

RECEIVED
TOWN CLERK
TOWN OF AYER

2017 JUN 16 AM 11:20

M. M. Copeland

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



Tuesday June 20, 2017
Open and Executive Session Meeting Agenda

6:00 PM

Call to Order

Executive Session Pursuant to G.L. c. 30A, sec. 21(a)

1. Exemption #1 (Charges or Complaints Against a Public Employee)
Administrative Coordinator
2. Exemption #1 (Charges or Complaints Against a Public Employee)
Conservation Agent

7:00 PM

Reconvene in Open Session

Pledge of Allegiance; Review and Approve Agenda; Review of Warrant(s);
Announcements

Recognition of 2017 4th of July Parade Marshalls and Memorial Garden
Monument Update

7:05 PM*

Public Input

7:10 PM

Introduction of APAC Community Access Director

1. David L. Melpignano

7:20 PM

Mr. Dan Van Schalkwyk, Town Engineer

1. Purchase Order – Mini Excavator
2. Purchase Order – Street Sweeper
3. Washington Street Drainage Improvements Project Change Order

7:30 PM

Ms. Lisa Gabree, Town Accountant/Finance Manager

1. Reserve Fund Transfer Postage Account

7:35 PM

Town Administrator's Report

1. Administrative Update
2. Appointments/Reappointments
3. Commuter Rail Project Update
4. Page Hilltop School Water Update
5. Retail Marijuana Update

7:50 PM

New Business/Selectmen's Questions

8:00 PM

Approval of Meeting Minutes

June 6, 2017

Executive Session Pursuant to G.L. c. 30A, sec. 21(a)

1. Exemption #2 (Non-Union Contract Negotiations)
Town Accountant/Finance Manager and Police Chief

****Adjournment**

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

*** The Board of Selectmen will adjourn at the conclusion of the Executive Session*

New Public Access Manager at Ayer Public Access Corporation will head outreach and video training for Ayer residents.

AYER MASS., May 23, 2017 -- David Melpignano of Groton is the new Public Access Manager for the Ayer Public Access Corporation (APAC) www.ayerpac.org.

Melpignano, who has extensive experience writing and producing film and video for broadcast, will be responsible for assisting residents who want to use APAC facilities and equipment to create their own videos for broadcast on Comcast Channel nine. He will promote and organize classes in videography, video editing, and assist residents and town employees in writing and producing their own public access videos.

A video editor, producer and writer, Melpignano has edited over 100 films and broadcast videos for major corporations and networks, including Fidelity Investments, Digital Equipment Corporation, the Discovery Channel, the History Channel, and most of the major television networks, as head of his own video production company. He currently runs his own videotape stock footage licensing company, Stock Video.

Bob Colman, chairman of the APAC board, said "We are pleased to have someone with Dave's depth of knowledge, experience, and engaging personality launching our renewed efforts in building our membership and resident participation with APAC and its resources." Melpignano has already begun meeting with residents and town employees and plans to run videography and editing classes at the new APAC facilities in Ayer High School.

In addition to producing film and video for a broad range of audiences, Melpignano has also taught cinematography, video production, studio production and broadcast writing at Boston College, Boston University and Bridgewater State College. Recently, he taught video production, digital imaging, broadcast journalism and film studies at Groton Dunstable Regional High School.

Ayer Public Access Corporation is a 501c3 non-profit corporation that provides access, training, and assistance in the production and cablecasting of television content for residents and organizations of Ayer -- programming known as PEG access (Public, Education, and Government) in the parlance of the Federal Communications Commission.

Editors' Contact: Harry Zane

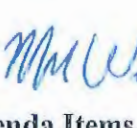
DEPARTMENT OF PUBLIC WORKS

Mark L. Wetzel, P.E., Superintendent
Daniel Vas Schalkwyk, P.E. Town Engineer
Pamela J. Martin, Business Manager



25 BROOK STREET
AYER, MASSACHUSETTS 01432
T: (978) 772-8240
F: (978) 772-8244

MEMORANDUM

Date: June 13, 2017
To: Board of Selectmen
From: Mark Wetzel, P.E. 
Subject: **June 20 Meeting Agenda Items**

1. **Purchase Order – Mini Excavator** – Purchase of a mini-excavator with trailer for the DPW Water Division was approved at Spring Town Meeting. This was included in the Water Enterprise budget and will be paid from water retained earnings. The Water Division tested 3 different manufactures' models and determined that the Cat 306.5E2 was the best for our operations. Attached is the manufactures literature and the Massachusetts State Bid Quote. We will need a purchase order for \$68,500 approved by the Board and signed by the Chairman.
2. **Purchase Order - Street Sweeper** - Purchase of a new street sweeper for the DPW Highway / Stormwater Division was approved at Spring Town Meeting in the amount of \$220,000. Attached is the manufactures literature and the quote from CN Wood, who is the distributor of the Elgin Sweeper. This quote is based on the 2017 National Joint Powers Alliance Contract, which meets Massachusetts 30B Procurement requirements. . We will need a purchase order for \$215,697 approved by the Board and signed by the Chairman.
3. **Washington Street Drainage Improvements Project Change Order** – This Change Order of \$10,682.94 is for three sanitary sewer spot repairs and installation of a drainage manhole. The sewer spot repairs were identified by CCTV and are part of proactive maintenance prior to paving. A “tee” connection was discovered during replacement of the drainage trunk line in front of Page Hilltop Elementary School and required the installation of a drainage manhole. A copy of the Change Order is attached. For signature by the Chair.

Milton



Massachusetts & RI Locations:

100 Quarry Dr.
Milford, Ma. 01757

84 Concord St.
N. Reading, Ma. 01864

14 Kendrick Rd., Rte 28
Wareham, Ma. 02571

2158 Plainfield Pike
Cranston, RI. 02920

Southworth-Milton, Inc.
www.miltoncat.com

Budget Quotation

DATE: June 7, 2017

Town of Ayer Water Dept
25 Brook St.
Ayer, Ma.
Greg Cormier

State Contract: FAC88

Qty	Description	List Price	State Contract Price
1	New 2017 Cat 305.5E2 excavator with: Deluxe Cab with heat and AC, Radio Long stick, quick coupler, hydraulic thumb, 12" and 24" HD bucket Roof mount beacon, mirrors, travel alarm. Rubber belt undercarriage, pattern control changer 3yr 1500 hour full warranty, Delivery and training	\$ 96,900.00	\$ 61,900.00
Options:			
1	40" tilting bucket		\$ 5,500.00
1	upgrade to hydraulic coupler	add	\$ 1,100.00

Total State Contract Delivered Price: \$ 68,500.00

Tom Benedetti Jr

Governmental and State Sales

Mobile Phone: 774-258-1636

Fax: 774-907-3062

tom_benedetti@miltoncat.com



Cat® 305.5E2 CR

MINI HYDRAULIC EXCAVATOR WITH SWING BOOM

FEATURES:

The Cat® 305.5E2 CR Mini Hydraulic Excavator delivers high performance, durability and versatility in a compact design to help you work in a variety of applications. The 305.5E2 CR features the following:

QUALITY

- The durable hoods and frame and the compact radius design of the 305.5E2 let you work comfortably and confidently in confined areas.
- The operator environment includes a high quality suspension seat, easy to adjust armrests and 100% pilot controls which offer consistent and long-lasting controllability.

EFFICIENCY

- High Definition Hydraulic System provides a load sensing and flow sharing capability leading to operational precision, efficient performance and greater controllability.
- Power on Demand provides optimal efficiency and performance the moment you need it. This automatic system ensures fuel efficiency through appropriate engine rating to meet all operational needs as required.

VERSATILITY

- Broad range of Cat Work Tools make the Cat Mini Excavator a versatile machine able to meet the requirements of any job site.
- Over 200 degrees of bucket rotation provides greater material retention during truck loading and easier flat wall digging without having to reposition the machine.

PERFORMANCE

- Front shovel bucket orientation provides the operator with more ways to get the job done faster.
- COMPASS Control Panel is a standard feature that allows the operator to easily adjust auxiliary flows to achieve the optimal work tool performance, activate auto idle for improved fuel efficiency and utilize the security system to ensure protection of valuable assets with the simple touch of a button.
- The Site Reference System included in the COMPASS monitor provides output from pitch and roll sensors to aid in grading and level trenching. This impacts accuracy and productivity for job site finishing.

SERVICEABILITY

- Convenient service and maintenance requirements include ease of access to daily check points, 500 hour engine oil and filter change period, 500 hour grease interval on front implement, S-O-SSM oil sampling valve and overall long term durability.

SAFETY

- All Cat Mini Excavators from 3.5 metric tons to 8 metric tons are ROPS, TOPS and Top Guard Level 1 certified and include the Cat Interlock (hydraulic lockout) System, a certified accumulator which allows for auxiliary pressure to be released, making connecting and disconnecting work tools safer and easier, and a travel alarm. All of these safety features are standard on the E2 model lineup (travel alarm optional in Europe).

Specifications

Engine

Engine Model*	Cat C2.4	
Rated Net Power @ 2,200 rpm ISO 9249/EEC 80/1269	32.9 kW	44.1 hp
Gross Power ISO 14396	34.1 kW	45.7 hp
Bore	87 mm	3.4 in
Stroke	102.4 mm	4 in
Displacement	2.4 L	146 in ³

*Meets U.S. EPA Tier 4 Final/EU Stage IIIA emission standards.

Weights*

Weight – Canopy, Standard Stick	5217 kg	11,503 lb
Weight – Canopy, Long Stick	5259 kg	11,596 lb
Weight – Cab, Standard Stick	5380 kg	11,863 lb
Weight – Cab, Long Stick	5423 kg	11,958 lb

*Weight includes counterweight, rubber tracks, bucket, operator, full fuel and auxiliary lines.





MUNICIPAL AND CONTRACTORS' EQUIPMENT

200 Merrimac St
Woburn MA 01801

PROPOSAL

Tel. (781) 935 1919
Fax. (781) 937 9809

June 7, 2017

To: Mark Wetzel
Department of Public Works
25 Brook Street
Ayer, MA 01432

C. N. Wood is pleased to offer the town of Ayer, MA and the Department of Public Works, the following 2017 PROPOSAL through the National Joint Powers Alliance Contract.

The current N.J.P.A. contract number is listed below:
Elgin Sweeper Company Contract#: 022014-FSC
Category: Public Utility & Airport Equipment
Description: Street Sweepers

(1) New Elgin Pelican NP dual street sweeper with a/c, sprung guide wheel, auto lube am/fm/cd radio, air ride seat, new style cab, auto reverse broom pick up, painted WHITE, 1 year standard warranty, and all other standard equipment.

2017 ELGIN PELICAN	\$ 210,600.00
TOP CORNER FLASHERS	\$ 2,845.00
SPARE TIRE /RIM FRONT AND REAR	\$ 2,252.00
	<u>\$ 215,697.00</u>

Thank you for considering C. N. Wood for your equipment needs.

Timothy J. Ledogar

200 Merrimac Street, Woburn, MA 01801 (781) 935-1919 Fax (781) 937-9809
60 Shun Pike, Johnston, RI 02919 (401) 942-9191 Fax (401) 942-9266
102 State Road, Whately, MA 01093 (413) 665-7009 Fax (413) 665-7277

PELICAN® - LEGENDARY, DEPENDABLE PERFORMANCE.

To assure that the legendary Elgin Pelican continues to meet the needs of its customers and the industry, Elgin Sweeper raised the bar again and set a new benchmark for the industry standard. Based on a design that has been continually improved since 1914, the newest Pelican model combines maneuverability, economy, serviceability, and single-lane dumping with a sweep system that easily handles heavy, compacted dirt and bulky debris, as well as smaller particles found in the street. If you need an all-around sweeper with incredible digging power the Pelican is the perfect solution.

- Isolation-mounted cab for cleaner, quieter, more comfortable operation
- Improved 360° visibility
- Incredible ease of operation
- Superior durability, stability, and maneuverability
- Easy access for service and maintenance

Customized with your choice of options, the Pelican is a durable, reliable answer to your sweeper needs.



APPLICATION SOLUTIONS

Elgin Sweeper doesn't offer just one sweeping technology – we take an application-based approach to solving our customers sweeping needs. Our team works with each customer to ensure that you get a machine that fits your specifications, with the right chassis, engine configuration, fuel requirements and options.

POWERFUL SUPPORT

Elgin Sweepers are built for clean, backed for life. Throughout the life of the sweeper, we offer training to your team on proper use and maintenance. We have a world-wide network of experienced dealers with factory trained technicians and a local stock of OEM parts and accessories, to ensure total customer peace of mind.

UNMATCHED QUALITY

The Pelican has roots dating back to 1914 and has been continuously improved in design and production. Elgin sweepers are manufactured in an ISO:9001 certified manufacturing plant. Products are painted prior to assembly and quality tested. Elgin Pelicans are proudly assembled in the U.S.A. using only the finest materials.



UNIQUE SINGLE-ENGINE THREE-WHEEL DESIGN

The durable purpose-built chassis features a compact frame to maximize maneuverability and position the load low and between front wheels for stability. The high steering angle and tight turning radius allow sweeping extremely close to obstacles and following curb lines.

POWERFUL BROOM SYSTEM

Hydraulically-driven free-floating side and main brooms work as a system to sweep material from the curb and street into the debris hopper. Side brooms protrude up to 13 in (330 mm) beyond the tire to capture more curb debris. The large main broom features variable-speed and down-pressure to adapt to changing conditions and follow road contours.

NO-JAM CONVEYOR

No-Jam Conveyor: The Pelican's standard No-Jam chevron belt conveyor features angled molded-in full width cleats that carry more large debris as well as small fines efficiently into the hopper. The chevron belt provides improved hopper loading, better belt tracking, superior debris pick-up, reduced sticking and quieter operation than other belts. Material loads to the front and center first to allow maximum use of the hopper capacity.

360° VISIBILITY AND OPERATOR ERGONOMICS

The Pelican's isolation-mounted cab provides a clean, quiet, and comfortable environment for the operator. Filtered fresh air conditioning and heater/defroster come standard. Large windows, see-through doors, and full-width windshield allow for 360° degree visibility.

EASY MAINTENANCE

Access to service points is simple with most accessible from ground-level. O-ring face seal hydraulic fittings are used and the electrical system features snap-together connections and color-coded wires for quick identification. The unit is equipped with a combination of in-cab and site gauges to monitor fluid levels.

ECOINFUSED™ TECHNOLOGY

Elgin Sweeper has made advancing the use of cleaner, safer, and more efficient technologies for sweeping roads and streets a priority, with innovations that provide the powerful performance, fuel economy and overall value our municipal and contractor customers demand. Today's environmentally efficient Pelican is designed with exclusive EcoInfused Technology, representing years of unmatched innovation and success combining the science of horsepower management with the ability to do more with less.



DURABLE, RELIABLE, AND EASY TO USE



DURABLE, PURPOSE-BUILT CHASSIS

The Pelican's heavy-duty construction and compact frame ensures a tight turning radius and years of reliable, low-maintenance operation. A balanced design provides stable sweeping and dumping. The hopper load is positioned low between the two front wheels for stability and safety. The axle support and hopper lift system are integral parts of the chassis.

OUTSTANDING MANEUVERABILITY

The Pelican's high steering angle and tight turning radius allows for quick turns, sweeping extremely close to obstacles and following curbs without climbing or scuffing tires. The dual-tire guide wheel increases stability and steering traction.

EFFICIENT, COMFORTABLE CAB

The clean, quiet and spacious isolation-mounted cab features large windows, wide see-through doors and a full-width windshield for 360° visibility. The center console is easily accessed from both left and right driving positions. Fingertip controls include illuminated and graphically identified gauges and rocker switches.

REAR SUSPENSION

Swing-arm suspension with twin parallel heavy-duty shock absorbing spring coils and an integrated single coil rubber spring assist provide effective suspension dampening through the entire range of travel. The design enhances ride quality and comfort in the cab while reducing stress on the sweeper frame – especially when operating in pothole conditions or on rough, uneven roads.

SINGLE ENGINE POWERED

The Pelican is powered by the John Deere 4045T 4.5L, 4-cylinder turbocharged diesel engine. The engine is capable of operating on bio-diesel up to B20.

LOW-MAINTENANCE DRIVE SYSTEM

With a unique wheel motor design for outstanding power and minimal maintenance, steep grades are no problem. Integrated sensors precisely measure road speed and adjust power requirements according to the load.

HEAVY-DUTY BRAKE SYSTEM

The Pelican features twin-caliper (ea), power disc brakes and a dynamic braking design that significantly reduces wear on service brakes. All brake components are easy to access and economical to maintain.

HYDRAULIC SWEEP SYSTEM

Controlled by engine RPM and operated independently of direction and ground speed, the Pelican's broom speed provides digging power at slow or zero ground speeds. A foot pedal controls speed and sweeper direction through the hydrostatic transmission.



Change Order No. 1

Date of Issuance: _____ Effective Date: _____

Project: Washington Street Drainage Improvements	Owner: Town of Ayer, MA	Owner's Contract No.: 17DPW03
Contract: Washington Street Drainage Improvements		Date of Contract: March 23, 2017
Contractor: Ricciardi Bros., Inc.		Engineer's Project No.:

The Contract Documents are modified as follows upon execution of this Change Order:

Description: 1. Perform three (3) spot repairs on sewer infrastructure. 2. Install drain manhole at Page Hilltop School entrance where a tee connection was identified during construction.

Attachments: (List documents supporting change): Cost Sheets

CHANGE IN CONTRACT PRICE:	CHANGE IN CONTRACT TIMES:
Original Contract Price: \$112,825.10	Original Contract Times: <input type="checkbox"/> Working days <input type="checkbox"/> Calendar days Substantial completion (days or date): _____ Ready for final payment (days or date): _____
Increase from previously approved Change Orders No. <u>N/A</u> to No. <u>N/A</u> : \$0.00	[Increase] [Decrease] from previously approved Change Orders No. <u>N/A</u> to No. <u>N/A</u> : Substantial completion (days): _____ Ready for final payment (days): _____
Contract Price prior to this Change Order: \$112,825.10	Contract Times prior to this Change Order: Substantial completion (days or date): _____ Ready for final payment (days or date): _____
Increase of this Change Order: \$10,682.94	Increase of this Change Order: Substantial completion (days or date): _____ Ready for final payment (days or date): _____
Contract Price incorporating this Change Order: \$123,508.04	Contract Times with all approved Change Orders: Substantial completion (days or date): _____ Ready for final payment (days or date): _____

RECOMMENDED:	ACCEPTED:	ACCEPTED:
By: _____ Engineer (Authorized Signature)	By: _____ Owner (Authorized Signature)	By: _____ Contractor (Authorized Signature)
Date: _____	Date: _____	Date: _____

DRAFT

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: \$1,500.00

2. To be transferred to:
A. Account Name Town Hall Postage
B. Account #: 01164-53400

3. Present balance in budget \$316.83

4. The amount requested will be used for (please attach supporting information):
To pay postage on remaining property taxes (preliminary FY18 taxes) and any potential postage on remaining additional motor vehicle excise taxes billed on or before 6/30/17.

5. The expense is extraordinary or unforeseen for the following reason(s):
Unforeseen use of outside vendors to provide mailings and increase in postage costs.

Date 6/12/2017 *Lisa Galree*
Elected Official or Department Head

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 _____

06/12/2017 13:38
248lgabr

TOWN OF AYER
BUDGET REPORT

P 1
glytdbud

FOR 2017 12

JOURNAL DETAIL 2017 1 TO 2017 12

ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
001 GENERAL FUND							
01164 TOWN HALL POSTAGE FUND							
<u>01164 53400 POSTAGE</u>	19,000	0	19,000	18,683.17	.00	316.83	98.3%
2017/01/000293 07/25/2016 API	8,000.00 VND 004044 PO		PITNEY BOWES, INC.	#36341402			69539
2017/01/000378 07/01/2016 BUC	19,000.00 REF				ORIGINAL BUDGET 2017		
2017/01/000400 07/19/2016 GCR	-77.17 REF 12				CDBF REIMBURSE POSTAGE		
2017/01/000400 07/19/2016 GCR	-100.03 REF 12				FY16 REIMBURSE UDAG POSTAGE		
2017/01/000400 07/19/2016 GCR	-137.90 REF 12				FY16 REIMBURSE JULY 4TH POST		
2017/01/000408 07/01/2016 GEN	100.03 REF 39				REV JE351 DUE TO/FRM		
2017/01/000408 07/01/2016 GEN	77.17 REF 39				REV JE351 DUE TO/FRM		
2017/01/000408 07/01/2016 GEN	137.90 REF 39				REV JE351 DUE TO/FRM		
2017/02/000180 08/08/2016 API	159.96 VND 003232 PO		KELLEY & RYAN ASSOC.	POSTAGE - 2016-04 INITIAL DEMA			69709
2017/02/000345 08/22/2016 API	457.29 VND 003044 PO		PITNEY BOWES GLOBAL	#0012379324 - EQUIP. LEASE - 0			70061
2017/02/000345 08/22/2016 API	57.20 VND 003232 PO		KELLEY & RYAN ASSOC.	POSTAGE - 2016-03 & 99 DEMANDS			70065
2017/03/000085 09/06/2016 API	215.00 VND 001005 PO		POSTMASTER	PERMIT 137 RENEWAL			70155
2017/03/000208 09/19/2016 API	7.24 VND 001776 PO		BILLTRUST	SUPPLEMENTAL SVC FEES & POSTAG			70311
2017/03/000344 09/26/2016 GCR	-25.84 REF 29						
2017/04/000270 10/17/2016 API	572.17 VND 001005 PO		POSTMASTER	POSTAGE FOR FTM WARRANTS			1396
2017/04/000270 10/17/2016 API	44.18 VND 003232 PO		KELLEY & RYAN ASSOC.	2016-04 DEMANDS POSTAGE			70666
2017/04/000393 10/04/2016 GCR	-25.84 REF 8				REIMBURSEMENT FOR POSTAGE		
2017/04/000515 10/31/2016 API	159.50 VND 003232 PO		KELLEY & RYAN ASSOC.	2016-05 & 90 INITIALS POSTAGE			70820
2017/05/000186 11/14/2016 API	356.96 VND 001044 PO		PITNEY BOWES	INK (3) & SEALER (1)			70939
2017/05/000227 11/18/2016 GCR	-38.76 REF 23				POSTAGE REIMBURSEMENT		
2017/06/000170 12/12/2016 API	457.29 VND 003044 PO		PITNEY BOWES GLOBAL	#0012379324 - LEASE 09/30-12/2			71241
2017/06/000170 12/12/2016 API	2,255.49 VND 003232 PO		KELLEY & RYAN ASSOC.	EST. POSTAGE COMMITMENT 01			71246
2017/06/000346 12/27/2016 API	1,279.04 VND 001043 PO		LHS ASSOCIATES, INC	2017 CENSUS POSTAGE (3,363)			71422
2017/07/000312 01/23/2017 API	1,275.59 VND 001776 PO		BILLTRUST	FY17 Q3&Q4 RE&PP BILLS (3348)			71749
2017/07/000367 01/23/2017 API	189.26 VND 003232 PO		KELLEY & RYAN ASSOC.	POSTAGE - 1016-06 INITIALS & 2			71771
2017/08/000182 02/08/2017 GCR	-45.92 REF 10						
2017/09/000141 03/06/2017 API	457.29 VND 003044 PO		PITNEY BOWES GLOBAL	#0012379324 - EQUIPT. LEASE -			72256
2017/09/000356 03/20/2017 API	442.61 VND 003232 PO		KELLEY & RYAN ASSOC.	POSTAGE BAL. - EXCISE INITIALS			72398
2017/11/000099 05/01/2017 API	579.18 VND 001005 PO		POSTMASTER	2017 ATM WARRANT MAILING			1409
2017/11/000099 05/01/2017 API	143.06 VND 003232 PO		KELLEY & RYAN ASSOC.	POSTAGE - 2017-02 EXCISE INITA			72981
2017/11/000339 05/15/2017 API	571.35 VND 003232 PO		KELLEY & RYAN ASSOC.	DEMANDS POSTAGE - 2017-01 & 20			73145
2017/11/000377 05/19/2017 GCR	-26.24 REF 30						
2017/11/000508 05/30/2017 API	708.82 VND 001044 PO		PITNEY BOWES	#0010907160 - TAPE STRIPS/SEAL			73241
2017/11/000508 05/30/2017 API	457.29 VND 003044 PO		PITNEY BOWES GLOBAL	#0012379324 - EQUIPT. LEASE -			73278
TOTAL TOWN HALL POSTAGE FUND	19,000	0	19,000	18,683.17	.00	316.83	98.3%
TOTAL GENERAL FUND	19,000	0	19,000	18,683.17	.00	316.83	98.3%
TOTAL EXPENSES	19,000	0	19,000	18,683.17	.00	316.83	

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: June 16, 2017

TO: Ayer Board of Selectmen

FROM: Robert A. Pontbriand
Town Administrator

SUBJECT: Town Administrator's Report for the June 20, 2017 BOS Meeting

Dear Honorable Selectmen,

I am pleased to transmit to you the following Town Administrator's Report for the June 20, 2017 BOS Meeting. If you have any questions prior to the meeting, please do not hesitate to contact me directly. Thank you.

Administrative Update:

- I will offer a brief Administrative Update on various initiatives, projects, and activities of the Administration since the last BOS Meeting on June 6, 2017.

Appointments/Reappointments:

- Please see the attached memo respectfully recommending various appointments/reappointments to various Town Committees (See Attached).

Commuter Rail Project Update:

- At the request of the BOS, MART will be in attendance to provide a project update on the Ayer Commuter Rail Parking and Access Improvement Project

Page Hilltop School Water Update:

- At the request of the BOS, an update on the Page Hilltop School water quality will be provided.

Retail Marijuana Update:

- With respect to the Town's approach to the issue(s) of retail marijuana, as the BOS is aware, the State has not completed the regulations which would govern retail marijuana. The State has a deadline of July 1, 2018 to adopt final regulations. This has created a problematic situation in terms of clarity and direction on how local governments should proceed to effectively and legally address this issue since the Act legalizing the retail sale of marijuana went into effect on December 15, 2016 (Please see the attached Municipal Process Timeline).

- Town Counsel has provided the attached “Guide to the New Law Legalizing Recreational Use of Marijuana” (See Attached.).
- If the Town were to consider banning retail marijuana establishments in Ayer, it is the legal opinion of Town Counsel that such a ban would require approval by the voters of the municipality at an election (included with the guide is a sample ballot question) and by an act of Town Meeting. Additionally, Counsel advises that such a ban is subject to legal interpretation and may be addressed in the final regulations. Furthermore as the draft regulations read now, the Town may not adopt a bylaw prohibiting a registered medical marijuana facility (i.e. Central Ave Compassionate Care) from establishing retail marijuana.
- In terms of zoning, it is anticipated that the Attorney General would likely approve a moratorium for up to 18 months as approved by Town Meeting (included in the packet is a sample warrant article) for the Town to study the issue and develop the appropriate zoning and/or bylaws, especially since the final regulations will be ready until July 1, 2018. It is the opinion of Counsel that a zoning moratorium would not apply to the existing medical marijuana facility and as mentioned earlier said facility could proceed with obtaining authorization for retail marijuana.
- Question 4 also include a new Chapter 64N wetting tax rates for the sale of recreational marijuana products. Section 3 allows cities and towns to impose a local sales tax of up to 2%. It is the opinion of Counsel that this will require approval by Town Meeting (in the same manner that the Town adopted the local meals tax by an act of Town Meeting).
- At this time, it is respectfully recommended by the Administration, that the BOS consider support of a warrant article at the Fall Town Meeting seeking an 18 month moratorium as it pertains to the issue(s) of zoning.
- Additionally, the BOS may want to consider holding a public forum in Ayer to obtain public input and to determine the level of public support for the Town to consider a ballot question on banning retail marijuana after the zoning moratorium is considered by the Fall Town Meeting. *(Note: That such a ban was implemented it is still subject to legal interpretation; legal challenge; and would not apply registered medical marijuana facilities in Town)*

Thank you.

Attachment(s)

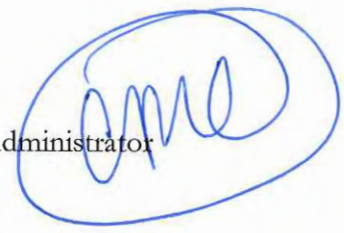
**Office of the Ayer Board of Selectmen
Office of the Ayer Town Administrator**



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

Memorandum

To: Ayer Board of Selectmen
 From: Carly M. Antonellis, Assistant to the Town Administrator
 Date: June 16, 2017
 Re: 2017 Reappointments Round 2



Dear BOS Members –

The following members have indicated their interest in being reappointed to the corresponding Board/Committee below. The terms will begin July 1, 2017 and expire as noted below.

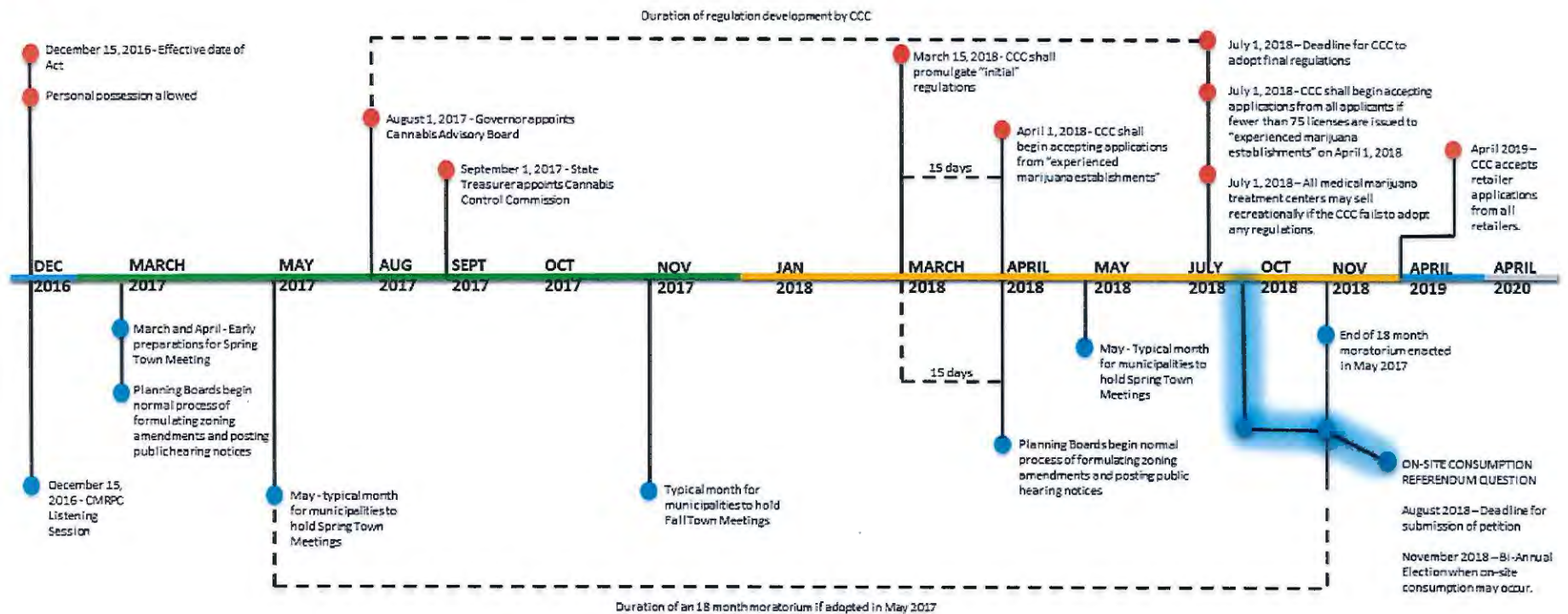
NAME	BOARD/COMMITTEE	TERM EXPIRATION DATE
Michael Gibbons	ZBA	June 30, 2020
Janet Lewis	Memorial Garden Committee	June 30, 2018
Chuck McKinney	Memorial Garden Committee	June 30, 2018
James Fay	Memorial Garden Committee	June 30, 2018
Bob Eldredge	Memorial Garden Committee	June 30, 2018
Ruth Rhonemus	Memorial Garden Committee	June 30, 2018
Carol Bousquet	Memorial Garden Committee	June 30, 2018
Steve Slarsky	Memorial Garden Committee	June 30, 2018
Tom McClain	Historical Commission	June 30, 2020
Dan DeMille	Recycling Committee	June 30, 2020
Shawna Graham	Recycling Committee	June 30, 2020
Robert A. Pontbriand	MART Advisory Board	June 30, 2018

This list is being presented for your consideration at the June 20, 2017 Board of Selectmen’s Meeting. Thank you!

The Regulation and Taxation of Marijuana Act - Timeline



State (CCC) Timeline



Municipal Process Timeline

THE REGULATION AND TAXATION OF MARIJUANA ACT

A GUIDE TO THE NEW LAW LEGALIZING RECREATIONAL USE OF MARIJUANA

****REVISED JANUARY 2017****

On November 8, 2016, Massachusetts voters approved Question 4 legalizing the recreational use of marijuana (Chapter 334 of the Acts of 2016). Implementation of the Act is generating significant questions at state and local levels. The Act contains inconsistencies and outright contradictions. In particular, questions and concerns have been raised regarding the timeline for implementation, enforcement, local control, regulation of marijuana products produced by personal growers, amount of the tax, and additional matters. It is not certain whether or when the General Court may address these issues. The legislature has already acted to amend the deadlines for implementation of the law, as shown below. This new law, Chapter 351 of the Acts of 2016, was signed by the Governor on December 30, 2016. Responding to numerous questions from local officials, we have summarized the Act's provisions regarding the implementation timeline, personal use of marijuana, licensing of recreational marijuana establishments, local control mechanisms, and employment implications.

CURRENT TIMELINE

DECEMBER 15, 2016 Effective Date of Law/ Personal Recreational Growing and Use Allowed	"Personal use" of marijuana is now legal for a person at least 21 years old. General Laws c. 94G, §7 provides that individuals, but not businesses, will be permitted to engage in a range of activities as outlined below.
MARCH 15, 2018 Deadline for CCC to Adopt "Initial Regulations"	The Act creates a three-member Cannabis Control Commission ("CCC") to be appointed by and under the jurisdiction of the State Treasurer. The CCC will regulate and issue licenses for recreational marijuana establishments, but not for medical marijuana establishments, regulated by the Department of Public Health.
APRIL 1, 2018 Deadline for CCC to Begin Accepting Specific Licenses	Initial applicants: only businesses with medical marijuana experience are eligible, for a limited number of licenses. The filing of certain applications is staged over the course of the ensuing two years.
JULY 1, 2018 Deadline for Final Regulations, or "Default"	If the CCC has <u>not</u> adopted regulations, "each medical marijuana treatment center" may begin to "possess, cultivate, or otherwise obtain marijuana and marijuana products and may deliver, sell or otherwise transfer" to anyone over the age of 21. If regulations <u>are</u> timely adopted, the CCC will issue licenses within 90 days after applications are received on or after April 1, 2018, to qualified establishments.

PERSONAL USE OF MARIJUANA

- The Act authorizes persons 21 years of age or older to possess, use, purchase, process or manufacture one ounce or less of marijuana, of which not more than five grams can be in the form of marijuana concentrate.
- Within a person's "primary residence", a person may possess up to 10 ounces of marijuana and any marijuana produced on the premises for personal use by not more than six marijuana plants. If there is more than one grower at the residence, there may be up to 12 plants cultivated on the premises.
- A person may give away or transfer without "remuneration" to a person age 21 years or older up to one ounce of marijuana, of which no more than five grams may be in the form of marijuana concentrate, provided that such transfer is not advertised or promoted to the "public".
- A person 21 years of age or older may also possess or manufacture marijuana accessories or sell such accessories to a person 21 years of age or older.
- Local regulations - although personal possession and use is now legal, consumption is still subject to certain restrictions pursuant to G.L. c. 94G, §§ 2 and 13.

LOCAL CONTROL — REGULATION, PROHIBITION

The Act defines a "marijuana establishment" to include, "a marijuana cultivator, marijuana testing facility, marijuana product manufacturer, marijuana retailer or any other type of marijuana-related business", and authorizes certain types of "local control".

Ordinances and Bylaws Regulating Time, Place and Manner

The Act provides that municipalities may adopt ordinances or bylaws regulating the time, place and manner of operations of marijuana establishments, provided that such ordinances or bylaws are not "unreasonably impracticable" and do not otherwise conflict with the Act. Standard practices for adoption of ordinances or bylaws will apply.

Further Regulation - Bylaws and Ordinances/Local Ballot Questions

The Act also authorizes imposition by "ordinance or bylaw by a vote of the voters of that city or town" of additional limitations on recreational marijuana establishments. The use of the phrase "by a vote of the voters of that city or town" typically requires a vote at an election, whereas the adoption of an ordinance or bylaw occurs by vote of the local legislative body (city or town council or town meeting). In our opinion, given this reference to voters, rules of statutory construction suggest that any attempt to approve an ordinance or bylaw, requires approval by the voters of the municipality at an election.

The topics that may be regulated under this section are as follows:

- prohibiting the operation of one or more types of marijuana establishments within the municipality;
- limiting the number of marijuana retailers to fewer than 20 per cent of the number of licenses issued within the municipality for the retail sale of alcoholic beverages not to be drunk on the premises where sold under chapter 138 of the General Laws; or

- limiting the number of any type of marijuana establishment to fewer than the number of medical marijuana treatment centers registered to engage in the same type of activity in the town.

The reference to “one or more types of marijuana establishments”, in our opinion, can be read to allow a municipality to ban marijuana establishments within its borders. However, this language is subject to interpretation, and may be addressed in the CCC regulations.

Under the laws generally governing elections, no question may appear on the ballot unless specifically authorized by law. While the form of the question is typically included in the authorizing law, the Act does not do so. For your information, pursuant to G.L. c.54, §42C, the Board of Selectmen must vote to put the question on the ballot and provide notice to the Town Clerk no less than 35 days prior to the date of the election.

Petition for Question on State Ballot to Permit Marijuana “Cafés”

The Act provides that municipalities may, upon petition of not fewer than 10 percent of the number of the voters of the city or town voting at the state election preceding the filing of the petition, present to the voters of the city or town at the next state election the question of whether it will allow the consumption of marijuana and marijuana products on the premises where they are sold (i.e., so-called marijuana “cafés”). There is no timeline provided in the law for this type of petition, although it is reasonable to anticipate that any such request must be filed with the Secretary of the Commonwealth no later than the first Wednesday in August.

Regulation Prohibited or Strictly Limited

A municipality may not adopt an ordinance or bylaw prohibiting the transportation of marijuana or marijuana products or making such transportation “unreasonably impracticable”.

Similarly, a municipality may not adopt an ordinance or bylaw prohibiting an establishment that “cultivates, manufactures or sells marijuana products in any area in which a medical marijuana treatment center is registered to engage in the same type of activity”. [Emphasis added]. The Act contains no definition of “area”.

The Act provides that no agreement between a municipality and a marijuana establishment may contain a payment that is not “directly proportional and reasonably related” to the costs imposed on the municipality by the operation of the recreational marijuana establishment.

Zoning Moratoria

Municipalities have asked about the ability to adopt a zoning bylaw or ordinance establishing a moratorium on the locating of recreational marijuana establishments to allow time to study the issue and develop appropriate bylaws and ordinances. We expect the Attorney General will likely approve a moratorium for one year (for example, through June 30, 2018), consistent with those approved for medical marijuana and other moratoria. With the recent extension of the deadline in the CCC’s regulation to March 15, 2018, the Attorney General might approve extensions to the moratorium due to expire in Spring of 2018. We expect to have clearer guidance on this in the future. For municipalities with registered medical marijuana facilities, however, a moratorium may not be effective in preventing a recreational marijuana establishment “in any area” in which a medical marijuana treatment center is registered to engage in the “same type of activity.”

Now that the legislature has delayed implementation for six months, there is ample time for municipalities to determine the timing for any local action. Discussions might include whether or not to adopt ordinances or bylaws regulating time, place and manner issues, including moratoria, or to place questions before the voters relative to limitations on the type or number of recreational marijuana establishments that may be located in the municipality. Municipalities wishing to adopt ordinances or bylaws should have these in place before applications are filed on April 1, 2018.

Marijuana Related Uses Not “Agriculture”

Newly enacted Chapter 351 of the Acts of 2016 includes an amendment to the Zoning Act, G.L. c.40A, §3. The new language states that the “growing, cultivation, distribution or dispensation of marijuana” does not qualify for the agricultural exemption under the Zoning Act.

LOCAL OPTION TAXES

Question 4 also includes a new Chapter 64N of the General Laws setting tax rates for the sale of recreational marijuana products. Section 3 allows cities and towns to impose a local sales tax of up to 2%. In our opinion, this will require approval by the municipality’s legislative body.

EMPLOYMENT ISSUES

The new law may also have significant implications for public employers. The relevant portion of the law provides, “This chapter shall not require an employer to permit or accommodate conduct otherwise allowed by this chapter in the workplace and shall not affect the authority of employers to enact and enforce workplace policies restricting the consumption of marijuana by employees.”

Thus, despite the legalization in Massachusetts of the personal use of marijuana, public employers may continue to prohibit their employees from using or possessing marijuana in the workplace or in public buildings and from working while impaired by marijuana. Drug and alcohol testing and related policies should be reviewed to ensure that such policies will continue to be consistent with the public entity’s desired treatment of marijuana following the change in the law. In some cases, policies may need to be updated or clarified to account for the change in the law.

Be further aware, however, that federal law prohibiting the use of marijuana by employees who possess firearms, such as police officers, and those required to hold a Commercial Driver’s License, will continue to be in full force and effect notwithstanding the change in Massachusetts law. We are aware that some police chiefs are considering issuing a general reminder to all law enforcement personnel that marijuana is still a controlled substance for purposes of federal law and that the use or possession of marijuana is still prohibited.

FURTHER DEVELOPMENTS

We will continue to monitor developments in the law, including possible amendments by the General Court and guidance issued by the offices of the State Treasurer, Attorney General, or Secretary of the Commonwealth’s Elections Division.

In the meantime, if you have any questions concerning regulation of recreational marijuana, please contact Attorneys Joel Bard (jbard@k-plaw.com) or Katherine Laughman (klaughman@k-plaw.com) at 617-556-0007. Members of our Labor and Employment Practice Group are also available to assist with employment-related questions.



The Leader in Public Sector Law

MODEL RECREATIONAL MARIJUANA ESTABLISHMENT BALLOT QUESTIONS

Banning all types of marijuana establishments:

Shall this Town prohibit the operation of all types of marijuana establishments as defined in G.L. c.94G, §1, including marijuana cultivators, marijuana testing facilities, marijuana product manufacturers, marijuana retailers or any other type of licensed marijuana-related businesses, within the Town of _____?

Banning one type of marijuana establishment (retail):

Shall this Town prohibit the operation of marijuana retailers, as that term is defined in G.L. c.94G, §1, within the Town of _____?



The Leader in Public Sector Law

MODEL RECREATIONAL MARIJUANA ESTABLISHMENT BAN WARRANT ARTICLE

To see if the Town will vote to amend the Town's Zoning Bylaw by adding a new Section _____, **MARIJUANA ESTABLISHMENTS**, that would provide as follows, and further to amend the Table of Contents to add Section ____, "Marijuana Establishments:"

Section _____

Consistent with G.L. c.94G, § 3(a)(2), all types of marijuana establishments as defined in G.L. c.94G, §1(j), to including marijuana cultivators, marijuana testing facilities, marijuana product manufacturers, marijuana retailers or any other types of licensed marijuana-related businesses, shall be prohibited within the Town of _____.

This Section shall be effective upon passage by the voters at a Town Election.

Or take any action relative thereto.



The Leader in Public Sector Law

MODEL MORATORIUM WARRANT ARTICLE

To see if the Town will vote to amend the Town’s Zoning Bylaw by adding a new Section _____, **TEMPORARY MORATORIUM ON RECREATIONAL MARIJUANA ESTABLISHMENTS**, that would provide as follows, and further to amend the Table of Contents to add Section ___, “Temporary Moratorium on Recreational Marijuana Establishments:”

Section _____ Purpose

On November 8, 2016, the voters of the Commonwealth approved a law regulating the cultivation, processing, distribution, possession and use of marijuana for recreational purposes (new G.L. c. 94G, Regulation of the Use and Distribution of Marijuana Not Medically Prescribed). The law, which allows certain personal use and possession of marijuana, took effect on December 15, 2016 and (as amended on December 30, 2016; Chapter 351 of the Acts of 2016) requires a Cannabis Control Commission to issue regulations regarding the licensing of commercial activities by March 15, 2018 and to begin accepting applications for licenses on April 1, 2018. Currently under the Zoning Bylaw, a non-medical Marijuana Establishment (hereinafter, a “Recreational Marijuana Establishment”), as defined in G.L. c. 94G, §1, is not specifically addressed in the Zoning Bylaw. Regulations to be promulgated by the Cannabis Control Commission may provide guidance on certain aspects of local regulation of Recreational Marijuana Establishments. The regulation of recreational marijuana raises novel legal, planning, and public safety issues, and the Town needs time to study and consider the regulation of Recreational Marijuana Establishments and address such issues, as well as to address the potential impact of the State regulations on local zoning and to undertake a planning process to consider amending the Zoning Bylaw regarding regulation of Recreational Marijuana Establishments. The Town intends to adopt a temporary moratorium on the use of land and structures in the Town for Recreational Marijuana Establishments so as to allow sufficient time to address the effects of such structures and uses in the Town and to enact bylaws in a consistent manner.

Section _____ Definition

"Recreational Marijuana Establishment" shall mean a “marijuana cultivator, marijuana testing facility, marijuana product manufacturer, marijuana retailer or any other type of licensed marijuana-related business.”

Section _____ Temporary Moratorium

For the reasons set forth above and notwithstanding any other provision of the Zoning Bylaw to the contrary, the Town hereby adopts a temporary moratorium on the use of land or structures for a Recreational Marijuana Establishment and other uses related to recreational marijuana. The moratorium shall be in effect through June 30, 2018 or until such time as the Town adopts Zoning Bylaw amendments that regulate Recreational Marijuana Establishments, whichever occurs earlier. During the moratorium period, the Town shall undertake a planning process to address the potential impacts of recreational marijuana in the Town, and to consider the Cannabis Control Commission regulations regarding Recreational Marijuana Establishments, and shall consider adopting new Zoning Bylaws in response to these new issues.

Or take any action relative thereto.

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



Broadcast and Recorded by APAC

Tuesday June 6, 2017
Open Session Meeting Minutes

Present: Christopher R. Hillman, Chair; Jannice L. Livingston, Vice – Chair; Gary J. Luca, Clerk
Robert A. Pontbriand, Town Administrator;
Carly M. Antonellis, Assistant to the Town Administrator

Call to Order: C. Hillman called the meeting to order at 7:02 PM.

Pledge of Allegiance: BOS members and meeting attendees stood and recited the Pledge of Allegiance.

Review and Approve Agenda: R. Pontbriand asked that the agenda be amended by adding a number #4 under his report for a One Day license to sell beer and wine for St. Mary's Parish Block Party on Saturday June 10, 2017 from 12:00 PM – 10:00 PM. He also noted that the ASRHS Destination Imagination Team would not be coming to the meeting tonight. J. Livingston asked to add a number #1 under "New Business" to discuss the results of the Town Meeting Survey.

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

Review of Warrants: G. Luca stated that he signed the following warrants on behalf of the BOS:

- 2017-05-23 17-23 Payroll \$328,911.56
- 2017-05-23 17-22A Accounts Payable \$12,122.03
- 2017-05-30 17-22 Accounts Payable \$391,812.30

Public Input: None

Announcements: M. Wetzel stated that the DPW and several of the Girl Scouts will be planting a rain garden at the DPW this Saturday at 10:00 AM. C. Hillman also thanked Mary Spinner for planting flowers in the Memorial Garden.

Public Hearing – Application for Amended License – Storage of Flammable and Combustible Liquids (MGL c.148 § 13) – Groton Ayer Realty Trust, 95 Fitchburg Road: C. Hillman opened the public hearing at 7:10 PM. Property owner Henry Woodle and his son were in attendance, as well as Fire Chief Bob Pedrazzi. Chief Pedrazzi explained that the property owner was seeking to amend their Chapter 148 license to store up to 44,000 gallons of methanol. The license, if approved, will then be sent to the State Fire Marshall's Office. The Chief stated that he fully supports the application.

Motion: A motion was made by G. Luca and seconded by J. Livingston to approve the amendment to the c.148, sec. 13 license by allowing the storage of up to 44,000 gallons of methanol. **Motion passed 3-0.**

Motion: A motion was made by G. Luca and seconded by J. Livingston to close the public hearing at 7:12 PM. **Motion passed 3-0.**

Mr. Mark Wetzel, DPW Superintendent: *Inflow Infiltration Professional Services Agreement* – M. Wetzel was in attendance and presented the Inflow Infiltration Professional Services Agreement. The agreement is between the Town and Arcadis for metering, video inspections of sewer lines and inspections of manholes. The funding for the agreement comes from the Inter-municipal Agreement with the Town of Groton for the Groton Four Corners Project.

Motion: A motion was made G. Luca and seconded by J. Livingston to approve the Professional Services Agreement between the Town of Ayer and Arcadis in the amount of \$300,000. **Motion passed 3-0.**

Mr. Alan Manoian, Dir. of Comm. and Ec. Development: Ms. Alicia Hersey was in attendance for Mr. Alan Manoian.

Former Historic Fire Station EDF Grant Application – Ms. Hersey stated that she is seeking consideration by the BOS to authorize the Office of Community and Economic Development to proceed with the submission of a Massachusetts Dept. of Housing & Community Development US-HUD CDBG EDF Grant Pre-Application and subsequent full CDBG EDF Grant Application in support of the proposed redevelopment of the Historic 1934 Ayer Central Fire Station.

Motion: A motion was made J. Livingston and seconded by G. Luca to authorize the Office of Community and Economic Development to proceed with the submission for EDF grant funding for the redevelopment of the former fire station. **Motion passed 3-0.**

FY'18 Economic Development Budget – UDAG Appropriation – Ms. Hersey presented the FY'18 budget for the Office of Economic Development and the annual recommended UDAG appropriation in the amount of \$44,465.

Motion: A motion was made J. Livingston and seconded by G. Luca to approve a UDAG appropriation in the amount of \$44,565 for FY' 18. **Motion passed 3-0.**

Town Administrator's Report: *Administrative Update* – R. Pontbriand stated that since the May 8, 2017 Town Meeting, the Administration's focus has been planning to implement the FY'18 budget. He further stated that he has asked MART to provide a detailed update on the Commuter Rail Access Project at the June 20, 2017 BOS Meeting. R. Pontbriand also reported that he and Dr. Malone have met with the Massachusetts Department of Energy Resources to discuss getting the Ayer Shirley Regional School District in the Green Communities program. He is also still in the process of obtaining an appraisal for the Solar II project for Chapter 61 purposes.

Appointments – R. Pontbriand is recommending that the following appointments be made by the BOS:

NAME	POSITION	TERM EXPIRATION DATE
John Largey	Assistant Building Inspector <i>Must Complete Training pursuant to the Massachusetts Board of Building Regulations and Standards</i>	June 30, 2018
Bev Schultz	Open Space and Recreation Committee	Committee to dissolve after completion of report
Appointment of Groton Police Personnel as Special Officers – Term to Expire June 30, 2018		
Chief Donald Palma	Dep. Chief James Cullen	Sgt. Derrick Gemos
Sgt. Edward Sheridan	Sgt. Paul Connell	Sgt. Jason Goodwin
Det. Cory Waite	Det. Michael Lynn	Det. Rachael Mead
Ptl. Nicholas Beltz	Ptl. Robert Breault	Ptl. Peter Breslin
Ptl. Gordon Candow	Ptl. Omar Connor	Ptl. Timothy Cooper
Ptl. Kevin Henchan	Ptl. Dale Rose	Ptl. Gregory Steward
Ptl. Patrick Timmins	R.O. Edward Busnoe	R.O. Richard Rene
R.O. Stephen McAndrew	R.O. Caitlyn Murphy	R.O. Victor Sawyer
R.O. Jonathan Shattuck	R.O. Kathleen Newell	R.O. Michael Ratte

Motion: A motion was made by G. Luca and seconded by J. Livingston to appoint Mr. John Largey as the Assistant Building Inspector, term to expire June 30, 2018. **Motion passed 3-0.**

Motion: A motion was made by G. Luca and seconded by J. Livingston to appoint Ms. Beverly Schultz to the Open Space and Recreation Committee. **Motion passed 3-0.**

Motion: A motion was made by G. Luca and seconded by J. Livingston to appoint the aforementioned officers of the Town of Groton to be Special Police Officers for the Town of Ayer, term to expire June 30, 2018. **Motion passed 3-0.**

Reappointments - The following members have indicated their interest in being reappointed to the corresponding Board/Committee below. The terms will begin July 1, 2017 and expire as noted below.

NAME	BOARD/COMMITTEE	TERM EXPIRATION DATE
Charles J. Comeau	Cable TV Advisory Committee	June 30, 2020
James B. Pinard Jr.	Capital Planning Committee	June 30, 2020
Richard W. Skoczylas	Capital Planning Committee	June 30, 2020
Bonnie Tillotson	Conservation Commission	June 30, 2020
Tom Sylvester	Commission on Disabilities	June 30, 2020
Martha Sylvester	Commission on Disabilities	June 30, 2020
Laurie Nehring	Cultural Council	June 30, 2020
Carolyn McCreary	Energy Committee	June 30, 2018
George Bacon	Historical Commission	June 30, 2020
Laurie Sabol	Recycling Committee	June 30, 2018
Barbara Wilson	Registrar of Voters	June 30, 2020
Susan Copeland	Registrar of Voters	June 30, 2020
Niel Middleton	Water & Sewer Rate Review Committee	June 30, 2018
Richard Skoczylas	Water & Sewer Rate Review Committee	June 30, 2018
Mary Spinner	Water & Sewer Rate Review Committee	June 30, 2018
Sam Goodwin	Zoning Board of Appeals	June 30, 2020
Jess Gugino	Zoning Board of Appeals	June 30, 2020
BOS BOARD APPOINTMENTS		
Currently Held by G. Luca	Cable TV Advisory Committee	June 30, 2018
Currently Held by C. Hillman	Capital Planning Committee	June 30, 2018
Currently Held by J. Livingston	Water & Sewer Rate Review Committee	June 30, 2018

Motion: A motion was made by G. Luca and seconded by J. Livingston to make the reappointments as referenced in the list above. **Motion passed 3-0.**

BOS Summer Meeting Schedule - R. Pontbriand presented the proposed 2017 summer schedule. He is proposing that the BOS meet on June 20, 2017, July 18, 2017 and August 8, 2017 and resume to normal schedule (first and third Tuesdays) on September 5, 2017. If there are matters that arise that need attention outside of this schedule the BOS will convene a meeting, pursuant to the Open Meeting Law.

St. Mary's Parish One Day Beer and Wine License Request - R. Pontbriand stated that St. Mary's Parish, 31 Shirley Street has

requested a one day beer and wine license for 12:00 PM – 10:00 PM on Saturday June 10, 2017 for the Annual Block Party.

Motion: A motion was made by G. Luca and seconded by J. Livingston to approve the one day beer and wine license from 12:00 PM – 10:00 PM on Saturday June 10, 2017 for the Annual Block Party. **Motion passed 3-0.**

New Business/Selectmen's Questions: J. Livingston stated that the results from the Town Meeting Survey had been announced. The survey ran between May 4 and June 4, 2017; there were 77 respondents (43 voted to keep Town Meeting on Monday nights and 34 voted to move Town Meeting to Saturday morning). The BOS will further review and discuss a proposed plan for the fall 2017 Town Meeting.

G. Luca asked for an update on recreational marijuana zoning. R. Pontbriand stated that this matter remains a priority for action at the 2017 Fall Meeting and a status update will be given at the July BOS meeting.

Approval of Meeting Minutes:

Motion: A motion was made by G. Luca and seconded by J. Livingston to approve the meeting minutes of May 16, 2017. **Motion passed 3-0.**

Open Session Motion: A motion was made at 8:07 PM by C. Hillman and seconded by J. Livingston to enter into Executive Session pursuant to MGL c.30A, sec. 21(a) Exemption #2 (Non-Union Contract Negotiations) Town Engineer and Benefits & Payroll Manager; Exemption #6 (Consideration of the Purchaser of Real Estate) 3-5 Park Street and to adjourn from the conclusion of Executive Session. C. Hillman further stated that to discuss these in open session would be detrimental to the Town's negotiating strategy. **By Roll Call Vote:** C. Hillman, aye; J. Livingston, aye; G. Luca, aye. **Motion passed by Roll Call Vote 3-0.**

Minutes Recorded and Submitted by Carly M. Antonellis

Date Minutes Approved by BOS: _____

Signature Indicating Approval: _____