



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



**Tuesday March 13, 2018**  
**Open Session Meeting Agenda**

- 7:00 PM**                    **Call To Order**  
Pledge of Allegiance; Review and Approve Agenda; Review of Warrant(s); Announcements
- 7:05 PM\***                    **Public Input**
- Chief William A. Murray**
1. Appointment of Full Time Dispatchers
  2. Appoint of Part Time Dispatcher
  3. Lieutenant Position Compensation Adjustment
- 7:20 PM**                    **Superintendent Mark Wetzel, Ayer DPW**
1. Sewer Abatements Requests
  2. Discussion - Changes to Water Rules and Regulations
  3. Grove Pond Well No. 8 PFAS Contamination
- 7:40 PM**                    **Mr. Kevin Johnston, Benefits and Payroll Manager**
1. Reserve Fund Transfer (Unemployment Compensation)
- 7:45 PM**                    **Mr. Alan Manoian, Director, Office of Community & Economic Development**
1. Lien Subordination Request CASE #03-243
  2. Award of RFP - Historic Fire Station
- 8:00 PM**                    **Town Administrator's Report**
1. Administrative Update
  2. Approval of FY 19 Capital Budget
  3. Special Town Meeting Update
  4. FY 2019 Budget Update
  5. Government Reorganization Update
  6. Retail Recreational Marijuana Update
- 8:15 PM**                    **New Business/Selectmen's Questions**
- 8:20 PM**                    **Approval of Meeting Minutes**  
February 13, 2018; February 20, 2018
- 8:25 PM**                    **Executive Session pursuant to MGL Chapter 30A, Section 21A:**
1. Exemption #3 (Collective Bargaining) PEC Section 21 MOA
  2. Exemption #3 (Collective Bargaining) Regional Dispatch MOA
  3. Exemption #3 (Collective Bargaining) Police and Dispatch Contract Negotiations Update
- Adjournment\***

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

The next regularly scheduled meeting of the Board of Selectmen is Tuesday April 3, 2018 at 7:00 PM  
Special Town Meeting – Monday March 19, 2018 – ASRIHS Auditorium, 141 Washington Street – Updated Zoning Bylaw



# AYER POLICE DEPARTMENT

54 Park Street · Ayer, Massachusetts 01432-1161  
Tel. (978) 772-8200 · Fax (978) 772-8202



William A. Murray  
Chief of Police

## MEMORANDUM

**To:** TA Pontbriand  
**From:** Chief William A. Murray  
**CC:** file  
**Date:** March 8, 2018  
**Re:** Dispatcher Appointments

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I request that the Board of Selectmen make the following Dispatcher appointments at their meeting on March 13, 2018:

**Sarah H. Gambrel** to the position of Full-Time Dispatcher. Sarah is a resident of Athol and a former member of the Army where she served as a Broadcast Journalist.

Since 2011 Sarah has worked 3 different municipalities as a full-time public safety Dispatcher and is currently employed in the Town of Shirley. With the impending Ayer/Shirley Dispatch Regionalization Sarah is one of the Dispatchers that we would like to bring over to Ayer. She has all necessary certifications and would only require a short field training period to get acclimated to APD.

Based on her 6 years of experience and full set of certifications, I recommend Sarah be appointed to Step 2 of the APPOA Communications Division wage scale. This appointment should be effective April 2, 2018 and be contingent upon passing a background investigation, drug test and field training.

**Darlene A. Buelow** to the position of Full-Time Dispatcher. Darlene is a resident of Templeton and a graduate of Newbury College with an AS degree in Applied Science.

Since August 2017 Darlene has been working for the city of Fitchburg as a full-time police dispatcher. Among other prior work history, Darlene spent 3 years with the Devens Job Corp (in the Work Based Learning section) and was the Principal Clerk for the Attleboro Police Department for 7 years. She has all necessary certifications and would only require a short field training period to get acclimated to APD.

Based on her experience and full set of certifications, I recommend Darlene be appointed to Step 2 of the APPOA Communications Division wage scale. This appointment should be effective April 2, 2018 and be contingent upon passing a background investigation, drug test and field training.

**Janet K. Providakes** to the position of Full-Time Dispatcher. Janet is a resident of Ayer and possesses a BA in Applied Economics/Business Management from Cornell University, an AS in Small Business Management from Springfield Technical Community College, and a Certificate of Theology and Pastoral Studies from the College of the Elms in Chicopee.

Janet currently sits as Chair on the Ayer Community Preservation Committee and the Ayer Housing Authority and is involved in the St. Mary's Parish Hospital & Nursing Home Ministries. She has a varied work background that includes MWCC as a Gardner Prisoner Tutor, budgeting, database editing and financial reporting. She is looking for yet another way to give back to the community of Ayer and will be a good addition to the Department.

Janet will have to complete several certification classes as well as pass the Department's Dispatch Field Training. Normally new applicants would be sent to a Dispatch Academy but there are none being offered at this time and there is no indication when the next class will be. APD can provide a similar Academy experience that will give Janet all the necessary certifications and training to perform the job.

I am recommending the Board appoint Janet to Step 1 of the APPOA Communications Division wage scale. This appointment should be effective April 2, 2018 and be contingent upon passing a background investigation, drug test, field training, and all needed certification trainings.

**Matthew A. Cauley** to the position of Full-Time Dispatcher. Matthew is a resident of Shirley and possesses a BS in Criminal Justice from Fitchburg State College.

Matthew currently holds positions at Devens Springhill Suites (general maintenance), Ayer Traffic Circle Liquors (clerk), and Webster MA Police Department as an Auxiliary Police Officer.

Matthew will have to complete several certification classes as well as pass the Department's Dispatch Field Training. Normally new applicants would be sent to a Dispatch Academy but there are none being offered at this time and there is no indication when the next class will be. APD can provide a similar Academy experience that will give Matthew all the necessary certifications and training to perform the job.

I am recommending the Board appoint Matthew to Step 1 of the APPOA Communications Division wage scale. This appointment should be effective April 2, 2018 and be contingent upon passing a background investigation, drug test, field training, and all needed certification trainings.

**Jennifer J. Law** to the position of Per-Diem Dispatcher. Jennifer is a resident of Westminster and has attended MWCC (Business Admin), Becker Junior College (Nursing), and is a graduate of the Reserve Police Officer training at the Gardner Police Academy.

Jennifer is currently employed by the Town of Clinton as a Public Safety Dispatcher, had been employed by the town of Ashburnham with the same position and was the Public Safety Dispatch Supervisor for the Town of Boylston for over 6 years. She has all necessary certifications and would only require a short field training period to get acclimated to APD.

Though not part of the Bargaining Unit, I am recommending the Board appoint Jennifer to Step 1 of the APPOA Communications Division wage scale. This is the normal rate for all per-diem personnel. This appointment should be effective April 2, 2018 and be contingent upon passing a background investigation, drug test and field training.

**Kyle R. Gordon** to the position of Per-Diem Dispatcher. Gordon is a resident of Ayer and possesses a BS in Fire Science and a MS in Public Administration both from Anna Maria College.

Kyle has worked for the Tyngsboro and Maynard Fire Departments and since 2003 has been employed at the Sudbury Fire Department. Among firefighting duties Kyle has performed some dispatch duties at Maynard and Sudbury but does not currently possess any certifications.

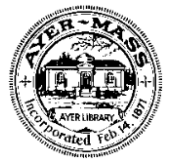
Kyle will have to complete several certification classes as well as pass the Department's Dispatch Field Training. Normally new applicants would be sent to a Dispatch Academy but there are none being offered at this time and there is no indication when the next class will be. APD can provide a similar Academy experience that will give Kyle all the necessary certifications and training to perform the job.

Though not part of the Bargaining Unit, I am recommending the Board appoint Kyle to Step 1 of the APPOA Communications Division wage scale. This is the normal rate for all per-diem personnel. This appointment should be effective April 2, 2018 and be contingent upon passing a background investigation, drug test, field training, and all needed certification trainings.



# AYER POLICE DEPARTMENT

54 Park Street · Ayer, Massachusetts 01432-1161  
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William A. Murray  
Chief of Police

## MEMORANDUM

**To:** Robert Pontbriand  
**From:** Chief William A. Murray  
**CC:** Lt. Gill, file  
**Date:** March 7, 2018  
**Re:** Lieutenant Compensation

As you know, for some time we have been discussing the anomaly in the pay scale for the Police Lieutenant when compared to the Police Department's Patrol Officer and Sergeant pay scale. Currently, the compensation of the top step Sergeant base rate is remarkably higher than that of a new Lieutenant (Grade 13 - Step 1, 2, or 3); the top step Sergeant compensation is approximately equivalent to a Lieutenant with 5-7 years of experience (Grade 13 Step 7). To further highlight the issue, I have provided the following comparisons (below):

**Rate of compensation from top step of lower rank, to bottom step in next rank:**

- % difference from top step Patrol Officer to bottom step Sergeant: +10%
- % difference from top step Sergeant to Step 3 Lieutenant: -7.6%

**Rate of compensation from top step in one rank, to top step in next rank:**

- % difference from top step Patrol Officer to top step Sergeant: +22%
- % difference from top step Sergeant to top step Lieutenant: +12%

**Rate of compensation between top step Sergeant & top step Chief:**

- % Difference between top step Sergeant and top step Chief: +58%
- Lieutenant ½ Difference between the two ranks: +29%

With the most recent reclassification of the Lieutenant's position, internal equity was not given the proper consideration and has created the current compensation conundrum. Below I suggest three (3) methods of effectively recalculating the Lieutenants compensation to correct the present situation:

**1. Using an approx. 10% margin between the top step Sergeant and bottom step Lieutenant.**

- Top step Sergeant is compensated at \$82,169 (\*1.10 = \$90,386).
- Grade 15, Step 3: \$91,935
- Placement w/ 8 years' service in position: Grade 15 / Step 11 (\$112,063)

**2. Using an approx. 22% margin between top step Sergeant and top step Lieutenant.**

- Top step Sergeant is compensated at \$82,169 (\*1.22 = \$99,148).
- Grade 14, Step 11: \$101,832
- Placement w/ 8 years' service in position (starting Step 3): Grade 14 / Step 11 (\$101,832).
- This method does not correct for the margin between a top step sergeant and a new lieutenant and creates a further disincentive to seeking promotion.

**3. Using an approx. 29% margin between top step Sergeant and top step Lieutenant:**

- Top step Sergeant is compensated at \$82,169 (\*1.29 = \$105,998)
- This method proved challenging in determining a placement; the calculated figure is higher than Grade 14 / step 11 but lower than Grade 15 / Step 11
- Placement w/ 8 years' service in position (starting Step 3): Grade 14 / Step 11 (\$101,832), or
- Placement w/ 8 years' service in position (starting Step 3): Grade 15 / Step 11 (\$112,063).

I propose that the placement of the Police Lieutenant be a hybrid of Method 1 and Method 3, with the starting Grade 15 / Step 3 (Method 1: 10% over top step Sergeant) and having a maximum step of Step 9 (Method 3: 29% over top step Sergeant). I further propose that the placement of Lieutenant Gill be Grade 15 / Step 9: \$106,655.

If approved I recommend that this correction be made effective immediately before more time is allowed to pass. The current budget, due to a manpower shortage, can support this request.

# DEPARTMENT OF PUBLIC WORKS

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



25 BROOK STREET  
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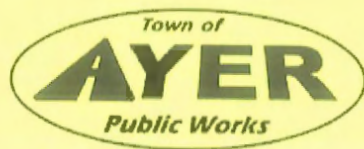
## MEMORANDUM

Date: March 8, 2018  
To: Board of Selectmen  
From: Mark Wetzel, P.E. Superintendent of Public Works  
Subject: **March 13 Meeting Agenda Items**

1. **Sewer abatements due to leakage** – The DPW has received several requests for abatements on the sewer bills due to leakage. I have reviewed the abatement requests and recommend approval by the Board.
  - NE Hydro Transmission – Raddison Rd
  - 125 Willard Ct
  - Hillside Mobile Home Park
  - 48 Pearl St
2. **Discussion of changes to Water Rules and Regulations** (abatement process, private hydrants)- Based on my review of the Water Rules and Regulations, I recommend changes as follows:
  - Section 7B Abatements – The current process is for the Board of Selectmen to review and grant abatements to water and sewer bills. In order to process these request more efficiently, I recommend that this be changed to allow the Superintendent of Public Works to review and grant the abatement and the Board of Selectmen reviewing and voting on appeals to the Superintendent’s decision. The recommended change is “The Superintendent of Public Works will review all abatement requests and respond to the customer in writing. The decision will be based on the Rules and Regulations, field inspections and historical past usage. The customer has the right to appeal the Superintendent’s decision to the Board of Selectmen. The appeal must be submitted in writing and will be reviewed at a posted meeting.
  - Section 10 - Fire Service – I recommend the following changes:
    - A. Private fire service pipes **and hydrants** may be installed at the customer’s expense including the connection to the water main.
    - H. PRIVATE HYDRANT SERVICE – Fire hydrants on private property and connected to the Town water system shall be inspected and serviced once a year by the Department for a fee. Any repairs necessary for proper operation of the hydrants shall be the responsibility of the property owner and shall be completed within thirty (30) days after due notice in writing has been given to the owner by the Department
3. **Grove Pond Well No. 8 PFAS contamination**
  - a. DEP letter 3-1-18 (attached)
  - b. Public notification
  - c. Actions to date
  - d. Recommendation for treatment and request for funding



**Item 1**





March 8, 2018

**RE: Request for Sewer Bill Abatement – NE Hydro Transmission Electric Co**

Mr. John Young  
NE Hydro Elect. Transmission CO,  
55 Raddison Road  
Ayer, MA 01432

Dear Mr. Young:

The Ayer DPW received your request dated January 4, 2018 requesting an abatement to your water and sewer bill for a portion of the sewer use. You stated that you had discovered a leak in the water system and provided photos of the repair. This leak affected your bills dated June 26 and September 24.

Based on your average usage, I will recommend that the Board of Selectmen (Water & Sewer Commissioners) approve a sewer abatement of \$1,387.11 for the June bill and \$1,381.99 for the September bill. This is for the sewer charge only. We do not abate water charges due to leakage.

You have the right to an appeal of this decision. Any such request shall be made in writing through the Town Administrator to the Board of Selectmen.

Should you have any questions or comments, please do not hesitate to contact this office.

Regards,

**AYER DEPARTMENT OF PUBLIC WORKS**

Mark L. Wetzel, P.E.  
Superintendent





February 28, 2018

**RE: Request for Sewer Bill Abatement – 125 Willard Court**

Mr. Jon Crandall Jr.  
147 Hardy Street  
Dunstable, MA 01827

Dear Mr. Crandall:

The Ayer DPW has evaluated your high usage on your October Water and Sewer Bill for your rental property at 125 Willard Court. You indicated that a leak was discovered and repaired in the crawl space of the rental unit.

Based on your past usage, your average water/sewer usage for similar periods is 2,274 cubic feet and you were billed for 13,511 cubic feet. Based on your average usage, I will recommend that the Board of Selectmen (Water & Sewer Commissioners) approve an abatement of \$779.85 for the sewer use charge related to the leak.

You have the right to an appeal of this decision. Any such request shall be made in writing through the Town Administrator to the Board of Selectmen.

Should you have any questions or comments, please do not hesitate to contact this office.

Regards,

**AYER DEPARTMENT OF PUBLIC WORKS**

Mark L. Wetzel, P.E.  
Superintendent



# DEPARTMENT OF PUBLIC WORKS

Mark L. Wetzel, P.E., Superintendent  
Daniel S. Van Schalkwyk, P.E., Town Engineer



Water, Wastewater, Highway & Solid Waste Divisions

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

February 28, 2018

## RE: Request for Sewer Bill Abatement – Hillside Mobile Home Park

Mr. Robert Collins  
PO Box 2081  
Westford MA 01886

Dear Mr. Collins:

The Ayer DPW received your letter dated February 5, 2018 requesting an abatement to your water and sewer bill for a portion of the sewer use. You stated that one of the units was vacant and there was a leak due to a frozen pipe. Based on this, you are requesting an abatement from the sewer charge related to the leakage it did not enter the sewer system.

Based on your past usage, your average water/sewer usage for similar periods is 19,590 cubic feet and you were billed for 58,240 cubic feet. Based on your average usage, I will recommend that the Board of Selectmen (Water & Sewer Commissioners) approve an abatement of \$3,648.38 for the sewer use charge related to the leak.

You have the right to an appeal of this decision. Any such request shall be made in writing through the Town Administrator to the Board of Selectmen.

Should you have any questions or comments, please do not hesitate to contact this office.

Regards,

AYER DEPARTMENT OF PUBLIC WORKS

Mark L. Wetzel, P.E.  
Superintendent



# DEPARTMENT OF PUBLIC WORKS

Mark L. Wetzel, P.E., Superintendent  
Daniel S. Van Schalkwyk, P.E., Town Engineer



Water, Wastewater, Highway & Solid Waste Divisions

25 BROOK STREET  
AYER, MASSACHUSETTS 01432  
T: (978) 772-8240  
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January 25, 2018

**RE: Request for Sewer Bill Abatement**

Ms. Alice Guarino  
PO Box 2024  
Orleans, MA 02653

Dear Ms. Guarino:

The Ayer DPW received your letter dated November 11, 2017 requesting an abatement to your water and sewer bill for a portion of the sewer use. You stated that you discovered frozen pipes in your laundry room at your property at 48 Pearl Street. Based on this, you are requesting an abatement from the sewer charge related to the leakage it did not enter the sewer system.

Based on your past usage, your average water/sewer usage for similar periods is 161 cubic feet and you were billed for 6,551 cubic feet. Based on your average usage usage, the sewer charge for the water leakage is calculated to be \$497.19. I will recommend that the Board of Selectmen (Water & Sewer Commissioners) approve an abatement of \$497.19 for the sewer use charge related to the leak.

You have the right to an appeal of this decision. Any such request shall be made in writing through the Town Administrator to the Board of Selectmen.

Should you have any questions or comments, please do not hesitate to contact this office.

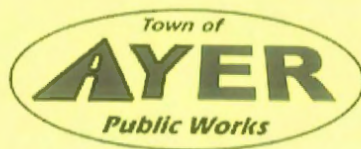
Regards,

**AYER DEPARTMENT OF PUBLIC WORKS**

Mark L. Wetzel, P.E.  
Superintendent



**Item 2**



6. If a meter malfunctions or fails to register, the customer shall be charged at the average consumption as shown by the meter when in order. The owner of such property shall schedule an appointment for repair/replacement immediately.
7. The Town will periodically read the inside meter to verify the accuracy of the remote recorder. In the case of a discrepancy between the two readings, the inside meter reading will be considered accurate and the customer will be billed accordingly.

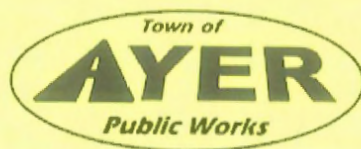
B. Abatements

1. Requests for abatements of water bills or any portion thereof must be filed with the Department of Public Works office.
2. The Board of Water Commissioners, at a posted public meeting, will review abatement requests and make a decision based on the content of these Rules and Regulations.
3. The Town is not responsible for leaks or breaks on the customer's premises. No abatements will be given to owner's of rented or business properties for excessive bills due to leakage or breaks.

SECTION 8 - TERMINATION OF WATER SERVICE

- A. The Town shall have the right to shut off water for the following reasons:
1. Making unauthorized alterations or repairs to Town water meters, water services, mains, valves or hydrants.
  2. Disregard of the Water System Rules and Regulations of the Town of Ayer.
  3. Neglecting to make payments of charges for water service or other charges or fees related to the water service.
  4. Misrepresentation in application as to the premises or fixtures to be supplied, or the use of the water supply.
  5. Use of water for any purpose not described in the Application for Water Service.
  6. Tampering with any service pipe, meter, curb stop, seal, or shut off valve related to the Town water system.
  7. Failure to maintain, in good order, connections, service lines, or fixtures for which the customer or property owner is responsible.
  8. Vacancy of the premises.
  9. Refusal of access to premises to inspect, read, maintain, or remove meters.
  10. Waste of water or refusal to conserve water during periods of restricted supply in accordance with the Town Water Use Restriction Bylaw.
  11. Any cross connection which would introduce water or any liquid other than that supplied by the Town.
- B. The Town assumes no responsibility for damage resulting from shutting off water for the above reasons.

**Item 3**







Commonwealth of Massachusetts  
Executive Office of Energy & Environmental Affairs

## Department of Environmental Protection

Central Regional Office • 8 New Bond Street, Worcester MA 01606 • 508-792-7650

Charles D. Baker  
Governor

Karyn E. Polito  
Lieutenant Governor

Matthew A. Beaton  
Secretary

Martin Sturberg  
Commissioner

Date: March 1, 2018

Ayer Public Works  
Mark Wetzel, Superintendent  
25 Brook Street  
Ayer, MA 01432

City/Town: Ayer  
PWS Name: Ayer DPW Water Division  
PWS ID#: 2019000

**Re: Sampling Results for PFAS (Per-and Polyfluoroalkyl substances) in Drinking Water**

Dear Mr. Wetzel,

The Massachusetts Department of Environmental Protection (MassDEP) has reviewed the Town's sampling results for PFAS, which include five separate compounds: Perfluorooctanoic acid (PFOA), Perfluorooctanesulfonic acid (PFOS), Perfluorononanoic acid (PFNA), Perfluorohexanesulfonic acid (PFHxS) and Perfluoroheptanoic acid (PFHpA)].

As you know, the United States Environmental Protection Agency (EPA) in 2016 published a lifetime Health Advisory Level for two of the compounds (PFOS and PFOA) combined at 70 ppt. EPA Health Advisories are recommended contaminant levels in drinking water, set to be protective against adverse health effects for all people consuming the water over a lifetime. For PFOS and PFOA, EPA recommends that the lifetime Health Advisory also apply to shorter-term exposures of weeks to months during pregnancy and breast-feeding.

Based on additional consideration of information about PFAS, and out of an abundance of caution, MassDEP is considering adopting recommendations addressing all five of these PFAS chemicals. These recommendations are being considered because the five compounds share very similar chemical structures and the available data indicates they are most likely to exhibit similar toxicities. MassDEP is in the process of reviewing its recommendations with a panel of experts and expects to adopt formal recommendations this spring. MassDEP will keep you advised on the progress of this review.

In the meantime, MassDEP is encouraging certain actions from Public Water Suppliers where available data demonstrates that finished water is above the 70 ppt value for these five PFAS compounds.



Your test results show that the combined PFAS concentration for PFOA, PFOS, PFNA, PFHxS and PFHpA in your finished water is greater than 0.070 ug/L (70 ppt).

See <https://www.epa.gov/ground-water-and-drinking-water/drinking-water-health-advisories-pfoa-and-pfos> for more information about PFOA and PFOS in drinking water.

**Sample Results:**

Ayer DPW - Water Division – Grove Pond WTP (MULT4) finished water


PWSID	LOC CODE	LOC NAME	COLLECTED	CHEMICAL NAME	RESULT	UOM
2019000	MULT 4	FINISHED: GROVE POND WTP (BLEND)	09-Jan-18	PERFLUOROHEPTANOIC ACID-PFHPA	20	PPT
2019000	MULT 4	FINISHED: GROVE POND WTP (BLEND)	09-Jan-18	PERFLUOROHXANESULFONIC ACID-PFHXS	18	PPT
2019000	MULT 4	FINISHED: GROVE POND WTP (BLEND)	09-Jan-18	PERFLUORONONANOIC ACID-PFNA	0	PPT
2019000	MULT 4	FINISHED: GROVE POND WTP (BLEND)	09-Jan-18	PERFLUOROOCTANESULFONIC ACID-PFOS	32	PPT
2019000	MULT 4	FINISHED: GROVE POND WTP (BLEND)	09-Jan-18	PERFLUOROOCTANOIC ACID-PFOA	15	PPT
<b>SUM of PFAS concentrations:</b>					<b>85</b>	<b>PPT</b>

**MassDEP is encouraging you to take the following actions:**

1. **Notify your chief elected local official(s) and public health official(s)** of these results as soon as possible within (30) days from the date of this letter.
2. **Notify your consumers of these results** as soon as possible within thirty (30) days from the date of this letter.  
 You may use the attached public advisory to inform your customers about the potential health concerns of exposure to elevated concentrations of PFAS in drinking water. If you choose to use a different notice or add any system specific information to the attached public advisory you must receive written approval from your MassDEP regional office.
3. Please send a copy of your public health and consumer notification to your MassDEP Regional Office, Drinking Water Program.
4. **Report these results in your next annual Consumer Confidence Report (CCR)** in accordance with 310 CMR 22.16A. Contact your MassDEP Regional Office for specific language and instructions.
5. **Contact your MassDEP Regional Office** to develop and implement a plan to reduce the level of PFAS at the location(s) specified to a level reliably and consistently below 70 ppt.
6. **Monitor for PFOS, PFOA, PFNA, PFHxS and PFHpA quarterly** in accordance with your MassDEP Water Quality Sampling Schedule.

Please contact your regional Drinking Water Program Robert Bostwick at (508) 849-4036 or [Robert.Bostwick@state.ma.us](mailto:Robert.Bostwick@state.ma.us) if you would like to schedule a technical assistance meeting or to discuss this information.

Sincerely,



Robert A. Bostwick  
Drinking Water Section Chief  
MassDEP Central Regional Office

Attachments: Public Advisory Template, PFAS Fact Sheet (March 1, 2018)

ecc: DEP/DWP Regional Chief – Robert Bostwick, DEP/ORS- Mark Smith, DEP/DWP Program Director  
MDPH – Jan Sullivan  
Robert A. Pontbriand, Town Administrator  
Pamela L. Papineau, Ayer Board of Health

cc: Y\DWP Archive\Region\Ayer-2019000-PFAS Cover letter-2018-03-01

# Town of Ayer, Massachusetts Public Water System

## Important Information about Your Drinking Water

-- Translate it or speak with someone who understands it --

### *What happened?*

Although we are not required by USEPA to routinely monitor for Per and Polyfluoroalkyl Substances (PFAS), we sampled our water for PFAS on January 9, 2018. In May 2016, the United States Environmental Protection Agency (EPA) issued a lifetime Health Advisory (HA) of 70 parts per trillion (0.070 ug/L) the combination of two of the five PFAS. Our results were below the EPA advisory level.

Based on additional consideration of information about PFAS, and out of an abundance of caution, MassDEP is considering adopting a more conservative advisory addressing five of the PFAS chemicals, because these five compounds share very similar chemical structures and the available data indicates they are likely to exhibit similar toxicities. MassDEP is in the process of reviewing its recommendations with a panel of experts and expects to adopt formal recommendations this spring. These include perfluorooctanoic acid (PFOA), perfluorooctanesulfonic acid (PFOS), perfluorononanoic acid (PFNA), perfluorohexanesulfonic acid (PFHxS) and perfluoroheptanoic acid (PFHpA). MassDEP is considering recommending that:

- 1) water suppliers take steps expeditiously to lower levels of the five PFAS, individually or in combination, to below 70 parts per trillion for all consumers and,
- 2) consumers in sensitive subgroups (pregnant women, nursing mothers and infants) not consume, drink or cook with water when the level of the five PFAS substances, individually or in combination, is above 70 parts per trillion.

Our systems results for the five PFAS chemicals was 85 parts per trillion, which is above the advisory level that MassDEP is considering.

### *What is our water system doing?*

We have taken the following pro-active measures:

- Grove Pond Well 08G has been put out of service.
- We will continue to sample our water sources for PFAS.
- We are investigating treatment options for possible future use of Well 08G.
- Prior to Well 08G being returned to use, public notice will be provided, which will include additional sample results for PFAS and an explanation of treatment or other actions taken to support the return of Well #8 to service.
- When additional information becomes available this public notice will be updated.

### *What should you do?*

- *You do not need to do anything at this time because the source with PFAS has been shut off or other actions have been taken to resolve the issue.*
- *If you have specific health concerns regarding your past exposure, you should consult a health professional, such as your doctor.*

### *What are PFAS?*

PFAS are contained in firefighting foams, which have been used in training exercises and to extinguish oil and gas fires at a variety of locations including airfields. PFAS are also used in a number of industrial processes and have been used to make carpets, clothing, fabrics for furniture, paper packaging for food and other materials (e.g. cookware) that are resistant to water, grease or stains. Because these chemicals have been used in an array of consumer products, most people have been exposed to them.

Between 2000 and 2002, PFOS was voluntarily phased-out of production in the U.S. by its primary manufacturer. In 2006, eight major companies voluntarily agreed to phase out their global production of PFOA and PFOA-related chemicals, although there are a limited number of ongoing uses.

While consumer products and food are a large source of exposure to these chemicals for most people, drinking water can be an additional source in the small percentage of communities where these chemicals have contaminated water supplies. Such contamination is typically localized and associated with a specific facility, for example, an industrial facility where these chemicals were produced or used to manufacture other products or an airfield at which they were used for firefighting.

For more information on PFAS see the attached MassDEP Factsheet or visit the websites listed below.

*What are the potential adverse health effects with exposure to PFAS?*

EPA's 2016 Health Advisory values for PFOS and PFOA were based on recent studies of these substances in laboratory animals and were also informed by studies of exposed people. Overall, these studies indicate that exposure to sufficiently elevated levels of PFOA and PFOS may cause developmental effects in fetuses during pregnancy and in breastfed infants. Effects on the thyroid, the liver, kidneys, hormone levels and the immune system have also been reported. Some studies also suggest a cancer risk may exist in people exposed to levels well above the Health Advisory. The additional three PFAS chemicals are chemically similar to PFOS and PFOA.

It is important to note that consuming water with PFAS above the 70 parts per trillion level does not mean that adverse effects will occur. The degree of risk depends on the level of the chemicals and the duration of exposure. The 70 parts per trillion level assumes that individuals drink only contaminated water, which typically overestimates exposure, and are also exposed to PFAS from sources beyond drinking water, such as food. To enhance safety, several uncertainty factors are additionally applied to account for the differences between animals and humans and the differences from one human to another human. Scientists are still working to study and understand the health risks posed by exposures to PFAS.

*Where can I get more information?*

For more information, please contact Mark Wetzel, Superintendent of Ayer Department of Public Works at 978.772.8240, email address: [mwetzel@ayer.ma.us](mailto:mwetzel@ayer.ma.us), 25 Brook Street, Ayer, MA 01432.

You can also get more information from the following sources:

- EPA's Drinking Water Health Advisories can be found at: <https://www.epa.gov/ground-water-and-drinking-water/drinking-water-health-advisories-pfoa-and-pfos>
- The Centers for Disease Control and Prevention's Public Health Statement for PFOS and PFOA can be found at: <https://www.atsdr.cdc.gov/pfas/index.html>
- For additional information on possible health effects, you may contact the Massachusetts Department Environmental Protection, Office of Research and Standards, at 617-556-1165.

*Please share this information with all the other people who drink this water, especially those who may not have received this notice directly (for example, people in apartments, nursing homes, schools, and businesses). You can do this by posting this notice in a public place or distributing copies by hand or mail.*

This notice is being sent to you by: Town of Ayer, Department of Public Works PWS ID#: 2019000

Date distributed: \_\_\_\_\_



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## PFAS in Drinking Water: Questions and Answers for Consumers

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### *Introduction*

This fact sheet is intended to inform you about Per- and Polyfluoroalkyl Substances (PFAS) and provide guidance on health protective limits for these chemicals in drinking water.

### *What are PFAS and how are people exposed to them?*

PFAS are fluorinated organic chemicals. Two PFAS chemicals, perfluorooctanoic acid (PFOA) and perfluorooctanesulfonic acid (PFOS) have been the most extensively produced and studied of these chemicals. PFAS are contained in firefighting foams, which have been used in training exercises and to extinguish oil and gas fires at a variety of locations including airfields. PFAS are also used in a number of industrial processes and have been used to make carpets, clothing, fabrics for furniture, paper packaging for food and other materials (e.g., cookware) that are resistant to water, grease or stains. Because these chemicals have been used in many consumer products, most people have been exposed to them.

While consumer products and food are the largest source of exposure to these chemicals for most people, drinking water can be an additional source of exposure in communities where these chemicals have contaminated water supplies. Such contamination is typically localized and associated with a specific facility, for example, an airfield at which they were used for firefighting or a facility where these chemicals were produced or used.

### *What are the levels of concern?*

There are no enforceable federal or Massachusetts state standards for these substances in public drinking water. However, in May 2016, the United States Environmental Protection Agency (EPA) issued a lifetime Health Advisory (HA) of 0.070 ug/L (70 parts per trillion) for any combination of PFOA and PFOS. EPA issued this Health Advisory to reflect new scientific data on potential health effects. EPA Health Advisories are recommended contaminant levels in drinking water and are set to be protective against adverse health effects for all people consuming the water for a lifetime. For PFOS and PFOA, EPA recommends that their Health Advisory also apply to shorter-term exposures of weeks to months during pregnancy and breast-feeding.

Based on additional consideration of information about PFAS, and out of an abundance of caution, MassDEP is considering adopting recommendations to address five PFAS chemicals. These include PFOA, PFOS, perfluorononanoic acid (PFNA), perfluorohexanesulfonic acid (PFHxS) and perfluoroheptanoic acid (PFHpA). The recommendations are that:

- 1) consumers in sensitive subgroups (pregnant women, nursing mothers and infants) not consume water when the level of the five PFAS substances, individually or in combination, is above 70 ppt; and
- 2) that public water suppliers take steps expeditiously to lower levels of the five PFAS, individually or in combination, to below 70 ppt for all consumers.

These recommendations are being considered because these five compounds share very similar chemical structures and the available data indicates they are most likely to exhibit similar toxicities. MassDEP is in the process of reviewing its recommendations with a panel of experts and expects to adopt formal recommendations in spring 2018.

### *What health effects are associated with exposure to PFAS?*

EPA's 2016 Health Advisory values for PFOS and PFOA were based on recent studies of these substances in laboratory animals and were also informed by studies of exposed people. Overall, these studies indicate that exposure to sufficiently elevated levels of PFOA and PFOS may cause developmental effects in fetuses during pregnancy and in



breastfed infants. Effects on the thyroid, the liver, kidneys, hormone levels and the immune system have also been reported. Some studies suggest a cancer risk may exist in people exposed to levels well above the EPA Health Advisory.

It is important to note that consuming water with PFAS above the 70 ppt level does not mean that adverse effects will occur. The degree of risk depends on the level of the chemicals and the duration of exposure. The 70 ppt level assumes that individuals drink only contaminated water, which typically overestimates exposure, and are also exposed to PFAS from sources beyond drinking water, such as food. To enhance safety, several uncertainty factors are additionally applied to account for the differences between animals and humans and the differences from one human to another human. Scientists are still working to study and better understand the health risks posed by exposures to PFAS. If your water has been found to have PFAS and you have specific health concerns, you may wish to consult with your doctor.

#### *How can I find out about contaminants in my drinking water?*

If you get your water from a public water system you should contact them for this information. For a contact list for all public water systems in the Commonwealth you may visit:

<https://www.mass.gov/lists/drinking-water-health-safety#3> then under "Contacts" click on "MA Public Water Supplier Contacts Sorted By Towns".

For private well owners, MassDEP recommends the use of a state certified analytical laboratory for all water quality testing. Local Private Well Regulations may specify the use of a state certified lab. A searchable list of MassDEP certified labs can be found at: <http://public.dep.state.ma.us/Labcert/Labcert.aspx>

#### *What options should be considered when PFAS in drinking water is above MassDEP's recommendations?*

- ✓ Sensitive subgroups, including pregnant women, nursing mothers and infants, should use bottled water for drinking and cooking of foods that absorb water (like pasta).
- ✓ The water should not be used to make infant formula. Bottled water or formula that does not require adding water should be used.
- ✓ For older children and adults, the 70 ppt value is applicable to a lifetime of consuming the water. For these groups, shorter duration exposures present less risk. However, if you are concerned about your exposure while steps are taken to assess and lower the PFAS concentration in your drinking water, use of bottled water will reduce your exposure.
- ✓ Water contaminated with PFAS can be treated by home water treatment systems that are certified to remove PFAS by an independent testing group such as NSF, UL, Water Quality Association or the CSA Group. These may include point of entry systems, which treat all the water entering a home, or point of use devices, which treat water where it is used, such as at a faucet.
- ✓ In most situations the water can be safely used for washing foods, brushing teeth, bathing and showering. If you have cuts or broken skin, you may want to avoid long showers or baths. If you are concerned about your exposure, even though the risk is very low, you may want to use bottled water for brushing your teeth and cleaning items like dentures, pacifiers, and fruits and vegetables.
- NOTE: BOILING THE WATER WILL NOT DESTROY THESE CHEMICALS AND WILL INCREASE THEIR LEVELS SOMEWHAT DUE TO WATER EVAPORATION.

#### *Where can I get more information on PFAS?*

EPA's Drinking Water Health Advisories can be found at: <https://www.epa.gov/ground-water-and-drinking-water/drinking-water-health-advisories-pfoa-and-pfos>

The Centers for Disease Control and Prevention's Public Health Statement for PFOS and PFOA can be found at: <https://www.atsdr.cdc.gov/pfas/index.html>

For additional information on possible health effects, you may contact the Massachusetts Department Environmental Protection, Office of Research and Standards at 617-556-1165.

## DEPARTMENT OF PUBLIC WORKS

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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: March 8, 2018

To: Marielle Stone, Mary Jude Pigsley, Robert Bostwick, MassDEP  
Copy: Robert Pontbriand, Town Administrator  
From: Mark Wetzel P.E., Public Works Superintendent

Re: Grove Pond Well PFAS Update

Here's an update on the Town of Ayer response to the PFAS contamination at the Grove Pond Wellfield.

- I received the letter from the MassDEP dated March 1, 2018 regarding the PFAS contamination. I am reviewing the recommended actions and public notification language. I will be presenting this to the Ayer Board of Selectmen at their meeting on March 13. Upon receiving their comments, I will discuss the public notification process and fact sheet language with the MassDEP. We have already implemented several of the recommended actions.
- I will also be giving the Selectmen an update on actions to date, the proposed treatment improvements and possible funding sources.
- GP Well No. 8 was removed from service on Monday February 26.
- GP Well No. 1, previously in-active was reactivated based on water quality testing and inspection by MassDEP. This well will be used in the "last-on / first-off" sequence.
- Water quality samples for PFAS at the Grove Pond Wellfield with GP Well No.1 in operation were taken on March 6 and we should have results early next week (I have not gotten a specific date but they were Rush samples). I will forward the results to the MassDEP as soon as I receive them.
- Water quality samples for Spectacle Pond Wells were taken last week and due to a miscommunication, were not given Rush status. I have since requested that they be rushed but do not have a specific date. I will forward the results to the MassDEP as soon as I receive them.
- I received the DRAFT Preliminary Treatment Study Memorandum from CDM-Smith and reviewed it and gave them my comments. My primary concern is with the project schedule outlined in the draft report and I will need input from MassDEP on permitting and review schedules.
- The permanent interconnection with Devens is currently under design and will be bid in May for summer construction. This interconnection will only be used in emergencies and to provide redundancy.
- We have contracted a filtration expert to review our treatment operations, chemical dosages and media condition to optimize treatment of the iron and manganese removal process.



# Town of Ayer

## Community and Economic Development Office

Upper Town Hall ♦ One Main Street ♦ Ayer, MA 01432 ♦ 978-772-8221 ♦ Fax: 978-772-8208



### MEMORANDUM

TO: Board of Selectmen

FR: Alicia Hersey, Program Manager

RE: Lien Subordination Request CASE# 03-243

DT: March 13, 2018

The property owner of housing at 98 West Main St. has requested the Town subordinate its mortgages on the property in favor of a new first mortgage.

Assessed Value of Property (FY15)	\$203,800
Appraised Value of Property (1/29/15)	\$230,000
First Mortgage	\$ 95,830
Second Mortgages (to be paid off)	\$ 39,176
Amount of Program Assistance (liens)	\$ 7,185
Proposed New Line of Credit Amount	\$60,000
Maturity Date of Program Lien	09/30/19

The borrower is seeking to obtain a new line of credit to pay-off her second mortgage, her Mass Housing Loans and to do some repairs on her house. The property owner is requesting that the Town lien move to third position after the first mortgage and the new line of credit. The Town's liens are in force on this property until September 30, 2019.

Based upon the subordination policy approved by the Town and state Department of Housing and Community Development, "if total of liens is more than 65% but less than 80% of the appraised valuation, a recommendation to approve, or approve with conditions, will be made to the Board of Selectmen". In the current case, the outstanding liens will be equal to 70.88% of the appraised value of the property.

**Therefore, in accordance with the Town's subordination policy, I recommend the Chairman of the Board sign the subordination of the Town's lien conditioned upon a new mortgage not to exceed \$60,000.**

**Town of Ayer**  
**Office of Community & Economic Development**

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



**Ayer Office of Community & Economic Development Memorandum**

To: Robert Pontbriand, Ayer Town Administrator  
From: Alan S. Manoian, Dir. Ayer Office of Community & Economic Development  
Date: 2/27/2018  
Re: Scoring Results of Proposal Submissions (RFP) Historic Ayer Central Fire Station & Request for Ayer BOS Proposal Selection

The Request for Proposals (RFP) publically issued by the Ayer Office of Community & Economic Development on 1/16/2018 resulted in the submission of six (6) Proposals.

The six (6) Proposals with Offer Amounts as follows:

Christopher Hillman	\$60,000 (offer amount)
HomeScout LLC	\$40,000 (offer amount)
Calvin Moore	\$50,000 (offer amount)
Wethersfield LLC	\$100,000 (offer amount)
Scott Patterson	\$65,000 (offer amount)
Sullivan/Oljar	\$10,000 (offer amount)

Results of Scoring based on 10 Selection Criteria contained in the issued (RFP):

*(See attached RFP Scoring Criteria)*

Christopher Hillman	108 (total score)
HomeScout LLC	121 (total score)
Calvin Moore	160 (total score)
Wethersfield LLC	149 (total score)
Scott Patterson	102 (total score)
Sullivan/Oljar	131 (total score)

Proposal Scoring Group: (M. Archambault, T. Hogan, K. Diskin, A. Manoian)

Therefore, we request the Ayer BOS to make the final proposal selection based upon consideration/combination of both the (Offer Amount) and the (Total Score).

The (AOCED) is prepared to provide additional information, detail, clarification and assistance with the final BOS selection process.

# Town of Ayer

## Office of Community & Economic Development

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



## TABULATION SHEET

(2/23/2018)

Town of Ayer, MA

1 Main St., Ayer, MA 01432

Subject Property:

**(1934) Historic Ayer Central Fire Station**

14 Washington St.

Ayer, MA 01432

<b>Name of RFP Proposer</b>	<b>Monetary Offer</b>	<b>Comments</b>
Christopher Hillman 5 Wagon Rd., Ayer, MA 01432	\$60,000	
HomeScout LLC 6 Taft St., Ayer, MA 01432	\$40,000	
Calvin Moore 39 Main St., Ayer, MA 01432	\$50,000	
Wethersfield LLC 29 Fremont Ave., Chelsea, MA 02150	\$100,000	
Scott Patterson 11 Spring St., Lunenburg, MA 01462	\$65,000	
Sullivan/Olijar 8314 North View Blvd., Norfolk, VA 23518	\$10,000	

Submitted by:

*Ayer Office of Community & Economic Development (AOCED)*

*Alan S. Manoian AICP, Dir. (AOCED)*

978.772.8208

[amanoian@ayer.ma.us](mailto:amanoian@ayer.ma.us)

## **VII. SELECTION CRITERIA**

Proposals for the purchase and development of these properties will be evaluated according to the following criteria:

Scoring scale ranging from 1-5; (1 the lowest score & 5 the highest score):

1. The extent to which the proposed Historic Central Fire Station building redevelopment satisfies a desired or unique niche in the marketplace and helps strengthen the economy and quality of life in the Town of Ayer;
2. The level of financial investment, rehabilitation treatment, and design recognition of the historical and architectural significance of the Historic Central Fire Station building and site;
3. The increase in municipal tax revenues that will result from the acquisition and redevelopment;
4. The contribution that the redevelopment will make toward an increase in high-quality downtown affordable residential units;
5. The contribution that the redevelopment will make toward enhancing the quality of life in the Washington Street/Pleasant Street/Newton Street/ Cambridge Street neighborhood;
6. The contribution that the redevelopment will make toward an increase in employment and earnings within the town, including the number and quality of jobs created;
7. The degree to which the development may potentially stimulate other desirable economic, social and cultural development and/or redevelopment activity in the Downtown Ayer District;
8. The extent to which additional direct or indirect public costs to the Town of Ayer would be necessary, i.e. extending/upgrading public infrastructure facilities and/or municipal services.
9. The demonstrated capacity of the developer to finance, market, manage and package this landmark redevelopment project including the ability to secure tenants;
10. The developer's demonstrated readiness and ability to proceed on the project including time schedules reasonably described.

**PROPOSAL FOR REDEVELOPMENT  
OF THE  
HISTORIC (1934) AYER CENTRAL FIRE STATION**

14 Washington St.  
Ayer, Massachusetts



Submitted by:  
CALVIN MOORE (LIFELONG AYER RESIDENT)

[REDACTED]

(Name, Address, Telephone Number & Email Address of Firm)

Date Submitted: FEB 8, 2018

(COVER PAGE)

## **Table of contents**

- 1; Cover page
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- 3; Purchase Price proposal
- 4; Transmittal Letter
- 6; Brief overview
- 6; Corporate Authority
- 7; Qualifacations
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- 12; Certificate of Tax Compliance Form
- 13; Professional References
- 14; Complying w/ Towns Goals & Objectives
- 15; Interior configuration, see attachment
- 15; Exterior & Parking Configuration, see attachment
- 15; Landscaping Plan, see attachment
- 16; Capacity to Finance, Management, Securing Tenants
- 17; Readiness and Ability to Proceed Timing
- 19; In Closing, making the right decision

**PURCHASE PRICE PROPOSAL FORM (F1)**

FOR THE PURCHASE OF THE HISTORIC AYER CENTRAL FIRE STATION  
TOWN OF AYER, MA

SELLER: Board of Selectmen, Town of Ayer  
Ayer Town Hall  
1 Main St.  
Ayer, MA 01432

BUYER: CALVIN MOORE  
[REDACTED]  
[REDACTED]  
[REDACTED]

PREMISES: Historic Ayer Central Fire Station  
14 Washington St.  
Ayer, MA 01432

PROPOSED PURCHASE PRICE: \$ \$50,000

PROPOSED PURCHASE PRICE (IN WORDS): FIFTY THOUSAND DOLLARS

PROPOSED CLOSING DATE: W/I 30 DAYS

[Signature]

Signature

Title

CALVIN MOORE

2/8/16

Print Name

Date Signed



### 3. Transmittal Letter of Intent

Feb. 8, 2018

Calvin Moore

[REDACTED]

calvinm@needtogohunting.com

Construction Supervisors license CS-016258

I submit the following proposal to purchase the former Central Fire Station located on Washington St.

#### **I am interested in this building for multiple reasons.**

Being the fifth generation in Ayer, I do care for what happens to this historical building. As my past history will prove to you, I can make it happen.

I own the adjoining property; this building must become part of Page-Moore building and architecture.

By removing the south wing, it will provide an opportunity for that area and the Page-Moore parking lot to become one. I am the only person that can do this.

Eliminating the current parking at the front of the building will enhance the beauty of this building and will also create additional green space.

With the front parking area removed we can now designate and create the new sidewalk along Washington St.

By removing the north wing, it will provide an area that will be converted into green area for tenants to enjoy.

If someone else receives this bid, I have the following questions.

Where is <sup>HE</sup> going to place his snow removal? There is no location for it and I do have it.

Where are they going to park vehicles? They don't have the room or access. I do.

The town of Ayer cannot afford to have an absent tee landlord own this building. One who lives out of town and who, without a doubt will lose any respect for this building in the future. I am a town resident.

Most importantly, I will bring back the Fire Station building to its past, retaining the historical architecture and other quality features that the town deserves and wants. This building plays a very important role to the downtown district. Main Street, drives the rest of the town. This is why I can once again transform this building into something special so the we can play our part to help the town survive and prosper.

The outside brickwork of the original building and the roof cupola will be saved. I will also be planning on saving the large truck doors in the front.

I will be creating four to eight housing units, which will include high quality "affordable units".

The town fathers cannot let this building be awarded to someone that is giving false promises that may end up tearing the building

down. Demolishing this great piece of history is not an option. It will not happen under my control.

### **Brief overview of my concepts and future remodel**

Future plans; My plan will be to work with the town boards especially the Office of Economic Development to find possible grants, tax credits, TIF agreements and other financing opportunities to supplement the reconstruction, while at the same time to preserve a true local historical landmark.

Immediately I will make the building weather tight so no future decay will take place.

I believe that the most economical option is to develop this building into a very unique housing complex that will include four to eight units which will include "affordable housing". I will save and restore the original building and roof copula.

Our family is now the sixth generation in the town of Ayer and we have always done what is in the best interest of the town and its residents for future generations.

### **4. Corporate Authority etc.**

Not applicable, I am submitting this bid as an individual and do not need approval from anyone.

## 5. Qualifications

### **My proven track record includes;**

Multiple housing units throughout the surrounding towns.

The start of Autumn Ridge, an over 55 development.

Littleton Rd., Completion of 89 condo's at Nashoba Village.

Pleasant St., Conversion of the Christian Scientist Church into two residential housing units.

Nashua St., 8 lot sub division for residential housing.

28 W. Main St., former used car dealer, converted into a local retail rental business.

200 W. Main St., cleaned up a former gas station and junk yard and turned it into commercial space.

215 W. Main, cleaned a former gas station and a 21-E site and turned it into commercial space.

217 W. Main St., currently in the permitting process to clean this neglected part of town into commercial space.

Multiple commercial buildings for our prior lumber yard businesses in Ayer, Auburn, Leominster, Chelmsford, Webster, Nashua, Holden, Littleton, Fitchburg and Foxboro.

Employed in the building material trade for over 43 years.

Construction Supervisors license

Most importantly I have saved and revitalized three of Main Streets most important buildings

21 Main St.

25 Main St., The Spaulding Building

31- 47 Main St., The Page-Moore Building

**Purchase Price;**

The purchase price that I offer to the town is \$50,000.  
(fifty thousand dollars).

I am capable and willing to close within 30 days. I need to start working on this great opportunity that will save the town of Ayer a substantial amount of money and adding this building to the towns tax rolls.

**DISCLOSURE STATEMENT FOR  
TRANSACTION WITH A PUBLIC AGENCY CONCERNING REAL PROPERTY  
M.G.L. c. 7C, s. 38 (formerly M.G.L. c. 7, s. 40J)**

The undersigned party to a real property transaction with a public agency hereby discloses and certifies, under pains and penalties of perjury, the following information as required by law:

(1) REAL PROPERTY:

(2) TYPE OF TRANSACTION, AGREEMENT, or DOCUMENT:

(3) PUBLIC AGENCY PARTICIPATING in TRANSACTION:

(4) DISCLOSING PARTY'S NAME AND TYPE OF ENTITY (IF NOT AN INDIVIDUAL):

(5) ROLE OF DISCLOSING PARTY (Check appropriate role):

Lessor/Landlord                       Lessee/Tenant

Seller/Grantor                       Buyer/Grantee

Other (Please describe): \_\_\_\_\_

(6) The names and addresses of all persons and individuals who have or will have a direct or indirect beneficial interest in the real property excluding only 1) a stockholder of a corporation the stock of which is listed for sale to the general public with the securities and exchange commission, if such stockholder holds less than ten per cent of the outstanding stock entitled to vote at the annual meeting of such corporation or 2) an owner of a time share that has an interest in a leasehold condominium meeting all of the conditions specified in M.G.L. c. 7C, s. 38, are hereby disclosed as follows (attach additional pages if necessary):

NAME

RESIDENCE

*CALVEN MOORE*

\_\_\_\_\_  
\_\_\_\_\_

(7) None of the above-named persons is an employee of the Division of Capital Asset Management and Maintenance or an official elected to public office in the Commonwealth of Massachusetts, except as listed below (insert "none" if none):

(8) The individual signing this statement on behalf of the above-named party acknowledges that he/she has read the following provisions of Chapter 7C, Section 38 (formerly Chapter 7, Section 40J) of the General Laws of Massachusetts:

*No agreement to rent or to sell real property to or to rent or purchase real property from a public agency, and no renewal or extension of such agreement, shall be valid and no payment shall be made to the lessor or seller of such property unless a statement, signed, under the penalties of perjury, has been*

**DISCLOSURE STATEMENT FOR  
TRANSACTION WITH A PUBLIC AGENCY CONCERNING REAL PROPERTY  
M.G.L. c. 7C, s. 38 (formerly M.G.L. c. 7, s. 40J)**

*filed by the lessor, lessee, seller or purchaser, and in the case of a corporation by a duly authorized officer thereof giving the true names and addresses of all persons who have or will have a direct or indirect beneficial interest in said property with the commissioner of capital asset management and maintenance. The provisions of this section shall not apply to any stockholder of a corporation the stock of which is listed for sale to the general public with the securities and exchange commission, if such stockholder holds less than ten per cent of the outstanding stock entitled to vote at the annual meeting of such corporation. In the case of an agreement to rent property from a public agency where the lessee's interest is held by the organization of unit owners of a leasehold condominium created under chapter one hundred and eighty-three A, and time-shares are created in the leasehold condominium under chapter one hundred and eighty-three B, the provisions of this section shall not apply to an owner of a time-share in the leasehold condominium who (i) acquires the time-share on or after a bona fide arms length transfer of such time-share made after the rental agreement with the public agency is executed and (ii) who holds less than three percent of the votes entitled to vote at the annual meeting of such organization of unit owners. A disclosure statement shall also be made in writing, under penalty of perjury, during the term of a rental agreement in case of any change of interest in such property, as provided for above, within thirty days of such change.*

*Any official elected to public office in the commonwealth, or any employee of the division of capital asset management and maintenance disclosing beneficial interest in real property pursuant to this section, shall identify his position as part of the disclosure statement. The commissioner shall notify the state ethics commission of such names, and shall make copies of any and all disclosure statements received available to the state ethics commission upon request.*

*The commissioner shall keep a copy of each disclosure statement received available for public inspection during regular business hours.*

- (9) This Disclosure Statement is hereby signed under penalties of perjury.

CALVIN MOORE

PRINT NAME OF DISCLOSING PARTY (from Section 4, above)



AUTHORIZED SIGNATURE of DISCLOSING PARTY

2/8/18

DATE (MM / DD / YYYY)

CALVIN MOORE

PRINT NAME & TITLE of AUTHORIZED SIGNER



**CERTIFICATE OF NON-COLLUSION FORM (F3)**

FOR THE PURCHASE AND REDEVELOPMENT OF THE  
HISTORIC AYER CENTRAL FIRE STATION  
14 WASHINGTON ST., AYER, MA

Pursuant to Massachusetts General Laws, Chapter 268A, I certify under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.



Signature of Individual Submitting Proposal

*CALVIN MOORE*

Print Name of Individual Submitting Proposal

*N/A*

Print Name of Business

*2/8/2018*

Date Signed

**(BY STATE LAW THIS NON-COLLUSION FORM MUST BE SIGNED AND SUBMITTED WITH THE PROPOSAL)**

**CERTIFICATE OF TAX COMPLIANCE FORM (F4)**

FOR PURCHASE AND REDEVELOPMENT OF THE  
HISTORIC AYER CENTRAL FIRE STATION  
14 WASHINGTON ST., AYER, MA

Pursuant to Massachusetts General Laws, Chapter 62C, Section 49A, I certify under penalties of perjury that I have complied with all laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

\_\_\_\_\_  
Social Security Number or  
Federal Identification Number

*Calvin Moore*

\_\_\_\_\_  
Signature of Individual or  
Responsible Corporate Officer

*CALVIN MOORE*

\_\_\_\_\_  
Print Name of Individual or  
Responsible Corporate Officer

*2/8/2018*

\_\_\_\_\_  
Date Signed

## Professional References

Attorney Thomas Gibbons

978.772.2284

[tgibbons@tgibbonslaw.com](mailto:tgibbons@tgibbonslaw.com)

Attorney Robert Anctil

978.251.8509

[ranctil@perkinslawpc.com](mailto:ranctil@perkinslawpc.com)

Calvin Goldsmith PE

GPR Inc.

978.772.1590

[cgoldsmith@gpr-inc.com](mailto:cgoldsmith@gpr-inc.com)

## **12. How will I comply with the Goals of the Historic Fire Station Redevelopment and selection Criteria?**

### **Enhancement of Life styles**

The exterior of the original building will be saved. Parking will be provided with a merger of the current Page-Moore lot. This will minimize vehicles from forming a parking lot in front of the building that becomes nothing more than an eye sore. Housing units will be at ground level which will provide easy access for those that have physical challenges. By completing this project there is no doubt that it will enhance the quality of life in the surrounding neighborhoods. Building will be cleaned, green areas will be created, parking will be on the side of the building and not on Washington St.

### **Provision of Affordable New Residential Dwelling Units**

As I did in the Spaulding Building, working with the varies governmental agencies, grants were secured that provided adequate funding so that a high quality of life style in the units could be achieved. While at the same time it provided a mechanism that created "affordable housing". The interior of the building units will be of high standards to enhance the exterior and surrounding area.

### **Sustainable & Traditional Development Patten.**

As with the other goals set forth by the town, it is my vision and mandate that the exterior architectural importance of preserving the old style moldings, brick work, style and shape of the windows and other quality features will be saved. The wording, included in this part of "Rural to Urban Transect" will happen and I am that person that will make it happen.

### **13. Preliminary interior floor plan**

Please see attachment showing approx. layout and design for an affordable one-bedroom unit. When awarded this opportunity I will then hire an architect to finalize this part of the design. Which will include realistic number of units, actual size and measurements etc. Units will include easy access for those with physical challenges. Openness to green areas and access to off street parking.

### **14. Preliminary Exterior plan.**

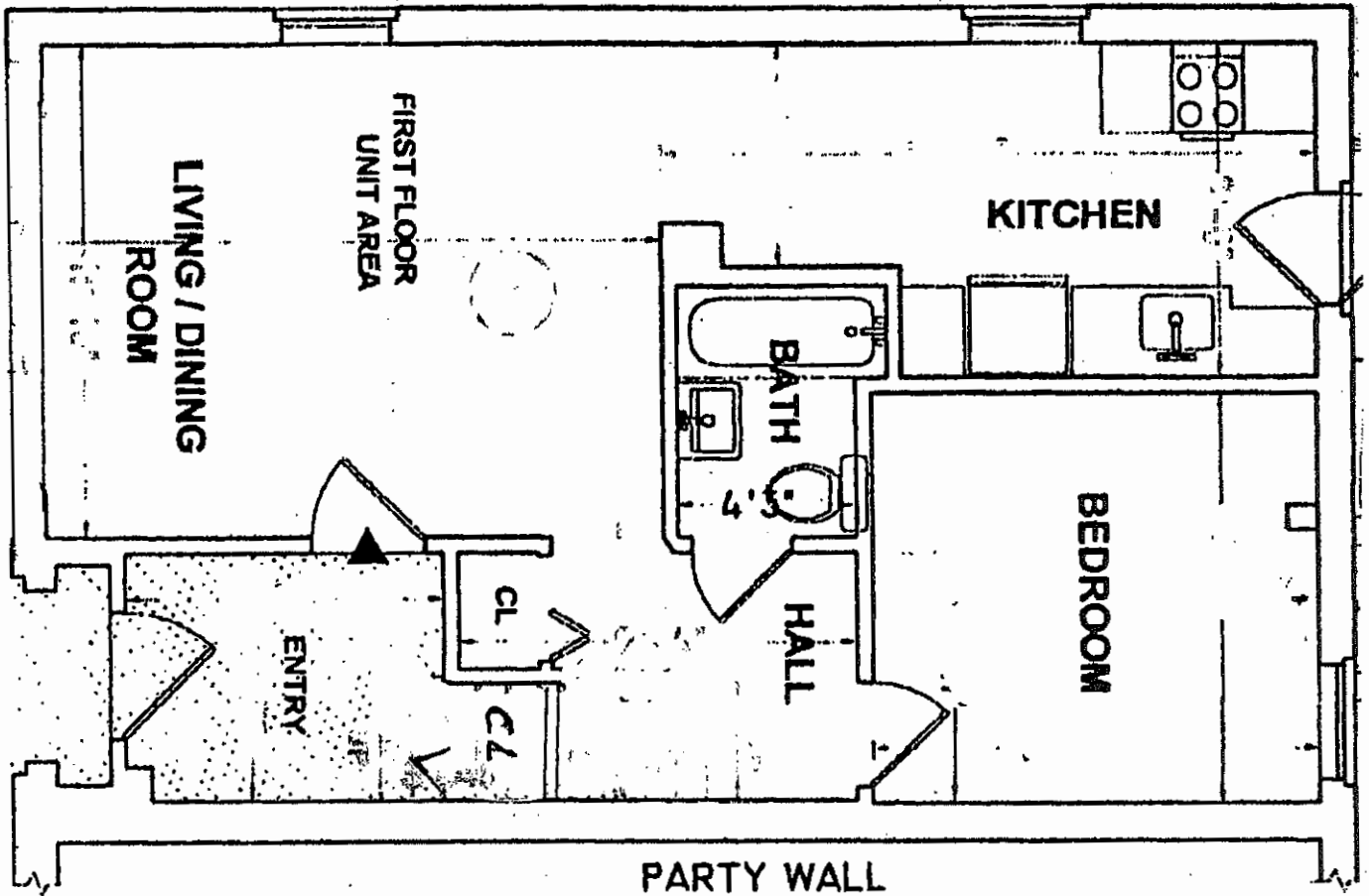
Please see attachment showing proposed new onsite parking, new green area and new sidewalk area.

First, the exterior wings are removed.

**On-site parking,** will be provided with the current Page -Moore lot which will be combined with the area that will be created by the removal of the south wing.

**Off-site parking,** this should not be necessary. If it is for visiting guests I have the room in the Page-Moore adjoining lot and the church lot across the street that I have a long-term lease with.

**Landscaping design,** This will be designed by professionals and will include green areas for the tenants to enjoy. I envision the area created by the removal of the north wing which will provide additional areas for landscaping and green areas. The front of the building will also have green and seating areas.



ADD. CONCEPT & LAYOUT OF  
ONE BEDROOM HOUSING  
UNIT

**15. Capacity to finance.** In all my projects that I have accomplished, financing was and is not an issue. I have great relationships with many local banks, Mass Development and past history with several granting agencies. Self-funding will be a substantial part of required funding.

**Management;** Management is never an issue with any of my buildings or businesses. That is what I do and I do it well.

**Securing tenants;** I believe in the “build it and they will come” theory. Build a high-quality product, be affordable, take care of your customer and they will come. Basic economics 101 of supply and demand also proves that finding tenants will not be difficult. For many years this town has lacked in available housing especially high quality affordable units. I am going to have that.

**16. Time frame, readiness & ability to proceed.** I am ready willing and able to get started on this historical renovation. I can and will make it happen. The town has spent enough time and expense on this building and now it time for the town to let me make it happen. It will not drag on any longer. I will not let the town down and in return I will save this former Ayer school and fire station for future generations to enjoy.

Thru my decades in the building material business I have a great network of contractors that I have worked with and are capable of getting this project completed and tenants moving in. Just one more way of generating life and activity in downtown Ayer.

Award me this opportunity, give me a clear title and I will close in 30 days.

**Additional responses to the "evaluation of selection criteria" that are not in the above points.**

**Increase in municipal taxes;** Currently the town of Ayer is receiving no tax revenue in its current condition. Once I take this building over and turn into four to eight housing units it will now produce tax revenues to the town.

**Increase of employment and earnings;** Construction jobs created will be substantial throughout this development process. It will include electricians, plumbers, carpenters, roofers, painters, flooring, painters and many other higher paying jobs. There could be up to 30 -40 positions that will need to be filled to complete this building. All high paying jobs. As well as many less qualified positions will be required.



**Stimulating other downtown activity;** No doubt, this started many years ago when the Page-Moore building was rehabbed, then the bank, then the Spaulding building and many others. This building is only one of many that has been redeveloped. Awarding this to a lifelong resident of Ayer will show to other landowners that the town is here to help and it cares for its citizens. This project will help jump start and motivate others to rehab their property.

**Additional public costs:** I do not foresee any increase in infrastructure or municipal costs incurred.

**Minimum requirements;** I believe that I have not only met the towns minimum requirements and quality criteria of the "Goals of Historic Fire Station Redevelopment" in this proposal but have far exceed them.

Creating 4-8 units of low to moderate affordable housing

Retaining the original structure, cupola, flag pole, architectural exterior millwork trim, moldings etc.

Retaining the original large truck doors in the front of the building so that it will always look like a fire station

Eliminating the front parking lot

Creating new on-site parking

Creating new green areas

Creating new sidewalk area

Creating a safe, healthy residential building in downtown district

Creating a high quality of life style with a quality product

Creating up to 30- 40 jobs of different trades

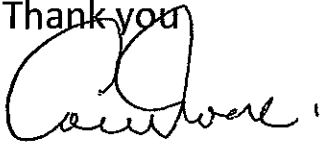
Adding to the tax base

**In closing, making the right decision;** We all know this historical building has been vacant for years and has gone thru four RFP's as it continues to decay though this drawn out re-development process.

My mother said to me in 1998 "I want you to buy the Page Block Building". And I did. Now in 2018 I can see her up there telling the town fathers to let her son buy the former Ayer fire station and I trust town hall will be listening to her!!

It is now time for the town to make this historical building part of the future. Make the right decision by awarding this sale to a life time resident who has the proven history of development, financial means and the love and energy to make this building a masterpiece once and for all. That person is life time Ayer resident Calvin Moore.

Thank you

A handwritten signature in black ink, appearing to read "Calvin Moore". The signature is written in a cursive style with a large initial "C" and "M".

Calvin Moore

Copy

CHRISTOPHER HILLMAN



February 16, 2018

Town of Ayer Officials,

I'm pleased to submit a bid of \$60,000 for the purchase of the Central Fire Station located at Washington St. in Ayer, Massachusetts. My plan for this building is to restore and redevelop it while creating approximately three to four unique apartments or condominiums. I would like to utilize the garage bays to provide each unit with one to two indoor parking spaces. I will be hiring an architect immediately upon closing to ensure the best possible design is created.

The outside of the building has many signature features that I plan to restore and keep from the original firehouse. This would be the focus of the most immediate work that will take place when bid is accepted.

I would like to close on this property within forty-five to sixty days from the signed purchase and sales agreement. In addition, I would like to pursue any community preservation money that may be available to restore the exterior of the building.

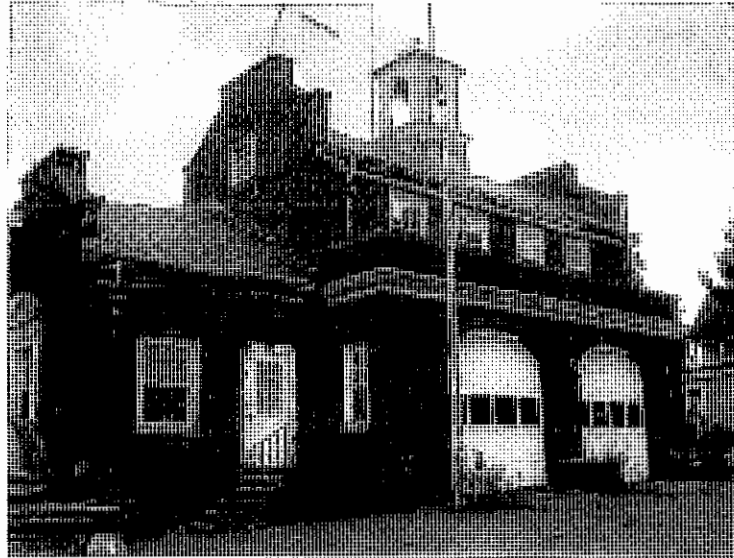
I've enclosed a few photos of a large dilapidated house that was built in the 1890s that I recently refurbished in Westford, MA in 2016.

I look forward to working with you to preserve this incredible building in the heart of Ayer Center.

Sincerely,

Christopher Hillman

PROPOSAL FOR REDEVELOPMENT  
OF THE  
HISTORIC (1934) AYER CENTRAL FIRE STATION  
14 Washington St.  
Ayer, Massachusetts



Submitted by:

*Christopher Robert Hillman*

[Redacted]  
[Redacted]  
[Redacted]

(Name, Address, Telephone Number & Email Address of Firm)

Date Submitted: *2/16/2018*

(COVER PAGE)

PURCHASE PRICE PROPOSAL FORM (F1)  
FOR THE PURCHASE OF THE HISTORIC AYER CENTRAL FIRE STATION  
TOWN OF AYER, MA

SELLER: Board of Selectmen, Town of Ayer  
Ayer Town Hall  
1 Main St.  
Ayer, MA 01432

BUYER: Christopher R. Hillman  
[REDACTED]  
[REDACTED]  
\_\_\_\_\_

PREMISES: Historic Ayer Central Fire Station  
14 Washington St.  
Ayer, MA 01432

PROPOSED PURCHASE PRICE: \$ 60,000

PROPOSED PURCHASE PRICE (IN WORDS): Sixty thousand dollars

PROPOSED CLOSING DATE: 45-60 Days from signed PNS

Chit R. Hillman  
Signature Title

Christopher R. Hillman 2/16/2018  
Print Name Date Signed



**CERTIFICATE OF TAX COMPLIANCE FORM (F4)**  
**FOR PURCHASE AND REDEVELOPMENT OF THE**  
**HISTORIC AYER CENTRAL FIRE STATION**  
**14 WASHINGTON ST., AYER, MA**

Pursuant to Massachusetts General Laws, Chapter 62C, Section 49A, I certify under penalties of perjury that I have complied with all laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

---

Social Security Number or  
Federal Identification Number

*Charlton R. Hillman*

---

Signature of Individual or  
Responsible Corporate Officer

*Christopher Robert Hillman*

---

Print Name of Individual or  
Responsible Corporate Officer

*2/16/2018*

---

Date Signed



February 16, 2018

Christopher Robert Hillman  


Dear Mr. Hillman:

I am pleased to inform you that The Lowell Five Cent Savings Bank has considered your pre-approval request for an investment property purchase and has conditionally approved your request. This is a conditional commitment and a final, more detailed commitment will be issued. Our loan terms are as follows:

**BORROWER:** Christopher Robert Hillman

**PURPOSE:** Purchase & Redevelopment of The Historic 1934 Ayer First Station Building located at 14 Washington Street.

**PROPOSED LOAN:** A maximum of 80% of the acquisition price up to a loan of \$48,000 + additional financing for the redevelopment of the subject property

**TERM:** The maximum term of this loan shall be 36 months.

**INTEREST RATE:** Prime + 1.50% floating daily.

**ORIGINATION FEE:** ½ point

**COLLATERAL:** A first mortgage and assignments of all permits, approvals, plans, specs and leases and rents.

**DISBURSEMENT OF FUNDS:** Purchase funds to be disbursed at the loan closing.

**PAYMENT:** Monthly interest only payments. Principal due at maturity or upon the release of collateral.



LOAN  
CONDITIONS:

This approval is subject to the following conditions:

- 1) Receipt and review of a satisfactory written appraisal.
- 2) Receipt and review of an updated credit report.
- 3) Receipt and review of satisfactory verification of all cash to be used for the down payment.
- 4) Receipt and review of satisfactory verification of all income as stated on application.
- 5) Receipt and review and construction plans, spec and budget.

LENDER'S  
COUNSEL:

Counsel engaged to represent the Lender in this transaction is:  
TBA

OTHER CONDITIONS:

"The financing proposal set forth above has been prepared on the basis of certain information and materials provided by you to the lender and at time when the lender has not had the opportunity to complete its due diligence investigations. The terms and conditions set forth above are the terms and conditions which the undersigned will present for approval to the appropriate approval authorities within the lender. This proposal is not a commitment by the lender to make a loan or loans on the terms set forth herein. In addition, the terms contained in the proposal may be subject to change or to additional terms and conditions required in connection with any final commitment which may be made by the lender"

The Lowell Five is pleased to be able to provide financing for your purchase. As mentioned earlier, once the conditions above are satisfied, a final, more detailed commitment will be issued.

Sincerely yours,  
THE LOWELL FIVE CENT SAVINGS BANK



A. Justin McCarthy III  
Vice President, Commercial Lending

10/10/10



*Exterior Before*

*Exterior Before*



*Exterior showing the original 1890  
Post and beam structure we preserved.*





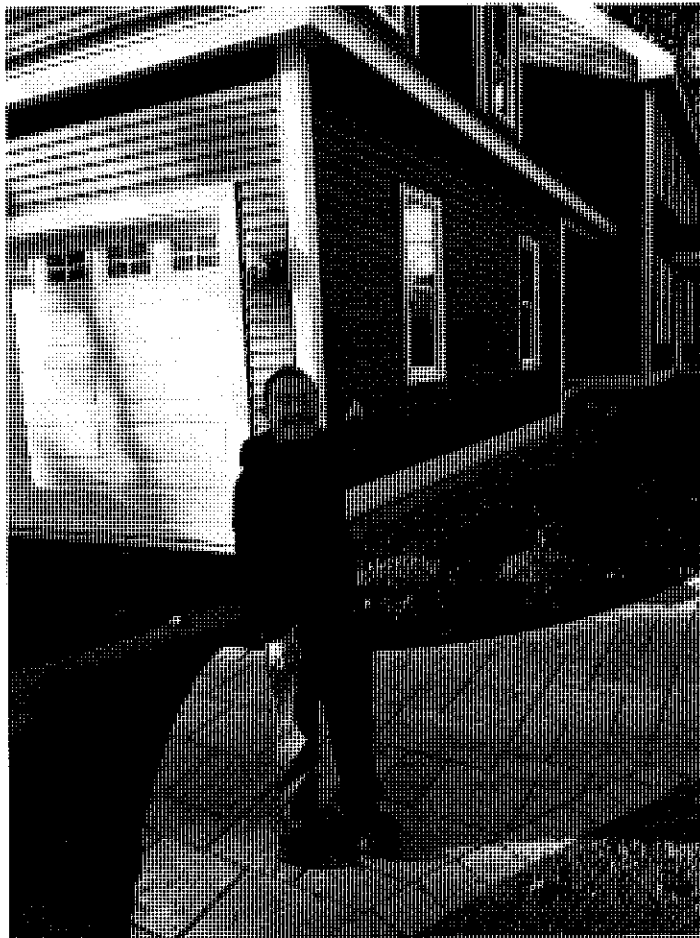
*Exterior showing the original 1890  
Post and beam structure we preserved.*





*Finished Exterior*

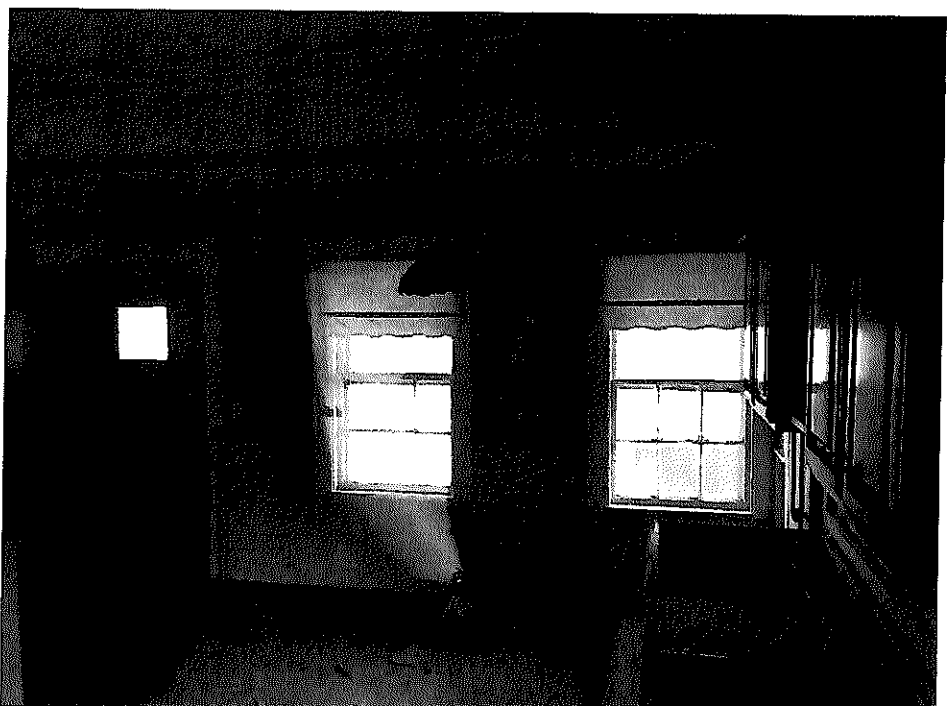
*The tour guide for the finished product*







Kitchen Before



Kitchen Before



Kitchen After

*Living Room*





Dining Room



Before



After

# THEHOMEScout, LLC



February 16, 2018

Greetings,

My name is Justin Smith, the owner of TheHomeScout, LLC based in Ayer, MA. I would like to thank you for the opportunity to purchase the historic Ayer Fire Station.

I have been very excited about this project for quite some time. After serious consideration, my plan is to purchase the property and reconfigure the building to accommodate all affordable rental units. Because this process will take time, I propose obtaining the building and then fixing the immediate damage to prevent further deterioration of the building.

My long term plan would be to reconfigure the bays which are not original on the left and right side and make them more consistent with the original structure. I love the style of the old fire station and I envision the finish product to be much more cohesive in its appearance than the current look.

We have extensive experience with remodeling, additions, and new home construction of all shapes and sizes. Transforming a building like this is our specialty. We have done many projects in the past in Ayer. Currently we are working on a couple of projects in downtown Ayer. A single family on 53 Cambridge St. extension, as well as a seven unit townhouse project on 48 Central Ave.

We are committed to the future of Ayer and wish to continue contributing to the revitalization of existing buildings and the development of new opportunities.

Regards,

A handwritten signature in black ink, appearing to read 'Justin W. Smith', with a large, stylized flourish at the end.

Justin W. Smith, President  
THEHOMEScout, LLC



**PROPOSAL FOR REDEVELOPMENT  
OF THE  
HISTORIC (1934) AYER CENTRAL FIRE STATION**

14 Washington St.  
Ayer, Massachusetts



Submitted by:

Home Scout LLC | Justin Smith

[Redacted address information]

*(Name, Address, Telephone Number & Email Address of Firm)*

Date Submitted: 2/16/18

**(COVER PAGE)**



**CERTIFICATE OF NON-COLLUSION FORM (F3)**

FOR THE PURCHASE AND REDEVELOPMENT OF THE  
HISTORIC AYER CENTRAL FIRE STATION  
14 WASHINGTON ST., AYER, MA

Pursuant to Massachusetts General Laws, Chapter 268A, I certify under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

  
\_\_\_\_\_  
Signature of Individual Submitting Proposal

Justin Smith  
\_\_\_\_\_  
Print Name of Individual Submitting Proposal

Home Scout LLC  
\_\_\_\_\_  
Print Name of Business



2/15/18  
\_\_\_\_\_  
Date Signed

**(BY STATE LAW THIS NON-COLLUSION FORM MUST BE SIGNED AND SUBMITTED WITH THE PROPOSAL)**

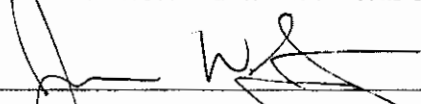
**CERTIFICATE OF TAX COMPLIANCE FORM (F4)**

FOR PURCHASE AND REDEVELOPMENT OF THE  
HISTORIC AYER CENTRAL FIRE STATION  
14 WASHINGTON ST., AYER, MA

Pursuant to Massachusetts General Laws, Chapter 62C, Section 49A, I certify under penalties of perjury that I have complied with all laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

 | Home Scout 

Social Security Number or  
Federal Identification Number

 | Home Scout LLC

Signature of Individual or  
Responsible Corporate Officer

Justin Smith

Print Name of Individual or  
Responsible Corporate Officer

2/15/18

Date Signed

**DISCLOSURE STATEMENT FOR  
TRANSACTION WITH A PUBLIC AGENCY CONCERNING REAL PROPERTY  
M.G.L. c. 7C, s. 38 (formerly M.G.L. c. 7, s. 40J)**

**INSTRUCTION SHEET**

**NOTE:** The Division of Capital Asset Management and Maintenance (DCAMM) shall have no responsibility for insuring that the Disclosure Statement has been properly completed as required by law. Acceptance by DCAMM of a Disclosure Statement for filing does not constitute DCAMM's approval of this Disclosure Statement or the information contained therein. Please carefully read M.G.L. c. 7C, s. 38 which is reprinted in Section 8 of this Disclosure Statement.

**Section (1):** Identify the real property, including its street address, and city or town. If there is no street address then identify the property in some other manner such as the nearest cross street and its tax assessors' parcel number.

**Section (2):** Identify the type of transaction to which this Disclosure Statement pertains --such as a sale, purchase, lease, etc.

**Section (3):** Insert the exact legal name of the Public Agency participating in this Transaction with the Disclosing Party. The Public Agency may be a Department of the Commonwealth of Massachusetts, or some other public entity. Please do not abbreviate.

**Section (4):** Insert the exact legal name of the Disclosing Party. Indicate whether the Disclosing Party is an individual, tenants in common, tenants by the entirety, corporation, general partnership, limited partnership, LLC, or other entity. If the Disclosing Party is the trustees of a trust then identify the trustees by name, indicate that they are trustees, and add the name of the trust.

**Section (5):** Indicate the role of the Disclosing Party in the transaction by checking one of the blanks. If the Disclosing Party's role in the transaction is not covered by one of the listed roles then describe the role in words.

**Section (6):** List the names and addresses of **every** legal entity and **every** natural person that has or will have a **direct** or **indirect** beneficial interest in the real property. The only exceptions are those stated in the first paragraph of the statute that is reprinted in Section 8 of this Disclosure Statement. If the Disclosing Party is another public entity such as a city or town, insert "inhabitants of the (name of public entity)." If the Disclosing Party is a non-profit with no individual persons having any beneficial interest then indicate the purpose or type of the non-profit entity. If additional space is needed, please attach a separate sheet and incorporate it by reference into Section 6.

**Section (7):** Write "none" in the blank if none of the persons mentioned in Section 6 is employed by DCAMM. Otherwise list any parties disclosed in Section 6 that are employees of DCAMM.

**Section (8):** The individual signing this statement on behalf of the Disclosing Party acknowledges that he/she has read the included provisions of Chapter 7C, Section 38 (formerly Chapter 7, Section 40J) of the General Laws of Massachusetts.

**Section (9):** Make sure that this Disclosure Statement is signed by the correct person. If the Disclosing Party is a corporation, please make sure that this Disclosure Statement is signed by a duly authorized officer of the corporation as required by the statute reprinted in Section 8 of this Disclosure Statement.

This completed and signed Disclosure Statement should be mailed or otherwise delivered to:

Deputy Commissioner for Real Estate  
Division of Capital Asset Management and Maintenance  
One Ashburton Place, 15<sup>th</sup> Floor, Boston, MA 02108



**DISCLOSURE STATEMENT FOR  
TRANSACTION WITH A PUBLIC AGENCY CONCERNING REAL PROPERTY  
M.G.L. c. 7C, s. 38 (formerly M.G.L. c. 7, s. 40J)**

*filed by the lessor, lessee, seller or purchaser, and in the case of a corporation by a duly authorized officer thereof giving the true names and addresses of all persons who have or will have a direct or indirect beneficial interest in said property with the commissioner of capital asset management and maintenance. The provisions of this section shall not apply to any stockholder of a corporation the stock of which is listed for sale to the general public with the securities and exchange commission, if such stockholder holds less than ten per cent of the outstanding stock entitled to vote at the annual meeting of such corporation. In the case of an agreement to rent property from a public agency where the lessee's interest is held by the organization of unit owners of a leasehold condominium created under chapter one hundred and eighty-three A, and time-shares are created in the leasehold condominium under chapter one hundred and eighty-three B, the provisions of this section shall not apply to an owner of a time-share in the leasehold condominium who (i) acquires the time-share on or after a bona fide arms length transfer of such time-share made after the rental agreement with the public agency is executed and (ii) who holds less than three percent of the votes entitled to vote at the annual meeting of such organization of unit owners. A disclosure statement shall also be made in writing, under penalty of perjury, during the term of a rental agreement in case of any change of interest in such property, as provided for above, within thirty days of such change.*

*Any official elected to public office in the commonwealth, or any employee of the division of capital asset management and maintenance disclosing beneficial interest in real property pursuant to this section, shall identify his position as part of the disclosure statement. The commissioner shall notify the state ethics commission of such names, and shall make copies of any and all disclosure statements received available to the state ethics commission upon request.*

*The commissioner shall keep a copy of each disclosure statement received available for public inspection during regular business hours.*

(9) This Disclosure Statement is hereby signed under penalties of perjury.

*Justin Smith*

PRINT NAME OF DISCLOSING PARTY (from Section 4, above)

*[Signature]*

AUTHORIZED SIGNATURE of DISCLOSING PARTY

*2/15/18*

DATE (MM / DD / YYYY)

*Justin Smith*

PRINT NAME & TITLE of AUTHORIZED SIGNER

CONTRACT TO PURCHASE REAL ESTATE #501  
(With Contingencies)



(Binding Contract. If Legal Advice Is Desired, Consult An Attorney.)

From: BUYER(S):

To: OWNER OF RECORD ("SELLER"):

Name(s): Home Scout LLC  
Address: Justin Smith

Name(s): \_\_\_\_\_  
Address: \_\_\_\_\_

The BUYER offers to purchase the real property described as 14 Washington St  
Old Ayer Fire Station  
together with all buildings and improvements thereon (the "Premises") to which I have been introduced by  
Justin Smith upon the following terms and conditions:

1. **Purchase Price:** The BUYER agrees to pay the sum of \$ 40,000 to the SELLER for the purchase of the Premises, due as follows:

- i. \$ 500 as a deposit to bind this Offer;
- ii. \$ 4,500 as an additional deposit upon executing the Purchase And Sale Agreement;
- iii. Balance by bank's, cashier's, treasurer's or certified check or wire transfer at time for closing.

2. **Duration Of Offer.** This Offer is valid until 12 a.m./p.m. on 2/22/18 by which time a copy of this Offer shall be signed by the SELLER, accepting this Offer and returned to the BUYER, otherwise this Offer shall be deemed rejected and the money tendered herewith shall be returned to the BUYER. Upon written notice to the BUYER or BUYER'S agent of the SELLER'S acceptance, the accepted Offer shall form a binding agreement. Time is of the essence as to each provision.

3. **Purchase And Sale Agreement.** The SELLER and the BUYER shall, on or before 12 a.m./p.m. on 3/15/18 execute the Standard Purchase and Sale Agreement of the MASSACHUSETTS ASSOCIATION OF REALTORS® or substantial equivalent which, when executed, shall become the entire agreement between the parties and this Offer shall have no further force and effect.

4. **Closing.** The SELLER agrees to deliver a good and sufficient deed conveying good and clear record and marketable title at 12 a.m./p.m. on 60 days from accepted offer Location TBD County Registry of Deeds or such other time or place as may be mutually agreed upon by the parties.

5. **Escrow.** The deposit shall be held by Town Lawyer, as escrow agent, subject to the terms hereof. Endorsement or negotiation of this deposit by the real estate broker shall not be deemed acceptance of the terms of the Offer. In the event of any disagreement between the parties concerning to whom escrowed funds should be paid, the escrow agent may retain said deposit pending written instructions mutually given by the BUYER and SELLER. The escrow agent shall abide by any Court decision concerning to whom the funds shall be paid and shall not be made a party to a pending lawsuit solely as a result of holding escrowed funds. Should the escrow agent be made a party in violation of this paragraph, the escrow agent shall be dismissed and the party asserting a claim against the escrow agent shall pay the agent's reasonable attorneys' fees and costs.

6. **Contingencies.** It is agreed that the BUYER'S obligations under this Offer and any Purchase and Sale Agreement signed pursuant to this Offer are expressly conditioned upon the following terms and conditions:

a. **Mortgage.** (Delete If Waived) The BUYER'S obligation to purchase is conditioned upon obtaining a written commitment for financing in the amount of \$ None at prevailing rates, terms and conditions by None. The BUYER shall have an obligation to act reasonably diligently to satisfy any condition within the BUYER'S control. If, despite reasonable efforts, the BUYER has been unable to obtain such written commitment the BUYER may terminate this agreement by giving written notice that is received by 5:00 p.m. on the calendar day after the date set forth above. In the event that notice has not been received, this condition is deemed waived. In the event that due notice has been received, the obligations of the parties shall cease and this agreement shall be void; and all monies deposited by the BUYER shall be returned. In no event shall the BUYER be deemed to have used reasonable efforts to obtain financing unless the BUYER has submitted one application by None and acted reasonably promptly in providing additional information requested by the mortgage lender.

b. **Inspections.** (Delete If Waived) The BUYER'S obligations under this agreement are subject to the right to obtain inspection(s) of the Premises or any aspect thereof, including, but not limited to, home, pest, radon, lead paint, septic/sewer, water quality, and water drainage by consultant(s) regularly in the business of

Form No. 501





conducting said inspections, of BUYER'S own choosing, and at BUYER'S sole cost within None days after SELLER'S acceptance of this agreement. If the results are not satisfactory to BUYER, in BUYER'S sole discretion, BUYER shall have the right to give written notice received by the SELLER or SELLER'S agent by 5:00 p.m. on the calendar day after the date set forth above, terminating this agreement. Upon receipt of such notice this agreement shall be void and all monies deposited by the BUYER shall be returned. Failure to provide timely notice of termination shall constitute a waiver. In the event that the BUYER does not exercise the right to have such inspection(s) or to so terminate, the SELLER and the listing broker are each released from claims relating to the condition of the Premises that the BUYER or the BUYER'S consultants could reasonably have discovered.

7. **Representations/Acknowledgments.** The BUYER acknowledges receipt of an agency disclosure, lead paint disclosure (for residences built before 1978), Home Inspectors Facts For Consumers brochure (prepared by the Office of Consumer Affairs). The BUYER is not relying upon any representation, verbal or written, from any real estate broker or licensee concerning legal use. Any reference to the category (single family, multi-family, residential, commercial) or the use of this property in any advertisement or listing sheet, including the number of units, number of rooms or other classification is not a representation concerning legal use or compliance with zoning by-laws, building code, sanitary code or other public or private restrictions by the broker. The BUYER understands that if this information is important to BUYER, it is the duty of the BUYER to seek advice from an attorney or written confirmation from the municipality. In addition, the BUYER acknowledges that there are no warranties or representations on which BUYER relies in making this Offer, except those previously made in writing and the following : (if none, write "NONE"): None

8. **Buyer's Default.** If the BUYER defaults in BUYER'S obligations, all monies tendered as a deposit shall be paid to the SELLER as liquidated damages and this shall be SELLER'S sole remedy.

9. **Additional Terms.**

Property to be turned into Affordable Housing Rentals

BUYER \_\_\_\_\_ Date BUYER \_\_\_\_\_ Date

\*\*\*\*\*

**SELLER'S REPLY**

SELLER(S): (check one and sign below)

(a) ACCEPT(S) the Offer as set forth above at \_\_\_\_\_ a.m./p.m. on this \_\_\_\_\_ day of \_\_\_\_\_.

(b) REJECT(S) the Offer.

(c) Reject(s) the Offer and MAKE(S) A COUNTEROFFER on the following terms: \_\_\_\_\_

This Counteroffer shall expire at \_\_\_\_\_ a.m./p.m. on \_\_\_\_\_ if not withdrawn earlier.

SELLER or spouse \_\_\_\_\_ Date SELLER \_\_\_\_\_ Date

\*\*\*\*\*

**(IF COUNTEROFFER FROM SELLER) BUYER'S REPLY**

BUYER(S): (check one and sign below)

(a) ACCEPT(S) the Counteroffer as set forth above at \_\_\_\_\_ a.m./p.m. on this \_\_\_\_\_ day of \_\_\_\_\_.

(b) REJECT(S) the Counteroffer.

BUYER \_\_\_\_\_ Date BUYER \_\_\_\_\_ Date

\*\*\*\*\*

**RECEIPT FOR DEPOSIT**

I hereby acknowledge receipt of a deposit in the amount of \$ \_\_\_\_\_ from the BUYER this \_\_\_\_\_ day of \_\_\_\_\_.



Copy 1

**PROPOSAL FOR REDEVELOPMENT  
OF THE  
HISTORIC (1934) AYER CENTRAL FIRE STATION**

14 Washington St.  
Ayer, Massachusetts



**Submitted by:**

Wethersfield, LLC  
[Redacted]  
[Redacted]  
[Redacted]

(Name, Address, Telephone Number & Email Address of Firm)

Date Submitted: 2/15/2018

**(COVER PAGE)**



**CERTIFICATE OF NON-COLLUSION FORM (F3)**

FOR THE PURCHASE AND REDEVELOPMENT OF THE  
HISTORIC AYER CENTRAL FIRE STATION  
14 WASHINGTON ST., AYER, MA

Pursuant to Massachusetts General Laws, Chapter 268A, I certify under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

*Marc Lederman*

Signature of Individual Submitting Proposal

Marc Lederman

Print Name of Individual Submitting Proposal

Wethersfield, LLC

Print Name of Business

2/14/18


Date Signed

**(BY STATE LAW THIS NON-COLLUSION FORM MUST BE SIGNED AND SUBMITTED WITH THE PROPOSAL)**

**CERTIFICATE OF TAX COMPLIANCE FORM (F4)**

FOR PURCHASE AND REDEVELOPMENT OF THE  
HISTORIC AYER CENTRAL FIRE STATION  
14 WASHINGTON ST., AYER, MA

Pursuant to Massachusetts General Laws, Chapter 62C, Section 49A, I certify under penalties of perjury that I have complied with all laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

  
Social Security Number or  
Federal Identification Number

  
Signature of Individual or  
Responsible Corporate Officer

*Sara Lederman*  
Print Name of Individual or  
Responsible Corporate Officer

*2/14/18*  
Date Signed

We have visited and viewed the property twice. Based on seeing the layout and condition of the fire station and its additions, we think that the best use of the building and property would be residential apartments/rental units.

Initially we would do a due diligent study with an architect and designer to come up with a concise plan to utilize the entire structure as is.

The condition of the building is solid, but the location of the additions on the total lot line could pose a problem with laying out the maximum number of units that are possible.

We are proposing four to six units on the first level, and two on the second level, depending on the number of bedrooms in each unit. It may be possible to do eight or nine units in total. Ultimately, we will plan our layout and design with our architect. The main criteria being the egresses and entrances, as well as windows.

The building will be set up and landscaped for handicap accessible apartments on the street level, which we feel is a desirable option for this area. There is also a need for off street parking. One of our initial thoughts was to take down a portion of the left side of the 1996 addition and create additional parking and courtyard area for the apartments that would be on that side of the property.

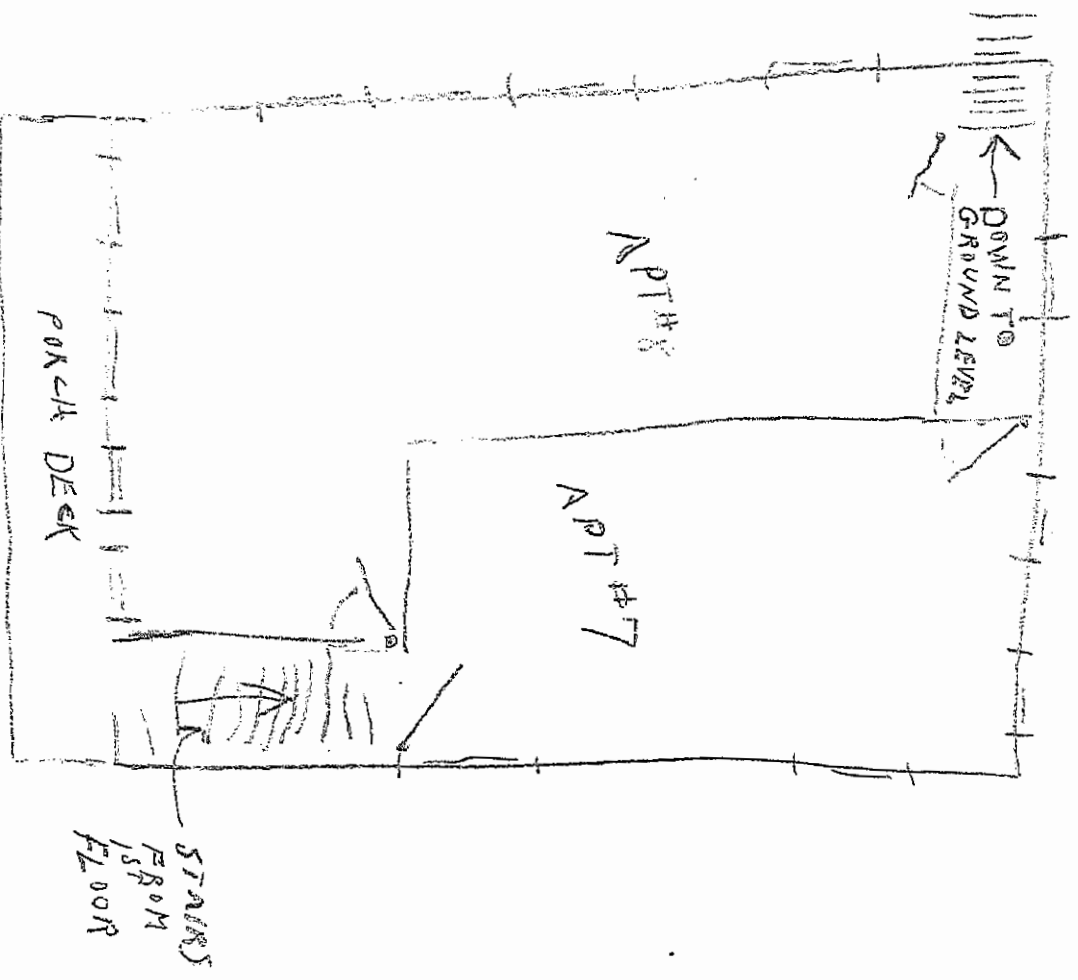
We have been involved in real estate development and property management for over 40 years. We own quite a few properties which we both manage and rent, approximately 50 apartments at this time. We also maintain and manage a property with 25 units owned by others. We also commercial real estate all over the City of Boston for Stanhope Garage.

We currently have on staff six people who are skilled and experienced in their fields. We have two licensed construction supervisors, and home improvement contractor. We have a licensed drainlayer, Title 5 inspector, mechanical engineer, certified welders, carpenters. We also own and operate our own fleet of heavy equipment (see list attached) and have complete machine shop facilities.

Both our contracting and real estate businesses are fully licensed bonded and insured in MA. We have financial backing (please see enclosed bank letter). Enclosed are a few photos of our projects we have done over the years, both historic and conservatory work. We do work for private customers as well as city and state.

We have many years of experience in rehab and restoration of historic properties. We work with other local builders, and architecture firms. We have experience on other similar projects. (fire station conversions)





(good sketch)

HISTORIC AVEER PARK  
 SPARTAN  
 WASHINGTON ST  
 AVEER MA  
 NOT TO SCALE  
 (CONCEPTUAL)



# EverettBank

A CO-OPERATIVE BANK

419 Broadway  
Everett, MA 02149  
Phone (617) 387-1110  
Fax (617) 381-0924

February 13, 2018

Marc Lederman  


Dear Mr. Lederman:

Please accept this as our letter of interest to finance your acquisition of the property located at 14 Washington Street, Ayer, MA in accordance with Everett Co-operative Bank's lending policy. As soon as you have placed the property under agreement please forward me a copy of the P&S.

Enclosed is a commercial real estate application package. Thank you for allowing Everett Co-operative Bank the opportunity to provide this credit accommodation. If you have any questions please call me directly at (617) 387-1110.

Sincerely,



Joseph D. Keohane  
Executive Vice President & Senior Loan Officer

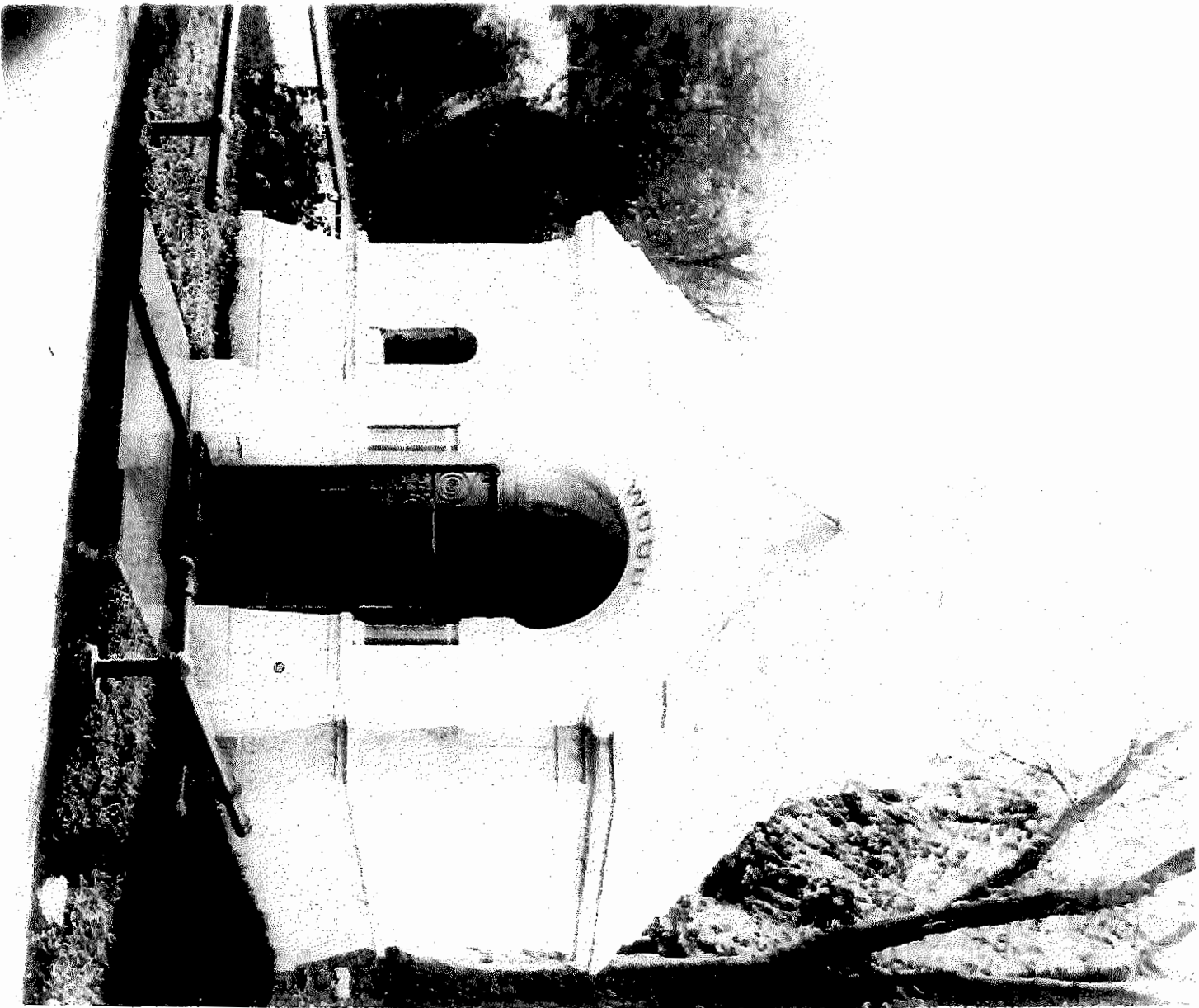
LEDERMAN ENGINEERING, INC.

---



**References:**

1.       **Kelly Thomas** 617-961-3034  
City of Boston, Dept. of Parks and Recreation, Head of Boston Historic Cemeteries.  
1010 Mass Ave. Boston MA, 3<sup>rd</sup> Floor  
Boston MA 02118
  
2.       **Ivan Myjer** 617-834-3908  
Building and Monument Conservation  
83 School St. Arlington, MA  
Arlington, MA 02476
  
3.       **Nino Susi** 781-245-4663, 617-504.8566 cell  
Medford MA, Historic Society, cemetery supervisor.
  
4.       **Andrea Young**, 781-741-1492 Administrator or Michael Studley, Director  
Hingham Historical Commission  
Community Preservation Committee  
210 Central St.  
Hingham, MA 02043
  
5.       **Barry Ostrow**  
JCAM  
189 Wells Avenue, Third Floor  
Newton Centre, Massachusetts 02459  
Telephone: 617-244-6509



Damk built by C.A. & W.M. Wood in memory  
of Ebenezer & Wood - a devoted wife and Mother.

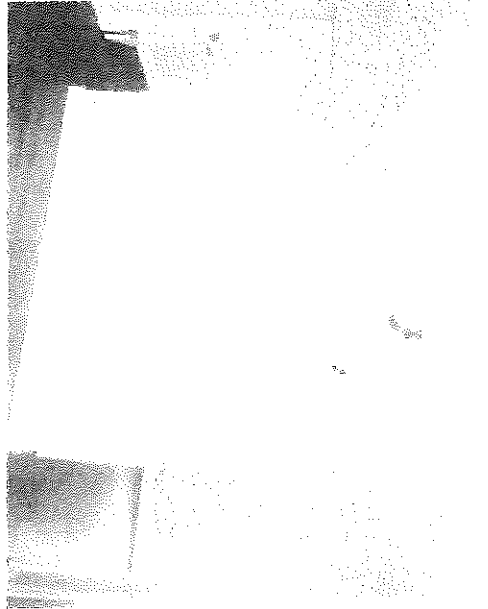
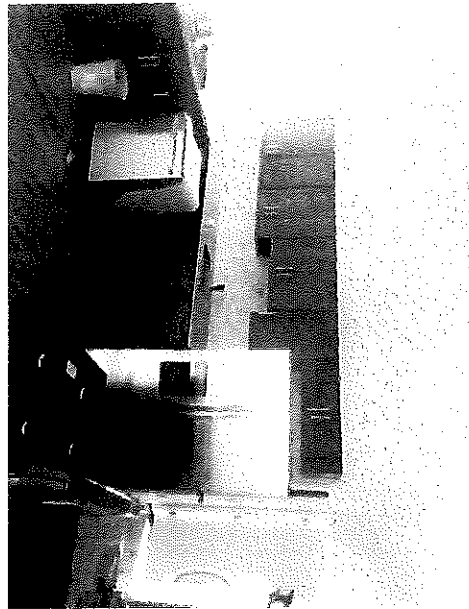
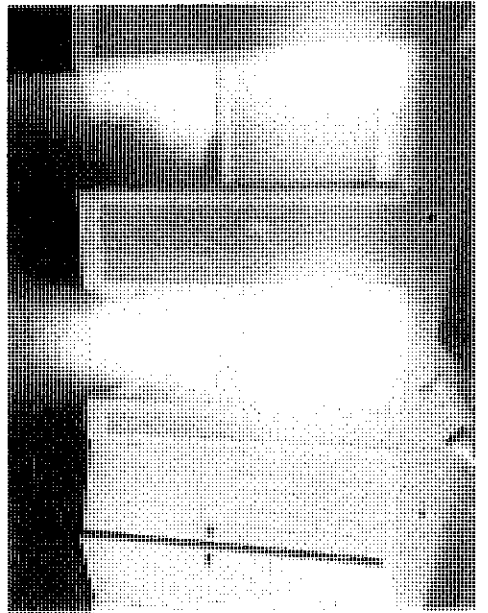
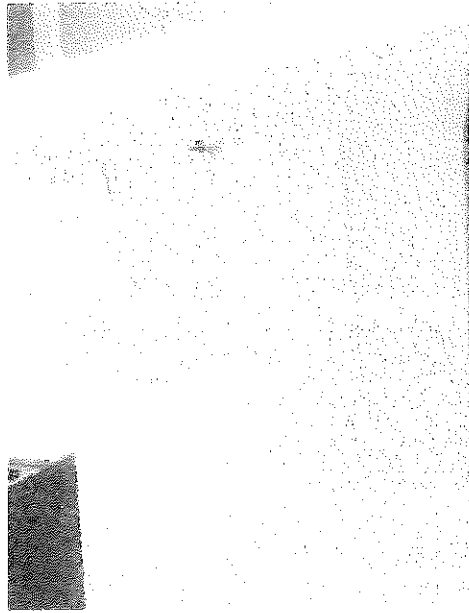
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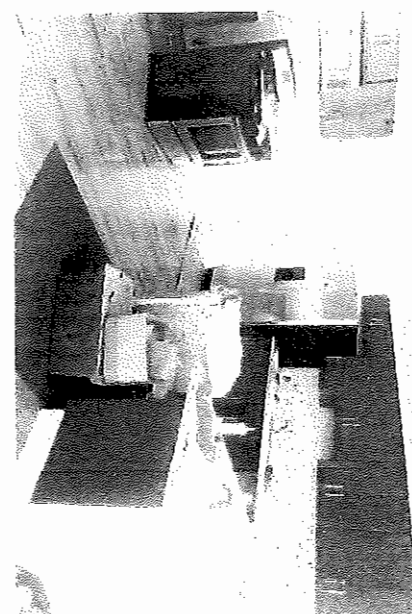
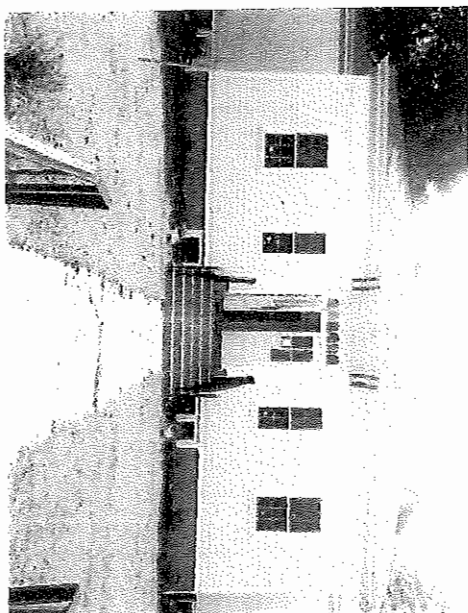


*Before*

*After*

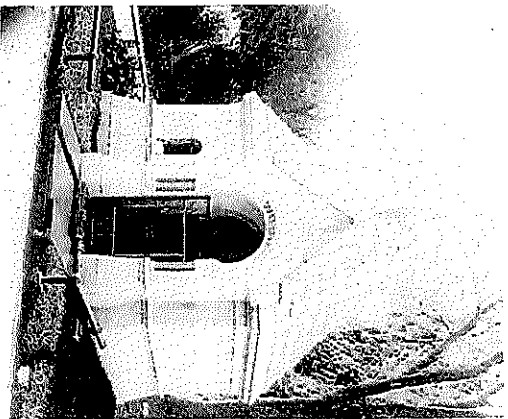




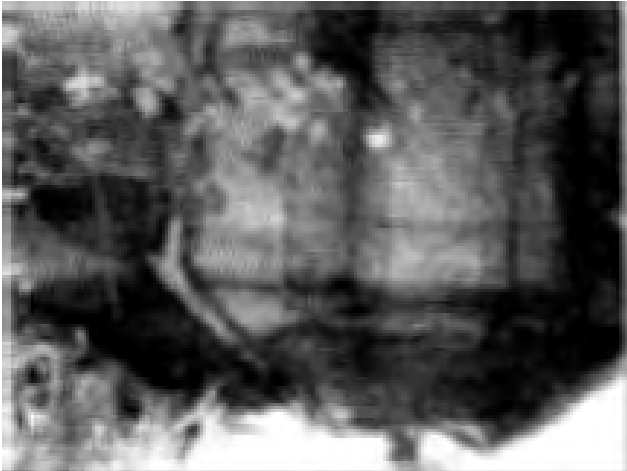
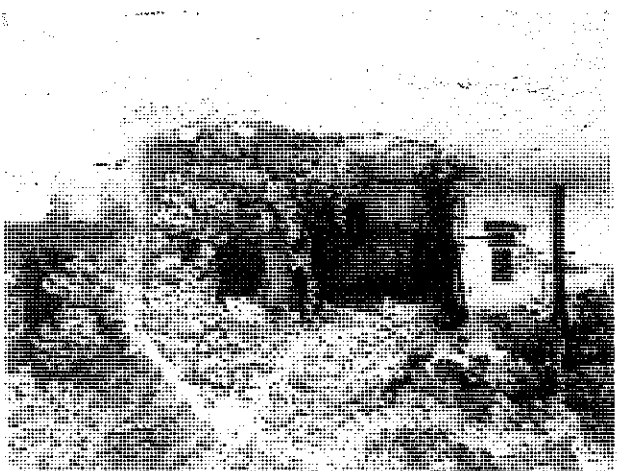


17 / 19 Wethersfield St. Rowley MA.  
Converted Old Town Library into  
Duplex rental units, maintaining  
historic integrity.





Board built by Carl & W. M. Wood in memory  
of Cassius & Wood - a church with and Method.  
- 1898 -





## **Lederman Engineering, Inc.**

### **Equipment**

PC150 Excavator

CAT Front End Loader

410E Loader/Backhoe

Positrak

Bobcat Mini Excavator 334,e45

Bobcat 753

Bobcat 773

Bobcat S 150

Bobcat MT52

Takeuchi TL240

JCB mciro excavator

Positrak and Bobcat Equipment

Lull

Positrak and Bobcat Equipment:

Blades, Buckets , forklift, hammer etc.

### **Trucks:**

Utility Trucks with hand tools

Tri Axel

3- Six Wheel Dump Trucks

Muck truck power buggy

Mack Stone Slinger

Dumpsters

Man Lift Hoist

Compressor and air tools

Jackhammers

Underground camera pipe location equipment

Shoring boxes

Heavy ramps

Rock drills, Darda Rock splitters

cement mixers

Pumps

U screen Dirt screener

**PROPOSAL FOR REDEVELOPMENT  
OF THE  
HISTORIC (1934) AYER CENTRAL FIRE STATION**

14 Washington St.  
Ayer, Massachusetts



Submitted by:

*Scott Parterson*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Name, Address, Telephone Number & Email Address of Firm)

Date Submitted: 2/16/18

**(COVER PAGE)**

**PURCHASE PRICE PROPOSAL FORM (F1)**  
FOR THE PURCHASE OF THE HISTORIC AYER CENTRAL FIRE STATION  
TOWN OF AYER, MA

SELLER: Board of Selectmen, Town of Ayer  
Ayer Town Hall  
1 Main St.  
Ayer, MA 01432

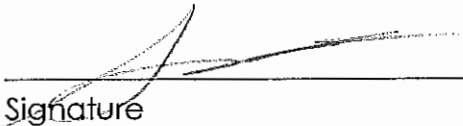
BUYER: Scott Patterson  
North East Baseball Club  
\_\_\_\_\_  
\_\_\_\_\_

PREMISES: Historic Ayer Central Fire Station  
14 Washington St.  
Ayer, MA 01432

PROPOSED PURCHASE PRICE: \$ 65,000.00

PROPOSED PURCHASE PRICE (IN WORDS): Sixty Five thousand dollars

PROPOSED CLOSING DATE: As soon as possible

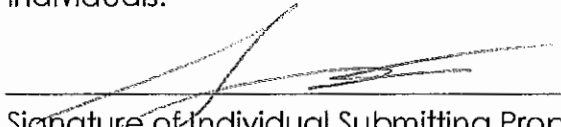
  
\_\_\_\_\_  
Signature Title

Scott Patterson 2/16/18  
\_\_\_\_\_  
Print Name Date Signed

**CERTIFICATE OF NON-COLLUSION FORM (F3)**

FOR THE PURCHASE AND REDEVELOPMENT OF THE  
HISTORIC AYER CENTRAL FIRE STATION  
14 WASHINGTON ST., AYER, MA

Pursuant to Massachusetts General Laws, Chapter 268A, I certify under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

  
\_\_\_\_\_  
Signature of Individual Submitting Proposal

*Scott Patterson*  
\_\_\_\_\_  
Print Name of Individual Submitting Proposal

*North East Baseball Club*  
\_\_\_\_\_  
Print Name of Business

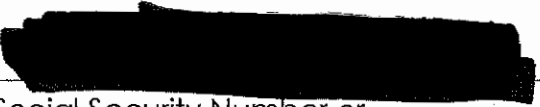
*2/14/18*  
\_\_\_\_\_  
Date Signed

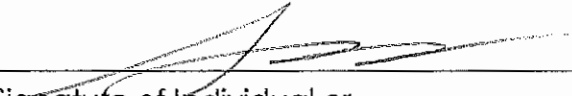
**(BY STATE LAW THIS NON-COLLUSION FORM MUST BE SIGNED AND SUBMITTED WITH THE PROPOSAL)**

**CERTIFICATE OF TAX COMPLIANCE FORM (F4)**

FOR PURCHASE AND REDEVELOPMENT OF THE  
HISTORIC AYER CENTRAL FIRE STATION  
14 WASHINGTON ST., AYER, MA

Pursuant to Massachusetts General Laws, Chapter 62C, Section 49A, I certify under penalties of perjury that I have complied with all laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

  
\_\_\_\_\_  
Social Security Number or  
Federal Identification Number

  
\_\_\_\_\_  
Signature of Individual or  
Responsible Corporate Officer

*Scott Peterson*  
\_\_\_\_\_  
Print Name of Individual or  
Responsible Corporate Officer

*2/14/18*  
\_\_\_\_\_  
Date Signed

***Historic Ayer Central Fire  
Station Redevelopment***

February 16, 2018

Alan S. Manoian  
Director, Community and Economic Development  
Town of Ayer  
1 Main Street  
Ayer, Ma 01432

Dear Mr. Manoian,



I submit herewith a proposal for the purchase of 14 Washington st., Ayer, Ma 01432. My wife, who grew up in Ayer, and I currently own two rental properties on Washington st. (83 and 51) and are deeply connected to the town. Our plan would be to move our current business, which we have had in Littleton for the past 10 years, to this property. North East Baseball, NEB, is a college development program designed to help youth achieve the goal of moving on and playing college baseball. Over the past 10 years we have had over 400 kids move on and play college baseball from all over the country.

I am sure I am not your traditional applicant and I am fully aware of that. As a kid sports served as an outlet for me, I was fortunate to have a facility close to my house growing up, similar to what I would like to create in Ayer. A multi sport facility that provides a place to work out, a community place to hang out, a place to train, and most importantly a place that provides positive role models for todays youth.

I am submitting a proposal for purchase of sixty five thousand dollars (\$65,000.00).

Thank you.

Scott Patterson  
Owner - North East Baseball

*Brief overview of proposers qualifications and experience with comparable redevelopment projects;*

### Experience

I founded North East Baseball 10 years ago with the vision of helping high school baseball players find a college fit both academically and athletically. We have been able to create an environment conducive to players not only developing their skills on the field, but providing them with guidance throughout their everyday lives. I currently run two facilities, one out of Hudson and the other out of Littleton.

We would look to expand on our current business model with the creation of a recreation/youth center that would provide a place for students to congregate in a safe and positive environment and at the same time develop life social skills that will serve them throughout life. Growing up I remember having a YMCA that would accomplish these same things. Something that is sorely missed today.

A Strength and Conditioning Gym is an extremely important aspect of todays young athlete. We are fortunate enough at our Littleton facility to have certified strength and conditioning coaches and would look to expand that aspect of our business moving forward. Not only would that benefit our athletes, but also can bring in a significant amount of general population clients of all ages. Creating an atmosphere that people want to come to, with positive role models, which can be the difference maker in a youth consistently choosing the right path.

References:

Doctor Lance W. Willsey  
Entrepreneur  
(617) 413-6333  
[lancedwillsey@gmail.com](mailto:lancedwillsey@gmail.com)

Mark Pinard  
Pinards Landscaping  
(978) 265-7598  
[M.Pinard@pinardlandscaping.com](mailto:M.Pinard@pinardlandscaping.com)

Thomas Mazza  
DSF Group  
(617) 966-5211  
[TMazza@dsfadvisors.com](mailto:TMazza@dsfadvisors.com)



## Proposal

To create a multi-sport facility that is a one stop shop for today's student athlete. We currently have two facilities one in Littleton and another in Hudson. Our vision is to consolidate our two facilities into one and expand our offerings. Offering Strength and conditioning, multi use turf space, batting cages, and a recreation/youth center. This will not only benefit our athletes but will put the building to full use by renovating it, which we see as an opportunity to help the town as well both from a services and fiscal perspective.

I currently own two properties in Ayer on Washington St. and my wife grew up in the town, so we know how great Ayer is and know this is the perfect opportunity for us. We would be willing to work with the town and local businesses to create a relationship that all parties can benefit from. Whether that is advertisements, discounts from partners and just general word of mouth marketing, we think this could be a great opportunity to boost many aspects of the community.

We draw our clientele from all over New England with an average drive time of over an hour. Bringing new people into the town also will assist local businesses by generating new revenue. On an average midweek day, we bring in roughly 30 people/families that are part of our 200+ current players in our program. Our plan of having programs that benefit local residents as well as non-residents maximizes the town's exposure. We will work with the local youth recreation programs to further our outreach to the community.

Depending on the space utilization we will examine the possibilities of providing leasable area to other forms of small business that may benefit from having access to our diverse clientele. The more we can create a central location to bring in business and grow the businesses around it, while creating a spot to help our youth, the more we believe this can only benefit the town. Each year brings new families and new visibility to the town because our business is unique in that new clients are a constant.

In the RFP, development goals include "significantly contributing to the renaissance of Ayer as a cohesive, connective, active, safe and sustainable district". With our strength and conditioning unit, and the prospective idea of other health care/development opportunities this proposal significantly contributes from a community and fiscal perspective. The improvements to the building, as well as bringing in clients to the area, naturally allows this to happen.

All of the proposed goals will be filled by the proposal of our program moving into the building. My staff and I believe it is important to embrace communities and families while trying to create those opportunities communities desire. We believe

our multi use facility will serve as a great addition to the town by keeping community users happy, healthy and "Ayer Strong".

I truly believe that the difference maker for our program and the people involved is simply we are community oriented and focus on hard work and opportunity. Our program and facilities currently are not flashy and wasn't built on anything more than creating opportunities for people. The staff we have reflects that, as well as the product we put out. There are programs and businesses out there that may be more appealing that can make themselves look like the next great thing, but at the end of the day people keep coming back to us, as evidenced by our continued growth. We look forward to developing a relationship with the town and further conversations of benefits.

## Planned Use

### Interior

1<sup>st</sup> Floor: Left side staring at the building from Washington Street, the newest addition to the firehouse, would be our lounge. Middle two bays would be all Turf area with a gym in the back of the bays. Far right bay would be for baseball batting cages. Back section near the stairs we would convert into a locker room. Front bump out would be converted into offices.

2<sup>nd</sup> Floor: Would covert the entire upstairs into a recreation center.

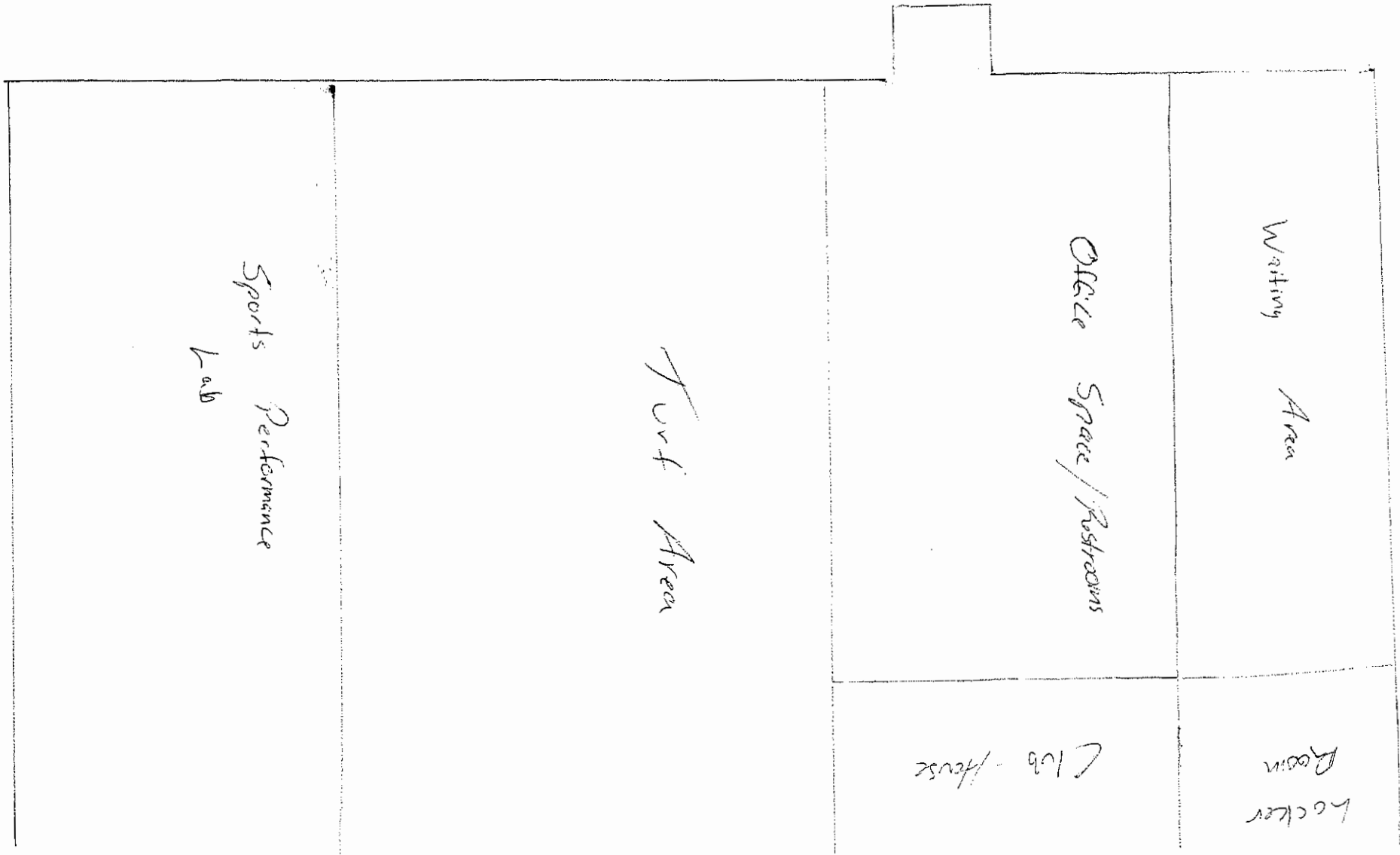
### Exterior

Would bring in hardscape professionals to help cleanup and maintain the curb appeal. Not looking to change anything or tear down any parts of the building. Also, we will comply with any town sign by-laws.

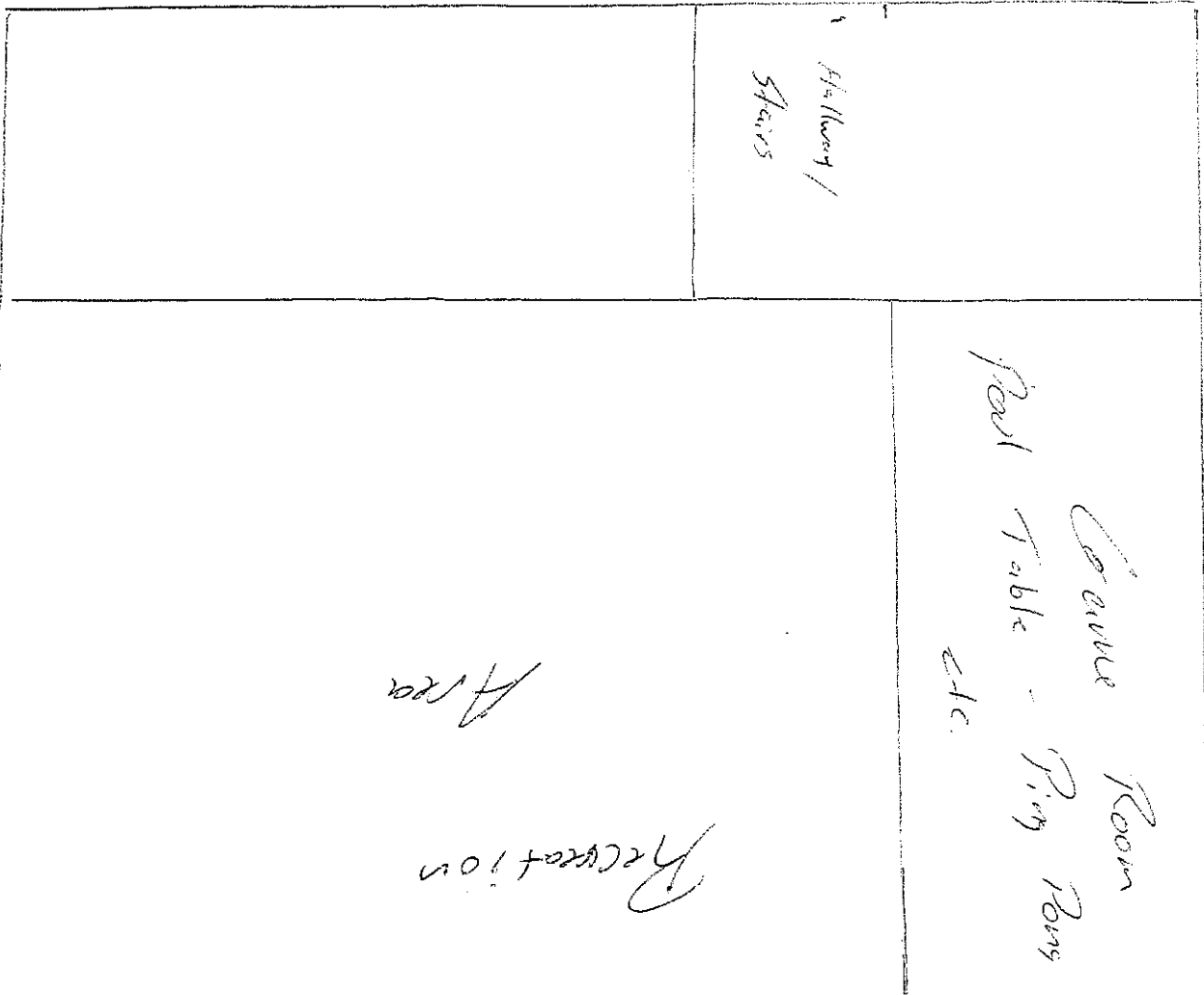
### Parking

Parking is an issue for any business/person who has the privilege of owning this property. But working together with current business owners as well as the church across the street makes the most sense. Our business hours are the opposite of most people's work schedules which will aid in alleviating congestion. Our typical hours are from 2-9 pm. During the weekends we have morning hours that run into the early afternoon or mid afternoon.

1st Floor  
14 Washington St.



2<sup>nd</sup> Floor



**DISCLOSURE STATEMENT FOR  
TRANSACTION WITH A PUBLIC AGENCY CONCERNING REAL PROPERTY  
M.G.L. c. 7C, s. 38 (formerly M.G.L. c. 7, s. 40J)**

**INSTRUCTION SHEET**

**NOTE:** The Division of Capital Asset Management and Maintenance (DCAMM) shall have no responsibility for insuring that the Disclosure Statement has been properly completed as required by law. Acceptance by DCAMM of a Disclosure Statement for filing does not constitute DCAMM's approval of this Disclosure Statement or the information contained therein. Please carefully read M.G.L. c. 7C, s. 38 which is reprinted in Section 8 of this Disclosure Statement.

**Section (1):** Identify the real property, including its street address, and city or town. If there is no street address then identify the property in some other manner such as the nearest cross street and its tax assessors' parcel number.

**Section (2):** Identify the type of transaction to which this Disclosure Statement pertains --such as a sale, purchase, lease, etc.

**Section (3):** Insert the exact legal name of the Public Agency participating in this Transaction with the Disclosing Party. The Public Agency may be a Department of the Commonwealth of Massachusetts, or some other public entity. Please do not abbreviate.

**Section (4):** Insert the exact legal name of the Disclosing Party. Indicate whether the Disclosing Party is an individual, tenants in common, tenants by the entirety, corporation, general partnership, limited partnership, LLC, or other entity. If the Disclosing Party is the trustees of a trust then identify the trustees by name, indicate that they are trustees, and add the name of the trust.

**Section (5):** Indicate the role of the Disclosing Party in the transaction by checking one of the blanks. If the Disclosing Party's role in the transaction is not covered by one of the listed roles then describe the role in words.

**Section (6):** List the names and addresses of every legal entity and every natural person that has or will have a direct or indirect beneficial interest in the real property. The only exceptions are those stated in the first paragraph of the statute that is reprinted in Section 8 of this Disclosure Statement. If the Disclosing Party is another public entity such as a city or town, insert "inhabitants of the (name of public entity)." If the Disclosing Party is a non-profit with no individual persons having any beneficial interest then indicate the purpose or type of the non-profit entity. If additional space is needed, please attach a separate sheet and incorporate it by reference into Section 6.

**Section (7):** Write "none" in the blank if none of the persons mentioned in Section 6 is employed by DCAMM. Otherwise list any parties disclosed in Section 6 that are employees of DCAMM.

**Section (8):** The individual signing this statement on behalf of the Disclosing Party acknowledges that he/she has read the included provisions of Chapter 7C, Section 38 (formerly Chapter 7, Section 40J) of the General Laws of Massachusetts.

**Section (9):** Make sure that this Disclosure Statement is signed by the correct person. If the Disclosing Party is a corporation, please make sure that this Disclosure Statement is signed by a duly authorized officer of the corporation as required by the statute reprinted in Section 8 of this Disclosure Statement.

This completed and signed Disclosure Statement should be mailed or otherwise delivered to:

Deputy Commissioner for Real Estate  
Division of Capital Asset Management and Maintenance  
One Ashburton Place, 15<sup>th</sup> Floor, Boston, MA 02108

**DISCLOSURE STATEMENT FOR  
TRANSACTION WITH A PUBLIC AGENCY CONCERNING REAL PROPERTY  
M.G.L. c. 7C, s. 38 (formerly M.G.L. c. 7, s. 40J)**

The undersigned party to a real property transaction with a public agency hereby discloses and certifies, under pains and penalties of perjury, the following information as required by law:

- (1) REAL PROPERTY:
  
- (2) TYPE OF TRANSACTION, AGREEMENT, or DOCUMENT:
  
- (3) PUBLIC AGENCY PARTICIPATING in TRANSACTION:
  
- (4) DISCLOSING PARTY'S NAME AND TYPE OF ENTITY (IF NOT AN INDIVIDUAL):
  
- (5) ROLE OF DISCLOSING PARTY (Check appropriate role):

\_\_\_\_\_ Lessor/Landlord                      \_\_\_\_\_ Lessee/Tenant

\_\_\_\_\_ Seller/Grantor                       Buyer/Grantee

\_\_\_\_\_ Other (Please describe): \_\_\_\_\_

- (6) The names and addresses of all persons and individuals who have or will have a direct or indirect beneficial interest in the real property excluding only 1) a stockholder of a corporation the stock of which is listed for sale to the general public with the securities and exchange commission, if such stockholder holds less than ten per cent of the outstanding stock entitled to vote at the annual meeting of such corporation or 2) an owner of a time share that has an interest in a leasehold condominium meeting all of the conditions specified in M.G.L. c. 7C, s. 38, are hereby disclosed as follows (attach additional pages if necessary):

NAME

Scott Peterson

RESIDENCE

[REDACTED]

- (7) None of the above-named persons is an employee of the Division of Capital Asset Management and Maintenance or an official elected to public office in the Commonwealth of Massachusetts, except as listed below (insert "none" if none):
  
- (8) The individual signing this statement on behalf of the above-named party acknowledges that he/she has read the following provisions of Chapter 7C, Section 38 (formerly Chapter 7, Section 40J) of the General Laws of Massachusetts:

*No agreement to rent or to sell real property to or to rent or purchase real property from a public agency, and no renewal or extension of such agreement, shall be valid and no payment shall be made to the lessor or seller of such property unless a statement, signed, under the penalties of perjury, has been*

**DISCLOSURE STATEMENT FOR  
TRANSACTION WITH A PUBLIC AGENCY CONCERNING REAL PROPERTY  
M.G.L. c. 7C, s. 38 (formerly M.G.L. c. 7, s. 40J)**

*filed by the lessor, lessee, seller or purchaser, and in the case of a corporation by a duly authorized officer thereof giving the true names and addresses of all persons who have or will have a direct or indirect beneficial interest in said property with the commissioner of capital asset management and maintenance. The provisions of this section shall not apply to any stockholder of a corporation the stock of which is listed for sale to the general public with the securities and exchange commission, if such stockholder holds less than ten per cent of the outstanding stock entitled to vote at the annual meeting of such corporation. In the case of an agreement to rent property from a public agency where the lessee's interest is held by the organization of unit owners of a leasehold condominium created under chapter one hundred and eighty-three A, and time-shares are created in the leasehold condominium under chapter one hundred and eighty-three B, the provisions of this section shall not apply to an owner of a time-share in the leasehold condominium who (i) acquires the time-share on or after a bona fide arms length transfer of such time-share made after the rental agreement with the public agency is executed and (ii) who holds less than three percent of the votes entitled to vote at the annual meeting of such organization of unit owners. A disclosure statement shall also be made in writing, under penalty of perjury, during the term of a rental agreement in case of any change of interest in such property, as provided for above, within thirty days of such change.*

*Any official elected to public office in the commonwealth, or any employee of the division of capital asset management and maintenance disclosing beneficial interest in real property pursuant to this section, shall identify his position as part of the disclosure statement. The commissioner shall notify the state ethics commission of such names, and shall make copies of any and all disclosure statements received available to the state ethics commission upon request.*

*The commissioner shall keep a copy of each disclosure statement received available for public inspection during regular business hours.*

(9) This Disclosure Statement is hereby signed under penalties of perjury.

*Scott Patterson*

\_\_\_\_\_  
PRINT NAME OF DISCLOSING PARTY (from Section 4, above)

*[Signature]*  
\_\_\_\_\_  
AUTHORIZED SIGNATURE of DISCLOSING PARTY

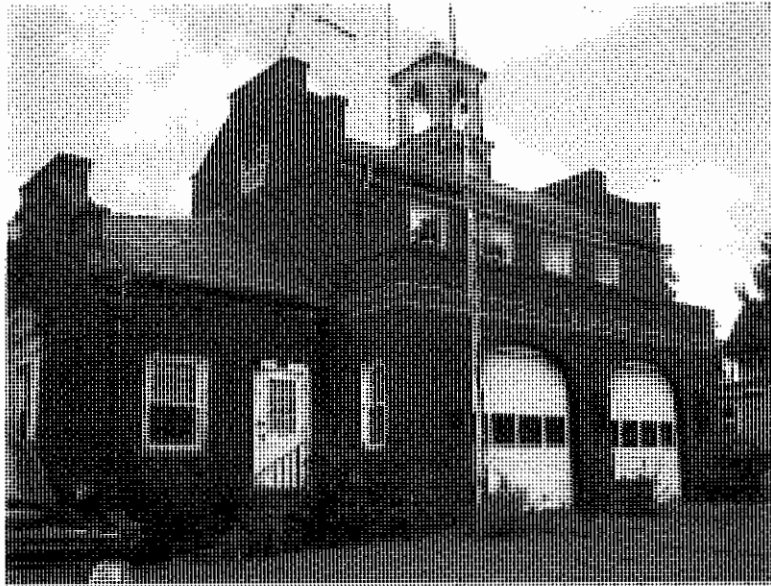
*2/16/18*  
\_\_\_\_\_  
DATE (MM / DD / YYYY)

*Scott Patterson - Owner North East Baseball*  
\_\_\_\_\_  
PRINT NAME & TITLE of AUTHORIZED SIGNER



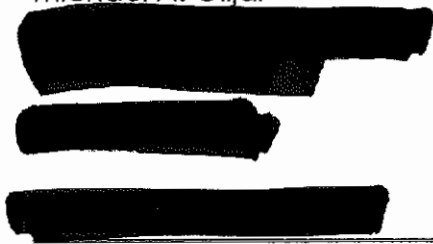
**PROPOSAL FOR REDEVELOPMENT  
OF THE  
HISTORIC (1934) AYER CENTRAL FIRE STATION**

14 Washington St.  
Ayer, Massachusetts



**Submitted by:**

Pauline M. Sullivan  
Michael A. Olijar



---

Date Submitted: February 13, 2018

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February 13, 2018

Ms. Pauline Sullivan  
Mr. Michael Olijar



Mr. Alan Manoian  
Director Community & Economic Development  
Town of Ayer  
Ayer, MA 01432  
978-883-8206  
[amanoian@ayer.ma.us](mailto:amanoian@ayer.ma.us)

Transmittal Letter of Intent

Mr. Manoian,

Please accept this Transmittal Letter of Intent for the purchase and redevelopment of the historic Ayer Central Fire Station located at 14 Washington Street in Ayer, Massachusetts. For years I have been looking for a local project to bring me back to Ayer where I grew up on Sculley Road (named after my family) and went through the school system (from St. Mary's to Ayer Jr. Sr. High). My family has town roots from the 1800s where my Second Great Grandfather was a Laborer at the Foundry, my Great Grandfather was a Lamp Man on the Boston & Maine Railroad, and my Grandfather served as Ayer Chief of Police. My mother is an R.N. with over 30+ years spent at Nashoba Hospital, as was one of my sisters and another is currently on the Ayer Board of Health.

**Proposer's Interest in the Project**

The Fire Station has always been a stable historic landmark in Town that served as a gathering place for meetings and activities throughout my childhood. This building and other historic buildings throughout the Town make Ayer an important statement to its residents and the need to maintain them is essential. Ayer and the surrounding towns are known for their historical architecture with a shared history with the railroad and the military. My plan would be to restore, preserve and protect the original exterior historical facade of the Fire Station building including the distinctive cupola and grounds that would best meet the vision of the Office of Economic Development to its original 1934 era foot print and bring back all historic features that were made famous by architect Georg Ernest Robinson.

**Proposer's Intent of the Project**

The intent of this rehabilitation project is to restore the building to its original grandeur and increase the value to the neighborhood while increasing the Town's urban development plan. The entire project will depend on the structural status of the envelope of the

building. With the goal to preserve all parts of the original building and those that are missing to be added or replaced, depending on their current state.

### **Purchase Offer**

This proposal contains a purchase offer of \$10,000 (ten thousand dollars) to secure the property. In addition, for this project to be financially and economically viable to both the Town and Proposer it would take working closely with the Ayer Town Boards.

### **Additional Public Costs to the Town of Ayer**

Proposer would work with the Office of Economic Development to find every possible grant, tax credits, TIF agreements and other financing opportunities to support the redevelopment. We would request consideration for a waiver or reduction in fees for building permits, water and sewer connections. The extending and/or upgrading of public infrastructure is not known at this time, but most municipal services will be affected. This project will take a team to complete successfully.

At this time based on the information reviewed during the course of the most recent environmental investigation, it is the opinion that the submitted assessment has revealed no evidence of a recognized environmental condition as defined in the Standard in connection with the site. If in the rehabilitation and development of the building some environmental issues arise, the Proposer would request financial assistance to render abate and/or remove any such environmental issue.

### **Concept and Approach**

We believe this Proposal is different from previous submissions as we plan to personally reside in the renovated Fire Station. The options for the rest of the building are very much open to discussion of what the town would see most fitting to their vision. With the removal of the 1960s-1996 additions the square footage would go from approximately 9000 square feet to 4273 square feet which include the 1934 and 1945 buildout.

As noted in the RFP, there are preferred property redevelopment plans to be considered with recommendations that work toward a goal of 51% low/moderate income residency to achieve the most financial assistance:

- Single-family (2-bedroom) and 2-3 residence (micro/studio and/or 1-bedroom apartments);
- First-story and second-story Residential Dwelling Units (2-bedroom and micro/studio apartments and/or 1-bedroom apartments);
- Not listed in the RFP but proposed is an option for the Town of Ayer to use space as an office, library annex, historical archive, visitor center or business development. Using the historic building as a designated Town office would make a statement to the community of their commitment to the urban redevelopment of the neighborhood.

Per the RFP we will strive to provide the maximum amount of affordable (low/moderate) housing while maintaining the stated RFP criteria. The affordable housing units will have close access to the rail transportation and local eateries. Each housing unit will have on-site parking available for convenience and safety.

In addition to the preferred property redevelopment plans, solar rehabilitation would take a major role in the design and buildout:

- The use of solar power would add to the Green Community Plan of Ayer and as part of the Fire Station renovation it would be the first historical solar building in Massachusetts. As Ayer is a Green Community, the grants and credits for such a design renovation should be available, with the assistance of the Office of Economic Development. Achieving the solar option would make Ayer a stand-out in the state and the option could also be looked at for other local historical buildings. In looking at this option the number of jobs that would be available could potentially double. Reviewing the solar option and what it brings to design buildouts would make the Town and area towns re-evaluate energy footprints.

Solar options that are available and to be considered to reduce the energy footprint for the renovation are:

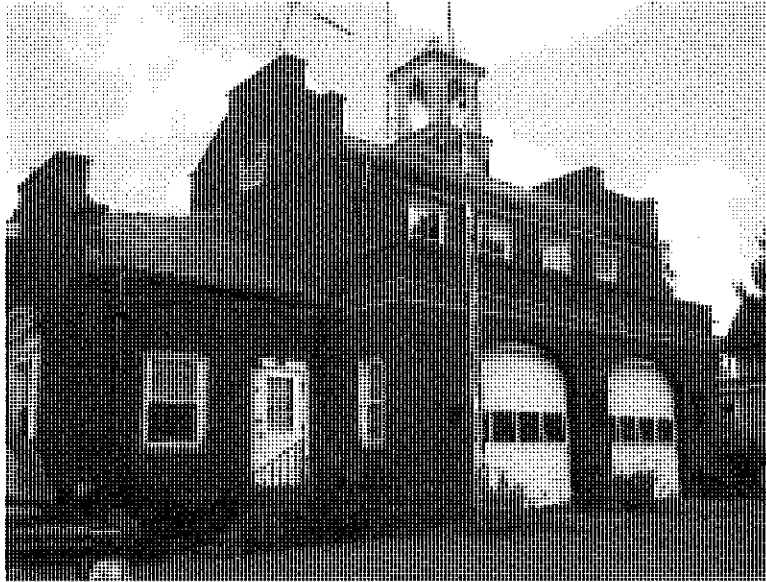
- Building-integrated photovoltaic (BIPV) options like solar slate roof tiles. Because BIPV is installed as part of the building's roof, rather than on top of it, the installation process is much simpler if it is undertaken when being built (or replaced). BIPV was most recently in the news thanks to the reveal of Tesla's solar roof, but there are other BIPV products like solar shingles that can be integrated into the roof.
- Solar windows.
- LED outside lights.
- Passive solar heating.
- Radiant heated floors.
- Solar water heater.
- Ductless air conditioning and heating.
- An electric furnace rather than a gas furnace, if there is enough roof space to host a solar panel system. While natural gas heating is less expensive than electric heating, an electric furnace could make it possible to eliminate all utility bills with the solar energy sourced from the building's PV system.
- Reduce, Reuse, and Recycle – tiles from current roof to be installed on bathroom floors; bricks from outside construction reused on outside or inside of building; windows and doors reused in interior spaces; etc.
- Recycled materials such as recycled glass, aluminum, recycled tile, reclaimed lumber, recycled plastic can be used in green home building.
- Sustainable Building Materials: Use products such as reclaimed lumber, recycled plastic, recycled glass or natural products such as bamboo, cork and linoleum which are made of natural, renewable materials.
- Rainwater Harvesting Systems and Tankless Water Heaters.
- Eco-Friendly Lighting.
- Water Conserving Fixtures.
- Programmable Thermostat.
- Harness Geothermal Energy.

**Proposer's Qualifications and Experience**

Professional work within the engineering/construction industry at multiple levels of administration for over 35 years. Personal experience with renovation and construction in residential architecture. This includes new construction with design and renovation of existing buildings. The concept of rehabilitation of existing buildings is similar with the understanding of licenses, permits, agreements and governmental policies and procedures.

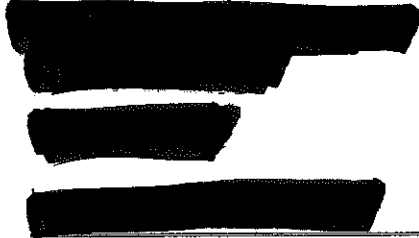
Due to the current location of the Proposers there will be a Clerk of the Work (COW) hired to be on site and available for daily interaction with contractors and Town personnel.

**PROPOSAL FOR REDEVELOPMENT  
OF THE  
HISTORIC (1934) AYER CENTRAL FIRE STATION  
14 Washington St.  
Ayer, Massachusetts**



**Submitted by:**

Pauline M. Sullivan  
Michael A. Olijar



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Date Submitted: February 13, 2018

**(COVER PAGE)**





**DISCLOSURE STATEMENT FOR  
TRANSACTION WITH A PUBLIC AGENCY CONCERNING REAL PROPERTY  
M.G.L. c. 7C, s. 38 (formerly M.G.L. c. 7, s. 40J)**

**INSTRUCTION SHEET**

**NOTE:** The Division of Capital Asset Management and Maintenance (DCAMM) shall have no responsibility for insuring that the Disclosure Statement has been properly completed as required by law. Acceptance by DCAMM of a Disclosure Statement for filing does not constitute DCAMM's approval of this Disclosure Statement or the information contained therein. Please carefully read M.G.L. c. 7C, s. 38 which is reprinted in Section 8 of this Disclosure Statement.

**Section (1):** Identify the real property, including its street address, and city or town. If there is no street address then identify the property in some other manner such as the nearest cross street and its tax assessors' parcel number.

**Section (2):** Identify the type of transaction to which this Disclosure Statement pertains --such as a sale, purchase, lease, etc.

**Section (3):** Insert the exact legal name of the Public Agency participating in this Transaction with the Disclosing Party. The Public Agency may be a Department of the Commonwealth of Massachusetts, or some other public entity. Please do not abbreviate.

**Section (4):** Insert the exact legal name of the Disclosing Party. Indicate whether the Disclosing Party is an individual, tenants in common, tenants by the entirety, corporation, general partnership, limited partnership, LLC, or other entity. If the Disclosing Party is the trustees of a trust then identify the trustees by name, indicate that they are trustees, and add the name of the trust.

**Section (5):** Indicate the role of the Disclosing Party in the transaction by checking one of the blanks. If the Disclosing Party's role in the transaction is not covered by one of the listed roles then describe the role in words.

**Section (6):** List the names and addresses of **every** legal entity and **every** natural person that has or will have a **direct or indirect** beneficial interest in the real property. The only exceptions are those stated in the first paragraph of the statute that is reprinted in Section 8 of this Disclosure Statement. If the Disclosing Party is another public entity such as a city or town, insert "inhabitants of the (name of public entity)." If the Disclosing Party is a non-profit with no individual persons having any beneficial interest then indicate the purpose or type of the non-profit entity. If additional space is needed, please attach a separate sheet and incorporate it by reference into Section 6.

**Section (7):** Write "none" in the blank if none of the persons mentioned in Section 6 is employed by DCAMM. Otherwise list any parties disclosed in Section 6 that are employees of DCAMM.

**Section (8):** The individual signing this statement on behalf of the Disclosing Party acknowledges that he/she has read the included provisions of Chapter 7C, Section 38 (formerly Chapter 7, Section 40J) of the General Laws of Massachusetts.

**Section (9):** Make sure that this Disclosure Statement is signed by the correct person. If the Disclosing Party is a corporation, please make sure that this Disclosure Statement is signed by a duly authorized officer of the corporation as required by the statute reprinted in Section 8 of this Disclosure Statement.

This completed and signed Disclosure Statement should be mailed or otherwise delivered to:

Deputy Commissioner for Real Estate  
Division of Capital Asset Management and Maintenance  
One Ashburton Place, 15<sup>th</sup> Floor, Boston, MA 02108

**DISCLOSURE STATEMENT FOR  
TRANSACTION WITH A PUBLIC AGENCY CONCERNING REAL PROPERTY  
M.G.L. c. 7C, s. 38 (formerly M.G.L. c. 7, s. 40J)**

The undersigned party to a real property transaction with a public agency hereby discloses and certifies, under pains and penalties of perjury, the following information as required by law:

(1) REAL PROPERTY:

(2) TYPE OF TRANSACTION, AGREEMENT, or DOCUMENT:

(3) PUBLIC AGENCY PARTICIPATING in TRANSACTION:

(4) DISCLOSING PARTY'S NAME AND TYPE OF ENTITY (IF NOT AN INDIVIDUAL):

(5) ROLE OF DISCLOSING PARTY (Check appropriate role):

Lessor/Landlord

Lessee/Tenant

Seller/Grantor

Buyer/Grantee

Other (Please describe): \_\_\_\_\_

(6) The names and addresses of all persons and individuals who have or will have a direct or indirect beneficial interest in the real property excluding only 1) a stockholder of a corporation the stock of which is listed for sale to the general public with the securities and exchange commission, if such stockholder holds less than ten per cent of the outstanding stock entitled to vote at the annual meeting of such corporation or 2) an owner of a time share that has an interest in a leasehold condominium meeting all of the conditions specified in M.G.L. c. 7C, s. 38, are hereby disclosed as follows (attach additional pages if necessary):

NAME

RESIDENCE

PAULINE M. SULLIVAN

[REDACTED]

Michael A. Quisar

"

"

(7) None of the above-named persons is an employee of the Division of Capital Asset Management and Maintenance or an official elected to public office in the Commonwealth of Massachusetts, except as listed below (insert "none" if none):

(8) The individual signing this statement on behalf of the above-named party acknowledges that he/she has read the following provisions of Chapter 7C, Section 38 (formerly Chapter 7, Section 40J) of the General Laws of Massachusetts:

*No agreement to rent or to sell real property to or to rent or purchase real property from a public agency, and no renewal or extension of such agreement, shall be valid and no payment shall be made to the lessor or seller of such property unless a statement, signed, under the penalties of perjury, has been*

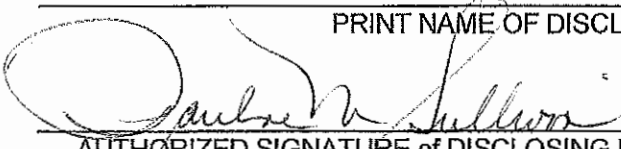
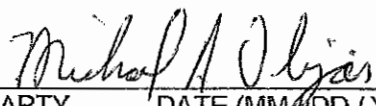
**DISCLOSURE STATEMENT FOR  
TRANSACTION WITH A PUBLIC AGENCY CONCERNING REAL PROPERTY  
M.G.L. c. 7C, s. 38 (formerly M.G.L. c. 7, s. 40J)**

*filed by the lessor, lessee, seller or purchaser, and in the case of a corporation by a duly authorized officer thereof giving the true names and addresses of all persons who have or will have a direct or indirect beneficial interest in said property with the commissioner of capital asset management and maintenance. The provisions of this section shall not apply to any stockholder of a corporation the stock of which is listed for sale to the general public with the securities and exchange commission, if such stockholder holds less than ten per cent of the outstanding stock entitled to vote at the annual meeting of such corporation. In the case of an agreement to rent property from a public agency where the lessee's interest is held by the organization of unit owners of a leasehold condominium created under chapter one hundred and eighty-three A, and time-shares are created in the leasehold condominium under chapter one hundred and eighty-three B, the provisions of this section shall not apply to an owner of a time-share in the leasehold condominium who (i) acquires the time-share on or after a bona fide arms length transfer of such time-share made after the rental agreement with the public agency is executed and (ii) who holds less than three percent of the votes entitled to vote at the annual meeting of such organization of unit owners. A disclosure statement shall also be made in writing, under penalty of perjury, during the term of a rental agreement in case of any change of interest in such property, as provided for above, within thirty days of such change.*

*Any official elected to public office in the commonwealth, or any employee of the division of capital asset management and maintenance disclosing beneficial interest in real property pursuant to this section, shall identify his position as part of the disclosure statement. The commissioner shall notify the state ethics commission of such names, and shall make copies of any and all disclosure statements received available to the state ethics commission upon request.*

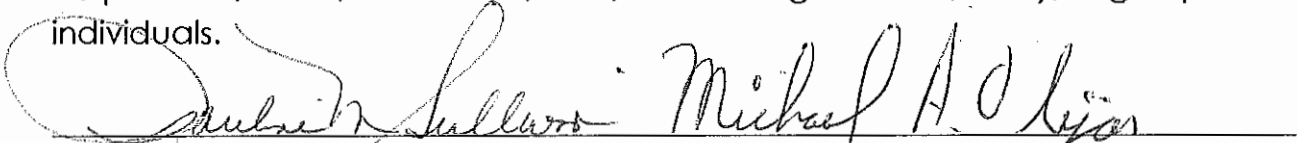
*The commissioner shall keep a copy of each disclosure statement received available for public inspection during regular business hours.*

- (9) This Disclosure Statement is hereby signed under penalties of perjury.


_____ PRINT NAME OF DISCLOSING PARTY (from Section 4, above)	
 	
_____ AUTHORIZED SIGNATURE of DISCLOSING PARTY	DATE (MM/DD/YYYY) 02/13/2018
PAULINE M. SULLIVAN MICHAEL A. O'SAR	
_____ PRINT NAME & TITLE of AUTHORIZED SIGNER	

**CERTIFICATE OF NON-COLLUSION FORM (F3)**  
FOR THE PURCHASE AND REDEVELOPMENT OF THE  
HISTORIC AYER CENTRAL FIRE STATION  
14 WASHINGTON ST., AYER, MA

Pursuant to Massachusetts General Laws, Chapter 268A, I certify under penalties of perjury that this bid, or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

  
Signature of Individual Submitting Proposal

Pauline M. Sullivan / Michael A. Olijar  
Print Name of Individual Submitting Proposal

  
Print Name of Business

February 13, 2018  
Date Signed

**(BY STATE LAW THIS NON-COLLUSION FORM MUST BE SIGNED AND SUBMITTED WITH THE PROPOSAL)**

**CERTIFICATE OF TAX COMPLIANCE FORM (F4) FOR PURCHASE AND REDEVELOPMENT OF THE HISTORIC AYER CENTRAL FIRE STATION**  
14 WASHINGTON ST., AYER, MA

Pursuant to Massachusetts General Laws, Chapter 62C, Section 49A, I certify under penalties of perjury that I have complied with all laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding and remitting child support.



\_\_\_\_\_  
Social Security Number or  
Federal Identification Number

A handwritten signature in cursive script, appearing to read "Pauline M. Sullivan".

\_\_\_\_\_  
Signature of Individual or  
Responsible Corporate Officer

Pauline M. Sullivan

\_\_\_\_\_  
Print Name of Individual or  
Responsible Corporate Officer

February 13, 2018

\_\_\_\_\_  
Date Signed

## **Professional References**

Karin Swanfeldt (Executive Director Ayer Council on Aging)  
Park Street  
Ayer, MA 01432  
978-855-4683

Robert Gardner, Esq. (Judge)  
PO Box 664  
978-808-1876  
Ayer, MA 01432

Barry Dynice, Esq. (Burwick & Dynice)  
49 Grove Street  
Ayer, MA 01432  
978-537-3333

### **Goals of Historic Fire Station Redevelopment**

The prospective redevelopment of the historic Ayer Central Fire Station, which is prominently located in Downtown Ayer. The redevelopment shall significantly contribute to the renaissance of the Downtown area and effectively contribute to the long-term vision of the repurposing and treatment of this Downtown property. The plan is to create street-level enhancement of the property with a functional street relationship that serves to enhance the downtown living lifestyle. The residents will be within walking distance to local shops and eateries. The current residential district and neighborhood has been under redevelopment for the past years and provides a very mobile accessibility with the passenger rail only minutes away by walking, cycling, or automobile.

A significant heritage landmark building designed by famed Boston architect George Ernest Robinson who has been recognized as the "Father of Modern American Fire Station Design", the 1934 "Colonial-Revival" Ayer Central Fire Station stands today waiting to be revitalized into what it was original designed. As it has stood vacant for about 12 years, causing the decay of interior and exterior structures. Our plan is to return the Fire Station to its valued architectural vernacular. Its quality of construction materials, its innovative design characteristics stand as one of America's first modern fire station buildings on a local, state, and national level. There are

The plan is to restore, preserve and protect the original exterior historic façade of the core 1934 Central Fire Station Building, including the distinctive cupola. The existing flagpole will be refurbished, and an American flag will be flown to represent the Fire station and its historical memory. With the completion of all renovations the Fire Station would be eligible to be enrolled in the National Registry of Historic Places. It would join some of the other fire stations throughout Massachusetts currently located in New Bedford, Brookline, Pittsfield, Taunton, Springfield, Boston etc. that are on the NRHP.

### **Proposed Configuration of the Interior Space**

At this time the ability to provide preliminary floor plans is not possible or included with this proposal. As previously stated, both the North and South bays will be removed along with other post 1945 additions but knowing an accurate amount of square footage is not possible until all demolition is complete. Work with the Town to meet all objectives of the project will be one of the first items scheduled.

Once demolition is completed, a floor plan will be designed to incorporate the remaining square footage and a determination of the square foot usage.

### **Proposed Configuration of the Exterior Space**

Once the North and South bays are removed and any additional walls behind the building are removed, a re-evaluation of the square footage will take place. A plan for one parking space per unit to be planned on the sides of the building. The original

historic Fire Station did not display parking in the front and we would like to follow this design, if possible. Also, if possible to create an open area in the back of the building as a patio for the inhabitants of the building. A green space is not shown in any pictures, but to incorporate the building into the neighborhood an exterior parking area and some type of outside area is hoped to be made available for tenants.

**Capacity of the Proposer to Finance, Purchase and Secure Tenants**

I have previously managed vacation rental homes while maintaining a real estate license. I currently own a second home in Florida and manage all rentals. The development of Ayer and Devens and the close connection to the commuter rail should secure the ability to maintain tenants in a new building with such a convenient location should not be an issue.

Proposer would suggest to the Town a blog of the renovation project be created and maintained with a link to the Town web page. This would allow residents to witness the demolition, rehabilitation and redevelopment of the Fire Station building. Also, would show perspective tenants what units would be available.

I have submitted an entry to the Public Television show 'This Old House' to inquire if this project would be considered as one of the two projects undertaken each year that they invest time and personnel to work on and film. This would bring a large audience that would show the Town of Ayer and its Master Plan for the future current and future residents.

**Proposer to Finance the Purchase and Development of Property with Tenants**

Financing for constructions through completion will be from Town, State and Federal grants, cash reserves and private bank financing. I plan to also reach out to sponsors who might want their names associated with such a project for supplies.

With all the suggested developments for the project there should be no issue with obtaining viable tenants as designated by the RFP.

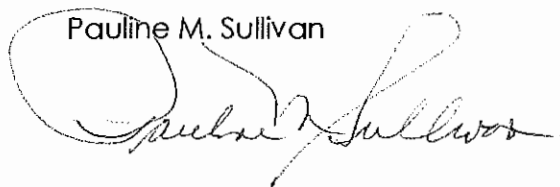
**Proposers Readiness and Ability to Proceed with Project**

The Proposer is ready to proceed with execution of deed within forty-five (45) days after the proposal award. Project to be ready for tenants within two-years or as agreed upon schedule of Proposer and Town.

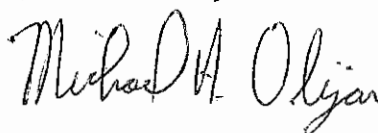
A schedule will be put together starting with inspection and preparing for demolition. Once the exterior envelope is gone then a design of existing structure to house tenants that meet RFP criteria will be performed.

Thank you for your consideration of this Proposal.

Pauline M. Sullivan



Michael A. Olijar





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



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

MEMORANDUM

**DATE:** March 9, 2018

**TO:** Ayer Board of Selectmen

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

**SUBJECT:** Town Administrator's Report for the March 13, 2018 BOS Meeting

Dear Honorable Selectmen,

I transmit to you the following Town Administrator's Report for the March 13, 2018 BOS Meeting. If you have any questions prior to the meeting, please do not hesitate to contact me directly. Thank you.

Administrative Update:

- I will provide a brief Administrative Update at the meeting regarding the various activities, initiatives, and projects of the Administration since the last BOS Meeting on February 20, 2018.

Approval of FY 2019 Capital Budget:

- Attached is the proposed FY 2019 Capital Budget as recommended by the Capital Planning Committee. The Capital Planning Committee met numerous times over the Fall of 2017 into early 2018 to meet with Town Departments to review, discuss, and recommend their various capital requests for FY 2019. The BOS is respectfully requested to review the FY 2019 Capital Budget and to consider a vote to approve the FY 2019 Capital Budget to go before the Annual Town Meeting for final approval on May 14, 2018. (See Attached).

Special Town Meeting Update:

- As the BOS is aware, there will be a Special Town Meeting on Monday, March 19, 2018 at 7pm in the Auditorium of the Ayer Shirley Regional High School. There are two articles for consideration by Town Meeting: a zoning bylaw amendment and a solar bylaw. The Town Meeting Warrant was approved by the BOS on February 20<sup>th</sup> 2018 and was posted on February 23, 2018. Additionally, the Warrant has been mailed to all households in Ayer. I will offer a very brief update at the BOS meeting.

FY 2019 Budget Update:

- As the BOS is aware, the Administration has been very focused on the development of the FY 2019 Budget. I will offer a brief update at the BOS meeting regarding the FY 2019 Budget.

Government Reorganization Update:

- I will provide an update on the ongoing Government Reorganization as the result of Town Meetings approval of the Special Acts at this past Fall Special Town Meeting.

Retail Recreational Marijuana Update:

- Ms. Antonellis and I will provide a brief update on the retail recreational marijuana issue. Our update will include the recommendation that the BOS recommend a warrant article for the Annual Town Meeting which would permit the Town to tax the sale of retail/recreational marijuana; a brief update on the community outreach meeting being held by Compassionate Care; and a general discussion about the community host agreement.

Thank you.

Attachment

As of January 10, 2018

Assumes 3.5% interest  
and 5% bond admin 1st year

GENERAL FUND		FY19 Request	Approved by Cap Plan Comm	Date Approved	purchase (see note A)	estimated term	estimated FY19 debt service	estimated FY20 debt service	
Building Inspection	Department vehicle	\$35,000	\$35,000	11/29/17		5	\$2,975	\$8,225	
Counsel on Aging	Senior center feasibility study	\$30,000	\$30,000	11/29/17	\$30,000				
Town Clerk	Voting machines	\$20,000	\$20,000	11/29/17	\$20,000				
Facilities	Electronic door locking system for town hall	\$40,000	\$40,000	1/10/18		5	\$3,400	\$9,400	amount revised by Facilities Director 1/10/18
	External LED display (fire station) 4 x 10	\$35,000	\$35,000	1/10/18		5	\$2,975	\$8,225	
	Automated HVAC system (police station)	\$45,950	\$45,950	1/10/18		5	\$3,906	\$10,798	amount revised by Facilities Director 1/10/18
	6 roof top units (police station)	\$75,000	see note B						
Information Technology	Infrastructure upgrades	\$25,000	\$25,000	11/29/17	\$25,000				
Parks	Dock system	\$25,000	\$25,000	1/10/18	\$25,000				
Fire	Replace hose, nozzles & appliances	\$25,000	\$25,000	1/10/18	\$25,000				
	Replace forestry 2 service truck	\$44,000	\$44,000	1/10/18		5	\$3,740	\$10,340	
Police	Upgrade evidence/property storage	\$65,000	\$65,000	11/29/17		5	\$5,525	\$15,275	
DPW	<b>Highway</b>								
	Shirley Street bridge replacement	\$660,000							Committee recommends deferring a year until
	Road paving (supplements Chap 90)	\$150,000	\$150,000	1/3/18		10	\$12,750	\$20,250	W. Main St bridge is underway. Superintendent
	Flail mower for trackless municipal tractor	\$30,000	\$30,000	1/3/18	\$30,000				also indicated that he will apply for another small
									bridge grant for the Barnum Road bridge during FY19.
	6-wheel dump truckw/plow & spreader	\$190,000	\$240,000	1/3/18		10	\$16,150	\$25,650	Committee asked Superintendent to research a hooklift
<b>Stormwater</b>									
Strom drain upgrades (Pearl,William, Myrick, Willard)	\$75,000								move to operating budget as in FY18
Stormwater biofiltration/outfall improvements	\$50,000	\$50,000	1/3/18		5	\$4,250	\$11,750		
Culvert replacements	\$55,000								move to operating budget as in FY18
Total general fund requests		<b>\$1,674,950</b>	<b>\$859,950</b>		<b>\$155,000</b>		<b>\$55,671</b>	<b>\$119,913</b>	

Note A: The balance in the Capital Stabilization Fund as of December 2017 plus the FY18 funding totals \$1,556,272. In past recent years, the town has "purchased" capital assets with a value of \$30,000 or less, using transfers from Capital Stabilization. For FY18, \$106,500 was transferred from Capital Stabilization to purchase various general fund capital requests of \$30,000 or less.

Note B: Chuck Schultz has worked on a solution to buy the parts needed for these repairs from the FY18 facilities budget and he will do the work, as needed.



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

*Broadcast and Recorded by APAC*

**Tuesday February 13, 2018**  
**Open Session Meeting Minutes**

**BOS Present:** Christopher R. Hillman, Chair; Jannice L. Livingston, Vice – Chair

**Fin COM Present:** Scott Houde, Chair; Patrick Diamond, Vice- Chair; Chris Prehl, Greg Ketcham

**Also Present:** Robert A. Pontbriand, Town Administrator  
Carly M. Antonellis, Assistant to the Town Administrator  
Dr. Mary Malone, Superintendent of Schools  
William Plunkett, Director of Finance

**Absent:** Gary J. Luca, Clerk

**Board of Selectmen Call to Order:** C. Hillman called the meeting to order at 7:02 PM.

**Amendment to H4080, “An Act Establishing the Position of Town Manager in the Town of Ayer:** R. Pontbriand stated that the one of the four Special Acts, specifically H4080 “An Act Establishing the Position of Town Manager” approved by the Town, which had been drafted by Town Counsel, had no effective date of the legislation. He is asking that the BOS approve the following amendment to the legislation: “This act shall take effect upon passage”.

**Motion:** A motion was made by J. Livingston and seconded by C. Hillman to approve the amendment as presented. **Motion passed 2-0.**

**Finance Committee Call to Order:** S. Houde called the Finance Committee to order at 7:04 PM.

**Approval of BOS Agenda:**

**Motion:** A motion was made by J. Livingston and seconded by C. Hillman to approve the agenda. **Motion passed 2-0.**

**Joint Meeting with the Ayer Finance Committee and Ayer Shirley Regional School Committee:** FY’  
19 ASRSD Budget – Dr. Malone and B. Plunkett presented the proposed budget for FY ’19.

S. Houde asked about the District’s plan for OPEB funding. M. Malone stated that the District budgeted \$10,000 for OPEB related costs.

M. Malone reported that the proposed budget is approximately 3.0% higher than last year and that Ayer’s assessment would be increasing approximately 2.8%.

Ayer School Committee member Pat Kelley asked the BOS to support S223, “An Act modernizing the foundation budget for the 21<sup>st</sup> Century” and H354, “An Act relative to increasing special education circuit breaker and regional transportation reimbursement”. BOS members stated they would send a letter of support to the legislative delegation.

P. Diamond asked about the number of SPED students decreasing. M. Malone said there are several factors including, students graduating and students coming off IEPs.

BOS members and Finance Committee members thanked Dr. Malone and the School Committee for their thorough presentation.

*ASRHS Athletic Field Proposal* – BOS members had asked for an update on the Athletic Field presentation. School Committee member Dan Gleason stated that nothing had changed since the presentation given in December.

C. Hillman expressed concern about the condition of the Page Hilltop School. D. Gleason reported that both Page Hilltop and Lura White Elementary School in Shirley are both structurally safe and are up-to-code for the years they were built.

C. Prehl inquired about a past study on building infrastructures. D. Gleason stated that the Flansburgh study currently being finalized will look at all building related issues and will provide recommendations for a long term plan.

D. Gleason said that the School Committee is planning on putting forth debt exclusion articles for the new field complex at the Annual Town Meetings in both Towns. The School Committee plans on doing outreach and community forums to increase public education. D. Gleason stated that the current athletic facility is not ADA compliant, does not support a positive fan experience, is dangerous and is unsuitable for program needs.

J. Livingston said she was impressed with what she was hearing and thanked the School Committee for the information. She said it is important to keep in mind that not all the students are athletes. P. Kelley said that the field complex will also be used for physical education classes.

Ms. Melanie Peppin, 7 Bennetts Xing asked if the Committee had planned any fundraising. She said she hadn't seen a big public push for private fundraising. P. Kelley said that they have begun the private fundraising process.

R. Pontbriand asked School Committee members if they felt the Town of Shirley would be supportive of debt exclusion. School Committee members said that they planned to do public outreach in Shirley.

**Adjournments:**

**Finance Committee Motion:** A motion was made by S. Houde and seconded by P. Diamond to adjourn at 9:05 PM. **Motion passed 4-0.**

**BOS Motion:** A motion was made by J. Livingston and seconded by G. Luca to adjourn at 9:05 PM. **Motion passed 2-0.**

**Minutes Recorded and Submitted by Carly M. Antonellis**

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

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

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



*Broadcast and Recorded by APAC*

**Tuesday February 20, 2018**  
**Open Session Meeting Minutes**

**Present:** Christopher R. Hillman, Chair; Jannice L. Livingston, Vice – Chair; Gary J. Luca, Clerk (*Via Telephone Remote Participation*)

Robert A. Pontbriand, Town Administrator  
Carly M. Antonellis, Assistant to the Town Administrator

**Call to Order:** C. Hillman called the meeting to order at 6:03 PM. C. Hillman announced that all votes would be taken by Roll Call because Selectman Luca would be participating remotely via telephone.

**Executive Session pursuant to G.L. c. 30A, sec. 21(a):** A motion was made by C. Hillman and seconded by J. Livingston to enter into Executive Session pursuant to G.L. c. 30A, sec. 21 (a) Exemption #3 (Litigation Strategy) to discuss *Worthen Dale v. Town of Ayer* and to reconvene in Open Session at 7:00 PM. C. Hillman further stated that to discuss these matters in Open Session would be detrimental to the Town's negotiating strategy. **By Roll Call:** C. Hillman, aye; J. Livingston, aye; G. Luca, aye. **Motion passed by Roll Call Vote 3-0.**

*J. Livingston leaves the meeting due to illness.*

**Reconvene in Open Session:** The BOS reconvened in Open Session at 7:02 PM.

**Review and Approve Agenda:**

**Motion:** A motion was made by G. Luca and seconded by C. Hillman to approve the agenda. **By Roll Call:** C. Hillman, aye; G. Luca, aye. **Motion passed by Roll Call Vote 2-0.**

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

**Review of Warrants:** C. Hillman stated that J. Livingston signed the following warrant on behalf of the BOS:

• 2018-02-06	Accounts Payable 18-14	\$1,341,090.98
• 2018-01-13	Payroll Warrant 18-15	\$302,834.82

**Public Input:** R. Rhonemus, 8 Oak Street asked for a point of order. She questioned whether the BOS could conduct business under the remote participation policy without a physical quorum of the BOS present, because J. Livingston had left. R. Pontbriand stated he would review the policy, but in the meantime, the BOS should continue with Public Input, because no BOS deliberations would be taking place.

Mr. Scott Park and Mr. Elvin Moquette from Nasoya Foods were asked to be present at the meeting because of more odor issues at the Nasoya plant off of Westford Road. The Nasoya representatives asked to make a presentation and C. Hillman told them that they could not and that he wanted answers as to why the odor issues were happening again. Nasoya Representatives said that they were working to address the issue.

Mr. Don Osmer, 1 Mulbury Circle said that he is asking the same question, "What changed?" He said that the odor issues had drastically reduced and now it was happening again.

R. Pontbriand informed C. Hillman that per the Remote Participation Policy, a physical quorum of the BOS must be present.

C. Hillman asked for a 10 minute recess. The BOS recessed.

*J. Livingston rejoins BOS Meeting at 7:50 PM*

The BOS reconvened at 7:51 PM.

**Chief William A. Murray, Ayer Police Department:** *Appointment of Full Time Dispatcher* - Chief Murray introduced Mr. Max Goodwin, his recommended candidate for the position full time dispatcher. Mr. Goodwin is a 2009 graduate of Ayer High School and is a Navy Veteran. Chief Murray is asking for the appointment to be effective March 1, 2018 at Step 1 contingent upon successfully passing a background investigation, drug testing and field training.

**Motion:** A motion was made by G. Luca and seconded by J. Livingston to appoint Mr. Max Goodwin to the position of Full Time Dispatcher effective March 1, 2018 at Step 1 contingent upon successfully passing a background investigation, drug testing and field training. **By Roll Call:** C. Hillman, aye; J. Livingston, aye; G. Luca, aye. **Motion passed by Roll Call Vote 3-0.**

**Ms. Cindy Knox, I.T. Director:** *Updated Written Information Security Program (WISP)* – C. Knox was in attendance to present the annual review of the Written Information Security Program.

**Motion:** A motion was made by J. Livingston and seconded by G. Luca to approve the updated WISP policy. **By Roll Call:** C. Hillman, aye; J. Livingston, aye; G. Luca, aye. **Motion passed by Roll Call Vote 3-0.**

**Mr. Alan Manoian, Director of Community and Economic Development and Ms. Alicia Hersey, Program**

**Manager:** *FY18 Ayer Housing Rehabilitation Program Guidelines*– A. Manoian and A. Hersey were in attendance regarding the upcoming FY' 18 Community Development Block Grant application. A. Hersey is asking that the BOS approve the FY '18 Housing Rehabilitation Program Guidelines.

**Motion:** A motion was made by J. Livingston and seconded by G. Luca to certify the FY '18 Housing Rehabilitation Program Guidelines, as presented. **By Roll Call:** C. Hillman, aye; J. Livingston, aye; G. Luca, aye. **Motion passed by Roll Call Vote 3-0.**

*Community Development Strategy* – A. Manoian asked the BOS to approve the FY'18 Community Development Strategy for 2018-2022 to file with DHCD.

BOS members asked what had changed from the last update. A. Manoian said that this plan focuses more on multi modal transportation.

**Motion:** A motion was made by J. Livingston and seconded by G. Luca to approve the Community Development Strategy for 2018-2022. **By Roll Call:** C. Hillman, aye; J. Livingston, aye; G. Luca, aye. **Motion passed by Roll Call Vote 3-0.**

*Certification of FY 18 CDBG Grant Application* – A. Hersey asked that BOS to approve, with signature by the Chairman, the FY'18 Grant Certification documents.

**Motion:** A motion was made by C. Hillman and seconded by J. Livingston to approve the FY'18 Grant Certification documents. **By Roll Call:** C. Hillman, aye; J. Livingston, aye; G. Luca, aye. **Motion passed by Roll Call Vote 3-0.**

**Superintendent Mark Wetzel, Ayer DPW:** *Letter of Support – East Main Street Reconstruction* – M. Wetzel was in attendance asking the BOS for support on the East Main Street Reconstruction Project on the TIP list.

**Motion:** A motion was made by G. Luca and seconded by J. Livingston to approve the letter of support to Montachusett Regional Planning Commission as presented for the East Main Street Reconstruction Project. **By Roll Call:** C. Hillman, aye; J. Livingston, aye; G. Luca, aye. **Motion passed by Roll Call Vote 3-0.**

*Inflow and Infiltration Investigation Phase 2B* – M. Wetzel presented the Professional Services Agreement for Phase 2B Inflow and Infiltration Sewer Investigations. The overall project was approved by last year's Annual Town Meeting.

**Motion:** A motion was made by G. Luca and seconded by J. Livingston to approve the Professional Services Agreement between the Town of Ayer and Arcadis U.S., Inc. in the amount of \$230,000 for Infiltration /Inflow (I/I) Analysis – Phase 2B with signature by the Chair. **By Roll Call:** C. Hillman, aye; J. Livingston, aye; G. Luca, aye. **Motion passed by Roll Call Vote 3-0.**

*Discussion Items – Water Rules and Regulations* - This item was tabled until the next BOS meeting.

*Chapter 90 Funding (Selectman Luca)* – G. Luca asked M. Wetzel about supplementing Chapter 90 money. M. Wetzel said that \$150,000 was included in the FY' 19 capital requests and believes that figure is manageable.

**Town Administrator's Report:** *Administrative Update* –R. Pontbriand stated that he had two “action items”.

*Approval of the March 19, 2018 Special Town Meeting Warrant* – R. Pontbriand reported that the Planning Board voted to approve the language for the Town Meeting Warrant for the March 19, 2018 Special Town Meeting regarding the Zoning Bylaw update and the Solar Overlay District. He is seeking BOS approval of the warrant.

**Motion:** A motion was made by J. Livingston and seconded by G. Luca to approve the Special Town Meeting Warrant for Monday March 19, 2018. **By Roll Call:** C. Hillman, aye; J. Livingston, aye; G. Luca, aye. **Motion passed by Roll Call Vote 3-0.**

*Reserve Fund Transfer – Town Counsel Legal Services* – R. Pontbriand presented a Reserve Fund Transfer request in the amount of \$70,000 for the Legal Services Line Item. The primary unforeseen legal matters that have depleted the budget are the lawsuit of *Worthen Dale V. Town of Ayer*; relocation costs regarding the Advocates Buildings; costs associated with the Ayer Solar II Project and costs associated with the preparation of the Zoning Bylaw Update and Special Town Meeting.

**Motion:** A motion was made by G. Luca and seconded by J. Livingston to approve the Reserve Fund Transfer in the amount of \$70,000 for the legal services line item with signature by the Chair. **By Roll Call:** C. Hillman, aye; J. Livingston, aye; G. Luca, aye. **Motion passed by Roll Call Vote 3-0.**



**New Business/Selectmen's Questions:** *Free Cash Discussion (Selectman Luca)* – G. Luca wanted to discuss options for utilizing the FY' 17 certified free cash stating that he'd like to give something back to the tax payer.

**Approval of Meeting Minutes:**

**Motion:** A motion was made by J. Livingston and seconded by C. Hillman to approve the meeting minutes from February 6, 2018. **By Roll Call:** C. Hillman, aye; J. Livingston, aye; G. Luca, aye. **Motion passed by Roll Call Vote 3-0.**

**Adjournment:**

**Motion:** A motion was made by J. Livingston and seconded by C. Hillman to adjourn at 8:30 PM. **By Roll Call:** C. Hillman, aye; J. Livingston, aye; G. Luca, aye. **Motion passed by Roll Call Vote 3-0.**

**Minutes Recorded and Submitted by Carly M. Antonellis**

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

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

DRAFT