

RECEIVED
MAY 15 2020

TOWN OF AYER
TOWN CLERK

11:45am
Anna Copeland

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



Tuesday May 19, 2020

6:00 PM

Open Session 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 Cindy Knox, IT Director at cknox@ayer.ma.us or 978-772-8252 prior to the meeting.

6:00 PM

Call to Order

Pledge of Allegiance; Review and Approve Agenda; Announcements

Public Input

(Due to the unique and unprecedented circumstances of the COVID-19 Pandemic; individuals with public input and/or questions for the Board of Selectmen should call-in at this portion of the meeting and state their name and address when asked by the Chair. Additionally any public input and/or questions for the Board of Selectmen prior to the meeting may be sent to the Assistant Town Manager, Carly Antonellis at 978-772-8220 or at cantonellis@ayer.ma.us)

6:05 PM

Superintendent Mark Wetzel, Department of Public Works

1. Request for use of UDAG Funds for Solid Waste Invoice

6:10 PM

Treasurer/Tax Collector Barbara Tierney and Finance Manager Lisa Gabree

1. Approval of Bond Anticipation and Grant Anticipation Notes

6:15 PM

Town Manager's Report

1. Administrative Update/Review of Town Warrant(s)
2. Coronavirus/COVID-19 Town Preparedness Update
3. Town Election and Annual Town Meeting Update
4. Reschedule June 2, 2020 BOS Meeting Date Due to Town & State Elections
5. Approval of Emergency Expenditures Related to COVID-19 under G.L. c. 44, § 31

6:25 PM

New Business/Selectmen's Questions

6:30 PM

Approval of Meeting Minutes

May 5, 2020

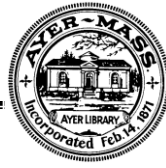
**Agenda times are for planning purposes only and do not necessarily constitute exact time.*

The next regularly scheduled Board of Selectmen's Meeting will be determined at this meeting.

The Annual Town Election will be held Tuesday June 2, 2020

The Annual Town Meeting will be held Monday June 15, 2020 at 7:00 PM at the Ayer Shirley Regional High School Auditorium

DEPARTMENT OF PUBLIC WORKS



Mark L. Wetzel, P.E., Superintendent
Dan Van 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

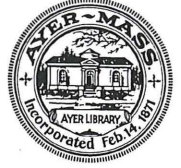
Date: May 15, 2020
To: Board of Selectmen
From: Mark Wetzel, P.E. Superintendent of Public Works
Subject: **Agenda Items for May 19, 2020 BOS Meeting**

1. **Request for use of UDAG Funds for Solid Waste Invoice** – The DPW- Solid Waste Division had an emergency repair to the Transfer Station John Deere Loader. During winter plowing, the engine failed and the John Deere dealer, Schmidt Equipment evaluated the problem. Based on their diagnosis, the engine either needed to be rebuilt or replaced and based on the quotes, it was determined that the replacement of the engine was the cost effective solution (\$24,388.31 for rebuild existing and \$24,056.97 for a replacement engine). As this is a critical equipment for both the Transfer Station operation and snow plowing, upon the Town Manager's authorization, we proceeded with the work. The updated Solid Waste budget does not have sufficient funding to cover this invoice.

Therefore, the DPW is respectfully requesting that the Board of Selectmen consider voting up to \$23,923.46 from UDAG Funds for the purposes of paying for the emergency repair to the Solid Waste Division front end loader. Said funds to be replenished at a future Town Meeting.

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

RECEIVED
MAY 13 2020

TOWN OF AYER
SELECTMEN'S OFFICE

MEMO

Date: May 12, 2020

To: Members of the Board of Selectmen

From: Barbara Tierney CMMT, Treasurer/Tax Collector

Subject: \$3,480,425.00 Bond Anticipation Note (BAN) and \$1,700,000.00 Grant Anticipation Note (GAN)

The Town of Ayer is issuing a BAN dated May 28, 2020 for capital plan items approved and a GAN in anticipation of grant funds for the PFAS filtration system from the Federal government. The purchaser of both is Oppenheimer & CO. Inc. with a low interest bid of 1.60%.

To complete the issues please sign the attached 4 signature pages.

Thank You,

Barbara Tierney, CMMT
Treasurer/Tax Collector

VOTE OF THE BOARD OF SELECTMEN

I, the Clerk of the Board of Selectmen of the Town of Ayer, Massachusetts, certify that at a meeting of the board held May 19, 2020, 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: to approve the sale of \$3,480,425 2.00 percent General Obligation Bond Anticipation Notes (the "BANs") of the Town dated May 28, 2020, and payable May 28, 2021, to Oppenheimer & Co., Inc. at par and accrued interest, if any, plus a premium of \$13,760.

Further Voted: to approve the sale of \$1,700,000 2.00 percent General Obligation Grant Anticipation Notes (the "GANs," and together with the BANs, the "Notes") of the Town dated May 28, 2020, payable May 28, 2021, to Oppenheimer & Co., Inc. at par and accrued interest, if any, plus a premium of \$5,500.

Further Voted: that in connection with the marketing and sale of the Notes, the preparation and distribution of a Notice of Sale and Preliminary Official Statement dated April 16, 2020, and a final Official Statement dated May 6, 2020, 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 Town Treasurer and the Board of Selectmen be, and hereby are, authorized to execute and deliver a significant events 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 Notes for the benefit of the holders of the Notes 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 Notes and to comply with relevant securities laws.

Further Voted: that each member of the Board of Selectmen, 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 Note 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.

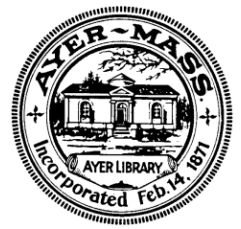
Dated: May 19, 2020

Clerk of the Board of Selectmen

82878032v.2

Copy

**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: May 15, 2020

TO: Ayer Board of Selectmen

FROM: Robert A. Pontbriand
Town Manager

SUBJECT: Town Manager's Report for the May 19, 2020 Board of Selectmen's Meeting

Dear Honorable Selectmen,

I am pleased to transmit to you the following Town Manager's Report for the May 19, 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 of the various activities, initiatives, and projects of the Administration since the Board of Selectmen last met on May 5, 2020.

Review of Town Warrant(s):

- I have reviewed, approved, and signed the following Town Warrant(s) since the Board of Selectmen last met on May 5, 2020:

Payroll Warrant #20-22 in the amount of \$334,707.38 was reviewed, approved, and signed on May 5, 2020.

Accounts Payable Warrant #20-22 in the amount of \$2,464,085.39 was reviewed, approved, and signed on May 12, 2020.

Coronavirus/COVID-19 Town Preparedness Update:

- Fire Chief Pedrazzi and Police Chief Murray will join the meeting remotely to provide the Board of Selectmen with updates from each of their Departments regarding the Town's ongoing COVID-19 Preparedness.
- Additionally, I would like to discuss with the Board, the Town's current planning regarding the acquisition of personal protective equipment (PPE) for Town Personnel as well as for Town functions such as elections and town meetings; the future funding for PPE; and the future management of the Town's PPE. At this time we have asked all Town Departments to calculate out their estimated PPE needs for the next several months and we are in the process of placing the appropriate order(s) for PPE (there are significant delays in many cases due to COVID-19).

- One of the most important pieces of PPE that there remains an ongoing need for are the N95 masks. The Town continues to work with FEMA and MEMA as well as the Nashoba Boards of Health to secure these important N95 masks. The demand across the State and Nation has created shortages and order delays.
- I would also like to briefly update the Board with the Town's current planning with respect to building modifications required to protect Town Personnel as well as the Public for when the appropriate time comes for opening to the public. The Facilities Director is in the process of meeting with all Department Heads that oversee Town Buildings (Town Hall, Fire Station, Police Station, DPW Facilities, Library, and Senior Center) to conduct an initial assessment which is due by May 22, 2020. Additionally, we are awaiting the release of additional State mandates/requirements regarding the State's proposed phased reopening plan as well as additional guidance expected to be announced by the Governor on Monday, May 18, 2020.

Town Election and Annual Town Meeting Update:

- I will provide the Board of Selectmen with an update on the plans for the Town Election (including the special State election) and the Annual Town Meeting. Currently (as of May 15, 2020) the Annual Town Election remains scheduled to take place on Tuesday, June 2, 2020 at the Ayer Town Hall with polls open from 7am to 8pm. I will update the Board of Selectmen on the plans being developed in consultation with the Town Clerk and the Facilities Director to ensure a safe and successful election. The principles of social distancing; compliance with the provisions of the State's Mask/Face Covering Order; and other best practices for sanitization of the voting booths and equipment are being implemented into the Town's plan.
- The Town (as are many municipalities due to COVID-19) has been promoting the use of absentee ballots to vote in the June 2, 2020 Election as an option for individuals who may not feel comfortable voting in public during COVID-19 as well as a measure to help reduce the potential number of people in the polls and polling lines on election day.
- Additionally, currently (as of May 15, 2020) the Annual Town Meeting remains scheduled to take place on Monday, June 15, 2020 at 7pm in the Auditorium of the Ayer Shirley Regional High School. I will update the Board of Selectmen on the plans being developed in consultation with the Town Moderator, Facilities Director, I.T. Director, and Ayer Public Access Television to ensure a safe and successful Annual Town Meeting. As in the case of the plan for the Town Election, the principles of social distancing, compliance with the provisions of the State's Mask/Face Covering Order; and other best practices for sanitization are being implemented into the Town's plan.
- Finally with respect to the Annual Town Meeting, I would like to discuss with the Board at the meeting a proposed plan with respect to the FY 2021 Budget and Annual Town Meeting Warrant as a result of COVID-19 which has been developed by the Town's Internal Finance Team (Town Manager, Assistant Town Manager, Finance Manager, Treasurer/Tax Collector, Assessing Administrator, and Benefits and Payroll Manager) and was discussed with the Town's Executive Bi-Board at their meeting on May 14, 2020). I would also like to discuss a proposed plan to do some public informational outreach on the FY 2021 Budget and Annual Town Meeting Warrant prior to the Annual Town Meeting on June 15, 2020.

Reschedule of the June 2, 2020 BOS Meeting Date Due to Town & State Elections:

- Due to the Town Election (and special State election) occurring on Tuesday, June 2, 2020; the Board of Selectmen are respectfully requested to reschedule the June 2 BOS Meeting in accordance with the guidance from the Secretary of State's Office that there should be no public meetings occurring in a polling place during an election. Though the BOS Meeting will be using remote public participation technology due to COVID-19; the BOS Meeting will still be occurring in the Town Hall (a polling place). It is therefore recommended that that the BOS reschedule the June 2 meeting to an alternative date.

Approval of Emergency Expenditures Related to COVID-19 under MGL Chapter 44, Section 31:

- As of May 15, 2020, the Town's COVID-19 related expenses total \$18,326.59. The Town's Finance Manager has calculated that based on current trends; it is anticipated that the Town's total COVID-19 related expenses will be approximately \$35,000 by June 30, 2020. As the Board is aware none of these costs were foreseen when the FY 2020 Budget was developed. However, due to the unprecedented nature of the COVID-19 Pandemic and the possibility of additional unforeseen COVID-19 expenditures, it is recommended that the Board consider authorizing up to \$100,000 in emergency expenditure spending authority.
- At this time (in consultation with the Town's Finance Departments and the Executive Bi-Board) I am respectfully recommending that the Board of Selectmen vote to authorize up to \$100,000 in emergency expenditures related to COVID-19 in accordance with the provisions of MGL Chapter 44, Section 31 as set forth in the attached DRAFT letter for your consideration and to authorize the Town Manager to sign the attached letter. As the Board is aware this authorization is subject to review and approval by the Massachusetts Department of Revenue/Division of Local Services. (See attached)

Thank you.

Attachment: DRAFT Request for Authorization Under MGL Chapter 44, Section 31 for Emergency Expenditures up to \$100,000 due to COVID-19

**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

******DRAFT/PROPOSED LETTER******

May 19, 2020

Mary Jane Handy
Director of Accounts
Division of Local Services/MA DOR
PO Box 9569
Boston, MA 02114-9569

**SUBJECT: Request for Authorization Under Massachusetts General Law, Chapter 44, Section 31 for
Emergency Expenditures up to \$100,000 due to COVID-19**

Dear Ms. Handy,

On March 10th, Governor Baker declared a state of emergency related to the outbreak of Coronavirus Disease 2019 (COVID-19). Massachusetts General Law, Chapter 44, Section 31 provides provisions for emergency expenditures which include authorization to deficit spend to address emergency needs due to major disasters. This option provides immediate spending authority until other financing sources, such as emergency borrowing or appropriations from available funds, can be put into place to cover the spending. On Tuesday, May 19, 2020, the Ayer Board of Selectmen per the provisions of Massachusetts General Law, Chapter 44, Section 31 voted to authorize emergency spending up to \$100,000 and authorized me to sign this letter.

The Town of Ayer is requesting approval from the Director of Accounts to pay the liabilities it incurs for emergency purposes related to COVID-19 without appropriation. These payments will be reported to the Assessors for inclusion in the next subsequent annual tax rate unless otherwise provided for by appropriation or transfer, or by borrowing under Massachusetts general law Chapter 44, Section 8(9).

While the amount of the deficit spending is especially difficult to determine, the Town's best estimate right now for overtime, cleaning supplies, personal protective equipment (PPE) and other related expenditures because of COVID-19 is approximately \$100,000. We will do our best to provide a more accurate estimate in the upcoming weeks. If you have any questions, please do not hesitate to contact me directly. Thank you for your time and consideration during this unprecedented time.

Sincerely,

Robert A. Pontbriand
Town Manager

Cc: Ayer Board of Selectmen
Ayer Finance Committee
Lisa Gabree, Finance Manager/Town Accountant

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



Broadcast and Recorded by APAC

Tuesday May 5, 2020
Open Session Meeting Minutes

BOS Present: Scott A. Houde, Chair; Jannice L. Livingston, Vice-Chair (*via remote participation*); 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.

Remote Access: S. Houde stated that pursuant to Governor Baker's March 12, 2020 Order 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. S. Houde then gave the directions to the public on how to call into the meeting.

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

Approval of Meeting Agenda Motion: S. Houde stated that because Selectman Livingston is participating remotely, all votes will be taken by roll call.

Motion: A motion was made by S. Houde and seconded by S. Copeland to approve the meeting agenda as posted. S. Houde, aye; J. Livingston, aye; S. Copeland, aye. **Motion passed by Roll Call Vote 3-0.**

Announcements: S. Houde made the following announcements:

- The Board of Selectmen recognized Ayer's drinking water infrastructure and staff for during Drinking Water Week.
- There will be a Public Listening Session relating to Ayer's Municipal Vulnerability Preparedness on Thursday May 7, 2020 from 7:00 PM – 8:00 PM. This meeting will be held on Zoom... for call-in information, please visit the Town's website.
- Per Governor Baker, in an effort to reduce the spread of COVID-19, effective Wednesday, May 6 any person over the age of two who is in public in MA, whether indoor or outdoor and is unable to maintain social distancing of six feet is required to cover their mouth and nose with a mask or cloth face covering except if the person is unable to do so due to a medical condition. Violation of this Order may result in a civil fine of up to \$300. For more information please visit: [mass.gov/coveryourface](https://www.mass.gov/coveryourface).
- All residents should wear masks while on Town property, including the Transfer Station.
- Sandy Pond Beach will be closed to at least June 12th.
- Applications are available for absentee ballots for the June 2, 2020 Annual Town Election and General State Election.

Public Input: None

Public Hearing – Pole Petition – National Grid and Verizon - Marshall Street: S. Copeland opened the public hearing at 6:06 PM and read the public hearing notice. The petition by National Grid and Verizon New

England, Inc. is to locate poles, wires, and fixtures, including the necessary sustaining and protecting fixtures, along and cross the following public way: Marshall Street – National Grid to install 2 JO Poles on Marshall Street beginning at a point approximately 0 feet southwest of the centerline of the intersection of Harvard Road and continuing approximately 285 feet in a southwest direction. Install 2 JO Poles 5-51 and 5-53 approximately 150’ and 285’ SW from the intersection of Harvard Road. No. 28614797

Mr. Joseph Michaud, 8 Marshall Street, stated that he went through this process in 1986. He paid for his infrastructure to be placed underground and is concerned for aesthetic reasons with the erection of new service poles.

Mr. Javier Morales from National Grid stated that their design philosophy is to place systems overhead as it is more cost effective for the customer and it ease of accessibility if the power was to go out.

Motion: A motion was made by S. Copeland and seconded by J. Livingston to approve the pole petition for Marshall Street as submitted. S. Houde, aye; J. Livingston, aye; S. Copeland, aye. **Motion passed by Roll Call Vote 3-0.**

Motion: A motion was made by S. Houde and seconded by J. Livingston to close the Public Hearing at 6:22 PM. S. Houde, aye; J. Livingston, aye; S. Copeland, aye. **Motion passed by Roll Call Vote 3-0.**

Public Hearing – Pole Petition – National Grid and Verizon - Harvard Road: S. Copeland opened the public hearing at 6:23 PM. The petition by National Grid and Verizon New England, Inc. is to locate poles, wires, and fixtures, including the necessary sustaining and protecting fixtures, along and cross the following public way: Harvard Road – National Grid to install 2 JO Poles on Harvard Road beginning at a point approximately 0 feet northeast of the centerline of the intersection of the Ayer traffic rotary and continuing approximately 455 feet in a northwest direction. Install 2 JO Poles 5-5 and 5-589 approximately 455 feet NW of the intersection with the Ayer Traffic Rotary. No. 28614797

Michelle Calhoun, 9 Harvard Road asked if there was a possibility that there would be streetlights. Javier Morales stated that yes, that could be a possibility in the future.

Motion: A motion was made by J. Livingston and seconded by S. Copeland to approve the pole petition for Harvard Road as submitted. S. Houde, aye; J. Livingston, aye; S. Copeland, aye. **Motion passed by Roll Call Vote 3-0.**

Motion: A motion was made by S. Houde and seconded by S. Copeland to close the Public Hearing at 6:26 PM. S. Houde, aye; J. Livingston, aye; S. Copeland, aye. **Motion passed by Roll Call Vote 3-0.**

Alicia Hersey, Program Manager, Office of Community Development: *Lien Subordination Request: CASE# 06-316E* – A. Hersey stated that the borrower is seeking to obtain a new mortgage to pay-off their first mortgage and obtain a better interest rate. She is recommending approval by the BOS.

Motion: A motion was made by S. Copeland and seconded by J. Livingston to approve lien subordination request 06-316E as presented. S. Houde, aye; J. Livingston, aye; S. Copeland, aye. **Motion passed by Roll Call Vote 3-0.**

Community Development Grant Extension and Office Budget – A. Hersey is requesting that the BOS approve the use of program income to support the Office of Community Development. The current program income balance is \$87,452.

Motion: A motion was made by J. Livingston and seconded by S. Houde to approve the use of program income to support the Office of Community Development, as presented. S. Houde, aye; J. Livingston, aye; S. Copeland, aye. **Motion passed by Roll Call Vote 3-0.**

Emergency Rental Assistance Update – Alan Manoian, Director of Community and Economic Development and A. Hersey gave an overview to the BOS about their plans to assist the community during the COVID-19 pandemic. They are in the process of evaluating the aid most needed during this time. The Office will be conducting interviews and hosting forums with local business owners and working with the Affordable Housing Committee to provide a list of resources to best assist those in need.

Superintendent Mark Wetzel, Department of Public Works: *Recommendation to Continue Outdoor Water Ban* – M. Wetzel is recommending that the BOS continue the Outdoor Water Ban. The recommendation is to protect the water supply while the PFAS water treatment facilities are under construction. The ban is needed to reduce water demand and allow the Town to minimize the use of the PFAS contaminated wells until the new treatment facilities are on-line later this year. Watering with hand hose and water can is permitted, all other outdoor uses are prohibited. Variances are available by contacting the DPW Offices.

Motion: A motion was made by S. Houde and seconded by J. Livingston to close approve the continuation of the Outdoor Water Ban beginning on May 15, 2020. S. Houde, aye; J. Livingston, aye; S. Copeland, aye. **Motion passed by Roll Call Vote 3-0.**

Acceptance of Gift – 10 East Street - M. Wetzel stated that the area between the end of Marshall Street and the Ayer Community Garden is known as Pulpit Rock. A local resident, Ms. Mary Metzger has been in contact with the DPW regarding run-off erosion from Third Street. In conjunction with Conservation Agent, and members of the Ayer Community Garden, the DPW has been working with a local developer to make improvements to the area. Ms. Metzger has donated \$500 towards that effort. He is asking the BOS to accept the generous donation made by Ms. Metzger.

Motion: A motion was made by S. Copeland and seconded by J. Livingston to approve the \$500 dollar donation from Ms. Mary Metzger for the Pulpit Rock Improvement Project. S. Houde, aye; J. Livingston, aye; S. Copeland, aye. **Motion passed by Roll Call Vote 3-0.**

M. Wetzel and Recycling Committee Chair Ms. Lauri Sabol gave a quick update from the Recycling Committee and the “Buy Recycled” Policy.

Recommendation to Extend Tax Deadlines and Forgiveness of Interest and Penalties in Accordance with Chapter 53 sec. 10-12 of the Acts of 2020: R. Pontbriand was joined by Treasurer/Tax Collector B. Tierney. In accordance with the Chapter 53 of the Acts of 2020, they are recommending that the BOS vote to adopt and enact the following provisions of sections 10-12 of Chapter 53 of the Acts of 2020:

1. Authorize the extension of the tax deadline for real estate and personal property taxes from May 1, 2020 to June 1, 2020; and
2. Authorize the extension of the deadline for applications for exemptions of taxes from to April 1, 2020 to June 1, 2020; and
3. Authorize the Treasurer/Tax Collector to waive the payment of interest and other penalty in the event of late payment of any excise tax, betterment assessment or apportionment, water rate, annual sewer use, or other charge added to a tax for any payments with a due date on or after March 10, 2020, and that this waiver may only be given if payment is made after its due date but before June 30, 2020.

S. Copeland asked about relief options for those who are not able to make their payments before June 30, 2020. R. Pontbriand and B. Tierney stated that the Town will work with all taxpayers during this unprecedented time to resolve hardships.

Motion: A motion was made by J. Livingston and seconded by S. Copeland to authorize the extension of the tax deadline for real estate and personal property taxes from May 1, 2020 to June 1, 2020. S. Houde, aye; J. Livingston, aye; S. Copeland, aye. **Motion passed by Roll Call Vote 3-0.**

Motion: A motion was made by S. Copeland and seconded by J. Livingston to authorize the extension of the deadline for applications for exemptions of taxes from to April 1, 2020 to June 1, 2020. S. Houde, aye; J. Livingston, aye; S. Copeland, aye. **Motion passed by Roll Call Vote 3-0.**

Motion: A motion was made by S. Copeland and seconded by S. Houde to authorize the Treasurer/Tax Collector to waive the payment of interest and other penalty in the event of late payment of any excise tax, betterment assessment or apportionment, water rate, annual sewer use, or other charge added to a tax for any payments with a due date on or after March 10, 2020, and that this waiver may only be given if payment is made after its due date but before June 30, 2020. S. Houde, aye; J. Livingston, aye; S. Copeland, aye. **Motion passed by Roll Call Vote 3-0.**

Town Manager's Report: *Administrative Update/Review of Town Warrant(s)*- R. Pontbriand referenced the meeting packet memo, which contains a list of all the warrants signed since the BOS last met. He also reported that the currently all conditions for the May 19, 2020 Bond Anticipation Note were still favorable. He also reported that the Annual Town Meeting Warrants have been printed and mailed to all Ayer households.

Coronavirus/COVID-19 Town Preparedness Update – R. Pontbriand thanked all Town Employees for their hard work during the COVID-19 pandemic. He reiterated a prior request: the Town is accepting PPE donations in any amount. He also has issued a spending directive, that all spending over \$1,000 must be preapproved by the Town Manager. He reported that he, the Assistant Town Manager, Facilities Director and Town Clerk are working on social distancing protocols for the upcoming Election and Town Meeting. R. Pontbriand then stated that though the Town is 7-8 weeks into the COVID-19 pandemic, there has not been an impact financially as far as revenue collections. The Town's internal finance team will continue to closely monitor. If Town Meeting is delayed beyond June 30, 2020; the Town will operate on a 1/12ths budget based on FY '20 figures, approved last year. All Capital Items will be suspended until approved at Town Meeting. The Governor's Facemask order goes into effect tomorrow May 6, 2020. The Nashoba Associated Boards of Health is the enforcement agency. R. Pontbriand stated that he would like to get all Town personnel back on a "regular" schedule effective Monday May 18, 2020, but that he is not recommending opening the buildings back up to the public at this time.

Reschedule June 2, 2020 BOS Meeting Date Due to Town & State Elections – R. Pontbriand stated that because the Annual Town Election and the General State Election for the State Rep's seat has been moved to June 2, 2020, the BOS will need to reschedule their meeting. BOS members agreed to table the item to the next meeting.

Ayer Gun and Sportsmen's Club – Change of Officers/Managers and Change of Manager - C. Antonellis explained that the Change of Officers and Manager's was not submitted to the Town at the time of the application. She is recommending that the BOS take two votes: 1) Approve the Change of Officers, as requested and 2) reaffirm their earlier vote to appoint Mr. Donald Anderson the New Manager, replacing Bob Briggs.

Motion: A motion was made by S. Copeland and seconded by S. Houde to approve the Change of Officers as requested. S. Houde, aye; J. Livingston, aye; S. Copeland, aye. **Motion passed by Roll Call Vote 3-0.**

Motion: A motion was made by S. Copeland and seconded by J. Livingston to reaffirm their vote to approve the Change of Manager from Bob Briggs to Donald Anderson. S. Houde, aye; J. Livingston, aye; S. Copeland, aye.
Motion passed by Roll Call Vote 3-0.

General Code Bylaw Update – C. Antonellis gave an update on the General Code project stating that the Final Draft is now available. Department Heads are reviewing and have two weeks to make comments. She stated that no content/policy has been changed, and this is to codify the Town’s Bylaws and Regulations, for ease of use. The adoption of the General Bylaws, including the Zoning Bylaw, and Regulations are Articles 32 and 33 on the Annual Town Meeting Warrant.

UDAG Authorization for \$15,000 of Parks Building – R. Pontbriand was joined by Parks and Recreations Director Jeff Thomas. They have identified the need for additional funding to complete the new Parks Building at Pirone Park. They are requested up to \$15,000 in UDAG funding need additional funding, due to electrical work needed to be completed by National Grid, which will use the remaining balance in the account. The additional \$15,000 will be for furnishing the building, including IT hook-ups, furniture, and other equipment.

Motion: A motion was made by S. Copeland and seconded by J. Livingston to approve the use of up to \$15,000 of funding from the UDAG account to complete the Parks Building at Pirone Park. S. Houde, aye; J. Livingston, aye; S. Copeland, aye. **Motion passed by Roll Call Vote 3-0.**

New Business/Selectmen’s Questions: None

Approval of Meeting Minutes:

Motion: A motion was made by S. Houde and seconded by S. Copeland to approve the meeting minutes from March 17, 2020; March 30, 2020, and April 7, 2020. S. Houde, aye; J. Livingston, aye; S. Copeland, aye. **Motion passed by Roll Call Vote 3-0.**

Adjournment:

Motion: A motion was made by J. Livingston and seconded by S. Copeland to adjourn at 7:39 PM. S. Houde, aye; J. Livingston, aye; S. Copeland, aye. **Motion passed by Roll Call Vote 3-0.**

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

Date Minutes Approved by BOS: _____

Signature Indicating Approval: _____