

RECEIVED
JAN 16 2020

TOWN OF AYER
TOWN CLERK

1:19pm *lf*

Town of Ayer
Board of Selectmen
Ayer Town Hall - 1st Floor Meeting Room
1 Main Street
Ayer, MA 01432



Tuesday January 21, 2020
Open Session Meeting Agenda

- 6:00 PM** **Call to Order**
Pledge of Allegiance; Review and Approve Agenda; Announcements
- Public Input**
- 6:05* PM** **Superintendent Mark Wetzel, Dept. of Public Works**
1. Right of Entry Approval East Main Street/Harvard Road
- 6:07 PM** **Mr. Alan Manoian, Director, Comm. and Economic Development**
1. Consent to Encumber - Page-Moore Building at 31-47 Main Street
2. Discharge of Mortgage - Spaulding Building at 25 Main Street
3. Master Plan Quarterly Update
- 6:15 PM** **Public Hearing CDBG Grant 2020 - 1934 Historic Ayer Central Fire Station Building, 14 Washington Street**
- 6:25 PM** **Town Manager's Report**
1. Administrative Update/Review of Warrant(s)
2. Appointments - Conservation Commission and Ayer Devens Jurisdictional Disposition Committee
3. 2020 Seasonal Population Estimate for ABCC
- 6:35 PM** **New Business/Selectmen's Questions**
- 6:40 PM** **Approval of Meeting Minutes**
January 7, 2020; January 13, 2020
- 6:45 PM** **Adjournment**

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

CITY/TOWN
MASSACHUSETTS

RIGHT OF ENTRY - WITHOUT PREJUDICE

Owner(s) of Record: Town of Ayer Water Department/Board of Water Commissioners

Address: 0 Harvard Rd/ East Main St.

Stations: 40+00 East Main St 72+80 Harvard Road

Parcel Number (ROW Plans) & Square Footage(s): Parcel 34-76 X-TE-57 496 S.F.

Projects: Ayer Rt 2A East Main Street Reconstruction 607902

Permission is hereby given to the above municipality and the Massachusetts Department of Transportation, Highway Division or its duly authorized agents to enter upon my property in connection with the reconstruction of a roadway on the above named project. Plans for this project are located in the Municipal Offices. **A ROW Plans showing the impacts to my property are attached.** The purpose of this Right of Entry is to allow for changes and to carry out the work on my property as out lined below.

This Right of Entry is made of my/our free will. I/we waive my/our right(s) to an appraisal and compensation. I/we have been advised of our rights for just compensation under the provisions of Uniform Act of 1970, as amended. This entry is to be made without prejudice to my rights in settlement of any claims for damages that may hereafter appear. I/we have been given the Federal Aid Acquisition Guide for Property Owners and have reviewed it.

Granted by: _____ / _____
Owner(s)/ Authorized Representative Date

****All Owners of Records must sign****

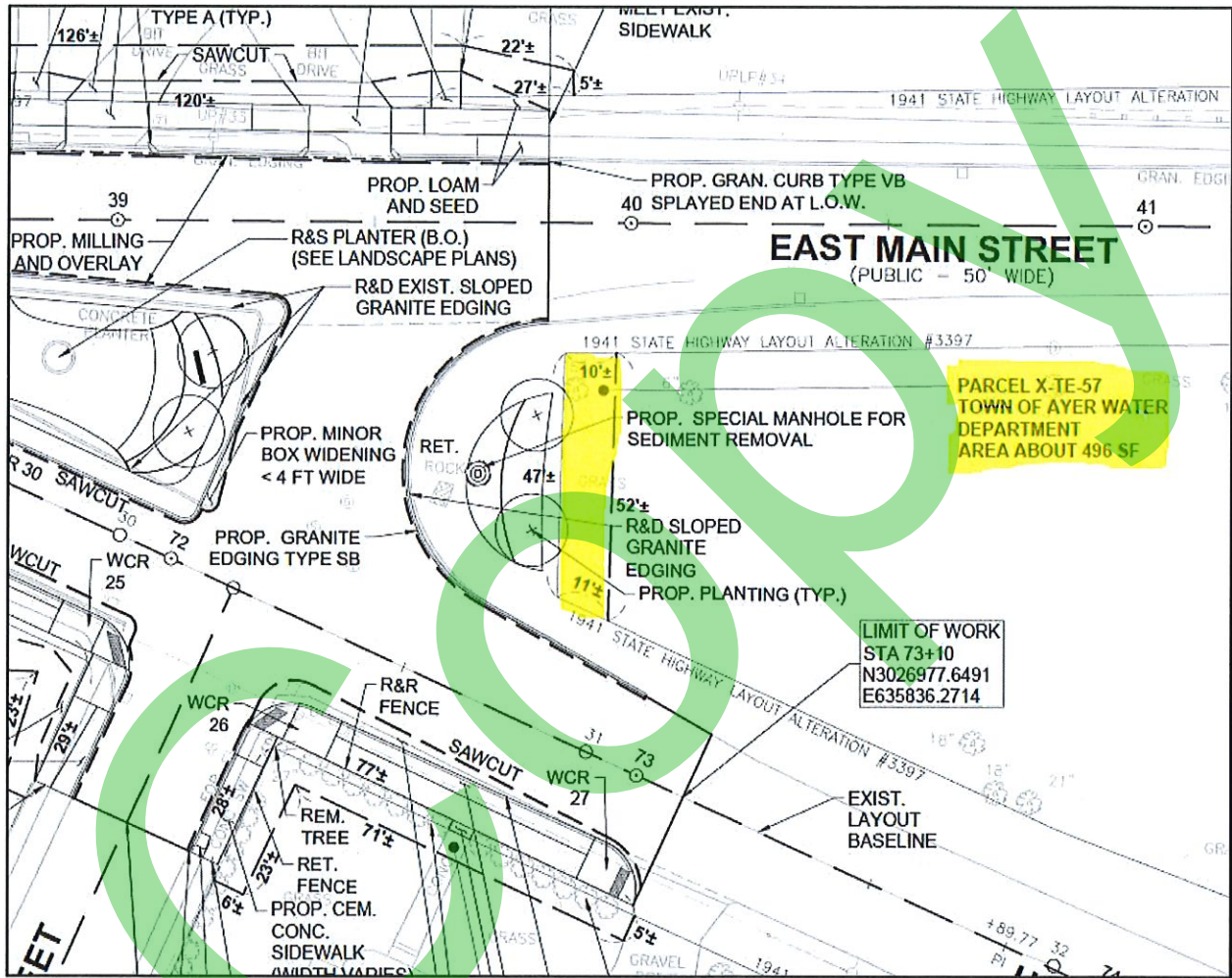
Recommended by: _____ / _____
Authorized City/Town Official - Title Date

Note: If the subject parcel(s) is/are owned by a corporation, estate, trust, etc., then an appropriate document, authorizing this donation must be attached to this document. Note: An executed Affidavit from the municipality must be attached for this document to be valid for ROW Certification.

East Main Street Right of Entry

Town of Ayer Water Department

0 Harvard Road/ East Main Street



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 AICP, Dir. AOCED

Date: 1/9/2020

Re: Request Placement on 1/21/2020 BOS Agenda for Execution by Board of Selectmen of "Consent To Encumber" Document for Page-Moore Building 31-47 Main Street & "Discharge Of Mortgage" Document for Spaulding Building 25 Main Street.

Officials of MassDevelopment, in order to proceed with a clear refinancing of their loan with Mr. Calvin Moore for property known as the Page-Moore Building located at 31-47 Main Street, have requested that the Town of Ayer execute/authorize a "Consent To Encumber" Document for the Page-Moore Building arising from a \$74,000 "Ayer Sign & Façade Program" Grant/Lien from 2008.

In addition, officials of MassDevelopment have also requested that the Town of Ayer execute/authorize a "Discharge Of Mortgage" Document for the Spaulding Building arising from a \$750,000 US Dept. of HUD CDBG Grant from 2004. The "Discharge Of Mortgage" should have been executed at the time of sale of the property in 2012.

The AOCED recommends execution of each of these documents.

After recording, mail to:
Samantha P. McDonald
Bowditch & Dewey, LLP
P.O. Box 15156
Worcester, MA 01615-0156

Property Address: 31-47 Main Street, Ayer, Massachusetts

CONSENT TO ENCUMBER

This Consent to Encumber dated as of _____, 2020 is given by **THE TOWN OF AYER**, acting by and through its **BOARD OF SELECTMEN**, with a principal office at One Main Street, Ayer, Massachusetts 01432 (the "Town of Ayer").

WHEREAS, Calvin E. Moore, Trustee of the Page-Moore Realty Trust under Declaration of Trust dated June 18, 1998 and recorded with the Middlesex South District Registry of Deeds (the "Registry") in Book 28991, Page 550 (the "Trust") executed a Certificate Not To Encumber dated April 29, 2009 and recorded with the Registry in Book 52907, Page 350, agreeing not to further mortgage or encumber the property owned by the Trust and located at 31-47 Main Street, Ayer, Massachusetts (the "Property") during the term of a certain Assistance Agreement with the Ayer Sign and Façade Program (the "Sign and Façade Agreement") without the express written consent of the Town of Ayer; and

WHEREAS, the Massachusetts Development Finance Agency ("MassDevelopment") has previously entered into a loan to the Trust in the amount of \$380,000.00 dated September 28, 2007 (the "MassDevelopment Loan") which is secured by a mortgage to MassDevelopment on the Property recorded with the Middlesex South District Registry of Deeds in Book 50169, Page 348 (the "MassDevelopment Mortgage"); and

WHEREAS, MassDevelopment has agreed to amend and modify the MassDevelopment Loan by entering into a Second Amendment to Promissory Note and an amendment and restatement of the MassDevelopment Mortgage (the "Amended and Restated Mortgage") with the Trust as of this date; and

WHEREAS, the MassDevelopment Loan currently has a balance of \$222,388.90 and is in good standing; and

WHEREAS, it is in the best interests of the Town of Ayer to grant approval to the Trust and MassDevelopment for the amendment and modification of the MassDevelopment Loan and the amendment and restatement of the MassDevelopment Mortgage; and

WHEREAS, MassDevelopment would be unwilling to amend and modify the MassDevelopment Loan to the Trust without this Consent from the Town of Ayer.

Property Address: 31-47 Main Street, Ayer, MA
Marginal References: 52907-350

NOW, THEREFORE, in consideration of the premises, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Town of Ayer hereby consents to the MassDevelopment Loan and the Amended and Restated Mortgage.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

Copy

IN WITNESS WHEREOF, the Town of Ayer has caused this Consent to be executed as of the ____ day of _____, 2020.

TOWN OF AYER, BY ITS BOARD OF SELECTMEN

Witness

Name:

Witness

Name:

Witness

Name:

THE COMMONWEALTH OF MASSACHUSETTS

Middlesex, ss.

Then personally appeared before me on this ____ day of _____, 2020, the above-named _____, _____, _____, all of the Selectmen of the Town of Ayer, proved to me through satisfactory evidence of identification, which was photographic identification with signature issued by a federal or state governmental agency, oath or affirmation of a credible witness, personal knowledge of the undersigned, to be the persons whose names are signed on the preceding document, and acknowledged to me that they signed it voluntarily for its stated purpose and their free acts and deeds, as all of the Selectmen of the Town of Ayer.

Notary Public
Date Commission Expires:

DISCHARGE OF MORTGAGE

The **TOWN OF AYER, MASSACHUSETTS**, a body politic and corporate, holder of a Mortgage and Security Agreement from **CALVIN E. MOORE, TRUSTEE OF THE PAGE-MOORE REALTY TRUST** under Declaration of Trust dated June 18, 1998 and recorded at the Middlesex South District Registry of Deeds (the "Registry") in Book 28991, Page 550, which mortgage was dated October 26, 2004 and recorded at the Registry in **Book 44084, Page 441**, on November 12, 2004, as affected by a Subordination Agreement recorded in the Registry in Book 66088, Page 136, acknowledges satisfaction of and discharges the same.

IN WITNESS WHEREOF, the Town of Ayer has caused this Discharge of Mortgage to be executed by _____, its duly authorized representative, as a sealed instrument, this ____ day of January 2020.

TOWN OF AYER by its Board of Selectmen

By: _____
Name:
Title:

TOWN OF AYER by its Board of Selectmen

By: _____
Name:
Title:

TOWN OF AYER by its Board of Selectmen

By: _____
Name:
Title:

Property Address: 25, 31-47 Main Street, Ayer, Massachusetts
Marginal References: 44084-441, 66088-136

THE COMMONWEALTH OF MASSACHUSETTS

Middlesex, ss.

On this _____ day of January 2020, before me, the undersigned notary public, personally appeared _____, proved to me through satisfactory evidence of identification, which was photographic identification with signature issued by a federal or state governmental agency, oath or affirmation of a credible witness, personal knowledge of the undersigned, to be the person whose name is signed on the preceding document, and acknowledged to me that he or she signed it voluntarily as a member of the Board of Selectmen of the Town of Ayer.

(official seal)

Notary Public: _____
My commission expires: _____

THE COMMONWEALTH OF MASSACHUSETTS

Middlesex, ss.

On this _____ day of January 2020, before me, the undersigned notary public, personally appeared _____, proved to me through satisfactory evidence of identification, which was photographic identification with signature issued by a federal or state governmental agency, oath or affirmation of a credible witness, personal knowledge of the undersigned, to be the person whose name is signed on the preceding document, and acknowledged to me that he or she signed it voluntarily as a member of the Board of Selectmen of the Town of Ayer.

(official seal)

Notary Public: _____
My commission expires: _____

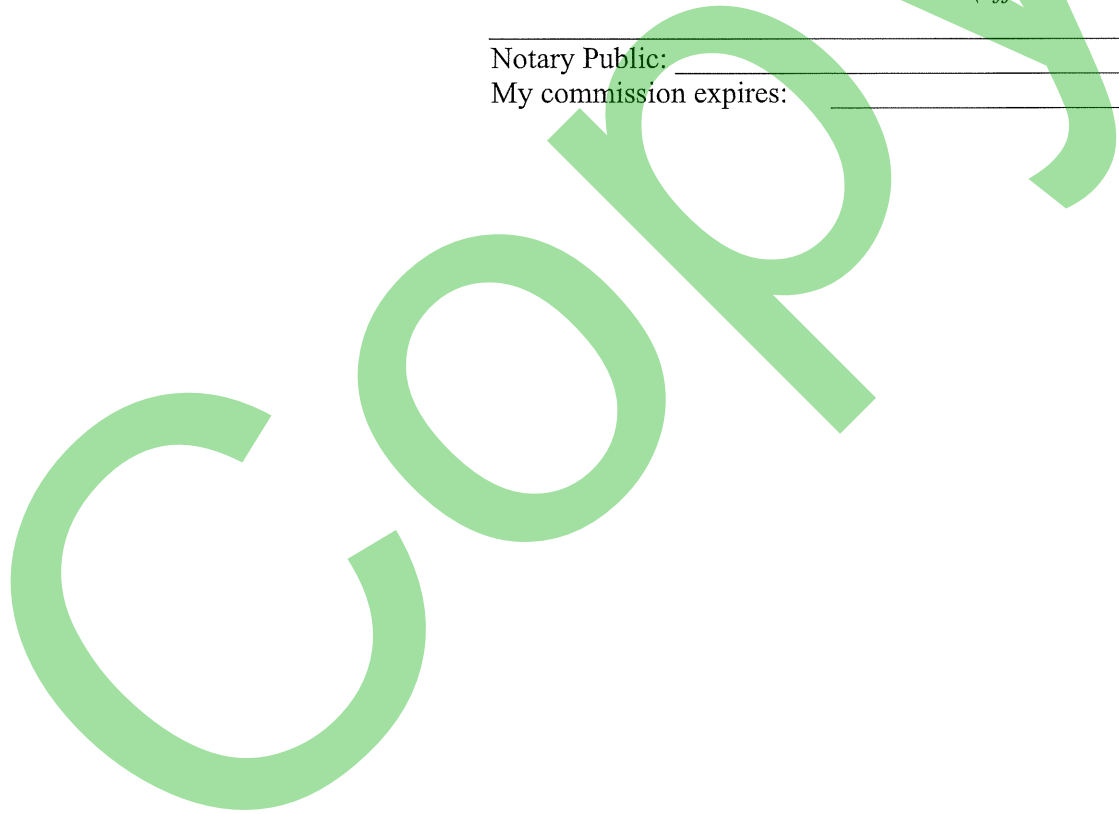
THE COMMONWEALTH OF MASSACHUSETTS

Middlesex, ss.

On this _____ day of January 2020, before me, the undersigned notary public, personally appeared _____, proved to me through satisfactory evidence of identification, which was photographic identification with signature issued by a federal or state governmental agency, oath or affirmation of a credible witness, personal knowledge of the undersigned, to be the person whose name is signed on the preceding document, and acknowledged to me that he or she signed it voluntarily as a member of the Board of Selectmen of the Town of Ayer.

(official seal)

Notary Public: _____
My commission expires: _____



Copy

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, Ayer Town Manager
From: Alan S. Manoian AICP, Dir. Community & Economic Development
Date: 1/14/2020
Re: Ayer Master Plan Implementation Process – Next Steps

The Ayer Office of Community & Economic Development shall be organizing, scheduling, engaging and conducting the next round of Ayer Master Plan Implementation Process sessions, workshops and public- forums:

1. Master Plan Update Presentation/Dialogue for the Ayer Finance Committee;
2. Master Plan Update Presentation/Dialogue for the Ayer Capital Planning Committee;
3. Master Plan Update Presentation/Dialogue for the Ayer Planning Board;
4. Next Round (2020) Municipal Dept. Master Plan Implementation Monthly Luncheon Sessions;
5. “How’s the Ayer Master Plan Going” Public Informational Forum (March 2020);
6. Ayer Master Plan Implementation “Success Stories” Site & Facility Tours (April – June 2020).

The AOCED is pleased to report that all municipal departments and many municipal boards continue to make measurable and quantifiable progress with the Master Plan Implementation of “Priority Objectives & Goals”.

As we move through 2020, and as more of the Priority Objectives & Goals are accomplished – our municipal team will begin to transition by focusing on more of the “Long-Range” Master Plan Implementation Objectives & Goals.

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JAN 07 2020

TOWN OF AYER
TOWN CLERK

4:30pm
Austen Copeland

**TOWN OF AYER, MA
NOTICE OF PUBLIC HEARING (CDBG Grant 2020)**

The Town of Ayer, through the Office of Community & Economic Development, will hold a public hearing at the Ayer Board of Selectmen's Meeting on Tuesday, January 21st, 2020 at 6:15 p.m. at Ayer Town Hall, 1 Main St., Ayer, MA 01432. The purpose of the Public Hearing is to provide opportunity for the residents of the Town of Ayer to discuss the proposed Federal FY 2020 Grant Application to the US Dept. of HUD Community Development Block Grant (CDBG) Program. Under the FY20 Community Development Fund-I grant proposal, the Town of Ayer intends to seek funding in the amount of \$800,000 related to the provision of six (6) additional low-to-moderate income housing units through the redevelopment of the (1934) Historic Ayer Central Fire Station Building located at 14 Washington Street, Ayer, MA, as well as, the advancement of a local Housing Rehabilitation Program. The grant application may include additional activities. The Public Hearing will also discuss possible target areas for grant activities.

The Public Hearing will be held at the Ayer Town Hall in the Selectmen's Meeting Room located at 1 Main Street, Ayer, MA 01432 for any person or organization so wishing will be afforded an opportunity to be heard. Suggestions for potential activities for future grant application, comments on the outcomes and the effectiveness of previous CDBG programs/projects awarded to the Town are encouraged. Comments can be made at the Public Hearing or prior to the Hearing by contacting the Ayer Office of Community & Economic Development in writing or in person at 1 Main Street, Ayer, MA 01432, and/or email at ahersey@ayer.ma.us/telephone at 978-772-8221. The Town encourages a broad spectrum of participation by residents and other interested parties in order to better understand and serve the needs of the community. The Hearing location is accessible to persons with physical disabilities. If you require a translator, an accommodation for a hearing impairment or other accommodation, contact the Ayer Community Development Office no later than 1:00 p.m., Wednesday, January 15th, 2020 by calling 978-772-8221.

The Town is an equal opportunity provider. To file a complaint of discrimination write USDA, Director, Office of Civil Rights, Washington DC 20250-9410.

Alan S. Manoian AICP
Director, Ayer Office of Community and Economic Development
Town of Ayer, MA
978.772.8206
amanoian@ayer.ma.us

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, Ayer Town Manager

From: Alan S. Manoian AICP, Dir. Community & Economic Development

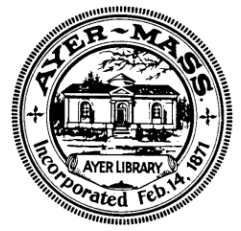
Date: 12/2/2019

Re: Request Placement on Ayer BOS Agenda for January 21, 2020 to conduct Public Hearing on \$800,000 CDBG Grant Application for Ayer Historic Fire Station Redevelopment and thereby the provision of six (6) new affordable housing units in Downtown Ayer.

The Ayer Office of Community & Economic Development (AOCED) requests placement on the Ayer BOS Meeting Agenda for Tuesday, January 21st so as to conduct a brief Public Hearing required to proceed with an \$800,000 CDBG Grant application submission for the redevelopment of the Historic Ayer Fire Station Building and need for additional affordable housing in close proximity to public transportation in the Town of Ayer.

The completed \$800,000 CDBG grant application prepared by AOCED is due for submission to the Massachusetts Dept. of Housing & Community Development (DHCD) the last week of February 2020.

**Office of the Board of Selectmen
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: January 17, 2020

TO: Ayer Board of Selectmen

FROM: Robert A. Pontbriand
Town Manager

SUBJECT: Town Manager's Report for the January 21, 2020 Board of Selectmen's Meeting

Dear Honorable Selectmen,

I am pleased to transmit to you the following Town Manager's Report for the January 21, 2020 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/Review of Town Warrant(s):

- I will offer a brief Administrative Update at the meeting regarding the various activities, initiatives, and project of the Administration since the Board of Selectmen last met on January 7, 2020.

Review of Town Warrant(s):

- I have reviewed, approved and signed the following Town Warrants since the Board of Selectmen last met on January 7, 2020:

Accounts Payable Warrant #20-13 in the amount of \$1,476,281.75 was reviewed, approved and signed on January 7, 2020.

Payroll Warrant #20-14 in the amount of \$348,363.64 was reviewed, approved and signed on January 14, 2020.

Appointments:

Conservation Commission:

- I hereby recommend that the Ayer Board of Selectmen appoint Jennifer J. Amaya of Ayer to the unexpired vacant three-year term on the Ayer Conservation Commission. Term to expire on June 30, 2020. Please see the attached recommendation from the Conservation Commission as well as a copy of Ms. Amaya's resume. (See attached)

Ayer Devens Jurisdictional Disposition Committee:

- I hereby recommend that the Ayer Board of Selectmen appoint Sara Withee of Ayer to the Ayer Devens Jurisdictional Committee as a Resident Representative. Please see the attached letter of intent. (See attached)
- I hereby recommend that the Ayer Board of Selectmen appoint Jigarkumar Dave of Ayer to the Ayer Devens Jurisdictional Committee as a Resident Representative. Please see the attached letter of intent and resume. (See attached)

2020 Seasonal Population Estimate for the ABCC:

- Please see the attached 2020 Seasonal Population Estimate for the ABCC. Each year the BOS is asked to review and vote to approve this seasonal population estimate for the ABCC. (See attached)

Thank you.

Attachment(s): January 13, 2020 Recommendation from the Conservation Commission for Appointment

Letter of Intent and Resume from Jennifer J. Amaya for Appointment to the Conservation Commission

Letter of Intent from Sara Withee for appointment to the Ayer Devens Jurisdictional Committee

Letter of Intent and Resume from Jigarkumar Dave for appointment to the Ayer Devens Jurisdictional Committee

2020 Seasonal Population Estimate for the ABCC

From: [Jessica Gugino](#)
To: [Robert Pontbriand](#); [Carly Antonellis](#); [Jon Schmalenberger](#); [Ayer Conservation Commission](#)
Cc: [Jon Schmalenberger](#); [George Bacon](#); [George Bacon](#); [Mark Phillips](#); [Mark Phillips](#); [<jgugino@ayer.ma.us>](mailto:jgugino@ayer.ma.us)
Subject: Conservation Commission Recommendation for Vacancy Appointment
Date: Monday, January 13, 2020 5:21:55 PM
Attachments: [20191127091600001.pdf](#)

Robert and the Board of Selectmen

The Conservation Commission met last Thursday, Jan. 9, 2020, and voted unanimously (4-0) to recommend the appointment of Jennifer Amaya as Commissioner. We feel she will be an excellent addition to the Commission — she has an interest in contributing to the community and learning more about the protection of our natural resources, and importantly, has expressed her ability to meet the time commitments generally required by our Commission — meetings, sometimes long ones, the 2nd and 4th Thursdays of the month, along with periodic weekend site inspections for project application review.

We are requesting that your consideration of this appointment be placed on the agenda for your next meeting on January 21st. Attached below is a copy of Ms. Amaya's letter of interest and resume, received by your office on Nov. 27, 2019. Unfortunately she will be out of town on the 21st and will not be able to attend the BOS meeting, but returns the following day and, if appointed, can be sworn in and start her tenure on the Commission two nights later, on the 23rd.

An email following this will address our interest in putting forward at least one name for consideration of appointment as an Associate Member.

Regards,

Jess Gugino
Conservation Commission, Member/Clerk

Jessica Gugino



Jennifer J. Amaya

[REDACTED] Ayer, MA 01432
[REDACTED]
[REDACTED]

RECEIVED

NOV 27 2019

TOWN OF AYER
SELECTMEN'S OFFICE

Mr. Robert Pontbriand, Town Manager
Town Hall
1 Main Street
Ayer, MA 01432

Mr. Pontbriand,

I am reaching out to submit my resume for the vacant position on the Conservation Commission for the Town of Ayer. As a new Ayer resident, moving here just over a year ago, I have been searching for ways that I can contribute to our community and find that the Conservation Commission would satisfy my desire to give back to the town as well as allow me to support the continued effort to protect our town's natural resources.

My professional background is in higher education administration, specifically financial aid. While this wouldn't at first glance seem applicable to the Conservation Commission, it is a position that requires me to read, interpret, and adhere to many levels of government oversight. I am currently the Associate Director of Financial Aid for Federal and State Programs at Harvard College. Here, I am solely responsible for ensuring office-wide compliance with federal and state regulations regarding financial aid. This means wading through constantly changing regulations and evaluating and adjusting our current structures to ensure continued compliance. I feel as though my experience with regulations and compliance would translate well into the work that the Commission does in following and enforcing the Wetland Protection Act and other related legislation.

I feel as though I have a very vested interest in ensuring the continued health of our wetland areas especially as my home is, basically, in them. Being new to the area, my husband and I were not aware of how impactful our home could be on this natural resource and it is our goal to ensure that we do all we can to limit that impact and take care of the space for future generations. I do feel that joining the Commission is another way that I can contribute to that goal.

Should you or the Commission have any questions for me, I am available via email or phone at your convenience.

Sincerely,



Jennifer J. Amaya

Jennifer J. Amaya

Ayer, MA 01432

Education

M.Ed.	Higher Education in Student Affairs Salem State University, Salem, MA	May 2010
BA	English University of Massachusetts Boston, Boston, MA	June 2005

Professional Experience

Associate Director of Financial Aid for Federal and State Programs July 2018-Present
University Director of the Federal Work Study Program

Harvard College, Cambridge, MA

- Oversight for all compliance and participation in Federal and State Financial Aid programs. This includes oversight of the Federal Verification process and the reconciliation of all federal and University funds, preparing for required University, Federal and State audits and the establishment of University best practices for compliance with Federal regulations.
- Oversight of the Harvard College Student Employment and the Federal Work Study Program for the University
- Oversight of the awarding, processing and disbursing of all Federal and State Aid as well as all student and parent loans ,outside award processing, and the Tuition Prepayment Option Program
- Serving as a member of 3 separate University Committees - Campus Based Allocation, Financial Aid Officers Council and University Financial Aid Training and Compliance
- Interviewing, hiring and supervising 3 support staff and 3 professional staff. This includes conducting annual performance reviews and staff professional development.
- Creating training materials for both new and seasoned staff, specifically highlighting Federal compliance and need analysis.
- Serving as a senior member of the College Financial Aid Committee, with responsibilities to include second reading award decisions, helping to formulate financial aid policies and attending regular appeals meetings.
- The establishment and monitoring of certain Federal and State Funds through Sponsored Research, specifically the Federal Pell Grant program, the Federal SEOG Grant and the State of Massachusetts Gilbert Grant
- Serving as a liaison with a variety of Offices across the University including the University Financial Aid Office, The FAS Registrar's Office, The Financial Aid Offices at all of the Graduate Schools and the Extension School, The Student Loan Office, The Office of Sponsored Programs, The Massachusetts Educational Financing Authority, The Department of Education, Harvard University Employees Credit Union as well as students and their parents.
- Oversight of the Department of Education's Edconnect program
- Budgetary/Financial responsibilities including maintaining and monitoring Federal grant fund balances and departmental budget allocations

Associate Director, Solution Center

May 2014-July 2018

University of Massachusetts Lowell, Lowell MA

- As part of the Project Management team, worked to develop the strategy used to design, organize, and open the Solution Center beginning in May 2014 with a November 2014 go live.

- Internal process review done continuously to ensure that all processes are streamlined, documented, and followed as necessary to ensure compliance with all Federal, State, and institutional regulations.
- Provide leadership and supervision to a team of twelve Solution Center Specialists, six of whom are direct reports.
- Interview, train, manage, and evaluate Solution Center Specialists.
- Acts as the Directors go to for the management of a variety of areas including: integration of new technology, data metrics, communication and training/staff development relating to the Solution Center and the home offices.
- Reviews data from Salesforce and PeopleSoft reports for statistical analysis, forecasting, and scheduling.
- Responsible for ensuring and supporting the disseminating of essential information and problem resolution for students, parents, faculty, and staff in the areas of Financial Aid, Registration, and Student Billing.
- Assist Specialists with finding appropriate solutions to any and all billing, financial aid, and registration needs.
- Collaborate with staff in home offices (Financial Aid, Registrar's, and Student Financial Services) as well as other offices on campus to provide accurate, timely, and complete delivery of student services with the goal of increasing retention and student success.
- Completion of Supervisory Leadership Development Training Program learning skills to lead and develop employees' performance.
- Represent the Solution Center as a Review Panelist for Student Conduct Appeals

Financial Aid Operations Analyst

March 2013-May 2014

University of Massachusetts Lowell, Lowell MA

- Manage weekly financial aid production processes. Review weekly exception processing; resolve discrepancies as required. Assist with weekly mass packaging processes. Using Cognos and PeopleSoft Query, develop new code and modify existing reports to ensure the needs of staff are being met on a timely, accurate, and consistent basis.
- Work with the Associate Director of Financial Aid Operations to ensure PeopleSoft Financial Aid is up to date. Evaluate, test, and implement annual regulatory releases. Test, install, and implement patches & fixes. Recommend and develop system modifications.
- Manage iSiS Financial Aid BA3C's (checklists, communications and comments) module. Design, configure, and update all emails and outgoing communications to ensure accuracy and compliance.
- Manage the Financial Aid Office's Automated Call Distribution (ACD) phone line. Update content, configuration based on volume and activity. Review data from reporting tools for statistical analysis, forecasting, and scheduling.
- Maintain Website content for the Financial Aid Office.
- Conduct financial aid informational activities, such as Orientation, Open Houses and similar public speaking engagements on and off campus. Participate in university meetings, financial aid workshops and conferences in order to develop and remain current with local, regional and national financial aid policies and procedures. Assists other financial aid office staff in various tasks, such as overflow assistance. Participate in departmental policy decisions related to the implementation of federal, state and institutional regulations, policies and procedures.

Financial Aid Compliance and Training Officer

June 2010-Dec. 2010

Harvard University, Cambridge MA

- Coordinated and led training sessions for all of the Financial Aid Offices.
- Participation in and coordinating of the Annual A133 SFA Audit.
- Coordinating FACT Committee including scheduling and running meetings.
- Maintaining Policies and Procedures section of MyFAC website.

Earlier Career History

Senior Financial Aid Counselor | Middlesex Community College, Lowell MA
Assistant Director of Financial Aid | Wheelock College, Boston MA
Associate Director of Financial Aid | Bay State College, Boston, MA
Additional details available upon request

Volunteer Experience

Covey “Working at the Speed of Trust” Trainer | Lajes Elementary/High School College Night
Key Spouse for the 65th Communications Squadron | College Goal Sunday | MEFA Financial Aid Night

Technology Skills

PeopleSoft
PeopleSoft Query
Cognos

COD
CPS
PowerFAIDS

Banner
NSLDS
Salesforce CRM

From: [Sara Withee](#)
To: [Robert Pontbriand](#)
Cc: [Carly Antonellis](#)
Subject: Letter of Interest
Date: Tuesday, January 14, 2020 6:41:40 PM

Dear Robert:

I am interested in serving on the Ayer Devens Jurisdictional Committee. I want to serve and support the Board of Selectmen's goals and fact-finding in regards to jurisdiction with Devens, wherever this leads. I was disappointed to hear about the July 4th celebration. I attend many town parades and events. And anyone who lives in Ayer understands the importance of jurisdiction questions.

I am also interested in learning about how I can participate in Ayer government and I thought this may be a good opportunity to learn. It's my understanding the committee will include the town manager and other town officials, along with residents who sit on other committees and boards.

I have lived in Ayer since 2014 and moved here to be near my nephews in Boxborough. I live with my parents on Groton Shirley Road.

For work, I am a marketing manager for a law firm. I work at home and in Boston one or two days a week.

Sara

Jigarkumar Dave

[REDACTED] Ayer, MA 01432 ·
[REDACTED]
[REDACTED]

January 15, 2020

Board of Selectmen,
Ayer Town
Ayer, MA.01432

Dear Sir/Madam,

I am interested in opportunities that may be available to volunteer at the Ayer Town, the town which I live in, the town I want to make better for me and my generations to come. As a long-time advocate of the community where everyone feels safe, happy and prosper, I have experience working with community and would be thrilled to continue to do so in a volunteer capacity.

I have keen interest serving in local community. I volunteered from my company for local community farm as and when needed. I also have worked a local vice chair of governor in primary school in U.K. Over a decade, the wealth of professional experience and keen commercial eye I have acquired, would like to use to help town of Ayer for its economic development as well as to make it safe.

If town of Ayer needs a dedicated volunteer, I would be thrilled to have the opportunity to assist you. I would be grateful for the opportunity to volunteer with Ayer town. I look forward to speaking with you.

Thank you for your consideration.

Sincerely,
Jigar Dave

Jigar Dave

Objective: To obtain the sourcing/buying position in a progressive organization where I can enhance my skills and contribute to the growth of the company.

Education:

- M.Sc-Chemistry. India
- B.Sc-Chemistry. India

Areas of Expertise:

- Global sourcing
- Negotiation-saved approx. \$0.7MN
- Negotiating supply contract and management.
- Good experience of Sustainability management.
- ERP suites like AX, D365.

Key Achievements:

- Responsible for sourcing to support product development across business. Supported different departments like innovation & technology, genesis groups globally.
- Successfully negotiated and saved over \$100K for PET liner.
- Mitigated supply chain risk by employing multi-vendor model across supply chain for substrates, thus saving over \$0.5MN for business.
- Negotiated and executed JIT strategy with vendors and hence reduced inventory holding worth \$500K.
- Negotiated and executed SLA with foreign vendors for innovative product category which increased sales by \$1.5MN by first year.
- As MRO buyer negotiated contracts, inventory levels, delivery times and consequently saved over \$150K.
- Negotiated and executed multiyear energy contract and saved over \$60K.
- Represented supply chain for cost savings, alternative material qualification and supplier sourcing in ELT meetings.

WORK EXPERIENCE:

January 2019-Present-Buyer-Confidential

- Responsible for over \$4MN substrate category.
- Looking after 1/2 MN MRO category.
- Responsible for managing more than 10 suppliers across North America as well as 4 suppliers globally.
- Responsible for sourcing, streamlining the qualification alternative materials/suppliers. amounting more than \$5MN.
- Participated in ERP transition from AX to D365.

June 2018-Aug 2018: Buyer/Purchaser-Etefy Limited. United Kingdom (Web Supermarket)

- Ownership of purchasing categories/business equipment, services accounting USD1.3MN.
- Generated +18% sales and profit by 12% in 8 weeks.
- Negotiated purchasing contracts, service level agreements and prices and saved approx. \$58000.
- Sourced and managed supplier database of 13 factories across UK.
- Liaised with 3 distribution deposes for purchasing and inventory control of 2300 SKUs.
- Developed and maintained relationship with 13 suppliers to improve on-time delivery which increased from 70% to 83%

Jan 2018-March 2018: Buyer-International Dancewear Supplies Limited. United Kingdom (wholesaler and distributor of dancewear and accessories)

- Developed and maintained supplier base for fabric and trims and finished dancewear.
- Negotiated price and terms of trading for fabric and products.
- Assured the quality of the development samples.
- Monitored critical path.

- Liaised across business to ensure timely approval of samples and a project launch.

July 2015- June 2017: Senior Buyer-Gift Republic Limited. United Kingdom (e-commerce business and creator/supplier of gifts, homewares, stationery, novelty gifts)

- Ownership of \$ 1.5 MN budget per season and more than 60-70 SKUs, out of which 50% were NPDs.
- Visiting Far-East trade shows and comp-shopping to source new products and suppliers. Presenting new products/ranges to business.
- Negotiated with Far-East suppliers for better purchasing contracts terms.
- Managing assistant buyer.

October 2012-June 2015: Consultant for Hospitality business. United Kingdom

- Making sure that all the product ranges meet the company profit margins. Successfully achieved at least 5-7% cost reduction in most of the products savings \$12000 per annum.
- Sourcing new products and suppliers in UK for cleaning chemicals and negotiating terms and contracts.
- Preparing product ranges that include sourcing, negotiation with the suppliers, sampling, QA, production and if needed shipment.

October 2011-Sept 2012-Gemma International Limited- United Kingdom. licensed gifts, greeting cards, gift bags, gift wraps (creators/supplier to U.K's top retailers)- Buyer/Product Manager:

- Independently sourced & created products/suppliers for gifting and home-ware range having more than 0.5 MN GBP. Achieved 12% reduction in the range using negotiation and product engineering skills.
- Supplier vetting and making sure they were compliant with ethical, technical and quality requirements of the company. As CPD attended various short courses, seminars and events.
- Measuring supplier performance against set KPIs & SLAs.
- Responsible for product development, sample sealing and approval process.
- Maintained product integrity and consistency throughout product life cycle to include the design, define and build phases through quality checkpoints and testing.
- Achieved FSC status for the business.

October 2007- August 2011: BB Designs Europe Ltd-Buyer-(licensed gifts, fashion , homeware, ceramics, travel accessories, e-commerce business/wholesaler to U.K's top retailers)

- Key responsibilities included individually sourcing, buying, managing and supplying of licensed gifts, travel-ware, stationery and fashion accessories to major supermarkets and leading high street grocers as well as online selling.
- Extensively liaised with licensors in the likes of Hello Kitty, Nickelodeon and Disney to make sure that all products met their requirements and negotiated and achieved approval of product samples.
- Created purchase orders and generated stock reports/invoice information.

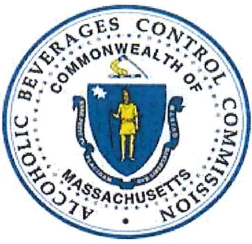
May 2005- October 2007: BB Designs Europe Limited: _Office Assistant

- General office admin assistant contributing to the organization of schedules, appointments and meticulous file management.
- Successfully compiled purchase orders and corrected file management of over 3000 records.

Dec 1999-April 2005. Janki Chemicals Limited. - India. Quality Control Chemist

- Basic laboratory operations such as weighing, titrating and preparing volumetric solutions.
- Followed laboratory procedures with technical content, quality, and safety with instruction.
- Co-ordinating with production team to follows Q.A procedures and final products met quality requirements.

References are available upon request.



COMMONWEALTH OF MASSACHUSETTS
ALCOHOLIC BEVERAGES CONTROL
COMMISSION

95 Fourth Street, Suite 3, Chelsea, MA 02150

2020 Seasonal Population Increase Estimation Form

City / Town:

Date:

Alcoholic Beverages Control Commission
c/o Licensing Department
95 Fourth Street, Suite 3
Chelsea, MA 02150

To Whom It May Concern:

Acting under authority contained in M.G.L. Ch. 138, s17, as amended, our Board at a meeting held on

Date of Meeting

, estimated that the temporary increased resident population

of

City / Town Name

, as of July 10, 2020 will be

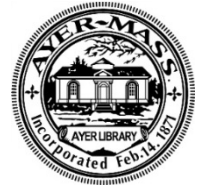
Estimated Population

This estimate was made and voted upon by us at a meeting called for the purpose, after due notice to each of the members of the time, place and purpose of said meeting, and after investigation and ascertainment by us of all the facts and after cooperative discussion and deliberation. The estimate is true to the best of our knowledge and belief.

The above statements are made under the pains and penalties of perjury.

Very truly yours,
Local Licensing Authorities

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



Broadcast and Recorded by APAC

Tuesday January 7, 2020
Open Session Meeting Minutes

BOS Present: Scott A. Houde, Chair; Jannice L. Livingston, Vice-Chair; Shaun C. Copeland, Clerk

Also Present: Robert A. Pontbriand, Town Manager
Carly M. Antonellis, Assistant Town Manager

Call to Order: S. Houde called the meeting to order at 6:00 PM.

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

Approval of Agenda: R. Pontbriand asked to amend the agenda by removing the 6:15 PM Agenda item “Public Hearing CDBG – Historic Ayer Fire Station Building, 14 Washington Street.” This matter will be taken up at the next BOS meeting on January 21, 2020.

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

Announcements: S. Houde made the following announcements:

- There will be a Public Meeting on Monday January 13, 2020 at 6:00 PM relating to the FY '21 omnibus budget.
- The Ayer Rail Trail Commuter Parking Facility, located at 3 Groton Street, will open on Monday January 20, 2020 at 5:00 AM.
- The Winter Parking Ban is in effect through April 15.

S. Houde recognized Ms. Anna Simmons and Mr. Alex Hertz, student reporters from Ayer-Shirley Regional High School.

Public Input: None

Supt. Mark Wetzel, Dept. of Public Works: *Contract for Wastewater Treatment Plant Upgrade* – M. Wetzel was in attendance and presented the contract for the 2nd phase of the Wastewater Treatment Plan Upgrade. The Town received two bids for the project. Winston Builders Corp. was the lower bidder at \$1,438,889 bids Winston builders was low bidder. The contract is for modifications to the existing Process Building for the future sludge dewatering system, structural improvements, relocation of doors and windows, new walls, and HVAC, plumbing and electrical improvements.

Motion: A motion was made by J. Livingston and seconded by S. Copeland to approve the contract between the Town of Ayer and Winston Builders Corp. in the amount of \$1,438,889 with signature by the Chair. **Motion passed 3-0.**

Update on East Main Street Reconstruction Project Right of Way Process – M. Wetzel gave an update on the East Main Street Reconstruction Project. He is now in the process of acquiring temporary easements from homeowners, so the Town can be on the property to conduct the improvement project. This is a \$3.8 million dollar project that is funded by the State’s TIP program. He stated that the project will be advertised at the end of March and believes that construction will start mid-summer and will last a year. MassDOT will be overseeing the project.

Payment of Prior Year Bill – Casella Waste – UDAG Fund – M. Wetzel reported that the Town received a late invoice from Casella Waste. He submitted the invoice on the 2019 Fall Special Town Meeting warrant. There was an error in the warrant article because it referenced Free Cash as the funding source. Free Cash at that time was not certified, therefore

the vote was deemed invalid. He is recommending payment from the UDAG account with a replenishment at the 2020 Spring Annual Town Meeting.

Motion: A motion was made by J. Livingston and seconded by S. Houde to approve the FY'19 invoice from Casella Waste in the amount of \$4,972.31 to be replenished by Free Cash at the 2020 Annual Town Meeting. **Motion passed 3-0.**

Conservation Restriction – Kohler Place: Conservation Commission Chair John Schmalenberger and Conservation Administrator Jo-Anne Crystoff joined the BOS for approval of a Conservation Restriction (“CR”) located at Kohler Place granted by John and Stephanie Burns. The CR is being placed on 3 parcels containing 19.9 acres. J. Crystoff stated that it has taken a long time to get to this point and the process started in 2012. S. Houde asked if the public had access to the land with the granting of the CR. J. Crystoff stated no and that CR prohibits development of the parcels and protects the shared public conservations values present on the land.

Motion: A motion was made by J. Livingston and seconded by S. Copeland to approve the Conservation Restriction for Kohler Place. **Motion passed 3-0.**

Vote to Open the 2020 Annual Town Election 3-0: Town Clerk Susan Copeland was in attendance. She presented the BOS with all terms expiring on April 27th, 2020 for the Annual Town Election; she also stated that there will be one ballot question relating to the CPC increase from 1% to 3%, pursuant to the 2019 Fall Special Town Meeting. She also informed the Board that with the recent resignation of State Representative Jen Benson, a primary and general election have been called for March 3, 2020 and March 31, 2020 respectively. She cautioned that the primary and general election will be for residents of Precinct 2 only.

Motion: A motion was made by S. Copeland and seconded by J. Livingston to open the Annual Election on Monday, April 27th 2020, in the Great Hall at 1 Main Street Ayer MA from 7am – 8pm to vote on the following offices up for election and to consider 1 ballot question (CPA 3% increase): Assessor (1) 3 year term; Board of Health (1) 3 year term; Commissioner of Trust Funds (1) 3 year term; Constable (1) 3 year term; Housing Authority (1) 5 year term; Library Trustee (2) 3 year terms and (2) 2 year terms; Park Commissioner (2) 3 year terms and (1) 1 year term; Planning Board (2) 3 year terms; Regional School District Committee (1) 3 year term and (1) 1 year term; Selectman (1) 3 year term. **Motion passed 3-0.**

Town Manager’s Report: *Administrative Update/Review of Warrant(s) and FY '21 Budget Update* - R. Pontbriand provided an administrative update of the various activities, initiatives, and projects of the Administration since the BOS last met. He also referenced the Meeting Packet for a list of Payroll and Accounts Payable Warrants that have been signed since the last meeting. R. Pontbriand stated that initial FY '21 omnibus budget has been sent to both the BOS and the Finance Committee and cautioned that there are several outstanding items such as the school assessments and health insurance needing to be factored in when the information is available. R. Pontbriand thanked C. Antonellis for another year of successful license renewals. He stated that he and the Town Planner have met to discuss strategy and organizing of 2020 zoning matters. He also announced that the Commuter Rail Trail Parking Facility will open at 5:00 AM on Monday January 20, 2020.

Health Benefits Buyout Program – Benefits and Payroll Manager Kevin Johnston was in attendance for the BOS renew the Health Benefits Buyout Program for FY '21 – '23. K. Johnston reported that renewing the program through FY '23, is projected to save approximately \$686,000. Currently, there are 14 participants.

Motion: A motion was made by S. Copeland and seconded by J. Livingston to renew the Health Benefits Buyout Program through FY '23. **Motion passed 3-0.**

New Business/Selectmen’s Questions: S. Copeland would like to discuss changing the name from Board of Selectmen to the Select Board. He stated that over 70 towns in Massachusetts have made the same change. S. Copeland stated that by changing to Select Board it promotes gender neutrality and inclusiveness. Both S. Houde and J. Livingston stated they were in favor of the change. R. Pontbriand stated that procedurally this would require a bylaw amendment at Town Meeting.

Approval of Meeting Minutes:

Motion: A motion was made by S. Houde and seconded by S. Copeland to approve the meeting minutes from December 17, 2019. **Motion passed 3-0.**

Adjournment: A motion was made by J. Livingston and seconded by S. Copeland to adjourn at 6:54 PM. **Motion passed 3-0.**

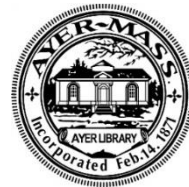
Minutes Recorded and Submitted by Carly M. Antonellis, Assistant Town Manager

Date Minutes Approved by BOS: _____

Signature Indicating Approval: _____

DRAFT

Town of Ayer
Joint Meeting of the Board of Selectmen and Finance Committee
Ayer Town Hall – 1st Floor Meeting Room
Ayer, MA 01432



Broadcast and Recorded by APAC

Monday January 13, 2020
Open Session Meeting Minutes

BOS Present: Scott A. Houde, Chair; Shaun C. Copeland, Clerk
BOS Absent: Jannice L. Livingston, Vice-Chair
Fin Com Present: Patrick Diamond, Chair; Mark Smith, Vice-Chair; Terry Harvell, Clerk; Matthew Selby; Lou Conrad
Also Present: Robert A. Pontbriand, Town Manager
Carly M. Antonellis, Assistant Town Manager

BOS Call to Order: S. Houde called the meeting to order at 6:00 PM.

Fin Com Call to Order: P. Diamond called the Finance Committee to order at 6:00 PM.

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

Reserve Fund Transfer: *General Insurance (01193)* – R. Pontbriand presented a Reserve Fund Transfer Request in the amount of \$7,600 to pay an invoice for flood insurance at the Ayer Fire Department. This expense was originally budgeted for; however, the Town's insurance company conducted a Worker's Compensation Audit mid-year and flagged an unexpected exposure, which required additional coverage.

BOS Motion: A motion was made by S. Houde and seconded by S. Copeland to approve the Reserve Fund Transfer Request in the amount of \$7,600 in account 01193 General Insurance. **Motion passed 2-0.**

Fin Com Motion: A motion was made by P. Diamond and seconded by M. Selby to approve the Reserve Fund Transfer Request in the amount of \$7,600 in account 01193 General Insurance. **Motion passed 5-0.**

Presentation of Initial FY' 21 Budget by Town Manager: R. Pontbriand welcomed both Boards and wished them a Happy New Year. He also thanked both Boards for attending as it provides an opportunity for everyone to see the first version of the budget in the early stages of the process. R. Pontbriand began the presentation with giving a brief overview of the budget process, stating that the Capital Budget Committee has made their recommendations and that the Rate Review Committees will begin their deliberations on Water and Sewer Rates in February. He noted that there will be another Public Information Forum on the FY '21 budget on March 9, 2020.

R. Pontbriand stated that the Town was beginning the FY '21 budget process from a position of fiscal stability and strength. He noted the balances in the following accounts: 2019 Free Cash \$1,727,437; 2019 Stabilization Fund \$2,549,033; 2019 Capital Stabilization Fund \$1,960,184. He also noted the Town of Ayer's Bond Rating by Standard and Poor's of AA+/Stable, noting that S&P found Ayer to have a strong economy and strong financial management.

R. Pontbriand then highlighted some of the Town's successes in previous budgets noting several accomplishments, including: the OPEB Trust Fund has grown to over \$2,000,000 since FY '15; the Town's unused levy capacity has grown from \$2,135 in FY '12 to \$2,695,702 in FY '20; the Town's Health Benefits Buyout Program has saved the Town of Ayer over \$1,000,000 since its inception; the Office of Community and Economic Development has secured over \$800,000 in Development Grants since 2016; and the UDAG Fund Balance of over \$3,000,000.

R. Pontbriand then presented slides on the Town's Free Cash History; Stabilization Fund Balance History and Capital Stabilization Fund Balance History.

R. Pontbriand reported that of January 13, 2020 the FY '21 Omnibus Budget totals \$15,853,586, which represents a 2.6% increase over last year's budget. Several key items are still unknown at this point including: ASRSD and NVTHS Regional School Assessments, health insurance, Town Hall Clerical Union Contract Negotiations (currently underway) and Non-Union Personnel Service Contracts. He reported that several of the major budget drivers for the FY '21 budget include the Town's retirement assessment and contractual personnel costs increases (both union and non-union).

R. Pontbriand then presented a slide which showed that 49.5% of the Town's Omnibus Budget is wages, with another 25% being benefits. He noted that this is not unusual in the public sector, which is a service driven environment. Of that 49.5%, 60% are police and fire wages, 18% are general government, 12% are public works, 6.5% are culture and recreation and 2% are human services.

He then highlighted new items in the FY '21 budget including: Assessor's Map Updates, Treasurer/Tax Collector's Office Furniture, an increase in printing services; Ballistic Vests for the Fire Department and others.

R. Pontbriand then presented a slide on the Town's revenue sources, noting that 82% comes from the tax levy; 7% from local receipts; 5% from Free Cash and 3% from State Aid.

He then highlighted next steps in the FY '21 budget process, noting again another Public Information Session on March 9, 2020 at 6:00 PM. Any comments/input by the BOS and/or Fin Com is due in by Feb. 5, 2020. He then stated that all budget information can be found on the Town Manager's webpage of the website at ayer.ma.us/town-manager/2021-budget.

S. Houde stated that the presentation was very well done and asked for comments/questions from either the BOS or Fin Com.

L. Conrad had a question relative to the retirement assessment dropping nearly in half from the previous year. Benefits and Payroll Manager Kevin Johnston explained that it is calculated on a bi-annual basis and that last year the Town had to absorb a significant public safety disability retirement, which drastically increased the assessment.

M. Selby had a question to the Regional Dispatch Assessment and noted the significant increase. R. Pontbriand and Police Chief Murray noted that the figure in the Omnibus will come down after obtaining the State 911 Grant and the assessment from the Town of Shirley.

S. Houde asked about the purchasing of ballistic vests for the Fire Department. Fire Chief Pedrazzi stated that he never thought he would never see the day that firemen had to wear ballistic vests but that this is indicative of a "sign of the times". The Fire Union requested these vests during contract negotiations last year. The Town agreed to buy 9 ballistic vests for the fire apparatus and ambulances. M. Smith then asked about the Ayer Police's recent switch to load bearing vests and whether the Town had budgeted for that. Chief Murray explained the Police Officers are now given a choice between the standard duty belt or a load bearing vests to take weight off their backs and hips. Officers may use their clothing allowance if they prefer a load bearing vest. The armor inside the vest is supplied by the Town of Ayer. S. Houde suggested that P. Diamond and the Finance Committee follow-up with Chief Murray to discuss funding the load bearing vests out of the general police budget instead of their individual clothing allowances.

S. Houde asked if there were any public input/questions. There were none.

BOS Adjournment:

Motion: A motion was made by S. Copeland and seconded by S. Houde to adjourn at 6:55 PM. **Motion passed 2-0.**

Fin Com Adjournment:

Motion: A motion was made by M. Smith and seconded by M. Selby to adjourn at 6:55 PM. **Motion passed 5-0.**

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

Date Minutes Approved by BOS: _____

Signature Indicating Approval: _____