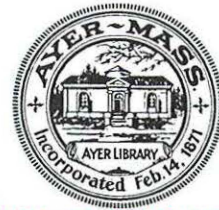


Town of Ayer
Board of Selectmen
Ayer Town Hall – 1st Floor Meeting Room
1 Main Street
Ayer, MA 01432



RECEIVED
FEB 13 2020

TOWN OF AYER
TOWN CLERK

12:50pm
Susan Speland

Tuesday February 18, 2020
Open Session Meeting Agenda

6:00 PM

Call to Order

Pledge of Allegiance; Review and Approve Agenda; Announcements

Public Input

Public Hearing – Pole Petition – National Grid and Verizon
Elm Street

6:05* PM

Public Hearing – Pole Petition – National Grid and Verizon
East Main Street

6:15 PM

Superintendent Mark Wetzel, Dept. of Public Works

1. Execution of Order of Takings for Temporary Easements for E. Main St.

6:20 PM

Opening of Annual Town Meeting (5/11/20) Warrant

6:25 PM

Town Manager's Report

1. Administrative Update/Review of Warrant(s)
2. FY 2021 Budget Update
3. Proposal for Compensated Balances Budget Line Item
4. Proposal for Forward Funding the Town's Pension Assessment
5. Discussion on Proposed/Potential uses for "Free Cash" in FY 21
6. Rescheduling of March 3, 2020 BOS Meeting
7. Review and Approval of U.S. Census Boundary Validation Program

6:50 PM

New Business/Selectmen's Questions

6:55 PM

Approval of Meeting Minutes

February 4, 2020

Executive Session pursuant to MGL Chapter 30A, Section 21A

1. Exemption #3 (Litigation Strategy) *Riley Jayne Farm, LLC and Cowfield Realty Trust II v. Diesel Direct Inc., et al. and Diesel Direct, Inc. v. Ayer Shirley Regional School District, et al.*

Adjournment**

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

** The Board of Selectmen will conclude for the evening at the end of the Executive Session

RECEIVED

JAN 27 2020

TOWN OF AYER
TOWN CLERK

1:56pm *lf*

**Town of Ayer
Notice of Public Hearing
Ayer Board of Selectmen**



The Ayer Board of Selectmen will be conducting a Public Hearing on Tuesday February 18, 2020 at 6:00 PM at the Ayer Town Hall, 1st Floor Meeting Room, 1 Main Street, Ayer, MA 01432 regarding a petition by National Grid and Verizon New England, Inc. to locate permission to locate poles, wires, and fixtures, including the necessary sustaining and protecting fixtures, along and cross the following public way:

Elm Street – National Grid to relocate 1 JO Pole on Elm Street. National Grid to relocate Pole 1 and move 2' to 3' away from the hydrant.

Name of Applicant: National Grid and Verizon
Date of Public Hearing: Tuesday February 18, 2020
Time of Public Hearing: 6:00 PM
Location of Public Hearing: 1st Floor Meeting Room, Ayer Town Hall
1 Main Street Ayer, MA 01432

Copies of the application are available at the Ayer Board of Selectmen's Office Monday, Wednesday and Thursdays from 8am – 4pm; Tuesdays 8am – 7pm and Fridays 8am – 1pm.

Questions contact – Nahum Forgette 978-725-1392

PETITION FOR JOINT OR IDENTICAL POLE LOCATIONS

North Andover, Massachusetts

To the Board of Selectmen
Of Ayer, Massachusetts

NATIONAL GRID and Verizon New England, Inc requests permission to locate poles, wires, and fixtures, including the necessary sustaining and protecting fixtures, along and across the following public way:

Elm St - National Grid to Relocate 1 JO Pole on Elm St. National Grid to relocate Pole 1 and move 2' to 3' away from fire hydrant.

Location approximately as shown on plan attached

Wherefore it prays that after due notice and hearing as provided by law, it be granted a location for and permission to erect and maintain poles and wires, together with such sustaining and protecting fixtures as it may find necessary, said poles to be erected substantially in accordance with the plan filed herewith marked – Elm St - Ayer - Massachusetts.

No. 23730035 December 16, 2019

Also for permission to lay and maintain underground laterals, cables, and wires in the above or intersecting public ways for the purpose of making connections with such poles and buildings as each of said petitioners may desire for distributing purposes.

Your petitioner agrees to reserve space for one cross-arm at a suitable point on each of said poles for the fire, police, telephone, and telegraph signal wires belonging to the municipality and used by it exclusively for municipal purposes.

NATIONAL GRID

BY Pat Cody
Engineering Department

VERIZON NEW ENGLAND, INC.

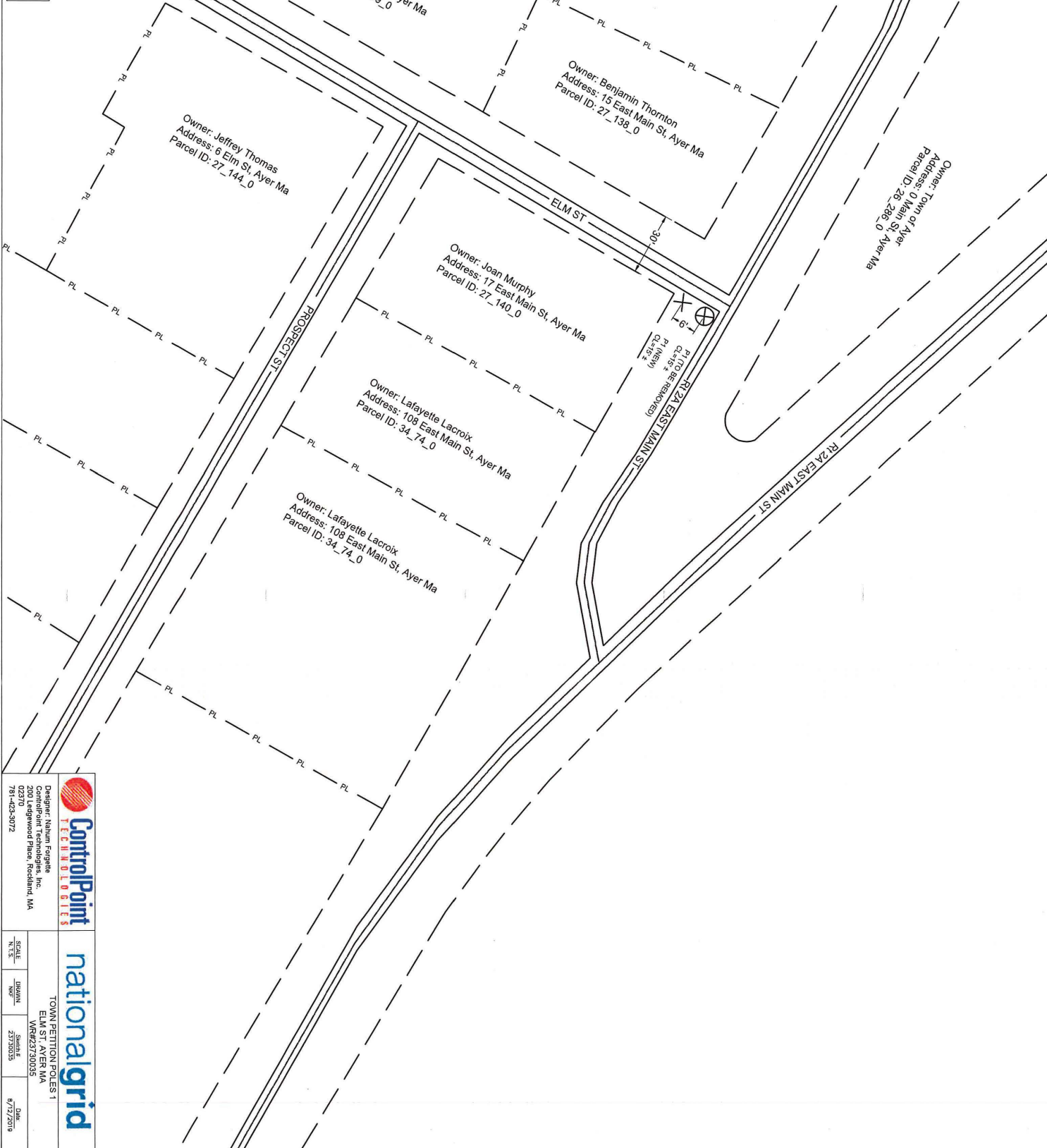
BY _____
Manager / Right of Way

LEGEND

- SWAMP AREA
- EXISTING JOINT
- PROPERTY LINE
- PROPOSED JOINT
- RIGHT OF WAY (ROW)
- CENTERLINE

Not To Scale

The exact location of said facilities to be established by and upon the installation and erection of the facilities thereof.



ControlPoint
TECHNOLOGIES

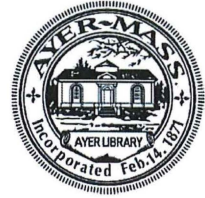
Designer: Nathan Fyfe
300 Lehighwood Place, Scotland, MA
02370
781-423-9072

nationalgrid

TOWN PETITION POLES 1
ELM ST, AYER, MA
VRR#2730035

SCALE	DRAWN	DATE
N.T.S.	NW	2/17/2019

Town of Ayer
Board of Selectmen's Office
Transmittal Form - Department Head Review



- Board of Health
- Department of Public Works
- Police Department
- Fire Department
- Building Inspector/Zoning Enforcement Officer
- Conservation Committee
- Treasurer/Tax Collector
- Town Clerk
- Assessor's Office
- Town Planner
- Economic & Community Development Office

Review Deadline Date Wednesday February 12, 2020

Public Hearing Date Tuesday February 18, 2020

Permit Sought Pole Petition

Description Elm Street - See Attached Plan

Submitted by National Grid

Address _____ Telephone Vinny 978-725-1392

This plan is submitted for your review, comments, and recommendations. Please return to the Board of Selectmen's Office by the Review Deadline Date so that the Board of Selectmen can consider your recommendation.

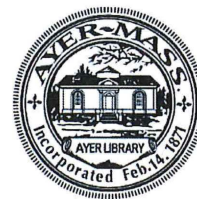
Comments:

Signed [Signature]

Title Health Agent

Date 2/13/2020

Town of Ayer
Board of Selectmen's Office
Transmittal Form - Department Head Review



- Board of Health
- Department of Public Works
- Police Department
- Fire Department
- Building Inspector/Zoning Enforcement Officer
- Conservation Committee
- Treasurer/Tax Collector
- Town Clerk
- Assessor's Office
- Town Planner
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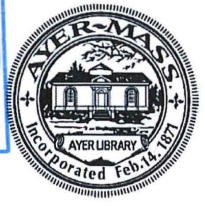
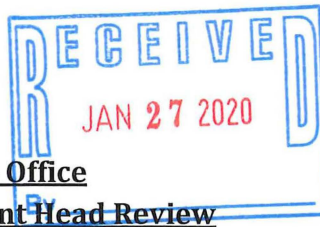
Comments:

This is for the East Main St Project

Signed *[Signature]*

Title Supt Public Works

Date 1/31/20



Town of Ayer
Board of Selectmen's Office
Transmittal Form - Department Head Review

- Board of Health
- Department of Public Works
- Police Department
- Fire Department
- Building Inspector/Zoning Enforcement Officer
- Conservation Committee
- Treasurer/Tax Collector
- Town Clerk
- Assessor's Office
- Town Planner
- Economic & Community Development Office

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Public Hearing Date Tuesday February 18, 2020

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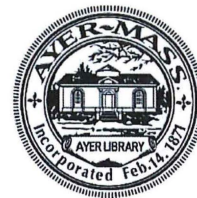
Comments: None

Signed [Signature]

Title Chief of Police

Date 1/28/2020

Town of Ayer
Board of Selectmen's Office
Transmittal Form - Department Head Review



- Board of Health
- Department of Public Works
- Police Department
- Fire Department
- Building Inspector/Zoning Enforcement Officer
- Conservation Committee
- Treasurer/Tax Collector
- Town Clerk
- Assessor's Office
- Town Planner
- Economic & Community Development Office

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Public Hearing Date Tuesday February 18, 2020

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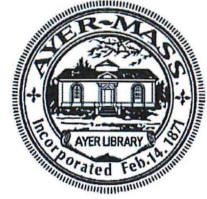
Comments: No issues

Signed *[Signature]*
Fac Chief

Title 1-27-2020

Date _____

Town of Ayer
Board of Selectmen's Office
Transmittal Form - Department Head Review



_____ Board of Health
_____ Department of Public Works
_____ Police Department
_____ Fire Department
 Building Inspector/Zoning Enforcement Officer
_____ Conservation Committee
_____ Treasurer/Tax Collector
_____ Town Clerk
_____ Assessor's Office
_____ Town Planner
_____ Economic & Community Development Office

Review Deadline Date Wednesday February 12, 2020
Public Hearing Date Tuesday February 18, 2020

Permit Sought Pole Petition

Description Elm Street - See Attached Plan

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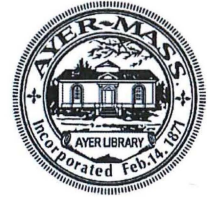
Comments: Approved

Signed *Oliver J. ...*

Title Building/Zoning

Date 1/28/20

Town of Ayer
Board of Selectmen's Office
Transmittal Form - Department Head Review



- Board of Health
- Department of Public Works
- Police Department
- Fire Department
- Building Inspector/Zoning Enforcement Officer
- Conservation Committee
- Treasurer/Tax Collector
- Town Clerk
- Assessor's Office
- Town Planner
- Economic & Community Development Office

Review Deadline Date Wednesday February 12, 2020

Public Hearing Date Tuesday February 18, 2020

Permit Sought Pole Petition

Description Elm Street - See Attached Plan

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Comments:

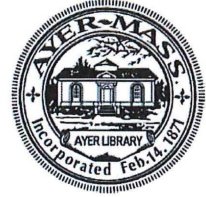
conservation has no concerns with this petition.

Signed *Jo. Amulyus*

Title *conservation administrator*

Date *1/26/20*

Town of Ayer
Board of Selectmen's Office
Transmittal Form - Department Head Review



- Board of Health
- Department of Public Works
- Police Department
- Fire Department
- Building Inspector/Zoning Enforcement Officer
- Conservation Committee
- Treasurer/Tax Collector
- Town Clerk
- Assessor's Office
- Town Planner
- Economic & Community Development Office

Review Deadline Date Wednesday February 12, 2020

Public Hearing Date Tuesday February 18, 2020

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Description Elm Street - See Attached Plan

Submitted by National Grid

Address _____ Telephone Vinny 978-725-1392

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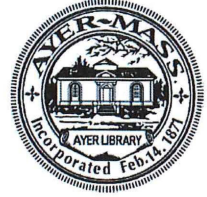
Comments:

Signed Barbara Tierney

Title Tax / Treas

Date 02/03/2020

Town of Ayer
Board of Selectmen's Office
Transmittal Form - Department Head Review



- Board of Health
- Department of Public Works
- Police Department
- Fire Department
- Building Inspector/Zoning Enforcement Officer
- Conservation Committee
- Treasurer/Tax Collector
- Town Clerk
- Assessor's Office
- Town Planner
- Economic & Community Development Office

Review Deadline Date Wednesday February 12, 2020

Public Hearing Date Tuesday February 18, 2020

Permit Sought Pole Petition

Description Elm Street - See Attached Plan

Submitted by National Grid

Address _____ Telephone Vinny 978-725-1392

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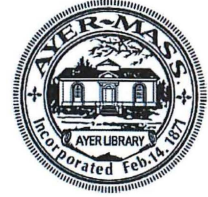
Comments: No Issue

Signed Shuan Copeland

Title Town Clerk

Date January 28, 2020

Town of Ayer
Board of Selectmen's Office
Transmittal Form - Department Head Review



- Board of Health
- Department of Public Works
- Police Department
- Fire Department
- Building Inspector/Zoning Enforcement Officer
- Conservation Committee
- Treasurer/Tax Collector
- Town Clerk
- Assessor's Office
- Town Planner
- Economic & Community Development Office

Review Deadline Date Wednesday February 12, 2020

Public Hearing Date Tuesday February 18, 2020

Permit Sought Pole Petition

Description Elm Street - See Attached Plan

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Address _____ Telephone Vinny 978-725-1392

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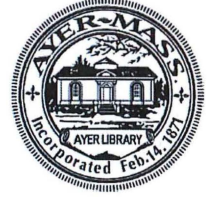
Comments:

Signed Thomas Hogn

Title Assessing Administrator

Date 1/29/2020

Town of Ayer
Board of Selectmen's Office
Transmittal Form - Department Head Review



- Board of Health
- Department of Public Works
- Police Department
- Fire Department
- Building Inspector/Zoning Enforcement Officer
- Conservation Committee
- Treasurer/Tax Collector
- Town Clerk
- Assessor's Office
- Town Planner
- Economic & Community Development Office

Review Deadline Date Wednesday February 12, 2020

Public Hearing Date Tuesday February 18, 2020

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Description Elm Street - See Attached Plan

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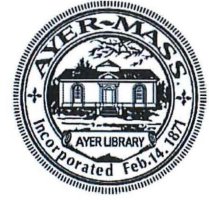
Comments: No comments.

Signed [Signature]

Title Town Planner

Date 1-28-2020

Town of Ayer
Board of Selectmen's Office
Transmittal Form - Department Head Review



- Board of Health
- Department of Public Works
- Police Department
- Fire Department
- Building Inspector/Zoning Enforcement Officer
- Conservation Committee
- Treasurer/Tax Collector
- Town Clerk
- Assessor's Office
- Town Planner
- Economic & Community Development Office

Review Deadline Date Wednesday February 12, 2020

Public Hearing Date Tuesday February 18, 2020

Permit Sought Pole Petition

Description Elm Street - See Attached Plan

Submitted by National Grid

Address _____ Telephone Vinny 978-725-1392

This plan is submitted for your review, comments, and recommendations. Please return to the Board of Selectmen's Office by the Review Deadline Date so that the Board of Selectmen can consider your recommendation.

Comments: Revised Approval.

Signed *[Signature]*

Title Dir. Ayer Community EDC Dev.

Date 2/4/2020

RECEIVED

JAN 27 2020

TOWN OF AYER
TOWN CLERK

1:56 PM *ef*

**Town of Ayer
Notice of Public Hearing
Ayer Board of Selectmen**



The Ayer Board of Selectmen will be conducting a Public Hearing on Tuesday February 18, 2020 at 6:05 PM at the Ayer Town Hall, 1st Floor Meeting Room, 1 Main Street, Ayer, MA 01432 regarding a petition by National Grid and Verizon New England, Inc. to locate permission to locate poles, wires, and fixtures, including the necessary sustaining and protecting fixtures, along and cross the following public way:

East Main Street – National Grid to relocate 2 JO Poles on East Main Street. National Grid to relocate pole 30 on East Main Street approximately 10' west of current location. Relocate pole 31 East Main Street approximately 6' east of current location.

Name of Applicant: National Grid and Verizon
Date of Public Hearing: Tuesday February 18, 2020
Time of Public Hearing: 6:05 PM
Location of Public Hearing: 1st Floor Meeting Room, Ayer Town Hall
1 Main Street Ayer, MA 01432

Copies of the application are available at the Ayer Board of Selectmen's Office Monday, Wednesday and Thursdays from 8am – 4pm; Tuesdays 8am – 7pm and Fridays 8am – 1pm.

Questions contact – Nahum Forgette 978-725-1392

PETITION FOR JOINT OR IDENTICAL POLE LOCATIONS

North Andover, Massachusetts

To the Board of Selectmen
Of Ayer, Massachusetts

NATIONAL GRID and Verizon New England, Inc requests permission to locate poles, wires, and fixtures, including the necessary sustaining and protecting fixtures, along and across the following public way:

East Main St - National Grid to Relocate 2 JO Poles on East Main St. National Grid to relocate pole 30 on East Main St approximately 10' west of current location. Relocate pole 31 East Main St approximately 6' east of current location.

Location approximately as shown on plan attached

Wherefore it prays that after due notice and hearing as provided by law, it be granted a location for and permission to erect and maintain poles and wires, together with such sustaining and protecting fixtures as it may find necessary, said poles to be erected substantially in accordance with the plan filed herewith marked – East Main St - Ayer - Massachusetts.

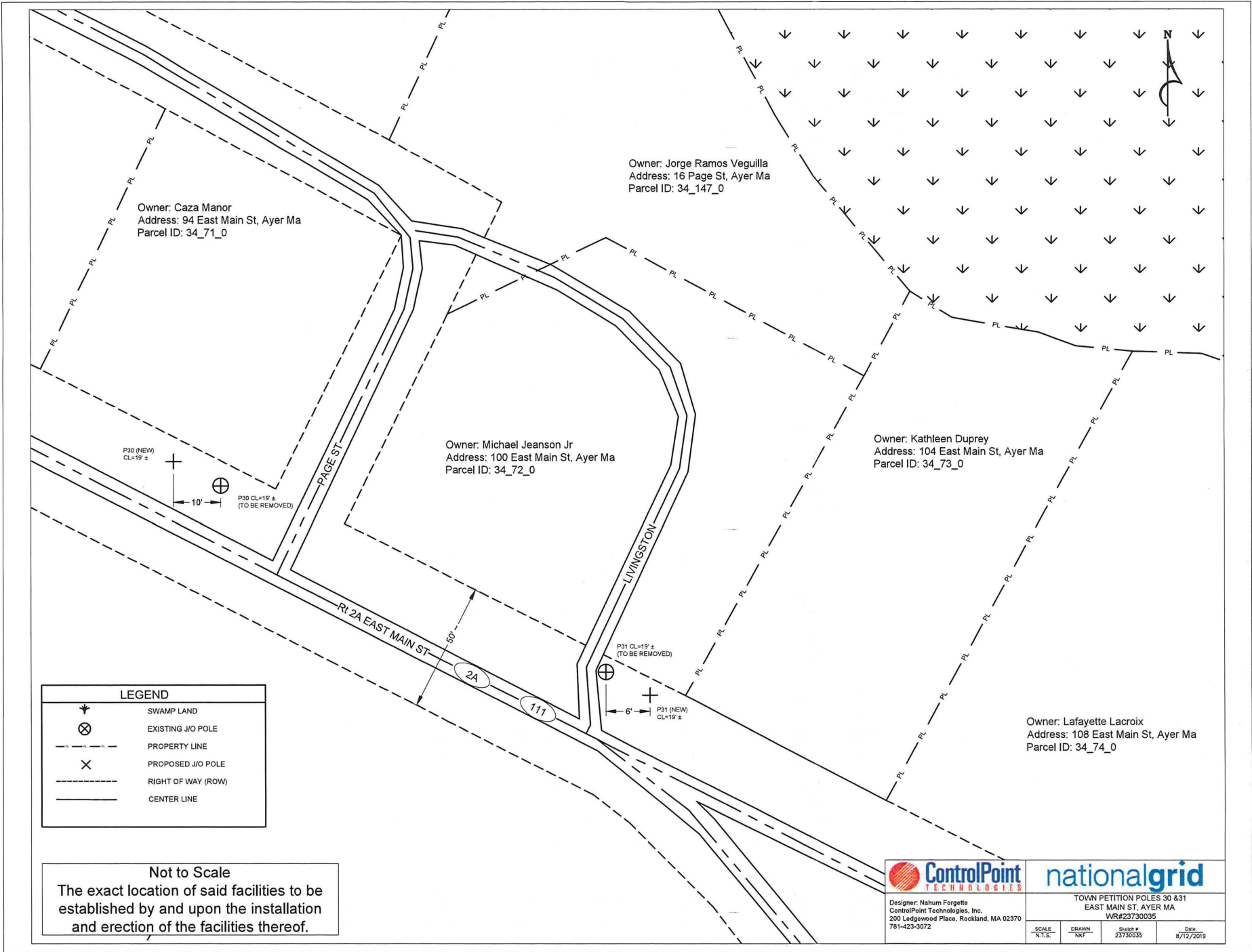
No. 23730035 December 16, 2019

Also for permission to lay and maintain underground laterals, cables, and wires in the above or intersecting public ways for the purpose of making connections with such poles and buildings as each of said petitioners may desire for distributing purposes.

Your petitioner agrees to reserve space for one cross-arm at a suitable point on each of said poles for the fire, police, telephone, and telegraph signal wires belonging to the municipality and used by it exclusively for municipal purposes.

NATIONAL GRID
BY Pat Cody
Engineering Department

VERIZON NEW ENGLAND, INC.
BY _____
Manager / Right of Way

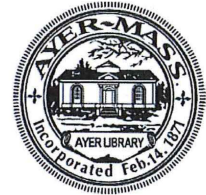


LEGEND	
	SWAMP LAND
	EXISTING J/O POLE
	PROPERTY LINE
	PROPOSED J/O POLE
	RIGHT OF WAY (ROW)
	CENTER LINE

Not to Scale
The exact location of said facilities to be established by and upon the installation and erection of the facilities thereof.

Designer: Nahum Forgette ControlPoint Technologies, Inc. 200 Ledgewood Place, Rockland, MA 02370 781-423-3072			
TOWN PETITION POLES 30 & 31 EAST MAIN ST, AYER MA WR#23730035			
SCALE N.T.S.	DRAWN NKF	Sketch # 23730035	Date 6/12/2019

Town of Ayer
Board of Selectmen's Office
Transmittal Form - Department Head Review



- 7 Board of Health
- Department of Public Works
- Police Department
- Fire Department
- Building Inspector/Zoning Enforcement Officer
- Conservation Committee
- Treasurer/Tax Collector
- Town Clerk
- Assessor's Office
- Town Planner
- Economic & Community Development Office

Review Deadline Date Wednesday February 12, 2020

Public Hearing Date Tuesday February 18, 2020

Permit Sought Pole Petition

Description East Main Street - See Attached Plan

Submitted by National Grid

Address _____ Telephone Vinny 978-725-1392

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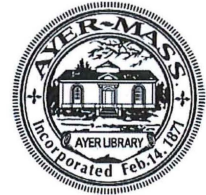
Comments:

Signed [Signature]

Title Health Asst

Date 2/3/2020

Town of Ayer
Board of Selectmen's Office
Transmittal Form - Department Head Review



- Board of Health
- Department of Public Works
- Police Department
- Fire Department
- Building Inspector/Zoning Enforcement Officer
- Conservation Committee
- Treasurer/Tax Collector
- Town Clerk
- Assessor's Office
- Town Planner
- Economic & Community Development Office

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Address _____ Telephone Vinny 978-725-1392

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Comments: This is for the East main St Project

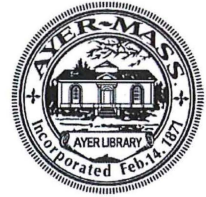
Signed *[Signature]*

Title Supt Public Works

Date 1/31/20



Town of Ayer
Board of Selectmen's Office
Transmittal Form - Department Head Review



- Board of Health
- Department of Public Works
- Police Department
- Fire Department
- Building Inspector/Zoning Enforcement Officer
- Conservation Committee
- Treasurer/Tax Collector
- Town Clerk
- Assessor's Office
- Town Planner
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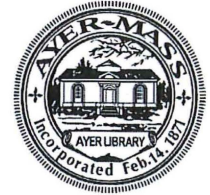
Comments: None

Signed [Signature]

Title Chief of Police

Date 1/25/2020

Town of Ayer
Board of Selectmen's Office
Transmittal Form - Department Head Review



- Board of Health
- Department of Public Works
- Police Department
- Fire Department
- Building Inspector/Zoning Enforcement Officer
- Conservation Committee
- Treasurer/Tax Collector
- Town Clerk
- Assessor's Office
- Town Planner
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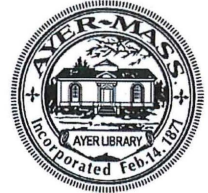
Comments: No issues

Signed *[Signature]*

Title Fire Chief

Date 1-27-2020

Town of Ayer
Board of Selectmen's Office
Transmittal Form - Department Head Review



_____ Board of Health
_____ Department of Public Works
_____ Police Department
_____ Fire Department
 Building Inspector/Zoning Enforcement Officer
_____ Conservation Committee
_____ Treasurer/Tax Collector
_____ Town Clerk
_____ Assessor's Office
_____ Town Planner
_____ Economic & Community Development Office

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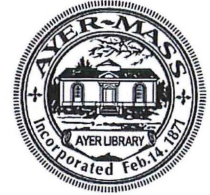
Comments: Approved

Signed 

Title Building/Zoning

Date 1/28/20

Town of Ayer
Board of Selectmen's Office
Transmittal Form - Department Head Review



_____ Board of Health
_____ Department of Public Works
_____ Police Department
_____ Fire Department
_____ Building Inspector/Zoning Enforcement Officer
 _____ Conservation Committee
_____ Treasurer/Tax Collector
_____ Town Clerk
_____ Assessor's Office
_____ Town Planner
_____ Economic & Community Development Office

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Comments:

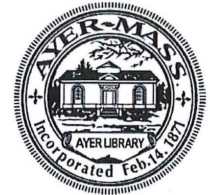
conservation has no concerns with this petition.

Signed *Jo. Andrusky*

Title *conservation administrator*

Date *1/26/20*

Town of Ayer
Board of Selectmen's Office
Transmittal Form - Department Head Review



- _____ Board of Health
- _____ Department of Public Works
- _____ Police Department
- _____ Fire Department
- _____ Building Inspector/Zoning Enforcement Officer
- _____ Conservation Committee
- Treasurer/Tax Collector
- _____ Town Clerk
- _____ Assessor's Office
- _____ Town Planner
- _____ Economic & Community Development Office

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Description East Main Street - See Attached Plan

Submitted by National Grid

Address _____ Telephone Vinny 978-725-1392

This plan is submitted for your review, comments, and recommendations. Please return to the Board of Selectmen's Office by the Review Deadline Date so that the Board of Selectmen can consider your recommendation.

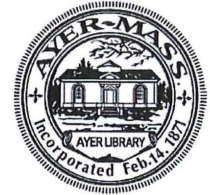
Comments:

Signed Barbara Turney

Title Tax/Treas

Date 2/3/2020

Town of Ayer
Board of Selectmen's Office
Transmittal Form - Department Head Review



- Board of Health
- Department of Public Works
- Police Department
- Fire Department
- Building Inspector/Zoning Enforcement Officer
- Conservation Committee
- Treasurer/Tax Collector
- Town Clerk
- Assessor's Office
- Town Planner
- Economic & Community Development Office

Review Deadline Date Wednesday February 12, 2020

Public Hearing Date Tuesday February 18, 2020

Permit Sought Pole Petition

Description East Main Street - See Attached Plan

Submitted by National Grid

Address _____ Telephone Vinny 978-725-1392

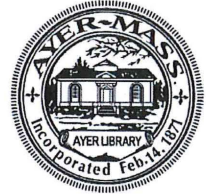
This plan is submitted for your review, comments, and recommendations. Please return to the Board of Selectmen's Office by the Review Deadline Date so that the Board of Selectmen can consider your recommendation.

Comments: No Issue

Signed *Diana Copeland*
Date *January 28, 2020*

Title *Town Clerk*

Town of Ayer
Board of Selectmen's Office
Transmittal Form - Department Head Review



- Board of Health
- Department of Public Works
- Police Department
- Fire Department
- Building Inspector/Zoning Enforcement Officer
- Conservation Committee
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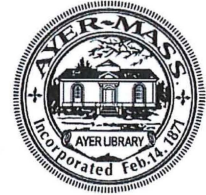
Comments:

Signed Thomas Hogan

Title Assessing Administrator

Date 1/29/2020

Town of Ayer
Board of Selectmen's Office
Transmittal Form - Department Head Review



- Board of Health
- Department of Public Works
- Police Department
- Fire Department
- Building Inspector/Zoning Enforcement Officer
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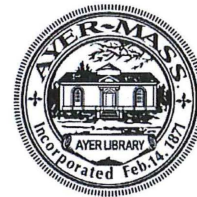
Comments: No comments

Signed [Signature]

Title Town Planner

Date 1-28-2020

Town of Ayer
Board of Selectmen's Office
Transmittal Form - Department Head Review



- Board of Health
- Department of Public Works
- Police Department
- Fire Department
- Building Inspector/Zoning Enforcement Officer
- Conservation Committee
- Treasurer/Tax Collector
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- Assessor's Office
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Review Deadline Date Wednesday February 12, 2020

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Description East Main Street - See Attached Plan

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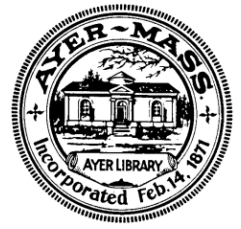
Comments: Recommend Approval

Signed [Signature]

Title Dir. of Econ. Community + EDO Dev.

Date 2/4/2020

**Office of the Board of Selectmen
Office of the Town Manager**



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

MEMORANDUM

DATE: February 13, 2020

TO: Ayer Board of Selectmen

FROM: Robert A. Pontbriand 
Ayer Town Manager

SUBJECT: Town Manager's Report for the February 18, 2020 Board of Selectmen's Meeting

Dear Honorable Selectmen,

I am pleased to transmit to you the following Town Manager's Report for the February 18, 2020 Board of Selectmen's meeting. If you have any questions prior to the meeting, please do not hesitate to contact me directly. Thank you.

Administrative Update/Review of Warrant(s):

- Administrative Update:
- I will provide the Board of Selectmen at the meeting with a brief Administrative Update of the various activities, initiatives, and projects of the Administration since the Board of Selectmen last met on February 4, 2020.
- Review of Warrant(s):

I have reviewed, approved and signed the following Town Warrants since the Board of Selectmen last met on February 4, 2020:

Accounts Payable Warrant #20-15 in the amount of \$1,399,372.00 was reviewed, approved and signed on February 5, 2020.

Payroll Warrant #20-16 in the amount of \$324,021.89 was reviewed, approved and signed on February 11, 2020.

FY 2021 Budget Update:

- I will provide the Board of Selectmen with a brief update on the FY 2021 Budget at the meeting.

Proposal for Compensated Balances Budget Line Item:

- The Finance Manager and I would like to discuss with the Board a proposal to establish a Compensated Balances Budget Line Item. Please refer to the attached memo from the Finance Manager. (See Attached)

Proposal for Forward Funding the Town's Pension Assessment:

- The Benefits and Payroll Manager, Finance Manager and I would like to discuss with the Board a proposal for forward funding the Town's pensions assessment which would result in considerable savings to the Town. Please see the attached memo from the Benefits and Payroll Manager. (See Attached)

Discussion on Proposed/Potential Uses for "Free Cash" in FY 2021:

- The Finance Manager and I would like to briefly discuss with the Board our initial recommendations on the proposed/potential uses for "Free Cash" in FY 2021. As the Board is aware this is a preliminary discussion and the potential uses of "Free Cash" are subject to change as the Budget Process moves forward. Please see the DRAFT attachment as prepared by the Finance Manager. (See Attached)

Rescheduling of the March 3, 2020 BOS Meeting:

- As the Board is aware, Tuesday, March 3, 2020 is the U.S. Presidential Primary Election for Massachusetts. Voting will take place that day in the Ayer Town Hall from 7am to 8pm. In accordance with the guidelines from the Secretary of State's Office, no public meetings should take place in a public polling place during voting.
- Therefore, the Board is respectfully requested to select a new date and time for the Board Meeting which would normally have taken place on Tuesday, March 3, 2020.

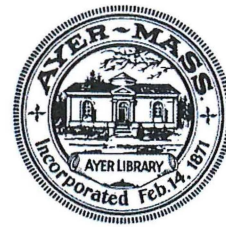
Review and Approval of U.S. Census Boundary Validation Program:

- As part of the 2020 U.S. Census, the Town has been asked to participate in the U.S. Census Boundary Validation Program which consists of the Town reviewing its current boundary maps and approving them for accuracy. This requires a vote of the Board of Selectmen with signature by the Chair.
- Attached are the documents and information from the U.S. Census Boundary Validation Program. Please note that the boundary maps are too large to effectively copy and/or scan. Selectmen may view the maps in the BOS Office at Town Hall and the maps will be at the February 18, 2020 meeting.
- The boundary maps have been reviewed by the Town Assessor, Town Planner, and Town Engineer who all have advised that the boundary maps are accurate. Therefore, it is respectfully recommended that the Board vote to approve the U.S. Census Boundary Validation Form. (See Attached)

Thank you.

Attachments:

- Memo on Proposal for Compensated Balances Budget Line Item from the Finance Manager/Town Accountant
- Memo on Proposal for Forward Funding the Town's Pension Assessment from the Benefits & Payroll Manager
- DRAFT Recommendations on Proposed/Potential Uses for "Free Cash" in FY 2021
- U.S. Census Boundary Validation Program Documents and Information



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

MEMORANDUM

DATE: February 12, 2020

TO: Robert Pontbriand
Town Manager

FROM: Lisa Gabree *LAG*
Finance Manager

SUBJECT: Proposal for establishment of a reserve fund for future payment of accrued liabilities for compensated absences for retiring employees

Dear Robert,

There are 3 known retirements in FY2021 and another 30 estimated retirements within the next 5 years. Most of the potential retirements are long-term employees who have significant accumulated benefits (i.e. vacation, sick, etc.). As there is no requirement to provide notice of retirement, often the retirement payouts are not known at the time of budget preparation. Thus, in many cases, the department requires a reserve fund transfer. I am concerned that retirement payouts may potentially use a significant amount of the reserve fund for any given year. In order to avoid this situation, I recommend that the town establish a reserve fund for the future retirement payouts. The establishment of this fund requires town meeting vote (please see attachment #1).

As in prior years, I have prepared the Compensated Absence information for the auditors for the financial statements ended June 30, 2019. The total liability as of June 30, 2019 approximates \$478K (please see attachment #2). This amount includes all employees, not just the ones that may be retiring within 5 years. Based on the total liability, I am recommending that the town contribute \$50,000 to the "retirement reserve fund" in FY2021 for future retirements. I also recommend that the town review the balance in the fund annually and make additional contributions as needed.

Thank you for your time and consideration.

Lisa Gabree

From: Colburn, Bobbi J. (DOR) <colburnb@dor.state.ma.us>
Sent: Friday, March 8, 2019 11:02 AM
To: Lisa Gabree
Subject: RE: question on fund for future retirement payouts **EXTERNAL EMAIL**
Attachments: General Law - Part I, Title VII, Chapter 40, Section 13D.pdf; General Law - Part I, Title VII, Chapter 44, Section 54.pdf

Lisa,

Here is some information I found regarding a fund for compensated absences due employees upon termination of employment. Give me a call if you want after you have taken a look.

Below is an excerpt from Bulletin 2013-02B that mentions the MGL:

Compensated Absence Legislation

Chapter 66 of the Acts of 2012, which is now G. L. Chapter 40 § 13D, provides for "a reserve fund for future payment of accrued liabilities for compensated absences due any employee or full-time officer of the city or town upon the termination of the employee's or full-time officer's employment." The Chapter first requires acceptance by cities, towns, and districts (majority vote required by a regional school committee). Regional school districts already maintaining such a fund as of the effective date of the act may continue to maintain the fund. Otherwise, funding may be provided via the annual budget process.

The Bureau advises cities, towns and non-regional school districts currently maintaining such a fund to note the acceptance provision and take appropriate action at city/town council or town meeting prior to June 30, 2013. Otherwise, the Bureau may require the account to be closed to the General Fund.

From: Lisa Gabree [mailto:lgabree@ayer.ma.us]
Sent: Tuesday, February 05, 2019 6:50 PM
To: Colburn, Bobbi J. (DOR)
Subject: question on fund for future retirement payouts **EXTERNAL EMAIL**

Hi Bobbi Jo,

The Town of Ayer has several retirements that are likely in the next five years. Funds will be needed to pay unused vacation and sick time buyback. I would like to know if the town is able to establish a fund to make contributions to in order to provide the future monies needed. It would need to be an account that rools over, like a special revenue account that is accessible during the year without future appropriation. Or if not, what ideas you may have for this issue.

Thank you,

Lisa

P.S. How is Free Cash coming along? Do I owe you anything?

CAUTION: This is an EXTERNAL email. Do not open attachments or click on links unless you have confirmed the identity of the sender.

Part I ADMINISTRATION OF THE GOVERNMENT

Title VII CITIES, TOWNS AND DISTRICTS

Chapter 40 POWERS AND DUTIES OF CITIES AND TOWNS

Section 13D RESERVE FUND FOR FUTURE PAYMENT OF ACCRUED
LIABILITIES FOR COMPENSATED ABSENCES DUE EMPLOYEE
OR OFFICER OF TOWN UPON TERMINATION OF EMPLOYMENT

Section 13D. Any city, town or district which accepts the provisions of this section by majority vote of its city council, the voters present at a town meeting or district meeting or by majority vote of a regional school committee may establish, appropriate or transfer money to a reserve fund for the future payment of accrued liabilities for compensated absences due any employee or full-time officer of the city or town upon the termination of the employee's or full-time officer's employment. The treasurer may invest the monies in the manner authorized by section 54 of chapter 44, and any interest earned thereon shall be credited to and become part of the fund. The city council, town meeting or district meeting may designate the municipal official to authorize payments from this fund, and in the absence of a designation, it shall be the responsibility of the chief executive officer of the city, town or district. In a regional school district, funds may be added to the reserve fund for the future

payment of accrued liabilities only by appropriation in the annual budget voted on by the city council of member cities or at the annual town meeting of member towns.

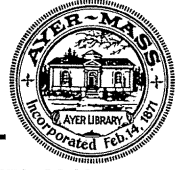
Compensated Absences 6/30/2019

	Unused Vacation	Unused Sick Buyback only	Unused Good Days	Unused Comp Time	Unused Admin Time	Totals
Assessors	14,818.69					14,818.69
Fire	28,610.90	60,000.00	8,628.12			97,239.02
Selectmen	22,026.98					22,026.98
Benefits & Payroll Manager	9,119.44					9,119.44
Information Technology	3,291.11					3,291.11
Building Inspections	1,034.16					1,034.16
Facilities	4,934.36					4,934.36
Clerk	8,556.27	5,000.00				13,556.27
Treasurer/Tax Collector	2,683.34					2,683.34
Park	10,569.90					10,569.90
Planning & Development	2,193.93					2,193.93
Econ Development (UDAG)	2,690.84					2,690.84
CDBG (Cummmity Block Grant-Housing Progra MSCP fd 27	2,256.29					2,256.29
Management Support	704.77					704.77
Conservation Commission	1,920.81					1,920.81
Town Planner	2,396.79					2,396.79
Council on Aging	13,780.27					13,780.27
Public Works	22,863.99	7,482.87				30,346.86
Water	1,052.80	5,695.57				6,748.37
Sewer	1,368.88	1,375.56				2,744.44
Solid Waste	1,109.84					1,109.84
Accountant	13,309.00					13,309.00
Police	116,311.84	37,500.00	190.24	21,739.11	10,119.77	185,860.96
Library	7,700.85	25,745.32				33,446.17
Total Unused Vacation & Sick Liability	295,306.05	142,799.32	8,818.36	21,739.11	10,119.77	478,782.61
						26,395.51
						478,782.61

ATTACHMENT 2

Town of Ayer

Benefits and Payroll Department



1 Main Street – Ayer, Massachusetts - 01432
Kevin A. Johnston, Benefits and Payroll Manager

Tel: (978) 772-8248
Fax: (978) 772-3017

Memorandum

Date: January 28, 2020

To: Robert Pontbriand, Town Manager

From: Kevin A. Johnston *KAS*

Subject: Middlesex County Retirement System – Additional Payment to Unfunded Liability

A budget efficiency reducing future Middlesex County Retirement System annual pension assessments can be realized if the Town of Ayer elects to make payments on the unfunded liability in addition to the annual assessment payment.

The Middlesex County Retirement System has provided an estimated schedule of assessment payments for the Town of Ayer comparing additional payments of \$300,000 and \$400,000 for two successive years, a copy of this schedule is enclosed.

Information to consider for making additional payments toward the Middlesex Retirement System unfunded pension liability includes:

- The Town is in a financial position to make extra payments towards the pension liability.
- Additional payments of \$200,000 for two successive years provides an estimated savings of \$860K through full funding in 2035 (50% of the total savings for \$400,000 payments).
- Additional payments of \$300,000 for two successive years provides an estimated savings of \$1.3M through full funding in 2035.
- Additional payments of \$400,000 for two successive years provides and estimated savings of \$1.7M through full funding in 2035.
- Additional payments provide pension assessment budget relief in future years, freeing up funds for use towards other financial needs.
- Extra payments on the unfunded liability beyond what is currently being considered could fully fund our pension liability sooner than the current estimated funding date (2035).
- Paying down the unfunded pension liability helps maintain the Town's bond rating.

Middlesex Country Retirement System

Impact of extra contributions - Town of Ayer

Amortization Payment on Unfunded Actuarial Accrued Liability			
Fiscal year ended June 30:	Without Extra Contributions of \$300,000	With Extra Contributions of \$300,000	Difference
2019	\$ 1,096,000	\$ 1,096,000	\$ -
2020	1,339,000	1,291,000	(48,000)
2021	1,445,000	1,392,000	(53,000)
2022	1,548,000	1,492,000	(56,000)
2023	1,659,000	1,598,000	(61,000)
2024	1,777,000	1,712,000	(65,000)
2025	1,902,000	1,833,000	(69,000)
2026	2,036,000	1,962,000	(74,000)
2027	2,180,000	2,100,000	(80,000)
2028	2,300,000	2,213,000	(87,000)
2029	2,392,000	2,302,000	(90,000)
2030	2,487,000	2,394,000	(93,000)
2031	2,587,000	2,490,000	(97,000)
2032	2,690,000	2,589,000	(101,000)
2033	2,798,000	2,693,000	(105,000)
2034	2,910,000	2,801,000	(109,000)
2035	3,026,000	2,913,000	(113,000)
2036	-	-	-
Savings estimate through 2035 =			(1,301,000)

Notes:

Based on funding schedule included in January 1, 2018 valuation.
Assumes a contribution of \$300,000 on December 31, 2016 and
a contribution of \$300,000 on December 31, 2017.

Amortization Payment on Unfunded Actuarial Accrued Liability			
Fiscal year ended June 30:	Without Extra Contributions of \$400,000	With Extra Contributions of \$400,000	Difference
2019	\$ 1,096,000	\$ 1,096,000	\$ -
2020	1,339,000	1,274,000	(65,000)
2021	1,445,000	1,375,000	(70,000)
2022	1,548,000	1,473,000	(75,000)
2023	1,659,000	1,578,000	(81,000)
2024	1,777,000	1,690,000	(87,000)
2025	1,902,000	1,810,000	(92,000)
2026	2,036,000	1,937,000	(99,000)
2027	2,180,000	2,073,000	(107,000)
2028	2,300,000	2,185,000	(115,000)
2029	2,392,000	2,272,000	(120,000)
2030	2,487,000	2,363,000	(124,000)
2031	2,587,000	2,457,000	(130,000)
2032	2,690,000	2,556,000	(134,000)
2033	2,798,000	2,658,000	(140,000)
2034	2,910,000	2,764,000	(146,000)
2035	3,026,000	2,875,000	(151,000)
2036	-	-	-
Savings estimate through 2035 =			(1,736,000)

Notes:

Based on funding schedule included in January 1, 2018 valuation.
Assumes a contribution of \$400,000 on December 31, 2016 and
a contribution of \$400,000 on December 31, 2017.

DRAFT Proposed/Potential Recommended Use of Free Cash FY '21 ATM (5/11/20) - Use of Free Cash

[As of Feb. 13, 2020]



Free Cash certified as of June 30, 2019 **\$1,727,437**

Prior Years Bills		None Known at This Time
Supplemental Appropriation FY' 20 Enterprise Funds		None Known at This Time
UDAG Replenishment - Worthendale Lawsuit	(\$230,000)	Of the \$703,380 that was spent in FY'18 and FY'19 lawsuit and land takings, \$230,000 has been replenished
GASB 45 - OPEB	(\$170,300)	(\$129,700) (\$300,000) 2021 estimated meals tax (per Financial Policies)
Forward Funding Pension Proposal	(\$200,000)	
Compensated Absence Special Revenue Fund Proposal	(\$50,000)	
Extraordinary increase in School Assessment	(\$50,000)	???
Capital Stabilization Funding	(\$1,000,000)	
Stabilization Funding	(\$27,137)	
	\$0.00	

**BVP-L3-I
(9-2019)**

OMB Control No.: 0607-0151
Expiration Date: 11-30-2021



**UNITED STATES DEPARTMENT OF COMMERCE
U.S. Census Bureau**

Office of the Director
Washington, DC 20233-0001 Mail Stop 7400

January 2020

RECEIVED
JAN 15 2020

TOWN OF AYER
SELECTMEN'S OFFICE

Sequence: 027184-002565
BAS ID: 32501703005

Mr. Scott Houde
Chairman
Board of Selectmen
1 Main St
Ayer, MA 01432

A Message from the Director, U.S. Census Bureau:

The U.S. Census Bureau is now conducting the Initial Boundary Validation Program (BVP). The Initial BVP is your opportunity, as the Highest Elected Official, to review the Census Bureau's boundary data to ensure the Census Bureau has the correct legal boundary, name, and status for your government. The Census Bureau uses this boundary information to tabulate data for the 2020 Census.

The Initial BVP package includes an Initial BVP form and paper maps, or a CD/DVD containing maps, for your government. The maps should reflect the legal boundary for your government effective on January 1, 2020.

Please review our depiction of your legal boundary for accuracy and return the completed Initial BVP form by March 1, 2020. Return the completed Initial BVP form by email at <geo.bas@census.gov>, by fax (1-800-972-5652), or using the enclosed postage-paid envelope.

The Initial BVP is conducted in parallel with the 2020 Boundary and Annexation Survey (BAS). Your state participates in a BAS state agreement, so your state BAS contact is responsible for submitting updates to the BAS on behalf of your government. If any information is incorrect, please work with your state BAS contact to submit corrections. Contact information for your state's BAS contact is printed below. If boundary updates are submitted to the BAS by March 1, 2020, you will have an additional opportunity to verify your government's boundaries prior to the final data tabulation for the 2020 Census. Changes received after March 1, 2020 will be used to correct the boundary, but we will not have sufficient time to send you an updated map before final data tabulations.

State BAS Contact Information

Our records indicate your state BAS contact is:

Name: Mr. Daniel Marrier
Position: Senior GIS Analyst
Department: Information Technology MassIT
Mailing Address: 1 Ashburton Pl Rm 804
Boston, MA 02108
Phone: 617-626-4537
Email: daniel.marrier@state.ma.us

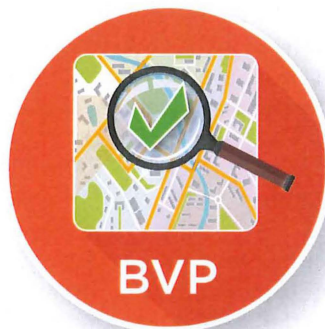
Please contact the Census Bureau with questions about the BVP or BAS through email at <geo.bas@census.gov>, by phone at 1-800-972-5651, or visit our website at <<https://www.census.gov/programs-surveys/bas/information/bvp.html>>. Thank you for your participation in the Initial BVP.

Enclosures

Boundary Validation Program

What is the 2020 Boundary Validation Program (BVP)?

The BVP provides Tribal Chairs (TCs) and Highest Elected Officials (HEOs) of eligible tribal, state, and local governments a final opportunity to ensure the U.S. Census Bureau has the correct legal boundary, name, and status for their government. The Census Bureau will use this information to tabulate data for the 2020 Census.



The BVP validates the creation, dissolution, and changes in boundaries for:

- All federally recognized tribes with reservations and/or off-reservation trust land.
- All actively functioning counties or county equivalents.
- Incorporated places (including consolidated cities).
- All functioning minor civil divisions.
- Municipios, barrios, barrio-pueblos and subbarrios in Puerto Rico.

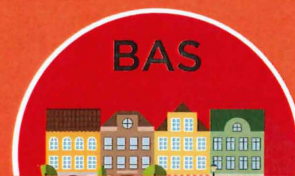
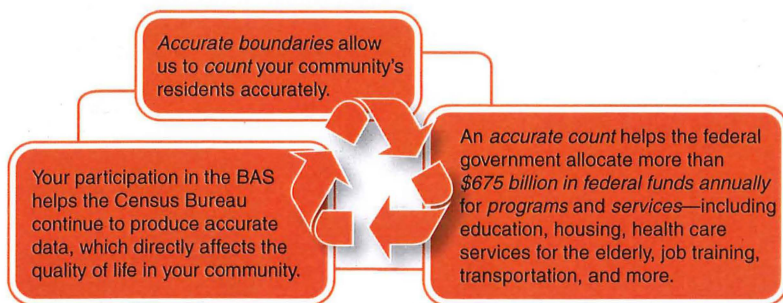
How does the BVP relate to Boundary and Annexation Survey (BAS)?

The BVP is conducted every (10) years to provide TCs and HEOs the opportunity to review the boundary data collected during the BAS. The program is administered in two phases (Initial BVP and Final BVP) and runs in parallel with the 2020 BAS. TCs and HEOs will receive BVP materials approximately (2) weeks after the BAS contact receives the 2020 BAS annual response e-mail or letter. This provides TCs and HEOs an opportunity to review their legal boundary to verify or provide corrections prior to the 2020 Census. If boundary corrections are required, TCs and HEOs are instructed to work with their BAS contact to provide updates through the 2020 BAS.

How does the BVP benefit you?

The U.S. Census Bureau uses legal boundaries collected through the BAS to tabulate data for the 2020 Census.

Responding to the BVP ensures that tribal, state, and local governments have the most accurate boundary data available for the tabulation of the 2020 Census housing and population counts. This data is the base for ongoing programs such as the American Community Survey and Population Estimates Program. Government agencies and other groups use this tabulated data to allocate \$675 billion of government funds to communities across the country. Legal boundary data is also made publicly available and is used by federal agencies, researchers, and the public.



What is the Boundary and Annexation Survey (BAS)?

Every year, the Census Bureau conducts the BAS to collect information about selected legally defined geographic areas. The BAS invites governments to report official name changes, (dis) incorporations, and (de) annexations. Governments can also update boundaries, features, and landmarks for:

- Federally recognized tribes with reservations or off-reservation trust lands.
- Cities, towns, boroughs, and villages (incorporated places).
- Townships and towns (minor civil divisions).
- Counties (or county equivalents).
- Consolidated cities.
- Roads and other applicable features.

Contact Information

E-mail Address:
geo.bas@census.gov

Phone Number: 1-800-972-5651

Web site:
<https://www.census.gov/programs-surveys/bas/information/bvp.html>

How to participate?

The BVP is conducted in two phases, Initial BVP and Final BVP. During each of these phases, TCs and HEOs are instructed to work with their BAS contact to review and update their government's boundary, name, and status information. TCs and HEOs do not need to register to participate in BVP. The materials will be provided automatically.

Initial BVP

The Initial BVP materials include an Initial BVP letter, form, and paper maps or a CD/DVD containing PDF maps. The maps should reflect the legal boundary for the government effective on January 1, 2020. TCs and HEOs are instructed to review the Census Bureau's depiction of the legal boundary for accuracy and to return the completed Initial BVP form by March 1, 2020.

If the information is correct, no further action is required.

If any information is incorrect, TCs and HEOs should work with their BAS contact to submit corrections through the 2020 BAS. If boundary updates are submitted to the BAS by March 1, 2020, TCs and HEOs will have an additional opportunity to verify their government's boundary prior to final data tabulation for the 2020 Census. Changes received after March 1, 2020 will be used to correct the boundary, but there will not be sufficient time to send updated maps before final data tabulations for the 2020 Census.

Final BVP

The Final BVP provides an opportunity for TCs and HEOs to review recent boundary updates provided through the 2020 BAS. Only governments that reported corrections to the 2020 BAS on or before March 1, 2020 will receive Final BVP materials. The Final BVP materials include a Final BVP letter, form, and a paper map or map index sheet. The maps should reflect the legal boundary for the government effective on January 1, 2020. TCs and HEOs are instructed to review the Census Bureau's depiction of the legal boundary for accuracy and to return the completed Final BVP within five (5) business days.

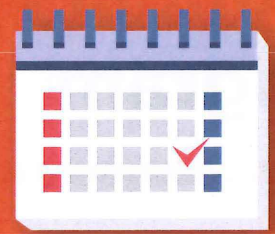
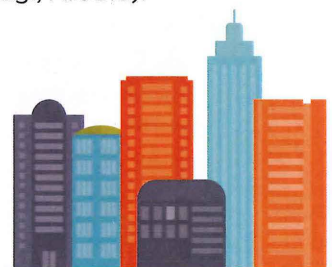
If the boundary is correct, no further action is required.

If any information is incorrect, TCs and HEOs should work with their BAS contact to submit corrections, within five (5) business days of receipt of materials.

Responding with boundary updates is easy.

The Census Bureau provides multiple free, user-friendly methods for the BAS contact to report boundary corrections through participation in BAS.

- Paper option: Participants can request free paper maps and annotation materials from the BAS Web site.
- Basic digital option: The Geographic Update Partnership Software (GUPS) is a free, customized Geographic Information Systems (GIS) tool. It was specifically developed for people who do not have geographic training or are not experienced GIS users. Please note that the GUPS option will not be available to report boundary updates during the Final BVP phase.
- Advanced digital option: Experienced GIS users have the opportunity to download shapefiles from the BAS Web site and make updates using their own GIS software (e.g., ArcGIS).

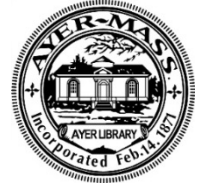


Schedule

- January 1, 2020—Legal boundary updates must be in effect on or before this date to be included in the 2020 Census.
- January 2020—BAS and Initial BVP materials will be mailed.
- March 1, 2020—Boundary updates submitted by this date will receive Final BVP materials to provide governments an opportunity to confirm that the correct legal boundary is used for 2020 Census data tabulations.
- May 31, 2020—Boundary updates sent by this date will be reflected in the 2020 Census.
- June 2020—Final BVP materials will be mailed. Participants have until July 2020 to respond with updates or approval of the legal boundaries.



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



Broadcast and Recorded by APAC

Tuesday February 4, 2020
Open Session Meeting Minutes

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

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

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

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

Approval of Agenda: J. Livingston asked to amend the agenda by adding “Rate Review Committee Update” under New Business.

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

S. Copeland then asked to add a discussion about “Group Recognitions” under New Business.

Motion: A motion was made by J. Livingston and seconded by S. Houde to amend the amended agenda. **Motion passed 3-0.**

Announcements: S. Houde announced that Ayer Shirley Regional High School Student Reporter Alex Hertz was in attendance.

Public Input: None

Mr. Alan Manoian, Director, Comm. and Economic Development: *Release of Certificate Not to Encumber 57-61 Main Street* – A. Manoian presented the BOS with a Release of Certificate Not to Encumber for 57-61 Main Street. He stated that the former Kelley’s Hallmark building received a deferred loan in the amount of \$60,075 through the Historic Façade & Signage Improvement Loan Program. He reported that the building façade has not been altered within the 15-year loan provision. He is recommending that the BOS approve a Release from the Certificate Not To Encumber and waive the remaining balance of \$2,336.26, citing that Ed and Penney Kelley have donated so much of their time trying to beautify the downtown. The approval of the document is needed for the sale of the property.

S. Copeland asked if the new owners intended on changing the façade? A. Manoian stated not at this time.

Motion: A motion was made by J. Livingston and seconded by S. Copeland to approve the Certificate Not to Encumber as presented. **Motion passed 3-0.**

Town Manager’s Report: *Administrative Update/Review of Warrant(s)* - R. Pontbriand provided an administrative update of the various activities, initiatives, and projects of the Administration since the BOS last met. He also referenced the Meeting Packet for a list of Payroll and Accounts Payable Warrants that have been signed since the last meeting. He stated that its “all things budget” for the Administration. There will be a Joint Meeting of the BOS and the Finance Committee on February 25, 2020 for a presentation of the FY ’21 budget from the Ayer Shirley Regional School District. The Town will

also be making another FY '21 Budget Presentation on March 9, 2020 at the Town Hall. R. Pontbriand reported that he recently met with the Nashua River Watershed Association to discuss proposed improvements to the Rail Trail; he participated in the Page-Hilltop's Great Kindness Challenge; and that the Administration will be meeting with MART regarding next steps on Depot Square design. R. Pontbriand also attended the Nashoba Valley Regional Technical High School breakfast on January 31, 2020 and reported that the Town's assessment will be increasing by approximately \$100,000 due to increased enrollment. He also said that he'll be bringing in a representative from ClearGov to discuss a digital budget book for the Town's website.

R. Pontbriand then detailed a new downtown parking proposal which includes the following changes: Resident Only On-Street parking restrictions, which are already part of some streets, are going to be extended to the following streets: Pearl Street from Groton Street to Taft Street; Lawton Street in its entirety; Pleasant Street from Cambridge Street to Taft Street; East Main Street from Linden Court to its end; Tannery Street in its entirety; Forest Street in its entirety; Church Street in its entirety. There will also be a new 2-hour parking zone in the area of 20 Central Street and a Town of Ayer Employee Parking on the East side of Newton Street directly behind the Town Hall. The 0 Park Street Lot will remain free of charge, until further notice, for Ayer residents. He also reported that in addition to the handicap spaces at the parking facility, there are 3 handicap parking spaces available in Depot Square at the MBTA Rail Station until construction begins in 2020.

"Associate" Appointment for the Conservation Commission – R. Pontbriand stated that the Conservation Commission has requested the appointment of an Associate. The Associate is a non-voting member of the Commission who may participate in the conversation but does not count towards a quorum. The Commission is recommending the Appointment of Scott Murray as an Associate for a 3-year term to expire on June 30, 2023.

Motion: A motion was made by J. Livingston and seconded by S. Copeland to appoint Mr. Scott Murray as an Associate of the Conservation Commission for a 3-year term expiring June 30, 2023.

KENO To Go – Alltown Fresh, 28 Harvard Road – R. Pontbriand presented a request from the State Lottery Commission relating to Alltown Fresh Ayer's, 28 Harvard Road, request to be an agent for "Keno to Go". C. Antonellis added that the store will not be provided with a Keno monitor, but the customers will have the ability to purchase and/or cash-in Keno tickets.

Motion: A motion was made by S. Copeland and seconded by J. Livingston to authorize the Town Manager to write a letter of non-opposition to the State Lottery Commission regarding this request. **Motion passed 3-0.**

J. Livingston also asked to agenda a future item on the state's lottery aid distribution, noting that Harvard does not sell any lottery items, but receives more state funding than Ayer.

New Business/Selectmen's Questions: *Executive Bi-Board Update (Selectman Houde)* – S. Houde stated that the Bi-Board has met twice since the last meeting. Recently the Bi-Board met with a representative from ClearGov to discuss a digital budget book option. The product is still in beta mode and the company is offering a promotional price. He stated that they are going to digest the information and likely have ClearGov back to a future BOS meeting. At the first meeting of the Bi-Board, there was a discussion on the Town forward funding a portion of the Town's retirement liability, stating that a \$300,000 upfront payment would save the Town over a million dollars over a 15-year period. The Bi-Board also discussed adding a line item to the budget to cover for compensated absences as the Town prepares for retirement of several long-time employees who have accrued sick and vacation time. Currently the unfunded liability is around \$478,000. The Town would like to start planning for these retirements by appropriating funding on an annual basis. R. Pontbriand noted that both items will be on the next BOS agenda. The Bi-Board also discussed potential uses of free cash for the upcoming Annual Town Meeting.

ASRSD Meeting Update (Selectman Houde)- S. Houde reported that the School District plans to "reboot" the Field Project and start with a regional meeting consisting of the BOS, Finance Committees, School Committees, Town Managers and Finance Directors from each Town so everyone is on the same page moving forward. S. Houde reported that Dr. Malone would like to have public workshops to get feedback from the public about the fields. The School District would be looking for a vote on the project in late 2020 or early 2021.

Rate Review Meeting (Selectman Livingston) – J. Livingston reported that at a recent Rate Review Committee there was discussion about isolating the FY '21 Water and Sewer Rate Public Hearing on a separate night, not to be part of the BOS agenda to hopefully boost turnout. BOS members agreed to have the Water and Sewer Rate Public Hearing as a separate public hearing and not part of a BOS meeting.

Group Recognitions (Selectman Copeland) – S. Copeland asked for the BOS, at a future meeting, to recognize a group at the Ayer Shirley Regional High School named the “Fab Five” who are part of the Youth Venture program through the United Way. The students fundraise and volunteer at the Apple Valley Medical Center. BOS members agreed that BOS recognition would be great, and they hope to do more of it in the future.

Ed Kelley thanked the BOS for approving his request from earlier in the evening relating to the Release of Certificate Not to Encumber for 57-61 Main Street.

Approval of Meeting Minutes:

Motion: A motion was made by S. Houde and seconded by S. Copeland to approve the meeting minutes from January 21, 2020. **Motion passed 3-0.**

Adjournment: A motion was made by J. Livingston and seconded by S. Copeland to adjourn at 6:50 PM. **Motion passed 3-0.**

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

Date Minutes Approved by BOS: _____

Signature Indicating Approval: _____

