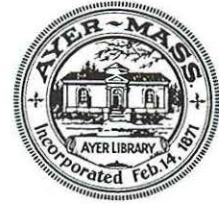


RECEIVED
MAY 01 2020

TOWN OF AYER
TOWN CLERK

12:00pm
Susan Copeland

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



Tuesday May 5, 2020
6:00 PM

Open Session Meeting Agenda

(Due to the ongoing COVID-19 Pandemic, Governor Baker issued an Emergency Order Temporarily Suspending Certain Provisions of the Open Meeting Law. Public bodies otherwise governed by the OML are temporarily relieved from the requirement that meetings be held in public places, open and physically accessible to the public, so long as measures are taken to ensure public access to the bodies' deliberations "through adequate, alternative means." This meeting will be broadcast live on Channel 8, Zoom (see below for additional information). The public may participate remotely by following the call-in information on the bottom of the live broadcast screen.)

6:00 PM

Call to Order

Pledge of Allegiance; Review and Approve Agenda; Announcements

Public Input

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

**Public Hearing – Pole Petition – National Grid and Verizon -
Marshall Street**

6:05* PM

**Public Hearing – Pole Petition – National Grid and Verizon -
Harvard Road**

6:10 PM

Alicia Hersey, Program Manager, Office of Community Development

1. Lien Subordination Request CASE# 06-316E
2. Community Development Grant Extension and Office Budget
3. Emergency Rental Assistance Update

6:20 PM

Superintendent Mark Wetzel, Department of Public Works

1. Recommendation to Continue Outdoor Water Ban
2. Acceptance of Gift – 10 East Street

6:30 PM

**Recommendation to Extend Tax Deadlines and Forgiveness of Interest
and Penalties in Accordance with Chapter 53 sec. 10-12 of the Acts of
2020**

6:40 PM

Town Manager's Report

1. Administrative Update/Review of Town Warrant(s)
2. Coronavirus/COVID-19 Town Preparedness Update
3. Reschedule June 2, 2020 BOS Meeting Date Due to Town & State Elections
4. Ayer Gun and Sportsmen's Club – Change of Officers/Managers and Change of Manager
5. General Code Bylaw Update
6. UDAG Authorization for \$15,000 of Parks Building

The next regularly scheduled Board of Selectmen's Meeting will be held on Tuesday May 19, 2020

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

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

6:55 PM

New Business/Selectmen's Questions

7:00 PM

Approval of Meeting Minutes

March 17, 2020; March 30, 2020; April 7, 2020

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

Join Zoom Meeting: <https://us02web.zoom.us/j/81566683175>

Meeting ID: 815 6668 3175

One tap mobile: +13126266799,,81566683175# US (Chicago)
+19292056099,,81566683175# US (New York)

Dial by your location: +1 312 626 6799 US (Chicago) +1 929 205 6099 US (New York)
+1 301 715 8592 US (Germantown) +1 346 248 7799 US (Houston)
+1 669 900 6833 US (San Jose) +1 253 215 8782 US (Tacoma)

Find your local number: <https://us02web.zoom.us/u/keBhSKZ8ef>

The next regularly scheduled Board of Selectmen's Meeting will be held on Tuesday May 19, 2020

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

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

RECEIVED

APR 16 2020

TOWN OF AYER
TOWN CLERK

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



3:10pm
Ann Opeland

The Ayer Board of Selectmen will be conducting a Public Hearing on Tuesday May 5, 2020 at 6:00 PM at the Ayer Town Hall, 1st Floor Meeting Room, 1 Main Street, Ayer, MA 01432 (you are able to participate remotely, please see ayer.ma.us for additional information) 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:

Marshall Street – National Grid to install 2 JO Poles on Marshall Street beginning at a point approximately 0 feet southwest of the centerline of the intersection of Harvard Road and continuing approximately 285 feet in a southwest direction. Install 2 JO Poles 5-51 and 5-53 approximately 150' and 285' SW from the intersection of Harvard Road. No. 28614797

Name of Applicant: National Grid and Verizon
Date of Public Hearing: Tuesday May 5, 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. You can also obtain a copy by emailing atm@ayer.ma.us.

Questions contact – Javier Morales 508-860-6270

PETITION FOR JOINT OR IDENTICAL POLE LOCATIONS

North Andover, Massachusetts

To the Board of Selectmen
Of Ayer, Massachusetts

Massachusetts Electric Company d/b/a 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:

St.
Marshall Road - National Grid to install 2 JO Poles on Marshall Road beginning at a point approximately 0 feet southwest of the centerline of the intersection of Harvard Rd and continuing approximately 285' feet in a southwest direction. Install 2 JO Poles 5-51 and 5-53 approximately 150' and 285' SW from the intersection of Harvard Rd.

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 – Marshall Road - Ayer - Massachusetts.

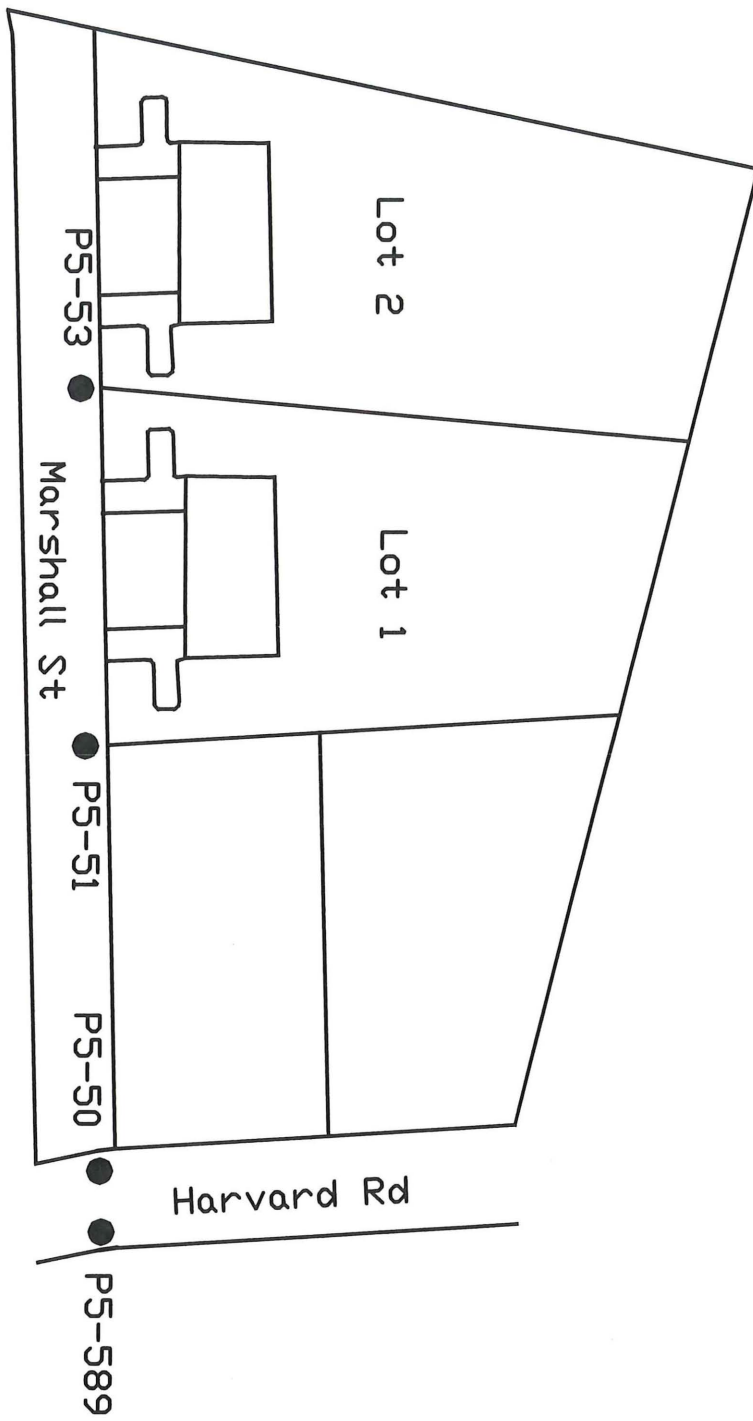
No. 28614797 March 5, 2020

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.

Massachusetts Electric Company d/b/a National Grid
BY Pat Cody
Engineering Department

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



Request for the approval of a grant of location for 4 new jointly owned poles as shown. These poles are necessary to feed two new homes being built at this location.



LEGEND

● Proposed JO Pole

DRAWING NOT TO SCALE. DISTANCES ARE APPROXIMATE.

PETITION

Harvard Rd at Marshall St

Ayer, MA

Date: 3/2/2020

Designer: J.Morales

Work Request: 28614797

Petition To The Town of Ayer

nationalgrid
& Verizon New England, INC

RECEIVED
APR 16 2020



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

3:10pm
TOWN OF AYER
TOWN CLERK

Ann Capelud

The Ayer Board of Selectmen will be conducting a Public Hearing on Tuesday May 5, 2020 at 6:05 PM at the Ayer Town Hall, 1st Floor Meeting Room, 1 Main Street, Ayer, MA 01432 (you are able to participate remotely, please see ayer.ma.us for additional information) 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:

Harvard Road – National Grid to install 2 JO Poles on Harvard Road beginning at a point approximately 0 feet northeast of the centerline of the intersection of the Ayer traffic rotary and continuing approximately 455 feet in a northwest direction. Install 2 JO Poles 5-5 and 5-589 approximately 455 feet NW of the intersection with the Ayer Traffic Rotary. No. 28614797

Name of Applicant: National Grid and Verizon
Date of Public Hearing: Tuesday May 5, 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. You can also obtain a copy by emailing atm@ayer.ma.us.

Questions contact – Javier Morales 508-860-6270

PETITION FOR JOINT OR IDENTICAL POLE LOCATIONS

North Andover, Massachusetts

To the Board of Selectmen
Of Ayer, Massachusetts

Massachusetts Electric Company d/b/a 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:

Harvard Road - National Grid to install 2 JO Poles on Harvard Road beginning at a point approximately 0 feet northwest of the centerline of the intersection of the Ayer traffic rotary and continuing approximately 455' feet in a northwest direction. Install 2 JO Poles 5-5 and 5-589 approximately 455' NW of the intersection with the Ayer traffic rotary.

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 – Harvard Road - Ayer - Massachusetts.

No. 28614797 March 5, 2020

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.

Massachusetts Electric Company d/b/a National Grid
BY Pat Cody
Engineering Department

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

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 April 29, 2020
Public Hearing Date Tuesday May 5, 2020

Permit Sought Pole Petition - National Grid and Verizon

Description Marshall Street and Harvard Rd. See plan.

Submitted by _____

Address _____ Telephone _____

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 Inspector

Date 4/21/2020

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 April 29, 2020

Public Hearing Date Tuesday May 5, 2020

Permit Sought Pole Petition - National Grid and Verizon

Description Marshall Street and Harvard Rd. See plan.


Submitted by _____

Address _____ Telephone _____

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:

I talked to Javier about the design. The reason there is a pole on the north side of Harvard RD is due to the Marshall St layout. To come off the existing pole, they would cross over private property. The installation will require a significant amount of tree trimming on the west side of Marshall St but according to Javier, this is owned by the project developer and he has also talked to the abutters.

Signed 

Title Supt of Public Works

Date 04/17/2020

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 April 29, 2020

Public Hearing Date Tuesday May 5, 2020

Permit Sought Pole Petition - National Grid and Verizon


Description Marshall Street and Harvard Rd. See plan.

Submitted by _____

Address _____ Telephone _____

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: None

Signed 

Title Chief of Police

Date 4/16/2020

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 April 29, 2020

Public Hearing Date Tuesday May 5, 2020

Permit Sought Pole Petition - National Grid and Verizon

Description Marshall Street and Harvard Rd. See plan.

Submitted by _____

Address _____ Telephone _____

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: Fire Department has no issues.

Signed 

Title Fire Chief

Date 4/29/2020

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 April 29, 2020

Public Hearing Date Tuesday May 5, 2020

Permit Sought Pole Petition - National Grid and Verizon

Description Marshall Street and Harvard Rd. See plan.

Submitted by _____

Address _____ Telephone _____

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.

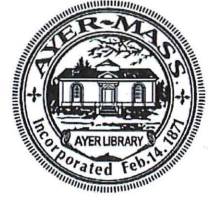
Comments: Approve

Signed Charles R Shultz Jr.

Title Building Commissioner/Zoning

Date 4/29/2020

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 April 29, 2020

Public Hearing Date Tuesday May 5, 2020

Permit Sought Pole Petition - National Grid and Verizon

Description Marshall Street and Harvard Rd. See plan.

Submitted by _____

Address _____

Telephone _____

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:

conservation has no issues with this.

Signed _____

Jo. Amuly & Co

Title _____

conservation administrator

Date _____

4/28/20

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 April 29, 2020

Public Hearing Date Tuesday May 5, 2020

Permit Sought Pole Petition - National Grid and Verizon

Description Marshall Street and Harvard Rd. See plan.

Submitted by _____

Address _____ Telephone _____

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 issues

Signed Barbara Tierney

Title Treasurer/Tax Collector

Date 04/16/2020

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 April 29, 2020

Public Hearing Date Tuesday May 5, 2020

Permit Sought Pole Petition - National Grid and Verizon

Description Marshall Street and Harvard Rd. See plan.

Submitted by _____

Address _____ Telephone _____

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.

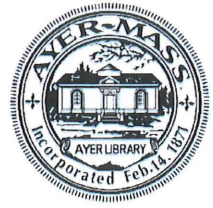
Comments: NO ISSUES

Signed *[Signature]*

Title Town Clerk

Date 4/29/2020

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 April 29, 2020

Public Hearing Date Tuesday May 5, 2020

Permit Sought Pole Petition - National Grid and Verizon

Description Marshall Street and Harvard Rd. See plan.

Submitted by _____

Address _____ Telephone _____

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: This pole petition is fine according to my review.

Signed [Signature]

Title Town Planner

Date 4-27-2020

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

Review Deadline Date Wednesday April 29, 2020

Public Hearing Date Tuesday May 5, 2020

Permit Sought Pole Petition - National Grid and Verizon


Description Marshall Street and Harvard Rd. See plan.

Submitted by _____

Address _____ Telephone _____

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: RECOMMEND REMOVAL.

Signed 

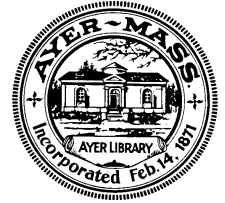
Title Dir. AOCET

Date 4/29/2020

Town of Ayer

Community & Economic Development Department

Upper Town Hall ♦ One Main Street ♦ Ayer, MA 01432 ♦ 978-772-8221 ♦ 978-772-8206



MEMORANDUM

TO: Board of Selectmen
FR: Alicia Hersey, Community Development Program Manager
RE: Lien Subordination Request **CASE# 06-316E**
DT: April 22, 2020

The property owner of housing at 56 Westford Rd. has requested the Town subordinate its mortgage on the property in favor of a new first mortgage.

Assessed Value of Property (FY20)	\$253,000.00
Appraised Value of Property (7/15)	\$265,000.00
First Mortgage (to be paid off)	\$199,257.00
Amount of Program Assistance (lien balance)	\$ 2638.00
Proposed New Mortgage Amount	\$202,000.00
Proposed Total Loan Amount	\$204,638.00
Maturity Date of Program Lien	April 24, 2023

The borrower is seeking to obtain a new mortgage to pay-off their first mortgage and obtain a better interest rate. The Town's lien is in force on this property until April 24, 2023.

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 77.22% 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 \$202,000.00.

SUBORDINATION AGREEMENT

The Town of Ayer Housing Rehabilitation Program, through the Board of Selectmen for the Town of Ayer, holder of a mortgage in the amount of \$7,429 from Daniel R. Condon and Elizabeth Condon dated January 11, 2008, recorded with Middlesex South District Registry of Deeds in Book 50705, Page 334 hereby agrees that said Mortgages and the obligations secured, and amended by Amendment to Mortgage in the amount of \$8,794 dated May 21, 2008 recorded as Book 51353, and Page 344, hereby agrees that said Mortgage and the obligations secured thereby shall be subordinate and junior in right to a first mortgage given by Daniel R. Condon and Elizabeth Condon to Northern Bank & Trust Company not to exceed the original principal amount of \$202,000., dated _____, to be recorded herewith as Book _____ and Page _____, to the same extent as if the last mentioned Lien had been executed and recorded prior to said second mentioned Mortgage.

Said Mortgage regards property known and numbered as 56 Westford Road, Ayer, Massachusetts.

EXECUTED as a sealed instrument this 5th day of May, 2020.

**BOARD OF SELECTMEN
TOWN OF AYER**

BY: _____
Scott A. Houde, Chairman

COMMONWEALTH OF MASSACHUSETTS

Middlesex, ss.

On this 5th day of May, 2020, before me, the undersigned notary public, personally appeared Scott A. Houde as Chairman, Ayer Board of Selectmen, duly authorized, proved to me through satisfactory evidence of identification, which were _____, to be the person whose name is signed on the preceding or attached document, and acknowledged to me that he signed it voluntarily for its stated purpose.

Notary Public
My Commission Expires:

Town of Ayer

Office of Community & Economic Development

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



TO: Ayer Board of Selectmen

FR: Alan S. Manoian, Director of Community & Economic Development Office
Alicia Hersey, Community Development, Program Manager

RE: Community Development Grant Extension and Office Budget

Cc: Robert Pontbriand

DT: April 27, 2020

The office of Community Development CDBG Grant for FY18 has been extended through June 30, 2020. Due to the shut down of all non-essential services the final housing rehabilitation projects of this grant have been stalled and we will need an additional extension. We are waiting to hear from the State as to how they would like to handle this. The grant administration money used to fund the Office of Community Development for the past year and a half has been used up as of April 30, 2020.

The Office of Community Development is requesting approval, by the Ayer Board of Selectmen to use Program Income funds to support the Office of Community Development once CDBG FY18 grant funds have run out. Current Program Income balance is \$87,452.00. A new CDBG application for the Renovation of the Historic Fire Station has been submitted for FY 20 and we should hear about funding on this application in July or August.

Town of Ayer

Office of Community & Economic Development

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



TO: Ayer Board of Selectmen

FR: Alan Manoian, Director of Community & Economic Development
Alicia Hersey, Community Development, Program Manager

RE: Community Development Grant Extension and Office Budget

Cc: Robert Pontbriand

DT: April 29, 2020

During this difficult period of the ongoing Covid-19 pandemic, the Ayer Office of Community Development and the Ayer Affordable Housing Committee have been working to stay abreast our community's housing and social needs. In anticipation of housing mortgage and rental defaults the State and Federal government have been creating programs to help mitigate these issues. Although it seems as if this has been going on for a long time, we are still at the early stages of this crises. In this early period, we have spent time educating ourselves about the State and Federal programs available and setting up systems by which we can evaluate the need in Ayer.

On April 22 Janet Providakes, (Ayer Affordable Housing & Ayer CPC Chairman also member of the Ayer Housing Authority Board), Ken Martin, (Ayer Housing Authority Executive Director) and Alicia Hersey (Ayer Community Development Program Manager) participated in a Emergency Rental Assistance Training program hosted by MHP & CHAPA. This program was very informative and helped us to outline a number of steps needed to move forward on these issues. As we see it the first three steps are as follows.

1. Evaluating the current and ongoing need within our community. We have already started this process and hope to have more detailed information for you regarding Ayer's need later in the month.
2. Summarizing available programs and distributing information on how to access these programs. We have started summarizing the available programs offered by the state and federal government and will be creating a handout and posting links on the Ayer Town Website.
3. Evaluating the development of a Town Emergency Rental Assistance Program. Over the past six months the Ayer Affordable Housing Committee has been exploring the possibility of creating an Ayer Housing Trust. A Rental Assistance Program is one of the possible programs that could be administered under the Ayer Housing Trust. Any use of CPA funds for Rental Assistance will have to go before Town Meeting in the Fall.

Town of Ayer COVID19 Impact
“Local Business & Community Information Exchange &
Re-Opening Coordination”
“Our Track Ahead”

(Submitted by the Ayer Office of Community & Economic Development; 4/30/2020)

The Local Business Surveys

- Ayer Small-Business Community “Current Conditions & Local Needs” Survey.
- Ayer Large-Business Community “Current Conditions & Local Needs” Survey.

Issue Date: Monday, May 4, 2020

(Issued through conventional email/slow mail & on-line Monkey Poll Survey)

The Local Business ZOOM Forums

- Ayer Small-Business Community “Listening, Learning & Local Re-opening Coordination” ZOOM Forums.
1st Forum – Thursday, May 7, 2020
- Ayer Large-Business Community “Listening, Learning & Local Re-opening Coordination” ZOOM Forums.
1st Forum – Friday, May 8, 2020
- Ayer Personal & Commercial Banking/Lending “Current Conditions & Local Needs” ZOOM Forum.
1st Forum – Monday, May 11, 2020

Local Food Security Coordination/Support

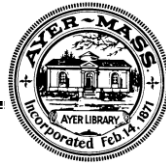
- Town & Ayer/Loaves & Fishes Food Pantry Partnership & Resource Coordination Strategy Remote Session.

Remote Session to be scheduled for week of May 4, 2020

(Preliminary AOCED outreach/coordination – Thursday, April 30, 2020)

Preparing & Best Practices for Local Business Re-Opening

- Ayer Restaurant/Eateries/Bars Business Reopening “Social-Distancing Best Practices/New Practices” ZOOM Forums.
1st Forum – Tuesday, May 12, 2020
- Ayer Personal Service Business (Hair Salons/Nail Salons/Barber Shops/etc.) Reopening “Social-Distancing Best Practices/New Practices” ZOOM Forums.
1st Forum – Thursday, May 14, 2020



MEMORANDUM

Date: April 30, 2020
To: Board of Selectmen
From: Mark Wetzel, P.E. Superintendent of Public Works
Subject: **Agenda Items for May 5, 2020 BOS Meeting**

1. **Recommendation to Continue Outdoor Water Ban** – The PFAS water treatment facilities are under construction and until they are on-line, we need to manage the Town wells to minimize the PFAS levels in the water. I recommend that the Board of Selectmen declared a State of Water Supply Conservation, in accordance with the Town Water Use Restriction Regulation and limit outdoor water use, until we can provide treated water. See attached notices with the recommended restrictions. Please note that we will provide variances for newly planted lawns and landscaping.
2. **Acceptance of gift from the Metzgers, 10 East Street** – See attached memo
3. **Updates on DPW Projects** – For information only.
 - a. **PFAS Water Treatment - Grove Pond and Spec Pond**- Construction continues on the Grove Pond PFAS treatment facility. We are expecting the treatment vessels to arrive in mid-May and completion by late summer. Note that there may be delays related to the Covid 19 Public Health Emergency.
 - b. **Main St Paving, Crosswalks, Parking and Flags** – As you may have noticed, the DPW repaved Main Street from Columbia St to Park St. The DPW will be painting the crosswalks beginning next week (weather permitting) and we are planning to paint parking lines this year to better define the parking limits. This will improve pedestrian safety as cars will not park close to the crosswalks. We have ordered new American Flags for Main Street and will be putting them up in mid-May and leave them up until after Veterans Day. We will be replacing 8 decorative streetlights on Main St in May. This is to replace existing lights that are in poor condition.
 - c. **Washington St Paving** – We will be repaving lower Washington Street from Highland Avenue to Main Street, beginning in mid-May. This will include granite curbing, asphalt sidewalks from Highland to Cambridge and concrete sidewalks from Cambridge to Main St. We are going to improve the curb cuts for the old fire station, the Federated Church parking lot and Newton Street.
 - d. **0 Park St Parking Lot** – Town Meeting approved \$25,000 to repave the Town parking lot on Park Street. We received a grant to install an electric vehicle charging station which is completed. We will be replacing the concrete block barriers with a heavy wooded guardrail, and Moore's Lumber is donated the materials to the Town. The parking area will be repaved and parking lines repainted.

IMPORTANT NOTICE

THERE IS A MANDATORY OUTDOOR WATER BAN

Due to the PFAS contamination of Ayer's water supplies, the Ayer Board of Selectmen have declared a State of Water Supply Conservation, in accordance with the Town Water Use Restriction Regulation. This Water Ban is necessary to reduce the water demand and allow us to minimize the use of the contaminated wells until the new treatment system is on-line next summer.

Operation of lawn sprinklers and irrigation is prohibited without a variance from the DPW

Other outdoor water use (use of hand held hose or watering can) is permitted on the Odd / Even Day schedule and no outdoor use between 9 AM and 5 PM.

Use of outdoor water sprinklers and irrigation for establishing new lawns and landscaping and/or special situations will only be allowed with written permission from the Ayer Department of Public Works. The variance request form is on the Town web site.

Enforcement of the Outdoor Water Use Ban is as follows:

- 1st Violation – Written Warning
- 2nd Violation - \$50.00 fine
- 3rd Violation - \$200.00 fine
- 4th Violation - \$300.00 fine and reduction in water availability to allow for basic water needs

All Town employees are the enforcement agents authorized to implement the water ban. Please contact the D.P.W. office at 978-772-8240 if you have any questions regarding the water ban.

Thank you for your cooperation.

Ayer DPW
May, 2020



TOWN OF AYER
MANDATORY OUTDOOR WATER BAN
EFFECTIVE May 15, 2020

Due to the PFAS contamination of Ayer's water supplies, the Ayer Board of Selectmen have declared a **State of Water Supply Conservation**, in accordance with the Town Water Use Restriction Regulation. Under the State of Water Supply Conservation, Restriction 5f. - Outdoor Water Use Ban has been implemented. This Water Ban is necessary to reduce the water demand and allow us to minimize the use of the contaminated wells until the new treatment system is on-line later this year.

“Outdoor Water Use Ban: Outdoor water uses are controlled as follows:

- a) Watering with hand hose (no sprinklers or irrigation systems)**
- b) Watering with water can**
- c) All other outdoor watering shall be prohibited”**

Use of outdoor water sprinklers and irrigation for establishing new lawns and landscaping and/or special situations will be allowed with written permission from the Ayer Department of Public Works.

Enforcement of the Outdoor Water Use Ban is as follows:

- 1st Violation – Written Warning
- 2nd Violation - \$50.00 fine
- 3rd Violation - \$200.00 fine
- 4th Violation - \$300.00 fine and reduction in water availability to allow for basic water needs

All Town employees are the enforcement agents authorized to implement the water ban. Please contact the D.P.W. office at 978-772-8240 if you have any questions regarding the water ban.

Thank you for your cooperation.

DEPARTMENT OF PUBLIC WORKS

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

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

MEMORANDUM

Date: April 30, 2020
To: Board of Selectmen
From: Mark Wetzel, P.E. Superintendent of Public Works
Subject: **Marshall St / Pulpit Rock Improvement Plan**

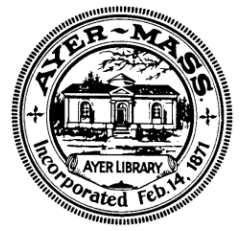
The area between the end of Marshall Street and the Ayer Community Garden is known as Pulpit Rock. This is the inlet to Grove Pond and is a popular fishing spot. In addition, the Town has water and sewer easements in this area.

A local resident, Ms. Mary Metzger has contacted the DPW regarding run-off erosion from Third St and Marshall St in this area. In addition, she has pointed out many rare native plants and turtle habitat. As this area is seeing increased use, the DPW, working with local residents, Conservation Agent, Community Garden members and a local developer, is planning to improve the area, including removing invasive species, a better defined cart path, construction a rain garden, additional native plantings and educational signage. This will be funded with the \$500 donation and in-kind services from the local developer, Whitehorse Builders.





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



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

MEMORANDUM

DATE: May 1, 2020

TO: Ayer Board of Selectmen

FROM: Robert A. Pontbriand
Town Manager

SUBJECT: Recommendation to Extend Tax Deadlines and Forgiveness of Interest and Penalties in Accordance with Chapter 53, Sections 10-12 of the Acts of 2020 in Response to COVID-19

Dear Honorable Selectmen,

As a result of the unprecedented COVID-19 Pandemic, the Governor signed into law Chapter 53 of the Acts of 2020 entitled "*An Act to Address Challenges Faced by Municipalities and State Authorities Resulting from COVID-19*" (the Act) which is intended to provide various forms of relief due to the COVID-19 Pandemic. Specifically, Chapter 53, Sections 10-12 of the Act authorizes the Board of Selectmen to enact various extensions of deadlines and waive certain interest and penalties as they pertain to real estate and personal property taxes.

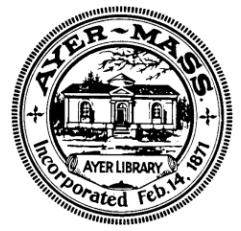
Therefore, in consultation with the Town's Treasurer/Tax Collector, Assessing Administrator, and Finance Manager we would like to respectfully recommend that the Board of Selectmen vote at the May 5, 2020 Board of Selectmen's Meeting to adopt and enact the following provisions of Sections 10-12 of Chapter 53 of the Acts of 2020 as follows:

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

Thank you for your time and consideration.

Cc: Ms. Barbara Tierney, Treasurer/Tax Collector
Mr. Thomas Hogan, Assessing Administrator
Ms. Lisa Gabree, Finance Manager/Town Accountant

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



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

MEMORANDUM

DATE: May 1, 2020

TO: Ayer Board of Selectmen

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

SUBJECT: Town Manager's Report for the May 5, 2020 Board of Selectmen's Meeting

Dear Honorable Selectmen,

I am pleased to transmit to you the following Town Manager's Report for the May 5, 2020 Board of Selectmen's Meeting. If you have any questions prior to the meeting, please do not hesitate to contact me directly. Thank you.

Administrative Update/Review of Town Warrant(s):

- I will provide a brief Administrative Update at the meeting of the various activities, initiatives, and projects of the Administration since the Board of Selectmen last met on April 7, 2020.
- I have reviewed, approved, and signed the following Town Warrants since the Board of Selectmen last met on April 7, 2020:

Payroll Warrant #20-20 in the amount of \$316,872.85 was reviewed, approved and signed on April 7, 2020.

Accounts Payable Warrant #20-20 in the amount of \$501,570.42 was reviewed, approved and signed on April 15, 2020.

Payroll Warrant #20-21 in the amount of \$318,908.28 was reviewed, approved and signed on April 22, 2020.

Accounts Payable Warrant #20-21 in the amount of \$624,525.64 was reviewed, approved and signed on April 28, 2020.

Coronavirus/COVID-19 Town Preparedness Update:

- I will provide an update to the Board of Selectmen at the meeting regarding the Town's ongoing Coronavirus/COVID-19 Town Preparedness.

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

- As the Board of Selectmen are aware, at this time the Annual Town Election and the Special State Election are scheduled to take place on Tuesday, June 2, 2020 from 7am to 8pm at the Ayer Town Hall. In accordance with the recommendation of the Secretary of State's Office, no public meetings should occur in an official polling place during an election. Therefore, it is respectfully recommended that the Board of Selection discuss rescheduling the June 2, 2020 Board of Selectmen's Meeting to another date.

Ayer Gun and Sportsmen's Club – Change of Officers/Managers and Change of Manager:

- Please see the attached memo from the Assistant Town Manager regarding this matter. (See Attached)

General Code Bylaw Update:

- Please see the attached memo from the Assistant Town Manager. At the meeting, I will defer to the Assistant Town Manager who has managed this project to provide the Board of Selectmen with the General Code Bylaw Update. (See Attached)

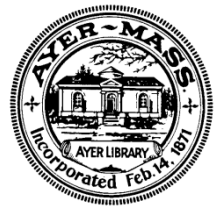
UDAG Authorization for \$15,000 for Parks Building:

- With the completion of the new Ayer Parks Building upon us, an unforeseen issue regarding the electrical service to the new building has presented itself. The unforeseen resolution of this issue with National Grid is an additional cost of \$15,623.22. This involves the installation of additional utility poles and connections to the new building. The funding for this additional cost is within the project's budget and can be funded. However, with this additional cost there will be insufficient funds to properly equip and furnish the interior of the Parks Building.
- Therefore, the Parks Commission is respectfully requesting that the Board of Selectmen consider voting up to \$15,000 from UDAG Funds for the purposes of equipping and furnishing the new Parks Building with said funds to be replenished at a future Town Meeting. The Parks Director, Mr. Jeff Thomas will join this portion of the meeting remotely to further discuss with this request with the Board of Selectmen.

Thank you.


Attachment(s): Memo from the Assistant Town Manager Re: Ayer Gun and Sportsmen's Club
 Memo from the Assistant Town Manager Re: General Code Bylaw Update

**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

To: Board of Selectmen
From: Carly Antonellis, Assistant Town Manager 
Date: May 1, 2020
Re: Change in Manager Request and Change of Officers – Ayer Gun and Sportsmen’s Club

Greetings,

The ABCC returned the application to the Town, again without approval, because the Club’s Officers and Directors were not current with the Secretary of State’s Office, nor the Town. Tuesday night’s vote will be two-fold: approval of the Change of Officers and then the Change in Manager.

All Section 12 (pouring/drunken at premises) licensees are required to appoint a Manager, pursuant to G.L. c.138, sec. 26. The manager is an individual, twenty-one years of age or older, who is a citizen of the United States and has “vested in him [or her] by properly authorized and executed written delegation as full authority and control of the premises, described in the license of such corporation, and the conduct of all business therein relative to alcoholic beverages as the [corporate] licensee itself could in any way have and exercise if it were a natural person.” This license manager must be satisfactory to both the Alcoholic Beverages Control Commission (ABCC) and Local Licensing Authority (LLA) with respect to his or her character.

With respect to this application, I have sent this to all departments and no concerns have been brought forward. If you act favorably on this application, it will then be sent to the ABCC for review.

Thank you.



The Commonwealth of Massachusetts
 Alcoholic Beverages Control Commission
 95 Fourth Street, Suite 3, Chelsea, MA 02150-2358
 www.mass.gov/abcc

RECEIVED

APR 01 2020

TOWN OF AYER
 SELECTMEN'S OFFICE

APPLICATION FOR AMENDMENT

-Change of Officers, Stock or Ownership Interest

Change of Officers/ Directors/LLC Managers **Change of Stock Interest**

- DOR Certificate of Good Standing
- DUA Certificate of Compliance
- Change of Officer/Directors Application
- CORI Authorization
- Vote of the Entity
- Payment Receipt
- Business Structure Documents
 - If Sole Proprietor, **Business Certificate**
 - If partnership, **Partnership Agreement**
 - If corporation or LLC, **Articles of Organization** from the Secretary of the Commonwealth

(e.g. New Stockholders or Transfer or Issuance of Stock)

- DOR Certificate of Good Standing
- DUA Certificate of Compliance
- Change of Stock Application
- CORI Authorization
- Financial Statement
- Vote of the Entity
- Purchase & Sale Agreement
- Supporting Financial Records
- Advertisement
- Payment Receipt
- Business Structure Documents
 - If Sole Proprietor, **Business Certificate**
 - If partnership, **Partnership Agreement**
 - If corporation or LLC, **Articles of Organization** from the Secretary of the Commonwealth

Change of Ownership Interest

(e.g. LLC Members, LLP Partners, Trustees etc.)

- DOR Certificate of Good Standing
- DUA Certificate of Compliance
- Change of Stock Application
- CORI Authorization
- Financial Statement
- Vote of the Entity
- Purchase & Sale Agreement
- Supporting Financial Records
- Advertisement
- Payment Receipt
- Business Structure Documents
 - If Sole Proprietor, **Business Certificate**
 - If partnership, **Partnership Agreement**
 - If corporation or LLC, **Articles of Organization** from the Secretary of the Commonwealth

Non-Profit Club Change of Officers/ Directors

- DOR Certificate of Good Standing
- DUA Certificate of Compliance
- Change of Officer/Directors Application
- Vote of the club signed by an approved officer
- Payment Receipt
- Business Structure Documents -**Articles of Organization** from the Secretary of the Commonwealth

Management Agreement

- DOR Certificate of Good Standing
- DUA Certificate of Compliance
- Management Agreement
- Vote of Entity
- Payment Receipt

**If abutter notification and advertisement are required for transaction, please see the local licensing authority.*

1. BUSINESS ENTITY INFORMATION

Entity Name Ayer Gun and Sportsmans Club	Municipality 	ABCC License Number 00015-CL-0060
--	----------------------	---

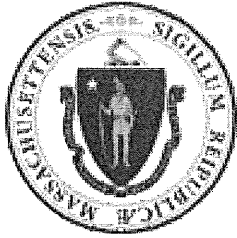
Please provide a narrative overview of the transaction(s) being applied for. Attach additional pages, if necessary.

Change of officers.
Change of Bar Manager.

APPLICATION CONTACT

The application contact is the person who should be contacted with any questions regarding this application.

Name CS. MOORE	Title Treasurer	Email [REDACTED]	Phone [REDACTED]
--------------------------	---------------------------	----------------------------	----------------------------



**The Commonwealth of Massachusetts
William Francis Galvin**

No Fee

Secretary of the Commonwealth, Corporations Division
One Ashburton Place, 17th floor
Boston, MA 02108-1512
Telephone: (617) 727-9640

Certificate of Change of Directors or Officers of Non-Profit Corporations
(General Laws, Chapter 180, Section 6D)

Identification Number: 042499713

I, CJ Moore Clerk Assistant Clerk ,

of AYER GUN & SPORTSMEN'S CLUB, INC.

having a principal office at: 255 SNAKE HILL ROAD AYER , MA 01432 USA

certify that pursuant to General Laws, Chapter 180, Section 6D, a change in the directors and/or the president, treasurer and/or clerk of said corporation has been made and that the name, residential street address, and expiration of term of the president, treasurer, clerk and each director are as follows: *(Please provide the name and residential street address of the assistant clerk if he/she is executing this certificate of change. Also, include the names of any additional officers of the corporation.)*

Title	Individual Name First, Middle, Last, Suffix	Address (no PO Box) Address, City or Town, State, Zip Code	Expiration of Term
PRESIDENT	DENNIS MAHONEY	94A TOWNSEND RD PEPPERELL, MA 01463 USA	12/31/2020
TREASURER	CJ MOORE	12 LAWTON ROAD SHIRLEY, MA 01464 USA	12/31/2020
SECRETARY	DARLENE JOHNSON	39 GROTON SHIRLEY RD AYER, MA 01432 USA	12/31/2020
CHAIRMAN OF THE BOARD	LOWELL SHOREY	14A RODMAN AVE SHIRLEY, MA 01464 USA	12/31/2020
Director	Conrad Donell	10 Madigan Lane Ayer, MA 01432 USA	12/31/2020

Filer's Contact Information

(Enter a contact name, mailing address, and email and/or phone number.)

Contact Name: CJ Moore

Business Name: Ayer Gun & Sportmen's Club

No. and Street: 255 Snake Hill Rd

City or Town: Ayer, MA

State: MA

Zip: 01432

Country: USA

Contact Phone: (978) 833-7270 ext:

Contact Email: [REDACTED]

Please provide an email address to receive an expedited response from the Corporations Division.

If the filing is rejected for any reason, you will be contacted. If no email address is provided, correspondence from the Division will be sent by mail.

**SIGNED UNDER THE PENALTIES OF PERJURY, this 16 Day of April, 2020,
CJ Moore , Signature of Applicant.**

Make Corrections

Accept

From: [Carly Antonellis](#)
To: Avertownhall@lists.ayer.ma.us; [Alan Manoian](#); [Barbara Tierney](#); [Charlie Shultz](#); [Chief Pedrazzi](#); [Chief William Murray](#); [Cindy Knox](#); concom@ayer.ma.us; crshultz@ayer.ma.us; [Deputy Chief Brian Gill](#); [Jeff Thomas](#); [Karin Swafeldt](#); [Kevin Johnston](#); [Lisa Gabree](#); [Mark Archambault](#); [Mark Wetzal](#); [Robert Pontbriand](#); [Susan Copeland](#); [Tim Silva](#); [Tom Hogan](#)
Subject: Action Required - Final Draft Ayer Bylaws and Regulations
Date: Thursday, April 30, 2020 2:13:00 PM
Importance: High

Dear All,

After a lengthy and exhaustive process, I'm happy to report that the FINAL Draft of the Bylaws and Regulations is complete!

Due to the size of the document, this can be downloaded [here](#).

Over the next two weeks, please review this document and pay particular attention to sections that directly apply to your Department. We are able to make changes, if need be. If there is a change needed, please notify me immediately. Please include in your notification the justification for the change; such as at this regulation was re-adopted on this date by the Board of XX".

Your review deadline for this is 12:00 PM on Friday May 15, 2020. **This cannot be extended.** The re-adoption of the bylaws in the new format is on track for the Town Meeting which is June 15, 2020 ([Articles 32 and 33](#)). It is my intention to do a public forum in some fashion prior to the Town Meeting. The main objective to remember is that no major content has changed; the purpose of this was to make our bylaws and regulations uniformed and codified. It will now be hosted in one spot and making changes moving forward will be more streamlined. It is important to remember that you are responsible for notifying both the Town Clerk's Office and myself about any changes to your Board's regulations so that we are able to keep the website up-to-date.

I'm happy to answer any questions. Thank you so much for all your help along the way!

Carly

Carly M. Antonellis
Assistant Town Manager
Town of Ayer
1 Main Street
Ayer, MA 01432
978-772-8220

 Please consider the environment before printing this email.

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



Broadcast and Recorded by APAC

Tuesday March 17, 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.

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

Approval of Revised Meeting Agenda Motion:

Motion: A motion was made by J. Livingston and seconded by S. Copeland to approve the revised meeting agenda as posted. The agenda amendment removed the Town Planner's presentation and the Ayer Recycling Committee's presentation on a proposed plastic bag ban. **Motion passed 3-0.**

Town of Ayer Coronavirus/COVID-19 Preparedness Update: R. Pontbriand was joined by Police Chief William Murray and Fire Chief Robert Pedrazzi, who also serves as the Town's Emergency Management Director. R. Pontbriand stated that the Town of Ayer continues to be proactive while maintaining public health and safety and essential government services. He stated that the Town issued a directive on March 14, 2020 which was based off information provided by local, state and federal resources. The directive includes closing all Town buildings to the public, as well as all outdoor facilities. All public meetings will be cancelled through March 30th while the Town acquires the proper software to accommodate remote participation for all boards.

Chief Pedrazzi said that they are still operating as normal they can. They are really focusing on decontamination and proper usage of personal protective equipment (PPE). He also stated that for questions about inspections to please call the Fire Department. He stated that PPE all over the country is in high demand.

Chief Murray stated that the Department members are trying to make the public feel safe. He stated that the biggest change they've made is their assistance to the Fire Department on calls. They will attend the scene and assist in life threatening emergencies. The Department uses Littleton PD as a back-up.

S. Houde asked that if a person calling suspects they have symptoms of COVID if they should inform the dispatcher. Chief Murray said yes, absolutely.

S. Houde also reminded people that disinfecting wipes are not flushable.

R. Pontbriand asked members of the public with questions, to contact the Board of Selectmen's Office with any questions. He then asked the BOS to consider extending the directive to March 30, 2020 and to revisit the Directive at the March 30, 2020 Water & Sewer Rate Hearing when the Board will next convene. He is also recommending that the ban extend to all outdoor recreational facilities such as the Pirone Park, Sandy Pond Beach and the Dog Park.

Motion: A motion was made by J. Livingston and seconded by S. Copeland to extend the order through Monday March 30, 2020 and to include all outdoor recreation facilities as presented by the Town Manager. **Motion passed 3-0.**

Chief William A. Murray, Ayer Police Department: *Downtown Parking Plan Implementation/Enforcement* – Chief Murray stated that due to the Covid-19 pandemic, that the Department is not overly concerned with parking, due to a lack of cars attempting to park. The Chief stated that there are several areas that need to be posted. Chief Murray has recently corresponded with St. Andrew's Parish, who was initially concerned about their prisoners being cited during Sunday mass. The Chief said that there would be no issues for St. Andrew's Parish in that regard.

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 since the Board is meeting on Monday March 30, 2020 for the FY '21 Water and Sewer Rate Hearing, he suggested that the BOS review the Town Directive that evening, which closes all public buildings and facilities. The Special State Election for the State Rep.'s seat is still scheduled for March 31, 2020; but he and the Town Clerk are awaiting additional information from the Secretary of State's Office.

Appointments – Cultural Council – R. Pontbriand is recommending the appointments of Mr. Norman Carey and Mr. Henry Pare to the Cultural Council for two unexpired terms, which will expire on June 30, 2022.

Motion: A motion was made by J. Livingston and seconded by S. Copeland to appoint Mr. Norman Carey and Mr. Henry Pare to the Cultural Council for terms expiring June 30, 2022. **Motion passed 3-0.**

Application for Change of Manager – Ayer Gun & Sportsmen's Club – 225 Snake Hill Rd. - C. Antonellis referenced her memo to the BOS in the packet and stated that though the BOS approved this Change of Manager application on December 4, 2019; the ABCC returned the application to the Town without approval because the Club's Officer and Directors were not current with the Secretary of State's Office. She reported that the issue has since been corrected.

Motion: A motion was made by S. Copeland and seconded by J. Livingston to approve the Change of Manager for the Ayer Gun & Sportsmen's Club from Robert Briggs to Donald Anderson. **Motion passed 3-0.**

Refinance of Ayer LIP Unit, 13 Auman Street, Devens – R. Pontbriand presented a refinance request for a LIP housing unit on behalf of the Office of Community and Economic Development. The approval would then be subject to DHCD approval.

Motion: A motion was made by S. Houde and seconded by J. Livingston to approve the LIP unit refinance request for 13 Auman Street. **Motion passed 3-0.**

Discussion on Bylaw Request Re: State Law and Potlucks – R. Pontbriand stated that at the last meeting, the BOS was approached by Ms. Cindy Lavin regarding her request for a to place an article on the Town Meeting Warrant to codify the state law relating to Pot Luck dinners. This request was sent to Town Counsel for legal review and Counsel has advised that this statute is not a local acceptance statute; Town Counsel also does not recommend that the Town adopt a bylaw echoing state statute. He stated that the State Law c.94 sec. 328A governs this issue. He is recommending that the BOS do not move forward with placing this on the Town Meeting Warrant.

J. Livingston stated that the purpose of the request comes out of a place of confusion and the issue got pretty big. She said the submitters were looking for reassurance that the Town will follow the state law. She stated that the bottom line is that we reassure people that we are following the state law.

S. Houde stated that he did not feel it was necessary to place on the Warrant, as it is already a state law.

Approval of Meeting Minutes:

Motion: A motion was made by J. Livingston and seconded by S. Copeland to approve the meeting minutes of March 4, 2020. **Motion passed 3-0.**

Executive Session pursuant to MGL Chapter 30A, Section 21A: At 6:43 PM a motion was made by S. Copeland and seconded by J. Livingston to enter into Executive Session pursuant to MGL, Chapter 30A, Section 21A Exemption #3 (Contract Negotiations) Town Hall/Clerical Union Contract MOA; Exemption #2 (Non-Union Personnel) Finance Manager Personal Services Contract; Exemption #2 (Non-Union Personnel) Town Clerk Personal Services Contract; Exemption #2 (Non-Union Personnel) Police Chief Personal Services Contract and to adjourn at the conclusion of Executive Session. S. Copeland further stated that to discuss these matters in Executive Session would be detrimental to the Town's negotiation strategy. **By Roll Call Vote:** S. Houde, aye; J. Livingston, aye; S. Copeland, aye. **By Roll Call Vote 3-0.**

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

Date Minutes Approved by BOS: _____

Signature Indicating Approval: _____

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



Broadcast and Recorded by APAC

Monday March 30, 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.

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

Approval of Revised Meeting Agenda Motion: S. Houde stated that he is revising the agenda by moving the COVID-19 Preparedness Update and the Revision of the Town's COVID-19 Directive to 6:00 PM.

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

Announcements: S. Houde stated that the Town Manager has recently reached out to the Ayer business community asking for donations of Personal Protective Equipment.

J. Livingston congratulated the community on a successful virtual bear hunt event. She also announced that on Wednesday April 1, 2020 community members are being asked to light a candle or a luminary in support of doctors, nurses and all those on the front lines of the COVID-19 pandemic.

S. Houde then wished APAC member Barry Schwarzel a happy birthday!

Town of Ayer Coronavirus/COVID-19 Preparedness Update: R. Pontbriand stated that Chief Murray would be joining him momentarily. He thanked all Town employees for their professionalism during this unprecedented time. He then gave an update relating to Town services and noted that a new, larger drop box has recently been constructed by the Building Commissioner for residents to drop off plans, correspondence, etc.

Chief Murray stated that at the Police Department, "all hands are on deck". Due to the reduced traffic, the department has curtailed motor vehicle stops. Relating to Dispatch, Emergency Medical Dispatch protocols are in full swing and every caller is being asked if they have flu-like symptoms. He stated that PPE is in still in demand and that several companies have donated PPE to the Department. Chief Murray then showed the BOS

masks and shields that have been produced in conjunction with the Ayer Shirley Regional School District students.

Town of Ayer Coronavirus/COVID-19 Preparedness Update: R. Pontbriand offered recommendations to update the Town's March 14, 2020 Directive. The closure of public buildings was originally scheduled through April 7, 2020; he is now recommending extending that to May 4, 2020 based on the Governor's recommendations for schools; he is also recommending that the BOS cancel all public meetings through April 7, 2020, with the exception of the BOS and Board of Health; and on April 8, 2020 other public bodies are able to meet via remote participation.

Motion: A motion was made by S. Copeland to accept all recommendations put forth by the Town Manager.
Motion passed 3-0.

S. Houde asked any participants on the phone if there were any questions relating to the directive. There were none.

Public Hearing: Adoption of the FY 2021 Water and Sewer Rate Recommendations: S. Copeland opened the Public Hearing at 6:29 PM by reading the Public Hearing Notice that was advertised in the *Nashoba Valley Voice* on March 13, 2020 and March 20, 2020. DPW Superintendent Mark Wetzel joined the BOS for a presentation about the FY' 21 Rate Recommendations. M. Wetzel recognized members of the Rate Review Committee and stated that the committee spends a lot of time evaluating capital projects and impacts on the rates, while trying to minimize exposure to the rate payers. M. Wetzel said that relating to the water rates, the PFAS Treatment costs are very high. The Town was successful in obtaining a grant from the Army to pay for the Grove Pond Treatment Center, but also need to spend approximately \$6 million for the Spectacle Pond Treatment Facility. Relating to the sewer rates, the Town is in the middle of a 10-year improvement program for the aging treatment facility. M. Wetzel also stated that the overall goal for setting the rates is to recover costs and avoid significant fluctuations for ratepayers. He then went over the budgets for both the water and sewer departments. He is proposing the following rate increases per cubic feet for Water: Step 1, increase of \$0.26; Step 2, increase of \$0.32; Step 3, increase of \$0.38; and Conservation Rate, increase of \$0.38. For sewer rates, the following rate increases per cubic feet are being proposed: Step 1, increase of \$0.26; Step 2, increase of \$0.29; and Step 3, increase of \$0.33. Overall, the average bill for an Ayer resident would increase \$10.40 for water and sewer users, for a total increase per year of approximately \$20.80. For Water & Sewer Connection fees, the fee increase for the Connection Fee would increase from \$3,600 to \$4,500; the second meter fee would increase from \$1,080 to \$1,350; the annual fire sprinkler would increase from \$200 to \$250; and the sewer connection fee would increase from \$4,800 to \$5,400. M. Wetzel noted that the Rate Review Committee has voted to approve all increases as noted above.

S. Copeland asked if the water and sewer users on a fixed income could apply for waivers. M. Wetzel stated that there is a senior citizen discount program and users have the availability to be put on a payment plan if necessary. S. Copeland then asked how the rates affect the capital improvements. M. Wetzel stated that the he and the Town Accountant use a rate model, which they use to input all information and try to use reserves to stabilize increases.

J. Livingston stated that a couple of years ago, there was no increase in water but then the Town encountered the PFAS issue and that the Rate Review Committee tries to keep increases as low as possible.

M. Wetzel stated that the Town has done a lot more with green energy which has resulted in significant efficiencies and cost savings for the water and sewer users.

S. Houde asked if there were any questions from the public via the remote participation feature. There were none.

Motion: A motion was made by S. Copeland and seconded by J. Livingston to approve the proposed water rate for FY '21 as presented. **Motion passed 3-0.**

Motion: A motion was made by S. Houde and seconded by J. Livingston to approve the proposed sewer rate for FY '21 as presented. **Motion passed 3-0.**

Motion: A motion was made by J. Livingston and seconded by S. Copeland to approve the proposed connection fees sewer rate for FY '21 as presented. **Motion passed 3-0.**

Motion: A motion was made by J. Livingston and seconded by S. Copeland to close the Public Hearing at 6:58 PM. **Motion passed 3-0.**

Discussion/Recommendation Regarding Postponing the Ayer Annual Town Election - Susan E. Copeland,

Ayer Town Clerk: S. Copeland joined the BOS to discuss the postponement of the Annual Town Election. There have been many changes with dates due to COVID-19 concerns. Relating to the Annual Town Election, the nomination papers process has begun and been completed. She presented 3 plans for the BOS to consider: Plan A would be to conduct the election as scheduled on April 27, 2020; Plan B would be to change the Annual Town Election date to June 2, 2020, which also coincides with the State Special General Election for the State Rep.'s seat; Plan C would be to postpone the election and choose a new date by June 10, 2020. Town Clerk Copeland is recommending Plan B, which would be having the election on June 2, 2020, which will combine two elections on a single day.

J. Livingston stated it would be silly to postpone the Annual Town Election without a date. She is in favor of the June 2, 2020 date.

Motion: A motion was made by S. Houde and seconded by J. Livingston to postpone the April 27, 2020 Annual Election and move until June 2, 2020. **Motion passed 3-0.**

Adjournment:

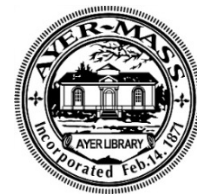
Motion: A motion was made by J. Livingston and seconded by S. Copeland to adjourn at 7:11 PM. **Motion passed 3-0.**

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

Date Minutes Approved by BOS: _____

Signature Indicating Approval: _____

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



Broadcast and Recorded by APAC

Tuesday April 7, 2020
Open Session Meeting Minutes

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

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

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

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

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

Approval of Meeting Agenda Motion:

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

Public Input: None

Discussion and Vote to Postpone the Annual Town Meeting Due to the COVID-19 Pandemic: R. Pontbriand referenced a memo in the packet where he, the Town Moderator, and the Town Clerk are recommending moving the Annual Town Meeting to Monday June 15, 2020 at 7:00 PM due to the ongoing COVID-19 pandemic.

Motion: A motion was made by S. Copeland and seconded by J. Livingston to approve the recommendation to move the Annual Town Meeting to Monday June 15, 2020. **Motion passed 3-0.**

S. Houde stated that the Finance Committee would be participating in the call remotely, per the Governor's revised order. Because the Finance Committee was not on the line yet and the BOS was ahead of schedule, they proceeded with other items of business.

Approval of Meeting Minutes:

Motion: A motion was made by J. Livingston and seconded by S. Houde to approve the meeting minutes of March 9, 2020. **Motion passed 3-0.**

Town Manager's Report: *Administrative Update/Review of Town Warrant(s)*- R. Pontbriand referenced the meeting packet memo, which contains a list of all the warrants signed since the BOS last met.

Coronavirus/COVID-19 Town Preparedness Update – R. Pontbriand thanked all Town Employees for their hard work during the COVID-19 pandemic.

Other – R. Pontbriand gave an update on the Depot Square access project. Powell Construction will begin phase 1 of the Project within the next week, which is replacing the driveway and installing necessary underground infrastructure. S. Houde asked how the Depot Square design was going based on the public input sessions. R. Pontbriand stated that all information compiled at the public forums have been forwarded to MART, who will work with the landscape design firm.

J. Livingston applauded the community of Ayer for keeping the energy level up in the community. S. Houde also announced that the Town will be hosting a “virtual Easter Egg Hunt” on Saturday April 11, 2020.

Three (Pat Diamond, Chair; Terry Harvel, Clerk; Lou Conrad, Member) of the five members Finance Committee (not present M. Selby and M. Smith) were on the phone, which constitutes a quorum.

Call to Order of the Ayer Finance Committee: P. Diamond called the Finance Committee to order at 6:14 PM.

Review and Approval of the Annual Town Meeting Warrant: R. Pontbriand presented two documents, the DRAFT ATM Warrant and the Final DRAFT of the FY 2021 Omnibus Budget. R. Pontbriand noted that the CPC articles are in flux, because the CPC has not had a chance to meet, due to the COVID-19 pandemic. Town Counsel has suggested including Articles 27-29, then having the CPC meet remotely to vote the actual numbers and assessments and they will give a presentation at Town Meeting. R. Pontbriand stated that the omnibus, without the school budgets, represents a 3.3% increase. He noted that the budget was done pre COVID-19, and he and the internal finance team will be monitoring revenues and realize that the budget may have to be adjusted because of the effects of the COVID-19 pandemic. He stated that the Town, through many years of effort, has built up healthy reserve funds.

S. Houde asked that R. Pontbriand go through the DRAFT ATM Warrant and for any members of the BOS, Finance Committee, or members on the phone/Zoom to say “pass” if they would like to revisit a certain article. There were no passes requested.

R. Pontbriand then went through the FY '2021 Omnibus Budget line by line; he asked that if the BOS, Finance Committee, or anyone on the phone/Zoom wants to discuss a line item further to say “pass”. The BOS and R. Pontbriand discussed the Regional Dispatch line items. R. Pontbriand reported that this was still under negotiations and there have been delays due to the COVID-19 pandemic, but that all numbers listed in the budget represents Ayer’s portion of the agreement. There were no passes requested.

BOS Motion: A motion was made by J. Livingston and seconded by S. Copeland to approve the Annual Town Meeting Warrant and FY’ 21 budget. **Motion passed 3-0.**

Fin Com Motion: A motion was made by T. Harvell and seconded by L. Conrad to approve the Annual Town Meeting Warrant and FY’ 21 budget. **Motion passed 3-0.**

Adjournment of the Finance Committee:

Motion: A motion was made by P. Diamond and seconded by T. Harvell to adjourn the Finance Committee at 7:16 PM. **Motion passed 3-0.**

New Business/Selectmen's Questions: None

Executive Session pursuant to MGL Chapter 30A, Section 21A: At 7:17 PM a motion was made by S. Copeland and seconded by J. Livingston to enter into Executive Session pursuant to MGL, Chapter 30A, Section 21A Exemption #2 (Non-Union Personnel) Town Engineer Personal Services Contract; Exemption #2 (Non-Union Personnel) Benefits & Payroll Manager Personal Services Contract and to adjourn at the conclusion of Executive Session. S. Copeland further stated that to discuss these matters in Executive Session would be detrimental to the Town's negotiation strategy. **By Roll Call Vote:** S. Houde, aye; J. Livingston, aye; S. Copeland, aye. **Motion passed by Roll Call Vote 3-0.**

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

Date Minutes Approved by BOS: _____

Signature Indicating Approval: _____

DRAFT