 19, 2016. The Administration has been largely focused on finalizing the FY 2017 Budget; finalizing the 2016 ATM Warrant; contract negotiations; and preparations for the eminent domain for ATM as voted by the BOS on April 5, 2016.

Appointment of Director of Community and Economic Development Director:

- I am pleased to present Mr. Alan Manoian to the BOS for consideration of appointment as the Town's next Director of Community and Economic Development. Please see the attached appointment letter and Mr. Manoian's resume. Mr. Manoian will appear before the BOS for appointment. (See Attached)

Request for Additional All Alcohol License (Ayer Shop 'n Save)

- Please see the attached request from Mr. Miroslaw (Mike) Szelest of Ayer Shop 'n Save requesting special legislation via home rule petition for an all alcohol license. As the BOS is aware, because the Town is at its quota of all alcohol licenses as set forth by MGL; additional all alcohol licenses must be approved by special legislation by the State Legislature via a home rule petition. A home rule petition must be approved by Town Meeting and such consideration must be approved by the BOS as both the License Commissioner's and

for inclusion on the warrant. Mr. Szelest has been invited to make his request of the BOS. Respectfully, if the BOS were to consider putting it forth at this time, it would have to be approved at the April 19th BOS Meeting for inclusion on the 2016 ATM. (See Attached Letter).

FY 2011 CDBG – Housing Rehabilitation Program Final Report

- On behalf of the Community and Economic Department, I am respectfully requesting that the BOS vote to authorize the BOS Chair to sign the attached FY 2011 CDBG Housing Rehabilitation Program Final Report (See Attached).

Review and Approval of Written Information Security Plan (WISP)

- On behalf of the I.T. Director and the I.T. Committee, I am respectfully requesting that the BOS review and approve the attached Written Information Security Play (WISP). The WISP has been recommended by our recent Town Audits and the I.T. Director and Town Administrator working with the I.T. Committee with input from Department Heads presents the attached WISP for your approval (See Attached).

Depot Square Eminent Domain Update

- Since the authorization by the BOS on April 5, 2016 to prepare for the eminent domain taking of the Depot Square Access Property and Advocates Building, I offer the following update in the attached memo (See Attached).

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: April 15, 2016

TO: Ayer Board of Selectmen

FROM: Robert A. Pontbriand
Town Administrator

R.A.P.

SUBJECT: Appointment of Mr. Alan Manoian as Director of Community and Economic Development

Dear Honorable Selectmen,

It gives me great pleasure to recommend to you the appointment of Mr. Alan Manoian to the position of Director of Community and Economic Development. As you will see from Mr. Manoian's attached resume he comes to the position and the Town of Ayer highly qualified and with great experience and enthusiasm for the position and the Town (see attached resume). Mr. Manoian was selected from an applicant pool of 15 applicants. The Screening Committee (consisting of the Town Administrator; Assistant to the Town Administrator; Benefits and Payroll Manager; and DPW Superintendent) interviewed three of the most qualified applicants and unanimously found Mr. Manoian to be the most qualified and best candidate for the Town of Ayer. Furthermore all of Mr. Manoian's professional references spoke very highly of him and strongly recommended him for the position in Ayer.

Specifically, we found Mr. Manoian to have extensive experience and a proven track record of success with downtown revitalization; grant writing and administration; CDBG Administration; commercial lending; TIF administration; urban space design; and corporate and business attraction just to highlight some of his many qualifications, credentials, and experiences. Furthermore, we believe that Mr. Manoian will bring the energy, enthusiasm, and strong communication skills to the service of the business community, industrial community, citizens, and the Town.

Mr. Manoian will appear before the Board on April 19, 2016 to answer any questions that the Board may have.

I am respectfully recommending that the Board appoint Mr. Alan Manoian to the position of Director of Community and Economic Development Director at a Grade 12, Step 3 (\$66,377.52 per year) in accordance with the Town's Non-Union Compensation Plan.

Thank you for your time and consideration.

2/27/2016

Town of Ayer, MA
Robert Pontbriand- Town Administrator
1 Main Street
Ayer, MA 01432

Dear Mr. Pontbriand,

I am writing in response to the Town of Ayer's posting on the Massachusetts Municipal Association website seeking qualified candidates for the position of Economic & Community Development Director.

As the Town of Ayer is successfully engaging in a number of emerging, promising and complex economic/community development projects and programs for the advancement of smart growth, compact-sustainable-mixed development patterns, passenger rail district (TOD) development, continued downtown revitalization, next generation talented professional/employee attraction & retention, high-quality urban design, traditional residential neighborhood improvement, business & corporate attraction & retention, historic preservation/heritage tourism, and the resulting stabilization of local residential and business tax rates, I believe my extensive and specialized professional expertise would greatly contribute to the current accomplishments and noteworthy aspirations of the elected representatives, professional municipal staff, and most importantly the residents of the great community of Ayer, Massachusetts.

It would be a privilege and a most rewarding professional opportunity to serve as the Town of Ayer's Economic & Community Development Director and as a resourceful member of the Town of Ayer's Team.

I thank you for your consideration of my professional qualifications, and look forward to an interview opportunity.

Alan S. Manoian

A large black rectangular redaction box covering the signature and contact information of Alan S. Manoian.

Alan S. Manoian

aboutplacepartners@gmail.com



Professional Concentration: Provision of experienced professional service in the analysis, formulation, coordination, administration and execution of municipal economic & community development projects, programs and policies.

Downtown Revitalization	Place-Based Economic Dev.	Smart Growth/New Urbanism
Commercial Lending	Transit-Oriented Districts	Form-Based Zoning Codes
Complete Streets	Tax Increment Financing (TIF)	Historic Preservation/Restoration
Heritage Tourism	CDBG Administration	Public Design Charrettes
Project Management	RFPs/Contract Management	Corporate/Business Attraction
Regulatory Compliance	Grant Writing/Administration	Urban Space Design

City of Auburn, ME – Economic & Urban Development Specialist (2013-2015)

- Successful investor attraction & development of the new \$40 million Beijing-based Auburn Medical Tourism Center in the 175,000sqft historic Lunn & Sweet Shoe Factory Building;
- Administration of the construction of the \$4-million, 100-acre Auburn Enterprise Center Industrial Park (US EDA Development Project);
- Administration, formulation & production of the Downtown Auburn & New Auburn Form-Based Zoning Code;
- Co-Administration of the New Auburn District Land Use & Transportation Master Plan;
- Co-Administration of the City of Auburn Urban Complete Streets Design Project;
- Co-Administration of Mechanics Savings Bank downtown campus expansion Tax Increment Finance (TIF) project;
- Co-Administration of 17 city-wide Tax Increment Finance (TIF) Districts;
- Administration of the formulation and establishment of the Downtown Auburn Commercial District “National Register of Historic Places District” in partnership with Maine State Historic Preservation Office;
- Administration of city-wide Business & Corporation Visitation Program;
- Administration of the Auburn Mall/ Auburn Regional Ice Arena District existing business development & expansion project;
- Administration of Downtown Public Visioning Sessions, Mobile Walkability & Bicycle Workshops, Tactical Urbanism;
- Administration of the Downtown Auburn Neighborhood “Model Block-Model Street” Redevelopment Project;
- Member of Municipal Technical Site Plan Review Committee;

Town of Arlington, MA – Economic Development Coordinator (2012-2013)

- Administration of platform development of the Arlington “Innovation Economy Lifestyle” Initiative: including integrated transect-based & form-based code land use regulations, innovation/start-up company attraction, & multi-modal transportation options; (See: Boston Globe Innovation Economy link):

http://www.boston.com/business/technology/innoeco/2012/11/in_arlington_town_officials_ha.html;

- Administration of innovative land-use/form-based code informational & technical presentations for the municipal Redevelopment Board & municipal Planning Department staff, etc., advanced more compact development patterns, concentration of talent attraction platform, and an 18-hour urban economy along the Mass Ave. corridor;
- Administration of the formulation of the Start-Up Business/Innovative Business Development Symposium;
- Partnership with introduction of public art & special public programming on the Minuteman Bikeway Rail Trail;
- Administration of (Public Realm) Walkability Visual Analysis & Presentations;
- Conducted business community and downtown district New Urbanist visual presentations & forums, and local business visitation and local arts/creative-class community outreach initiative;
- Outreached and established stronger working relations between municipality and the Massachusetts Office of Business Development-Northeast Region administrator;

Town of Bridgton, ME – Director of Economic & Community Development (2008-2012)

- Coordination and administration of the establishment of the Bridgton Economic Development Corporation, Inc.;
- Administration, formulation & production of the Town of Bridgton, ME Downtown & Portland Rd. Corridor innovative Form-Based Zoning Code, (in partnership with Bridgton Comprehensive Plan Committee);
- Developed & conducted series of the 2011 Town of Bridgton, ME innovative Land-Use/Form-Based Zoning Code/Multi-Modal Transportation Community Design Charrettes;
- Administration of the Town of Bridgton US Dept. of HUD (CDBG) Community Development Block Grant Program;
- Administration of the US EPA Brownfields Mitigation Grant Project for the redevelopment of the 1941 Bridgton High School Building (in partnership with Greater Portland Council of Governments); site of the former (1886-1940) Bridgton & Saco Railroad Depot & Yard; RFP process, oversight of consultant contracts, site work & regulatory reporting/compliance;
- Development & administration of the 2009 Town of Bridgton “Depot Street District Design Charrette”;
- Administration of the \$800,000 CDBG funded comprehensive reconstruction of the Town of Bridgton’s Downtown Wastewater Disposal & Treatment Facility/Infrastructure, RFP process & engineering & construction contracts, Federal/state regulatory compliance, & property owner engagement process;
- Administration of the CDBG funded comprehensive Downtown Wastewater Disposal & Treatment Facility Inflow & Infiltration Mitigation (I&I) Project, RFP process & engineering & construction contracts, Federal /state regulatory compliance, and property owner engagement & inspection process;
- Advancement & administration (in partnership with Maine DOT) of the Portland Rd. Corridor “Safe Routes to School” Initiative;
- Member – (GPCOG) Greater Portland Council of Governments Municipal Oversight Committee: County-wide review and selection of CDBG project applications, submissions & awards;

Hampshire First Bank – Commercial Lending Officer (2006-2008)

- Commercial Lending Officer & project manager for the \$15 million mixed-use redevelopment of the 165,000sqft historic shoe factory building in Downtown Nashua; total commercial loan \$6 million; financial & risk analysis, market analysis, managed construction inspection & environmental consultants, neighborhood integration & connectivity, & State of NH (VRAP) oil tank removal & environmental mitigation program contracts;
- Commercial Lending Officer & project manager for the development of Chapter 40B residential construction project (Emerson Village) in the Town of Pepperell, MA; total commercial loan \$1.3 million; financial & risk analysis, market potential, local regulatory reporting;
- Commercial Lending Officer & project manager for the development of a 10-unit “New Urbanist” residential condominium project in Downtown Nashua; financial & risk analysis, managed construction inspection & market analysis; total commercial loan \$900,000;
- Commercial Lending Officer for the acquisition of the Malden Mills Industrial Building in Hudson, NH; total commercial loan \$1.2 million; financial & risk analysis, regional industrial space needs analysis;
- Over a 2-year period attracted, directed & closed \$14 million+ in commercial loans;

Northeastern New Urban/About Place Partners – Principal (2005-current)

- Provision of informational, technical and training presentations/workshops on innovative Land-Use Transect-Based & Form-Based Zoning Code to numerous New Hampshire & Maine municipalities, regional planning commissions, state agencies, professional organizations, and professional conferences;
- Provision of expert Form-Based Zoning Code technical consultant services to the Town of Standish, ME-Maine’s 1st adopted municipal Form-Based Code;
- Provision of Advisory Consultation on “Creative Crosswalk” Design Projects (City of Lewiston, ME; City of Lowell, MA; & City of Nashua, NH);
- Provision of Public Urban Design/Heritage Walking Tours & Group Urban Bicycle Tours;
- Provision of urban design & innovative land-use consulting services for the 2003 Nashua East Hollis Street Corridor Master Plan;
- Provision of heritage & place-based economics consulting services in the production & delivery of the 2005 Nashua Salmon Brook Greenway Design Charrette;
- Provision of context-sensitive & heritage preservation consulting services for the redevelopment of the 165,000 sq. ft. 1886 Moody, Estabrook & Anderson Shoe Factory Building, Nashua, NH;
- Provision of “New Urbanist” site plan design for the “Village at River’s Edge” a proposed redevelopment of the 10+ acre historic Maine Manufacturing Mill complex at the confluence of the Nashua & Merrimack Rivers, Nashua, NH;

South Shore Tri-Town Development Corporation, S. Weymouth, MA – Planning Manager (2004-2006)

- Co-Administration, oversight & delivery of the 2004 landmark “Smart Growth/New Urbanist” Village Center Master Plan for the redevelopment of the South Weymouth Naval Air Station in partnership with Master Developer (LNR) Lennar Partners, and partnering consulting firms

including SMWM, The Cecil Group, Rizzo Associates, CH2M Hill, Epsilon Associates & Blue Wave Strategies;

- Administered & launched the innovative land-use Form-Based Zoning Code regulation for the “Smart Growth” redevelopment of the former South Weymouth Naval Air Station (Southfield, MA); first adopted Form-Based Code in Massachusetts – (Daylor Group);
- Co-Administration of major “East-West Roadway” Project in partnership with (Rizzo Associates) transportation consultants;
- Administration of departmental affairs to SSTDC Executive Director including meeting with and administering tasks associated with federal, military (US Navy), state, agency, local, environmental “Superfund” (CERCLA), transportation (MBTA Old Colony Line), regulatory, regional planning commissions, legislative, legal, and community-based meetings, issues, partnerships, consultant contracts, and programs;

City of Nashua, NH – Asst. Director Economic Development & Downtown Dev. Specialist
(1994-2003)

- Administration of the landmark program for the social, cultural and economic transformation of Downtown Nashua as a New Urban-lifestyle destination place. The introduction of 25+ new businesses, sidewalk cafes, riverfront parks, walkable & complete streets, historic storefront façade restoration, new business attraction, existing business expansion, high-quality/heritage-based public festivals, cultural affairs & business partnerships, historic/architectural walking tours, public space improvement, branding & escalation of commercial & residential property values;
- Co-Administration of the formulation, production & delivery of the 2002 Downtown Nashua Master Plan; managed consultant contracts (Urban Design Associates, Pittsburgh, PA);
- Co-Administration of the design and construction of the 1.2 mile Nashua Heritage Rail Trail; Nashua’s 1st Rail to Trail project (ISTEA & CDBG);
- Created and founded the “Downtown Nashua Winter Holiday Stroll”; the “Taste of Downtown Nashua”; the “Downtown Nashua Riverfront Festival”; the “Downtown Nashua Fine Arts Festival”; the Downtown Nashua “Race for the Gate” Professional Cycling Event; and have guided the Downtown Nashua Architectural/Social/Industrial/Neighborhood Historic Walking Tour Program for 20 years;
- Co-Administration of the City of Nashua’s Community Development Block Grant Program (CDBG);
- Administration of comprehensive Public Engagement platforms, programs & projects;
- Administration of the initiation of the Jackson Falls Condominium/Railroad Square District Tax Increment Finance District (TIF) in Downtown Nashua, NH; City of Nashua’s first (TIF) district;
- Administration of the design & construction of Downtown Nashua’s first riverfront park “Le Parc de Notre Renaissance Francais”; (ISTEA Multi-Modal Transportation Project);
- Wrote and awarded \$90,000 federal Economic Development Initiative (EDI) grant to fund master plan for the development of The Museum of Nashua’s Technological Heritage & the acquisition of an 18-ton 1903 stationary Nashua Rollins Steam Engine as the future focal point of the proposed museum;

The Lowell Plan, Inc. – Main Street Program Manager/Ex. Dir. Downtown Lowell Business Association
(1993-1994)

- Administration of the City of Lowell’s Downtown program, based upon the National Trust for Historic-Main Street Center “Four Point Approach”;
- Administration of the organizational affairs of the Downtown Lowell Business Association;
- Administration of comprehensive Public Engagement platform, programs & projects;
- Development of downtown & business revitalization efforts including new downtown special events, retail storefront redesign, local business networking, public space improvement, creative promotions and advertising;

Lowell Parks & Conservation Trust, Inc. – Executive Director (1991-1993)

- Administration of various new urban land trust initiatives, programs, projects and special events in the City of Lowell;
- Administration of Concord Riverway (alternative transportation corridor) land research, planning, negotiation, & land acquisition/funding strategies;
- Administration of partnership with the Trust for Public Land for acquisition & development of 3+ acre Merrimack Riverfront parcel at Middlesex Village Neighborhood for creation of new public athletic soccer field;
- Co-management of the “Thoreau’s Portage Canoe & Kayak Festival” on the Downtown Lowell Concord River;

Education & Certification

University of Lowell, Lowell, MA - BA Political Science

Suffolk University, Boston, MA - MPA (16 credits completed)

Form-Based Code Institute, Chicago, IL – FBCI Credentialed-2009

American Institute of Certified Planners- Registered AICP Credential Exam (May 2016)

Affiliations (current & former)

Merrimack River Watershed Council-Vice President/Board of Directors

American Planning Association

Massachusetts Chapter American Planning Association

Massachusetts Chapter of American Planning Association-Economic Development Committee

Massachusetts Economic Development Council

GPCOG Municipal Oversight Committee (former)

Granite State Clean Cities Coalition

New England Chapter of the Congress for New Urbanism-Founding Director (former)

Lowell Parks & Conservation Trust -Board of Directors (former)

Nashua River Watershed Association- Board of Directors (former)

Freedom’s Way National Heritage Area- Board of Directors (former)

City of Lowell Conservation Commission (former)

Auburn Business Development Corp.

RECEIVED

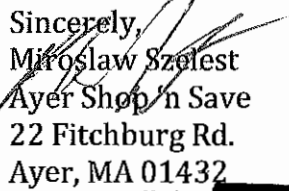

MAR 28 2016

TOWN OF AYER
SELECTMEN'S OFFICE

Ayer Board of Selectmen
1 Main St.
Ayer, MA 01432

To whom it may concern,

The Ayer Shop 'n Save is requesting special legislation via home rule petition for an all alcohol (section is off premise) license to further serve our customers and their needs. This license will allow us to build our client base and provide more products and services generating higher revenue and customer satisfaction.

Sincerely,

Mirosław Szolust
Ayer Shop 'n Save
22 Fitchburg Rd.
Ayer, MA 01432


MEMORANDUM

RECEIVED
APR 13 2016

TOWN OF AYER
SELECTMEN'S OFFICE

TO: Board of Selectmen

FR: Alicia Hersey, Program Manager, Community Development

RE: FY11 CDBG – Housing Rehabilitation Program Final Report

DT: March 15, 2016

Attached please find a copy of the final report and letter to be filed with the Department of Housing & Community Development for the completed FY11 CDF II extended grant.

The amount of the FY11 grant awarded by the State was \$900,000. The Town spent an additional \$69,240.83 of Program Income making the total spent in this grant \$969,240.83. With the Program Income the Town was able to rehab 3 additional units to the original 17 rehab units. I am pleased to report that the Town brought 20 units of housing up to current code while also maintaining affordability restrictions for a period of fifteen years on 7 rental units. This grant also represents the Infrastructure Project at Pond Street.

The Department is closing out the FY11 grant and turning its focus on the FY15 grant.

Please feel free to call me at 978-772-8221 if you have any questions. Thank you.

At this time our office is requesting a vote to authorize the signature of the Chairman on all CDF II FY11 Close Out documents.

Town of Ayer Board of Selectmen



Town Hall ♦ One Main Street ♦ Ayer, MA 01432
978-772-8220 ♦ 978-772-3017 (fax) ♦ Town Administrator 978-772-8210

April 13, 2016

Mr. Mark Nardone, Program Coordinator
Department of Housing & Community Development
Massachusetts CDBG Program
100 Cambridge Street, Suite 300
Boston, MA 02114

RE: FY11 CDFII Grant –Closeout Report Ending 12/31/2015

Dear Mr. Nardone:

Attached please find reports for the above referenced grant which are being filed electronically with DHCD.

The CDBG program director has provided a copy of such reports for review by the Board of Selectmen.

I certify that these quarterly reports are true and accurate to the best of my knowledge and belief.

Sincerely,

AYER BOARD OF SELECTMEN

By: _____
Jannice L. Livingston

cc: Robert Pontbriand, Town Administer
Closeout Report File



TOWN OF AYER COMPREHENSIVE WRITTEN INFORMATION SECURITY PROGRAM

I. OBJECTIVE:

The Town of Ayer's objective, in the development and implementation of this comprehensive written information security program ("WISP"), is to create effective administrative, technical and physical safeguards for the protection of personal information of residents of the Commonwealth of Massachusetts, and to comply with obligations under 201 CMR 17.00.

This WISP sets forth the Town's procedure for evaluating our electronic and physical methods of accessing, collecting, storing, using, transmitting, and protecting personal information of residents of the Commonwealth of Massachusetts. For purposes of this WISP, "*personal information*" means a resident's first name and last name or first initial and last name *in combination with any one or more of the following data elements that relate to such resident:* (a) Social Security number; (b) driver's license number or state-issued identification card number; or (c) financial account number, or credit or debit card number, with or without any required security code, access code, personal identification number or password, that would permit access to a resident's financial account; provided, however, that "personal information" shall not include information that is lawfully obtained from publicly available information, or from federal, state or local government records lawfully made available to the general public.

For purposes of this WISP, all documents and other data, whether in electronic or "paper" form, shall be presumed to contain "personal information" unless otherwise clearly established and labeled.

II. PURPOSE:

The purpose of this WISP is to:

- a) Ensure the security and confidentiality of personal information;
- b) Protect against any anticipated threats or hazards to the security or integrity of such information; and
- c) Protect against unauthorized access to or use of such information in a manner that creates a substantial risk of identity theft or fraud.

III. SCOPE:

This WISP covers all officials and employees, including temporary or contract employees who have access to personal information, in the Town of Ayer.

In formulating and implementing the Plan, the Town of Ayer has and will continue to:

- (a) Identify reasonably foreseeable internal and external risks to the security, confidentiality, and/or integrity of any electronic, paper or other records containing personal information;
- (b) Assess the likelihood and potential damage of these threats, taking into consideration the sensitivity of the personal information;



- (c) Evaluate the sufficiency of existing policies, procedures, customer information systems, and other safeguards in place to control risks;
- (d) Design and implement a plan that puts safeguards in place to minimize those risks, consistent with the requirements of 201 CMR 17.00;
- (e) Regularly monitor the effectiveness of those safeguards.
- (f) Due to the unique legal and security requirements of the Ayer Police Department, the Ayer Police Department is exempt from this Policy.

IV. DATA SECURITY COORDINATOR:

The Town's designated Data Security Coordinator shall be the Information Technology Director who is charged with the implementation, supervision and maintenance of the WISP.

Additionally, the Data Security Coordinator will be responsible for:

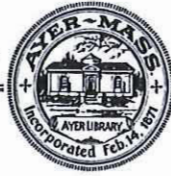
- a. Training employees;
- b. Regular testing of the WISP's safeguards;
- c. Evaluating the ability of each of our third party service providers to implement and maintain appropriate security measures for the personal information to which we have permitted them access, consistent with 201 CMR 17.00; and requiring such third party service providers by contract to implement and maintain appropriate security measures;
- d. Reviewing the scope of the security measures in the WISP at least annually, or whenever there is a material change in legal requirements or the Town's practices that may implicate the security or integrity of records containing personal information;
- e. Conducting a mandatory annual training session for all employees. All attendees at these training sessions are required to certify their attendance at the training, and their familiarity with the Town's requirements for ensuring the protection of personal information;
- f. Review the security practices of all vendors who provide off-site data storage to the Town and those who accept payments on the Town's behalf.

V. INTERNAL RISKS:

To combat internal risks to the security, confidentiality, and/or integrity of any electronic, paper or other records containing personal information, and evaluating and improving, (where necessary) the effectiveness of the current safeguards for limiting such risks, the following measures are mandatory and are effective immediately. To the extent that any of these measures require a phase-in period, such phase-in must be completed on or before June 30, 2016:

Internal Threats

- A copy of the WISP will be distributed to each employee who shall, upon receipt of the WISP, acknowledge in writing that he/she has received a copy of the WISP.
- There will be training of employees on the detailed provisions of the WISP.



- Access to records containing personal information is limited to those persons who are reasonably required to know such information in order to accomplish legitimate business or to enable compliance with other state or federal regulations.
- Electronic access to user identification after multiple unsuccessful attempts (three attempts within fifteen minutes) to gain access will be blocked. Logging in may be retried in thirty minutes.
- Prior to the end of employment or service with the Town, terminated or separated officials or employees must return all records containing personal information, in any form, that may at the time of such termination be in the former employee's possession (including all such information stored on laptops or other portable devices or media, and in files, records, work papers, etc.)
- A terminated employee, or Special Town employee's physical and electronic access to personal information will be immediately blocked. Terminated employees shall be required to surrender all keys, IDs or access codes or badges, business cards, and the like, that permit access to the Town's premises or information. Remote electronic access to personal information will be disabled; his/her voicemail access, e-mail access, internet access, and passwords must be invalidated.
- Current employees' passwords will be changed every 90 days. Access to personal information is restricted to active users and active user accounts only. Access to records containing personal information shall be limited to those persons who are reasonably required to know such information in order to accomplish your legitimate business purpose or to enable us comply with other state or federal regulations.
- Employees and officials are required to report any suspicious or unauthorized use of individuals' personal information immediately to the Data Security Coordinator.
- Whenever there is an incident that requires notification under M.G.L. c. 93H, §3 (Data Breaches), there will be an immediate mandatory post-incident review of events and actions taken, if any, with a view to determining whether any changes in our security practices are required to improve the security of personal information for which we are responsible.
- Employees are prohibited from keeping open files, including electronic files, containing personal information on their desks and desktops while they are away from their work area.
- At the end of the work day, all files and other records containing personal information, including electronic files, must be secured in a manner that is consistent with the WISP's rules for protecting the security of personal information.
- Each department shall develop rules to ensure that reasonable restrictions upon physical access to records containing personal information are in place, including a written procedure that sets forth the manner in which physical access to such records in that department is to be restricted; and each department must store such records and data in locked facilities, secure storage areas or locked containers.
- Access to electronically stored personal information shall be limited to those employees having a unique user-id; and individualized password entry is required when a computer has been inactive for more than ten minutes.
- Unescorted visitors shall not be permitted to visit any area on Town property that contains unsecured personal information.
- Paper or electronic records (including records stored on hard drives or other electronic media) containing personal information shall be disposed of only in a manner that complies with M.G.L. c. 93I.
- Violators of the security provisions of this WISP shall be subject to mandatory disciplinary action. (The nature of the disciplinary measures, up to and including termination of employment, will depend on a



number of factors, including the nature of the violation and the nature of the personal information affected by the violation.)

VI. EXTERNAL RISKS

To combat external risks to the security, confidentiality, and/or integrity of any electronic, paper or other records containing personal information, and evaluating and improving, where necessary, the effectiveness of the current safeguards for limiting such risks, the following measures must be completed on or before June 30, 2016.

External Threats

- The Town shall maintain up-to-date firewall protection and operating system security patches, reasonably designed to maintain the integrity of the personal information, installed on all systems processing personal information.
- The Town shall maintain up-to-date versions of system security agent software (anti-virus software) which includes malware protection and up-to-date patches and virus definitions, installed on all systems processing personal information.
- To the extent technically feasible, all personal information stored on laptops or other portable devices must be encrypted (refer to the Town's Portable Media Policy), as must all records and files transmitted across public networks or wirelessly. Encryption here means the transformation of data through the use of an algorithmic process, or an alternative method at least as secure, into a form in which meaning cannot be assigned without the use of a confidential process or key, unless further defined by regulation by the Office of Consumer Affairs and Business Regulation.
- All computer systems must be monitored for unauthorized use of or access to personal information.
 - There are secure user authentication protocols in place, including: (1) protocols for control of user IDs and other identifiers; (2) a reasonably secure method of assigning and selecting passwords (3) Control of data security passwords to ensure that such passwords are kept in a secured location and/or format that does not compromise the security of the data they protect (4) restriction of access to active users and active user accounts only and (5) blocking of access to user identification after multiple unsuccessful attempts to gain access.

VII) Questions

If you have any questions or comments about this Policy, please contact the Data Security Coordinator or the Town Administrator. If you do not have any questions, the Town presumes that you understand and are aware of the rules and guidelines in this WISP and will adhere to them.

VIII. EFFECTIVE DATE OF WISP

The Town of Ayer Written Information Systems Policy (WISP) was approved by the Ayer Board of Selectmen on

_____ (Date)



Acknowledgement of Receipt:

I have read, understand and acknowledge receipt of the Town's Written Information Security Policy. I will comply with the guidelines set out in this policy and understand that failure to do so may result in disciplinary action (up to, and including, termination) and/or legal action.

Signed: _____

Date: _____

Printed Name: _____

DRAFT

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: April 15, 2016

TO: Ayer Board of Selectmen

FROM: Robert A. Pontbriand
Town Administrator

SUBJECT: Depot Square Eminent Domain Update

Dear Honorable Selectmen,

Since the Board's unanimous vote on Tuesday, April 5, 2016 to authorize the commencement of eminent domain of the Depot Square Access Property and the Advocates Building, the Administration has been working diligently with Town Counsel with respect to the eminent domain. I offer the following update for your review and consideration and will be happy to answer any questions that you may have at your meeting.

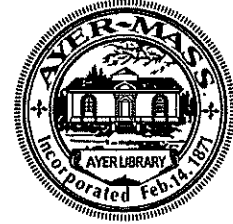
Eminent Domain Process and Procedure Update:

- BOS votes the Town's intent to proceed with eminent domain (BOS Voted 3-0 on 4/5/2016)
- An appraisal of the property to be taken by eminent domain must be performed. Working with Town Counsel, the Town has hired a professional appraiser to conduct the appraisal of the Depot Square Access Property and Advocates Building. Considerable time was spent to obtain the required information for the taking of the Advocates Building as it was not originally included in the detailed survey work done by the MBTA and this information was/is needed for the appraisal. Additionally, due to the Town's strict timeline, considerable effort was spent to obtain a professional appraiser who can complete the work in time for Town Meeting (May 9th).
- The Town has hired a professional appraiser at a cost of \$11,850. Since this appraisal work involves legal work as well, this will be funded from the FY 2016 Town Counsel Budget at this time.
- The appraiser will have the value(s) for the Depot Square Access Property and Advocates Building in time for Town Meeting consideration by May 9, 2016.

- On May 5, 2016, the Planning Board will be scheduling and conducting a meeting for the ANR plan(s) required since with the eminent domain taking of the Depot Square Access Property and Advocates Building. The Town will be legally changing the current property lines. Thus, the Planning Board must approve an ANR. (This is similar to what occurred on December 3, 2014 when the fence line was originally going to be moved)
- Town Counsel has prepared two warrant articles for the Town Meeting Warrant for BOS consideration. The first article is for the Town Meeting authorization to take just the Depot Square Access Property by eminent domain. The second article is for the Town Meeting authorization to take the Depot Square Access Property and the Advocates Building by eminent domain.
- Upon passage of either Article for eminent domain by a 2/3 majority vote of Town Meeting as well as approval of funding (the funding will be what the appraisal is and that information will be ready and presented at Town Meeting), the BOS is then authorized to proceed with authorizing an Order of Taking (to be done in an Open Session Meeting of the BOS) any time after Town Meeting has approved the Article.
- Upon approval of the Order of Taking by the BOS including approval of the funding as authorized by Town Meeting; the Town will proceed with issuing payment (as dictated by the appraisal) to the owner and filing the Order of Taking in the Middlesex County Registry of Deeds.
- Upon filing the Order of Taking in the Middlesex County Registry of Deeds (Town Counsel is prepared to do so on the following day of the BOS Order of Taking Meeting), the Town of Ayer owns the property.
- The owner of the property has up to three (3) years to sue the Town of Ayer for monetary damages for the eminent domain taking(s). However, the property owner can only sue for damages and not for the land back.
- The policy decision before the BOS is whether to proceed with just the eminent domain taking of the Depot Square Access Property or the Access Property and the Advocates Building. As the BOS is aware, the Town has to pay the appraised value and as such the costs for just the access property will be lower than also taking the Advocates Building. Additionally, the Town will be responsible for relocation costs of the two businesses currently in the Advocates Building at some point which will be added costs. The appraisal report will address the costs for relocation.
- As I am sure there are many questions, I look forward to discussing all of this with the BOS at your meeting on April 19, 2016.

Thank you for your time and consideration.

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



Tuesday April 5, 2016
Meeting Minutes

Broadcast and Recorded by APAC

Present: Jannice L. Livingston, Chair; Gary J. Luca, Vice-Chair;
Christopher R. Hillman, Clerk (Entered at 7:08 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: R. Pontbriand asked to amend the agenda by adding #4 under his report to consider a Purchase Order for the Wastewater Pumping Stations Wireless Monitoring and Control Systems. R. Pontbriand also mentioned that the Eagle Scout Recognition originally scheduled to take place for this evening was cancelled due to a scheduling conflict with the recipient.

Motion: A motion was made by G. Luca and seconded by J. Livingston to approve the agenda, as amended.

Motion passed 2-0.

Announcements: J. Livingston made the following announcements:

- The second full week of April is National Public Safety Telecommunicators Week. J. Livingston thanked the following town employees for their service: Johnna Brissette, Victoria Roche, Judy Hadley, Christopher Herrstrom, Cailey McCarthy, Elaine Delorme.
- Tickets are now on sale for Ayer Shirley Regional High School Drama Club's spring musical, "Rodgers & Hammerstein's CINDERELLA," being performed April 29 at 7:00 PM and April 30 at 2:00 PM and 7:00 PM.
- Winter Parking Ban is in effect until April 15, 2016.

Public Input: None

Chief William A. Murray, Ayer Police Department: Chief Murray was in attendance to request the appointment of Ms. Heather Sherry to the position of part-time Records Clerk at the Ayer Police Department.

Motion: A motion was made by G. Luca and seconded by J. Livingston to appoint Ms. Heather Sherry to the position of part-time Records Clerk effective April 7, 2016. **Motion passed 2-0.**

Town Administrator's Report: Because the BOS was ahead of schedule, J. Livingston asked R. Pontbriand to begin his Administrative Report.

Purchase Order for the Wastewater Pumping Stations Wireless Monitoring and Control Systems - R. Pontbriand and DPW Superintendent Mark Wetzel presented a purchase order in the amount of \$36,282.20 for Hayes, Inc. for the wastewater pumping telemetry system.

C. Hillman enters at 7:08 PM

Motion: A motion was made by G. Luca and seconded J. Livingston to approve the purchase order in the amount of \$36,282.20 for Hayes, Inc. for the wastewater pumping telemetry system. **Motion passed 3-0.**

Discussion on Underground Utilities East Main Street Project – M. Wetzel presented a memo at the Board's request giving a general overview of relocating overhead utilities to below ground on East Main Street. M. Wetzel stated that the project would be paid for primarily by the Town at a cost of approximately \$4,000,000. The project would also take two years to complete, which would delay the implementation of the East Main Street Water and Sewer Main Replacement Project.

ASRSD Sponsored Chapter 70 Resolution – J. Livingston read the text of the Chapter 70 resolution as transmitted by the ASRSD School Committee Chairman Pat Kelly. The resolution calls for full funding of the Foundation Budget Review Commission recommendations.

Motion: A motion was made by C. Hillman and seconded by J. Livingston to approve the Chapter 70 resolution. **Motion passed 3-0.**

Public Hearing – FY17 Water and Sewer Rates: At 7:18 PM, C. Hillman read the public hearing notice as advertised in the *Nashoba Valley Voice* on March 18, 2016 and March 25, 2016. Town Accountant Lisa Gabree and M. Wetzel gave a presentation that detailed the following: criteria for setting rates, evaluation of septage limits, future increased capacity, upcoming capital projects and the potential of a senior citizen discount.

L. Gabree stated that a recent study of the Wastewater Treatment Plant found that there were approximately \$7 million dollars' worth of upgrades needed. M. Wetzel stated that he and engineer D. Van Schalkwyk were currently reviewing the study to get a more accurate cost estimate.

M. Wetzel stated that the senior citizen discount was still being developed and that he would present a proposal at the next Water and Sewer Rate Review Committee meeting in June.

J. Livingston asked if there was any public input. There was none.

Motion: A motion was made by G. Luca and seconded by C. Hillman to set the following Water Rates for FY 2017: Step 1: \$2.52; Step 2: \$3.12; Step 3: \$3.69 per 6,000 cubic feet. **Motion passed 3-0.**

Motion: A motion was made by C. Hillman and seconded by G. Luca to set the following Sewer Rates for FY 2017: Step 1: \$7.16; Step 2: \$8.20; Step 3: \$9.33. per 6,000 cubic feet. **Motion passed 3-0.**

Motion: A motion was made by G. Luca and seconded by C. Hillman to approve the proposed FY 2017 Water and Sewer Fees, as presented by the DPW Superintendent and Town Accountant. **Motion passed 3-0.**

Motion: A motion was made by G. Luca and seconded by C. Hillman to close the public hearing at 8:08 PM.
Motion passed 3-0.

Legislative Delegation Semi-Annual Legislative Update - Sen. James Eldridge, Rep. Jennifer Benson, Rep. Sheila Harrington: J. Livingston and R. Pontbriand welcomed Senator Eldridge and Representative Benson. Representative Harrington was unable to make it due to a scheduling conflict. Senator Eldridge presented the BOS with a handout detailing his FY 2017 budget priorities. Representative Benson also spoke about her budget and legislative priorities.

G. Luca asked for the legislators' continued support of Chapter 90 Road and Bridge funding. M. Wetzel then stated that Ayer's Chapter 90 funding had decreased because jobs that were previously attributed to Ayer were now being attributed to Harvard. Rep. Benson and Sen. Eldridge said they would look into the matter further.

C. Hillman then asked about the recently passed opioid addiction legislation. Sen. Eldridge and Rep. Benson gave a brief overview of the legislation.

R. Pontbriand then stated the importance of the Nashoba Valley Medical Center, the MassWorks program, and state funding that can help municipalities repair bridges.

Mary Spinner, 18 Myrick Street, spoke about the inconsistencies in reimbursement rates between Boston based hospitals and community hospitals.

Public Hearing – Application for License – Storage of Flammable and Combustible Liquids (MGL c.148 § 13) - 0 Littleton Road (Assessor's Map 35/Parcel 26) – Fifteen Littleton Realty Trust/Lessee: Global Montello Group Corp.: At 8:45 PM, C. Hillman read the public hearing notice as advertised in the *Nashoba Valley Voice* on March 28, 2016. Mr. Huseyin Sevincgil from MHF Design Consultants and Mr. Daniel Barry from Global Montello Group Corp. were in attendance to present their application for a license for the storage of Flammable and Combustible Liquids at the proposed gas station located on Littleton Road. The applicant seeks the storage of up to 19,000 gallons of gasoline (regular and super), 17,000 gallons of diesel (retail and commercial) and 3,000 gallons of diesel exhaust fluid pursuant to MGL c. 148 sec. 13.

Motion: A motion was made by C. Hillman and seconded by G. Luca to approve the license as presented.

J. Livingston asked if there was public input. There was none.

Motion passed 3-0.

Motion: A motion was made by J. Livingston and seconded by C. Hillman to close the public hearing at 8:51 PM. **Motion passed 3-0.**

Chairman Brian Gill, Personnel Board - FY' 17 COLA Discussion: Personnel Board members were in attendance with Chairman Brian Gill to explain their recommendation of the 2% Cost of Living Adjustment. B. Gill gave a brief history of the recent non-union compensation plan update that was passed at the 2015 Fall Special Town Meeting. He stated further that when the Personnel Board made their recommendation of

a 2% COLA they used several factors including: the Consumer Price Index (CPI), other Massachusetts communities and COLA's negotiated by Town unions.

G. Luca stated that he was in favor of the 2% COLA for non-union personnel because of fairness.

C. Hillman spoke against the 2% COLA increase because of there are two employees on the Personnel Board and he didn't think it was fair. C. Hillman further stated that some people don't work to their full potential and shouldn't get a raise.

B. Gill explained there are two employees and two non-employees on the Committee.

Personnel Board member Sam Goodwin stated that a COLA is not for merit and that it was based on the cost of living.

B. Gill further stated that if non-union employees are not given a COLA when employees in unions are, it creates compression in the grid, thereby narrowing the wage gap between superiors and those that work under them.

Michael Pattenden, Westford Road, stated that the COLA should be tied to Social Security, which hasn't gone up in years.

Motion: A motion was made by G. Luca and seconded by J. Livingston to recommend a 2% COLA.

Motion passed 2-1.

Depot Square Access Property Update: J. Livingston read a timeline of events that summarized the past three (3) years as it relates to the Town acquiring the access corridor through Depot Square. She stated that the Town has exhausted all options to acquire the access property and that she feels that the Town has to pursue the access property through eminent domain.

G. Luca stated that the Town has exhausted all options and that it is important the Town moves forward with eminent domain.

C. Hillman added more to the timeline read by J. Livingston highlighting several more meetings that had taken place over the past three years. He stated that he is fully supportive of moving ahead with eminent domain for the access property as well as taking the Advocates Building. He explained that taking the Advocates Building will create additional room to create a handicap accessible platform in the future.

Michael Pattenden, Westford Road asked how the Town has legal rights if it is a land dispute by the MBTA and the private property owner. J. Livingston stated that the delay in acquiring the access property has held up many things and the Town has to be involved in order to save the \$4.2 million dollar Rail Trail Parking Surface Lot.

James Stephen, 93 Groton School Road, asked how much time the Town had before the federal grant would expire. R. Pontbriand explained the funding sources for the project from the federal, state and local levels. He stated further that MART has to spend approximately \$80,000 before July 1, 2016.

Mary Spinner, 8 Myrick Street asked about funding for the eminent domain. R. Pontbriand explained that the funding amount will be determined by the appraisal and will be reflected in the Town Meeting Warrant Article.

J. Callahan asked at what Town Meeting the eminent domain article would be taken up. J. Livingston stated that it would be on the May 9, 2016 Annual Town Meeting Warrant. J. Callahan stated that he believes there will be support to take the property at Town Meeting.

Motion: A motion was made by J. Livingston and seconded by C. Hillman that the Board of Selectmen authorize the Town of Ayer to pursue Eminent Domain of the property known as the Depot Square Access Property as required by the FTA, MART, and the Town for the purposes of constructing the "\$4.2 Million dollar Ayer Rail Trail Commuter Parking Lot and MBTA Platform Access Improvement Project"; and that the legally required Article for Eminent Domain of this property be placed on the Annual Town Meeting Warrant for the May 9, 2016 Town Meeting.

C. Hillman asked for further clarification on the motion.

R. Pontbriand advised that there should be two votes: the first to authorize the eminent domain process and then a separate motion to authorize the appraisal.

The BOS and R. Pontbriand discussed whether or not to include the Advocates Building in the proposed land taking.

Amended Motion: C. Hillman offered an amendment to the motion on the table to include the Advocates Building. The motion was seconded by J. Livingston.

G. Luca stated that he would have to recuse him self because of the way the motion was worded because it mentions properties in which he has a close interest.

R. Pontbriand suggested taking out the reference to the \$4.2 million commuter rail improvement project out of the motion.

Motion: A motion was made by J. Livingston and seconded by C. Hillman to authorize an eminent domain taking for the Depot Square access property to include the Advocates Building. **Motion passed 3-0.**

Motion: A motion was made by G. Luca and seconded by C. Hillman to authorize an appraisal of Depot Square to be funded through the Town Counsel line item for both the Depot Square access property and for the Advocates Building. **Motion passed 3-0.**

New Business/Selectmen's Questions: None

Approval Meeting Minutes:

Motion: A motion was made by C. Hillman and seconded by J. Livingston to approve the meeting minutes of March 23, 2016. **Motion passed 3-0.**

Adjournment: A motion was made by G. Luca and seconded by J. Livingston to adjourn at 10:02 PM

Minutes Recorded and Submitted by Carly M. Antonellis

Date Minutes Approved by BOS: _____

Christopher R. Hillman, Clerk: _____

DRAFT