


RECEIVED  
MAY 14 2021

TOWN OF AYER  
TOWN CLERK

9:45am  


Town of Ayer  
Select Board

Ayer Town Hall – 1st Floor Meeting Room  
1 Main Street, Ayer, MA 01432



**Tuesday May 18, 2021 – 6:00 PM**

**Open Session Remote Participation Meeting Agenda**

*Due to the ongoing COVID-19 Pandemic, Governor Baker issued an Emergency Order Temporarily Suspending Certain Provisions of the Open Meeting Law. Public bodies otherwise governed by the OML are temporarily relieved from the requirement that meetings be held in public places, open and physically accessible to the public, so long as measures are taken to ensure public access to the bodies' deliberations "through adequate, alternative means." This meeting will be broadcast live on Channel 8, and on Zoom. The public may participate remotely by following the call-in information on the bottom of the live broadcast screen.) For the Zoom meeting information relating to remote participation, please contact Carly Antonellis, Assistant Town Manager at atm@ayer.ma.us or 978-772-8220 x100 prior to the meeting.*

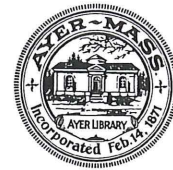
- 6:00 PM                    **Call to Order**  
Pledge of Allegiance; Review and Approve Agenda; Announcements
- Recognition of Laurie Sabol – Ayer Recycling Committee**
- Public Input**
- 6:05 PM\*                **Barbara Tierney, Treasurer/Tax Collector**  
Vote to Approve Sale of General Obligation Bonds
- 6:10 PM                    **Alan Manoian, Director, Office of Community & Economic Development**  
Master Plan Implementation Update
- 6:25 PM                    **Town Manager's Report**  
1. Administrative Update/Review of Town Warrant(s)  
2. COVID-19 Update/Reopening Plan Update
- 6:30 PM                    **New Business/Select Board Member Questions**  
1. Devens Review Committee (Select Board Member Houde)
- 6:35 PM                    **Approval of Meeting Minutes**  
April 14, 2021
- 6:40 PM                    **Reorganization of the Select Board**
- 6:45 PM                    **Adjournment**

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

*The next regularly scheduled Select Board Meeting will be held remotely on June 1, 2021 at 6:00 PM.*

# Town of Ayer

## Treasurer/Tax Collectors Office



1 Main Street – Ayer, Massachusetts - 01432  
*Barbara Tierney* CMMT, *Treasurer/Tax Collector*  
*Christina Roberts*, *Asst. Treasurer/Tax Collector*

Tel: (978) 772-8209  
Fax: (978) 772-3017  
Email: TAX@Ayer.ma.us

### MEMORANDUM

DATE: May 12, 2021

TO: Robert Pontbriand, Town Manager

FROM: Barbara Tierney, CMMT, Treasurer/Tax Collector *BMT*

SUBJECT: Multi-purpose Bond issue

On May 11, 2021, the Town of Ayer successfully issued \$6,175,000 General Obligation Bonds with an average interest rate of 1.408%. The winning bidder, Piper Sandler & Co. is one of 7 bidders. Bond proceeds will be used to finance various municipal projects.

S&P Global, a municipal bond credit rating agency affirmed the Town's AA+ rating, noting strong management, good financial policies and practices, and strong budgetary performance.

The vote for the Select Board's consideration and approval are attached.

VOTE OF THE SELECT BOARD

I, the Clerk of the Select Board of the Town of Ayer, Massachusetts (the "Town"), certify that at a meeting of the board held May 18, 2021, of which meeting all members of the board were duly notified and at which a quorum was present, the following votes were unanimously passed, all of which appear upon the official record of the board in my custody:

Voted: that the sale of the \$6,175,000 General Obligation Municipal Purpose Loan of 2021 Bonds of the Town dated May 27, 2021 (the "Bonds"), to Piper Sandler & Co. at the price of \$6,682,290.97 and accrued interest is hereby approved and confirmed. The Bonds shall be payable on November 15 of the years and in the principal amounts and bear interest at the respective rates, as follows:

<u>Year</u>	<u>Amount</u>	<u>Interest Rate</u>	<u>Year</u>	<u>Amount</u>	<u>Interest Rate</u>
2021	\$540,000	4.00%	2031	\$235,000	2.00%
2022	520,000	4.00	2032	230,000	2.00
2023	515,000	4.00	2033	230,000	2.00
2024	505,000	4.00	2034	230,000	2.00
2025	460,000	4.00	2035	230,000	2.00
2026	280,000	2.00	2037	445,000	2.00
2027	280,000	4.00	2038	220,000	2.00
2028	280,000	4.00	2039	220,000	2.00
2029	275,000	4.00	2040	220,000	2.00
2030	260,000	2.00			

Further Voted: that the Bonds maturing on November 15, 2037 (a "Term Bond") shall be subject to mandatory redemption or mature as follows:

<u>Year</u>	<u>Amount</u>
2036	\$225,000
2037*	\$220,000

\*Final Maturity

Further Voted: that in connection with the marketing and sale of the Bonds, the preparation and distribution of a Notice of Sale and Preliminary Official Statement dated May 4, 2021, and a final Official Statement dated May 11, 2021 (the "Official Statement"), each in such form as may be approved by the Town Treasurer, be and hereby are ratified, confirmed, approved and adopted.

Further Voted: that the Bonds shall be subject to redemption, at the option of the Town, upon such terms and conditions as are set forth in the Official Statement.

Further Voted: that the Town Treasurer and the Select Board be, and hereby are, authorized to execute and deliver a continuing disclosure undertaking in compliance with SEC Rule 15c2-12 in such form as may be approved by bond counsel to the Town, which undertaking shall be incorporated by reference in the Bonds for the benefit of the holders of the Bonds from time to time.

Further Voted: that we authorize and direct the Town Treasurer to establish post issuance federal tax compliance procedures and continuing disclosure procedures in such forms as the Town Treasurer and bond counsel deem sufficient, or if such procedures are currently in place, to review and update said procedures, in order to monitor and maintain the tax-exempt status of the Bonds and to comply with relevant securities laws.

Further Voted: that any certificates or documents relating to the Bonds (collectively, the "Documents"), may be executed in several counterparts, each of which shall be regarded as an original and all of which shall constitute one and the same document; delivery of an executed counterpart of a signature page to a Document by electronic mail in a ".pdf" file or by other electronic transmission shall be as effective as delivery of a manually executed counterpart signature page to such Document; and electronic signatures on any of the Documents shall be deemed original signatures for the purposes of the Documents and all matters relating thereto, having the same legal effect as original signatures.

Further Voted: that each member of the Select Board, the Town Clerk and the Town Treasurer be and hereby are, authorized to take any and all such actions, and execute and deliver such certificates, receipts or other documents as may be determined by them, or any of them, to be necessary or convenient to carry into effect the provisions of the foregoing votes.

I further certify that the votes were taken at a meeting open to the public, that no vote was taken by secret ballot, that a notice stating the place, date, time and agenda for the meeting (which agenda included the adoption of the above votes) was filed with the Town Clerk and a copy thereof posted in a manner conspicuously visible to the public at all hours in or on the municipal building that the office of the Town Clerk is located or, if applicable, in accordance with an alternative method of notice prescribed or approved by the Attorney General as set forth in 940 CMR 29.03(2)(b), at least 48 hours, not including Saturdays, Sundays and legal holidays, prior to the time of the meeting and remained so posted at the time of the meeting, that no

deliberations or decision in connection with the sale of the Bonds were taken in executive session, all in accordance with G.L. c.30A, §§18-25, as amended, further suspended, supplemented or modified by the Executive Order of the Governor of The Commonwealth of Massachusetts Suspending Certain Provisions of the Open Meeting Law, Chapter 30A, §20 dated March 12, 2020.

Dated: May 18, 2021

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Clerk of the Select Board

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# Town of Ayer

## Office of Community & Economic Development

Town Hall ♦ One Main Street ♦ Ayer, MA 01432 ♦ 978-772-8206 ♦ Fax: 978-772-8208



To: Robert Pontbriand, Town Manager  
From: Alan S. Manoian, Dir. AOCED  
Date: 5/13/2021  
Re: Town of Ayer Master Plan Implementation Update

The current Town of Ayer Master Plan was completed and adopted in 2017; therefore, we are now well into the 4<sup>th</sup> year of the (conventional 8-year life span) of the current municipal Master Plan Implementation.

On behalf of our municipal departmental colleagues, the AOCED is pleased to report noteworthy accomplishment of the numerous and challenging “Goals” contained in the Implementation Plan. This high-level of commitment to accomplishment of “Goals” by all Ayer municipal departments was continually advanced through the unprecedented disruption and socio-economic devastation of the 2020 COVID19 Pandemic & National State of Emergency.

### **Snapshot of “Goals” Accomplishment:**

#### **Land Use Goals:**

Total Goals (9) – Total Accomplished/Ongoing (9) – 100%

#### **Housing Goals:**

Total Goals (13) – Total Accomplished/Ongoing (12) – 92%

#### **Economic Development:**

Total Goals (12) – Total Accomplished/Ongoing (10) – 83%

#### **Resources:**

Total Goals (29) – Total Accomplished/Ongoing (11) – 37%

Note: In need of advancement “Resource Goals”: Section 3. “Highlight and Promote Ayer’s Historical, Cultural and Natural Assets that embody the Town’s Heritage.”

#### **Transportation & Circulation:**

Total Goals (22) – Total Accomplished/Ongoing (18) – 81%

#### **Infrastructure:**

Total Goals (12) – Total Accomplished/Ongoing (12) – 100%

#### **Municipal Services & Facilities:**

Total Goals (12) – Total Accomplished/Ongoing (11) 91%

Note: In need of advancement “Municipal Services & Facilities”: Section 1. “Perform a Need’s Analysis to determine what type of programming, services and facilities are needed or wanted by Ayer residents.”

Moving forward the AOCED recommends proceeding with the long-proposed “Synthesis Sessions” between all municipal departments, and selected Ayer

Boards/Commissions/Committee – including the Select Board, Capital Planning Committee, Finance Committee, Planning Board, Cultural Commission, Historic Commission, etc.

In addition, AOCED recommends a series of municipal inter-departmental forums & public forums to review and advance the fundamental/programmatic connectivity between the following:

- 2017 Town of Ayer Master Plan
- Town of Ayer Open Space & Recreation Plan
- Town of Ayer Complete Streets Plan
- Town of Ayer Housing Production Plan
- Town of Ayer Municipal Vulnerability Preparedness Plan
- Town of Ayer ADA Plan
- Downtown Ayer/Park Street Form-Based Code
- West Main Village Form-Based Code

In closing, the upcoming 3-4 years will provide continual opportunity and time to advance greater community leadership, civic participation, collaboratives, partnerships, resource development, creativity, and energy - as we, together, meet and exceed the stated Goals of the (2017) Town of Ayer Master Plan.

The Document Lives!

Office of the Select Board  
Office of the Town Manager



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

**MEMORANDUM**

**DATE:** May 14, 2021

**TO:** Ayer Select Board

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

**SUBJECT:** Town Manager's Report for the May 14, 2021 Select Board Meeting

Dear Honorable Select Board Members,

I am pleased to transmit to you the following Town Manager's Report for the May 14, 2021 Ayer Select Board Meeting. If you have any questions prior to the meeting, please do not hesitate to contact me directly. Thank you.

**Administrative Update/Review of Town Warrant(s):**

- I will provide a brief Administrative Update at the meeting of the various activities, initiatives, and projects of the Administration since the Select Board last met on May 4, 2021.
- I have reviewed, approved, and signed the following Town Warrants since the Select Board last met on May 4, 2021:

Payroll Warrant #21-22 in the amount of \$346,764.77 was reviewed, approved, and signed on May 5, 2021.

Accounts Payable Warrant #21-22 in the amount of \$247,930.26 was reviewed, approved, and signed on May 10, 2021.

**COVID-19 Update/Reopening Plan Update:**

- I will provide a brief update at the meeting of the Town's ongoing COVID-19 preparedness efforts. I will also provide a brief update of the Town's Reopening Plan.

Thank you.



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



*Broadcast and Recorded by APAC*

**Tuesday April 14, 2021**  
**Public Information Session – Catania Oils, TIF Proposal**  
**Public Forum Meeting Minutes**

**SB Present:** Shaun C. Copeland, Chair; Scott A. Houde, Vice-Chair; Jannice L. Livingston, Clerk  
*All Via Remote Participation*

**Also Present:** Robert A. Pontbriand, Town Manager  
Carly M. Antonellis, Assistant Town Manager  
*Both Via Remote Participation*

**Call to Order:** R. Pontbriand called the forum to order at 6:00 PM.

**Remote Access:** R. Pontbriand stated that pursuant to Governor Baker's March 12, 2020 Order Temporarily Suspending Certain Provisions of the Open Meeting Law, MGL Chapter 30A, Section 18 and the Governor's March 15, 2020 Order imposing strict limitations on the number of people that may gather in one place, this meeting of the Ayer Board of Selectmen is being conducted via remote participation. No in-person attendance of members of the public will be permitted, but every effort has been made to ensure that the public can adequately access the proceedings as provided in the Order. All votes will be taken by Roll Call.

R. Pontbriand stated that though this is a Public Information Forum, and not a Select Board Meeting, that the Ayer Select Board has posted a notice to participate and ask questions in this forum. The Select Board will not be deliberating.

There was a presentation from Catania Oils and a Question-and-Answer portion. The link to view the Forum in its entirety can be found here: <https://ayer.vod.castus.tv/vod/?video=ed23d760-94bf-4e7d-89f5-10ad78c157d8&nav=recent>

The Public Forum was finished at 6:41 PM.

Minutes Recorded and Submitted by Carly M. Antonellis, Assistant Town Manager

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

**Signature Indicating Approval:** \_\_\_\_\_