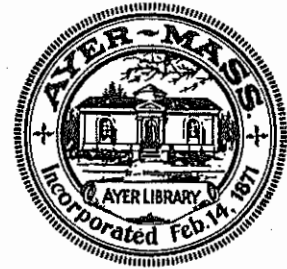


RECEIVED
TOWN CLERK
TOWN OF AYER

2017 SEP 29 PM 12:43

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



Tuesday October 3, 2017
Open Meeting Agenda

7:00 PM

Call to Order

Pledge of Allegiance; Review and Approve Agenda; Review of Warrant(s);
Announcements

7:05 PM*

Public Input

7:10 PM

Nasoya-Odor Issue Update

7:20 PM

DPW Superintendent Mark Wetzel

1. Request for Sewer Connection Fee Adjustment
2. Sandy Pond Rd/Wright Rd Water Main Contract Change Order
3. DPW Administration Building Funding

7:40 PM

Ms. Alicia Hersey, Program Manager, Community and Ec.
Development

1. CDFI 1 FY'15 – CDBG Final Quarterly Report

7:45 PM

Town Administrator's Report

1. Administrative Update
2. Appointments
3. Review and Approval of 2017 Special Town Meeting Warrant
4. MBTA/Railroad Update
5. Government Reorganization Discussion, Atty. Lauren Goldberg, KP Law

8:15 PM

New Business/Selectmen's Questions

8:25 PM

Approval of Meeting Minutes

September 19, 2017

**Executive Session Pursuant to G.L. c. 30A, sec. 21(a)

1. Exemption #1 (Charges or Complaints Against Municipal Employee)
Acceptance of Resignation Letter

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

*** The BOS will adjourn at the conclusion of the Executive Session*

DEPARTMENT OF PUBLIC WORKS

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



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

MEMORANDUM

Date: September 28, 2017
To: Board of Selectmen
From: Mark Wetzel, P.E. Superintendent of Public Works
Dan Van Schalkwyk, P.E., Town Engineer
Subject: **October 3 Meeting Agenda Items**

1. **Request for Sewer Connection Fee Adjustment** – Crabtree Development have requested consideration for a reduction in the new sewer connection fee for the final phase of the Pingry Hill subdivision. See attached memo.
2. **Sandy Pond Rd – Wright Rd Water Main Contract Change Order** – We requested a contract change order from J D'Amico and Sons for the Sandy Pond Rd and Wright Rd water main contract to install 3 insertion valves on Sandy Pond Road. This change order will allow better control of the water system around Sandy Pond and Westford Road areas. The change order is for \$44,810.64. There is sufficient funding in the project budget for this change order. Change order is for approval by the Board and signature by the Chairman.

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: August 30, 2017

To: Ayer Board of Selectmen

From: Mark Wetzel P.E., Public Works Superintendent

Re: Sewer Connection Fee – Crabtree Development

Crabtree Development Corp., the developer for Pingry Hill recently applied for a water and sewer service connection for the final phase of their project (Phase 4). This phase includes the construction of 36 single family houses. Crabtree was unaware that the sewer connection fee had increased in July 2016 from \$1,500 per unit (3 bedroom house) to \$4,800 per unit.

Crabtree has an agreement with the Town related to reduced water connection fees, due to the fact that they constructed the 1.0 MG water tank for the Town. The reduced water fees were approved at the BOS meeting on April 13, 2010. At the time, the water connection fee was \$1,400 but was increasing to \$3,000. The water connection fee schedule for the project is:

- Phase 1 & 2 - \$1,400 per lot
- Phase 3 - \$1,800 per lot
- Phase 4 - \$2,200 per lot
- Phase 5 - \$3,000 per lot

All of the project phases have been completed except for Phase 4.

In the meeting minutes (attached) there was discussion based both in favor and against the granting of reduced fees. This included the water infrastructure improvements related to the project and the fairness / unfairness to other developers.

Crabtree Development has requested that the Board of Selectmen consider a reduced sewer fee due to the large increase. The redesign of this phase of the project, due to unanticipated wetland permitting, has significantly increased their costs and the large sewer connection fee was unexpected.

Change Order No. 1

Date of Issuance: _____ Effective Date: _____

Project: Wright Road Cross-Country Water Main	Owner: Town of Ayer, MA	Owner's Contract No.: 17DPW05
Contract: Wright Road Cross-Country Water Main		Date of Contract: Sept 5, 2017
Contractor: J. D'Amico, Inc.		Engineer's Project No.:

The Contract Documents are modified as follows upon execution of this Change Order:

Description: Furnish and install 3 insertion valves at locations on Sandy Pond Road.

Attachments: (List documents supporting change): J. D'Amico insertion valve proposal.

Plans identifying proposed locations on Sandy Pond Road.

CHANGE IN CONTRACT PRICE:	CHANGE IN CONTRACT TIMES:
Original Contract Price: \$157,250.20	Original Contract Times: <input checked="" type="checkbox"/> Working days <input type="checkbox"/> Calendar days Substantial completion (days or date): December 24, 2017 Ready for final payment (days or date): January 8, 2017
Increase from previously approved Change Orders No. <u>N/A</u> to No. <u>N/A</u> : \$0.00	[[Increase] [Decrease] from previously approved Change Orders No. <u>N/A</u> to No. <u>N/A</u> : Substantial completion (days): _____ Ready for final payment (days): _____
Contract Price prior to this Change Order: \$157,250.20	Contract Times prior to this Change Order: Substantial completion (days or date): December 24, 2017 Ready for final payment (days or date): January 8, 2017
Increase of this Change Order: \$43,190.64	Increase of this Change Order: Substantial completion (days or date): 3 days Ready for final payment (days or date): 3 days
Contract Price incorporating this Change Order: \$200,440.84	Contract Times with all approved Change Orders: Substantial completion (days or date): December 27, 2017 Ready for final payment (days or date): January 11, 2017

RECOMMENDED:	ACCEPTED:	ACCEPTED:
By: _____ Engineer (Authorized Signature)	By: _____ Owner (Authorized Signature)	By: _____ Contractor (Authorized Signature)
Date: _____	Date: _____	Date: _____



EVERETT FARMER ROAD
BILLERICA, MA 01821

PHONE (978) 670-4771
FAX (978) 670-4954

Job Name
AYER, MA-WRIGHT RD CC WATER MAIN

Quote No.	Date	Page
0012037	9/22/17	1
Expiration Date		10/19/17
Revised Date		9/22/17
Bid Due Date		9/19/17

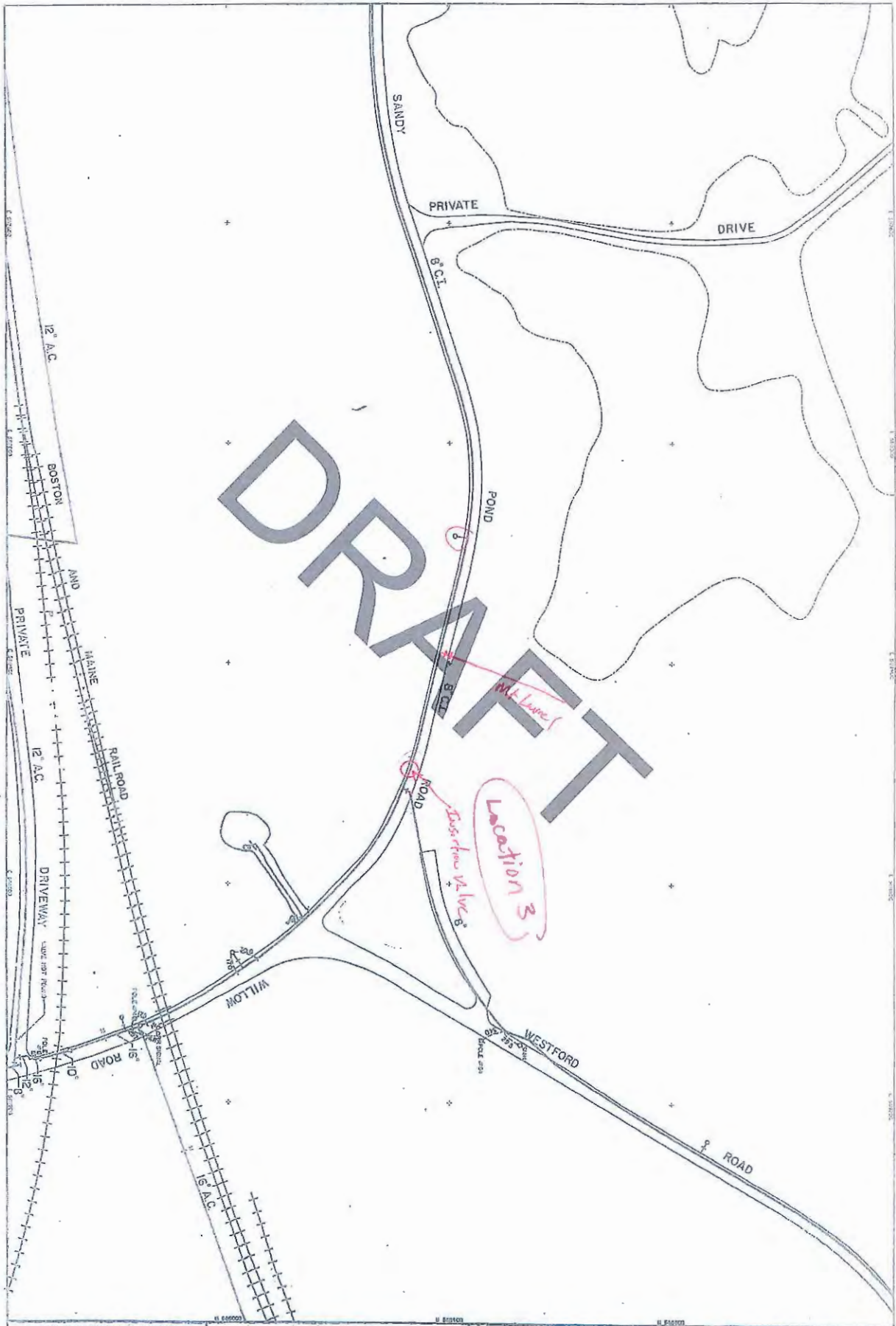
Quoted To Customer
J D'AMICO INC 10 YORK AVE RANDOLPH, MA 02368-1828
Phone (781) 961-3700 Fax (781) 986-4667

Quoted By
GREG LINDQUIST GJLINDQUIST@WINWATERWORKS.COM (978) 670-4771

Customer	Payment Terms	Quoted To	Salesperson	FOB
001309	NET 30 DAYS	SCOTT PUESCHEL	WILLIAM WILLCOX	S

This project has a domestic specification requirement on some or all of the products required. This requirement states that these products must be made in North America or specifically in the USA. Our quotation follows this requirement accordingly.

Line	Qty.	Description	Unit Price	UOM	Extended Price
1.0	220	8 CL52 SJ DUCTILE IRON PIPE 20.25' NOMINAL LENGTH	16.4800	EA	3625.60
2.0	1	8 MJ TAPPING SLEEVE FOR DI MUELLER H-615	793.0000	EA	793.00
3.0	1	T2361-19 08 MJ RW TAP VALVE OL C-515 DI USA	928.2600	EA	928.26
4.0	1	8X8 CUT & INSTALL	690.0000	EA	690.00
5.0	1	8X8 DI MJ X SWIVEL ANCHOR TEE USA	279.9600	EA	279.96
6.0	4	8 DI MJ LONG SOLID SLEEVE USA	106.5900	EA	426.36
7.0	1	A-2361-23 8 MJ GATE VALVE OL C-515 DI USA	723.0800	EA	723.08
8.0	2	V747 GATE BOX TOP NA	45.2400	EA	90.48
9.0	2	7354 GATE BOX BOTTOM NA	42.1900	EA	84.38
10.0	2	V878 GATE BOX LID WATER NA	12.0400	EA	24.08
11.0	1	8 DI MJ 45 USA	109.1600	EA	109.16
12.0	1	8 DI MJ 22-1/2 USA	106.5900	EA	106.59
13.0	15	SGDPPK08 8 STARGRIP W/ACC	42.2400	EA	633.60
14.0	2	8" SDR11 DIPS HDPE X MJ ADAPT W/O STIFFENER OR MJ ACCY KIT	100.6700		201.34
16.0	3	INSERTION VALVES 8" OPEN LEFT INSERTION VALVE INCLUSIVE OF LABOR & MATERIALS	6500.0000	EA	19500.00
Additional products that are not quoted as a result of misses on the materials takeoff or resulting from project changes are additional and will be billed accordingly.					



NOT BE USED FOR CONSTRUCTION PURPOSES WITHOUT THE WRITTEN PERMISSION OF THE ENGINEER OF RECORD. THIS PLAN IS THE PROPERTY OF THE ENGINEER OF RECORD AND IS NOT TO BE REPRODUCED OR COPIED IN ANY MANNER WITHOUT HIS WRITTEN PERMISSION.

WATER DISTRIBUTION SYSTEM

DATE	REVISION DESCRIPTION

Town of Ayer

Department of Planning & Development

Town Hall ♦ One Main Street ♦ Ayer, MA 01432 ♦ 978-772-8221 ♦ 978-772-8208 (fax)



MEMORANDUM

RECEIVED
SEP 28 2017

TOWN C
SELECTMEN

TO: Board of Selectmen

FROM: Alan Manoian, Director OCED
Alicia Hersey Program Manager

DATE: October 3, 2017

RE: CDF1 FY15 - CDBG Grant final quarterly report/BOS approval

At this time our office has prepared the final quarterly report for the CDBG FY15 Grant. This is the first step in closing out the grant. Please see the attached final report for approval by the board, signature by the chairman.

Request the Board of Selectmen approve final quarterly report of the CDF1 FY15 grant signified by signature by the Chairman

Town of Ayer

Board of Selectmen

Town Hall ♦ One Main Street ♦ Ayer, MA 01432
 978-772-8220 ♦ 978-772-3017 (fax) ♦ Town Administrator 978-772-8210



Ayer FY2015 CDF-1 Grant
 Quarterly Report – Period Ending September 30, 2017

Final quarterly report

Administrative and Management:

The Ayer Community and Economic Development Office continues to operate with office hours Monday-Thursday, 9:00 AM to 4:00 PM and Tuesday 9:00 AM – 7:00 PM or by appointment. DHCD's programmatic and fiscal monitoring of the FY15 grant has been completed. The Town's response to issues of concern was accepted by DHCD.

4 - Ayer Housing Rehabilitation Program:

4A – This activity is complete and closed out in CGMS

4C – Rehabilitation Loans/ Grants:

Award: \$101,500

Amended: \$86,837.08

Budget Transfers: (\$14,622.92)

Uncommitted: \$0

Expended: \$86,837.08

Item	Projected	Actual
Number of Applications Received this Quarter	0	0
Number of Applications Received to Date	0	37
Number of Applications Reviewed to Date	20	20
Number of Applications to be Approved this Quarter	0	0
Number of Applications to be Approved to Date	6	6
Number of Projects out to Bid this Quarter	0	0
Number of Projects out to Bid to Date	5	5
Number of Projects Under Construction this Quarter	1	1
Number of Projects Under Construction to Date	5	5
Number of Projects Completed this Quarter	1	1
Number of Projects Completed to Date	5	5
Amount Allocated to Projects	\$86,837.08	\$86,837.08
Amount to be Expended to Date	\$86,837.08	\$86,837.08

Through the CDF 1 FY15 grant the Town has completed construction on five rehab cases, a total of nine housing units. The projected goal of the housing rehab portion of the grant was to rehab 5 units of housing we were able to almost double that number in rehab 9 units.

Project Discussion:

#395 Project is a three family. Project is an owner occupied three family, of which two units are low to moderate income. Owner financed 50% of the cost of rehabilitation. Project included Roof, windows, de-leading, some wiring, smoke alarms and some interior pair. Project is complete

#393E Project is a three family, all three units are low to moderate income. Project included a new roof and fire escape and has been completed. There was one change order for roof sheathing.

#408E Project is a single family. We replaced the sewer line. Project is complete.

#415E Project is a single family house. Emergency replacement of a roof and kitchen floor. Project is complete

#416E Project is a single family house. Emergency replacement of a boiler. Project is complete.

Lead Paint Reporting:

Housing Construction before 1978: 1
Exempt: Housing Constructed 1978 or later: 0
Otherwise exempt: 0
Exempt: Hard costs <= \$5,000: 0
Total: 1

Lead Hazard Remediation Actions: 1
Lead Safe Work Practices: 0
Interim Controls/Standard Practices: 1

6 - Pleasant Street Infrastructure Improvements Project:

The Pleasant Street Infrastructure Improvements Project is complete. All activities are closed out in CGMS. Final closeout paperwork has been submitted by the general contractor, including all outstanding Davis-Bacon/Prevailing Wage documentation and proof of restitution, and retainage has been released.

9 – General Administration:

Grant closeout has been initiated. Financial reconciliation and processing of the grant closeout form will follow acceptance of this final quarterly progress report.

Christopher R. Hillman, Chairman
Ayer Board of Selectmen

Date

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



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

MEMORANDUM

DATE: September 29, 2017

TO: Ayer Board of Selectmen

FROM: Robert A. Pontbriand
Town Administrator

SUBJECT: Town Administrator's Report for the October 3, 2017 BOS Meeting

Dear Honorable Selectmen,

I am pleased to transmit to you the following Town Administrator's Report for your October 3, 2017 BOS Meeting. If you have any questions prior to the meeting, please do not hesitate to contact me directly. Thank you.

Administrative Update:

- I will offer an update at the meeting of the various activities, projects, and initiatives of the Administration for the period between September 19, 2017 (when the BOS last met) and October 3, 2017.

Appointments:

- I respectfully recommend on behalf of Chief Murray the appointment of Officer Steven Bulger of the Dunstable Police Department as a Special Police Officer for the Town of Ayer. (See Attached).

Review and Approval of the 2017 Special Fall Town Meeting Warrant:

- The BOS will be respectfully requested to review, finalize, and approve the warrant for the 2017 Special Fall Town Meeting which will take place on Monday, October 23, 2017 at 7pm in the Auditorium of the Ayer Shirley Regional High School. The warrant must go to print by Friday, October 6, 2017 at 12pm noon. Please see the attached DRAFT warrant.

MBTA/Railroad Update:

- I will offer an update on the ongoing efforts to clean up the Commuter Rail Platform Area; the Willow Road Rail area; and the clean-up of the rail corridor across from Town Hall (including the fence project).

Government Reorganization Discussion – Attorney Lauren Goldberg, Town Counsel, KP Law

- I have asked Attorney Lauren Goldberg of Town Counsel to address the BOS regarding the proposed Town Government Reorganization Articles (for Town Manager; Appointed Town Clerk; Appointed Treasurer/Collector; and Appointed Tree Warden) and to answer any questions the BOS may have. Attorney Goldberg is a recognized legal expert on municipal government reorganization. Additionally, Attorney Goldberg would be happy to address any other legal questions the BOS may have.

Thank you.

Attachment(s)



AYER POLICE DEPARTMENT

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



William A. Murray
Chief of Police

MEMORANDUM

To: Robert Pontbriand
From: Chief William A. Murray
CC: file
Date: September 28, 2017
Re: Special Officer Appointment

A handwritten signature in black ink, appearing to read "W.A. Murray", is enclosed within a hand-drawn oval.

I respectfully request that the Board of Selectmen appoint, at their October 3, 2017 meeting, Dunstable Police Officer Steven Bugler as a Special Police Officer for the Town of Ayer for fiscal year 2017. This appointment will enable the officer to become an augmentation to our list of Detail Officers.



Town of Ayer
SPECIAL TOWN MEETING
WARRANT

******DRAFT******

Ayer Shirley Regional High School Auditorium
141 Washington Street, Ayer, MA 01432
October 23, 2017 @ 7:00 p.m.

Commonwealth of Massachusetts
Middlesex, ss.

GREETINGS:

In the name of the Commonwealth of Massachusetts you are hereby directed to notify and warn the inhabitants of the Town of Ayer qualified to vote in Town Elections and Affairs to meet at the Auditorium in the Ayer Shirley Regional High School located at 141 Washington Street, Ayer, Massachusetts on Monday, the Twenty-third (23rd) day of October, 2017, at seven o'clock in the evening (7:00 p.m.) then and there to act on the following articles:

Hereof fail not and make due return of this warrant with your doings thereof to the Town Clerk before the date appointed for said meeting.

Given under our hands this 3rd day of October AD 2017.

Christopher R. Hillman, Chairman

Jannice L. Livingston, Vice-Chairman

Gary J. Luca, Clerk

AYER BOARD OF SELECTMEN

Any persons needing disability related assistance (such as signing, etc.) at the town meeting please contact the Selectmen's Office at 978-772-8220 before October 20, 2017. We shall make every reasonable effort to assist you. Large print version of the text of this warrant is available upon request.

ARTICLE 1. AN ACT ESTABLISHING AN APPOINTED TOWN CLERK

To see if the Town will vote to authorize the Board of Selectmen to petition the General Court for special legislation changing the office of Town Clerk from elected to appointed, as set forth below; provided, however, that the General Court may make clerical or editorial changes of form only to the bill, unless the Board of Selectmen approves amendments to the bill before enactment, and to authorize the Board of Selectmen to approve amendments within the scope of the general public objectives of the petition:

An Act Establishing the Appointed Office of Town Clerk in the Town of Ayer.

SECTION 1. Notwithstanding any general or special law to the contrary, there shall be established in the town of Ayer the appointed position of town clerk. The town clerk shall be appointed and may be removed by the Ayer board of selectmen, and shall serve at its pleasure. The town clerk shall have all the powers and duties and be subject to the liabilities and penalties imposed by law on town clerks.

SECTION 2. As of the effective date of this act, the elected office of town clerk shall be abolished and the term of the elected incumbent terminated, provided, however, that the incumbent holding the office of town clerk as of the effective date of this act shall become the first appointed town clerk, and shall serve in such capacity for a period of time equivalent to the remainder of the incumbent's elected term or sooner vacating of office. Thereafter, appointments to the position of town clerk shall be made in accordance with section 1.

SECTION 3. This act shall take effect upon its passage.

Or take any other action relative thereto.

Board of Selectmen:

Simple Majority Vote

Finance Committee:

Incumbent Town Clerk: Recommends

Explanatory note: Upon passage of this article by Town Meeting, the matter would be sent to the State Legislature for their approval. Upon approval, the incumbent elected Town Clerk will become the appointed, full-time Town Clerk. Presentation to be at Town Meeting.

ARTICLE 2. AN ACT CREATING A COMBINED, APPOINTED POSITION OF TREASURER-COLLECTOR

To see if the Town will vote to authorize the Board of Selectmen to petition the General Court for special legislation creating the combined, appointed position of Treasurer-Collector, as set forth below; provided, however, that the General Court may make clerical or editorial changes of form

only to the bill, unless the Board of Selectmen approves amendments to the bill before enactment, and to authorize the Board of Selectmen to approve amendments within the general public objectives of the petition:

An Act Establishing the Appointed Position of Treasurer-Collector in the Town of Ayer

SECTION 1. Notwithstanding any general or special law to the contrary, there shall be established in the town of Ayer the appointed position of treasurer-collector. Said treasurer-collector shall be appointed and may be removed by the Ayer board of selectmen, and shall serve at its pleasure. The treasurer-collector shall have all the powers and duties and be subject to the liabilities and penalties imposed by law on town treasurers and town collectors of taxes. The board of selectmen may establish an employment contract with the treasurer-collector for salary, fringe benefits and other conditions of employment, including, but not limited to, severance pay, reimbursement for expenses incurred in performance of the duties of office, liability insurance and conditions of discipline, termination, dismissal, reappointment, performance standards and leave.

SECTION 2. Upon the effective date of this act, the positions of elected town treasurer and elected tax collector shall be abolished and the terms of the officer or officers holding said offices shall be terminated. The elected incumbent holding the office with the longer term remaining shall become the first appointed treasurer-collector and shall serve for a period equivalent to the remainder of such elected term or sooner vacating of office. Thereafter, appointments to the position of treasurer-collector shall be made in accordance with section 1.

SECTION 3. As of the effective date of this act, all records, property and equipment of the offices of the treasurer and collector, shall be transferred to the combined office. All official bonds, obligations, contracts and other instruments entered into or executed by or on behalf of the town before adoption of this act and all taxes, assessments, fines, penalties and forfeitures incurred or imposed, due or owing to the town, shall, notwithstanding any provision of this act, continue to be enforced and collected without abatement, except as otherwise provided by law. No contracts or liabilities in force on the effective date of this act shall be affected by the adoption of this act or the abolition of the elected offices of treasurer and collector. The appointed treasurer-collector position created by section 1 shall, in all respects, be the lawful successor of the elected offices of town treasurer and tax collector.

SECTION 4. This act shall take effect upon its passage.

Or take any other action relative thereto.

Explanatory Note: Upon approval by Town Meeting this article will be submitted to the State Legislature for approval. Upon approval by the State Legislature, the position of elected Treasurer will become the full-time, appointed position of Treasurer/Tax Collector. Public Information Forum on Tuesday, October 10, 2017 at 6pm at Ayer Town Hall. Presentation to be made at Town Meeting.

Board of Selectmen:
Finance Committee:

Simple Majority Vote

ARTICLE 3: AN ACT ESTABLISHING A TOWN MANAGER

To see if the Town will vote to authorize the Board of Selectmen to file a petition with the General Court for special legislation establishing the position of Town Manager, as set forth below; provided that the General Court may make clerical or editorial changes of form only to the bill, unless the Board of Selectmen approves amendments to the bill before enactment by the General Court, and to authorize the Board of Selectmen to approve amendments which shall be within the scope of the general public objectives of the petition, or take any action thereon or in relation thereto:

An Act Establishing the Position of Town Manager in the Town of Ayer

SECTION 1. TOWN MANAGER

There shall be established in the town of Ayer the office of town manager, who shall be appointed by the board of selectmen for a term not to exceed 3 years. The town manager shall be a person of demonstrated ability with administrative experience in public management or business administration and who is qualified by reason of education and experience. The town manager shall devote full time to the duties of said office and shall not engage in any other business or occupation during the term of the town manager's employment unless approved by the board of selectmen in advance. The town manager shall hold no elective office in the town during the town manager's tenure as town manager, but the board of selectmen may appoint the town manager to any non-elective office or position consistent with the responsibilities of the town manager, and such office or position shall be deemed to be part of the position of town manager. The board of selectmen shall annually set the compensation of the town manager in an amount not to exceed that appropriated by town meeting for such purposes. Additional terms and conditions of employment may be established by contract between the Ayer board of selectmen and the town manager in accordance with section 108N of chapter 41 of the General Laws.

SECTION 2. POWERS AND DUTIES.

The town manager shall be the chief administrative officer of the town, responsible to the board of selectmen for the effective management of all town affairs placed in the town manager's charge by this act, bylaw, the board of selectmen, or town meeting. The town manager shall be responsible for the implementation of town policies established by the board of selectmen. The powers and duties of the town manager shall include, but not be limited to, the following:

- (A) Appoint and remove members of multiple-member bodies as well as all department heads, officers, subordinates and employees, except employees of the school committee and firefighters. The town manager shall, prior to appointing a department head subject to the policy direction of a multiple-member body, consult with such multiple-member body.

Appointment or removal of a department head or member of a multiple member body shall take effect 15 days following notice to the board of selectmen of such action, unless the board of selectmen shall sooner vote to approve or reject such appointment or removal. All appointments and removals made by a temporary or acting town manager under section 3 of this act shall be approved by the board of selectmen;

- (B) Manage, supervise and be responsible for the efficient and coordinated administration of all town functions under the town manager's control by this act, bylaw, town meeting or the board of selectmen, including all appointed officers and their respective departments, and coordinate the activities of all town agencies, including those under the control of other officers and multiple-member bodies elected by the voters, and to authorize the town manager to reasonably require persons so-elected or appointed, or their representatives, to meet with the town manager for such purposes, or, at the town manager's request, to provide such information as may be necessary and appropriate to have available for purposes of such coordination;
- (C) Be responsible for the town personnel system, including but not limited to, administering personnel policies and practices, rules and regulations, personnel by-laws and collective bargaining agreements;
- (D) Fix the compensation of all appointed officers and employees within the limits established by town meeting;
- (E) Attend all regular and special meetings of the board of selectmen unless excused in advance by the chair of the board of selectmen, and the town manager shall have a voice, but no vote, in all of the proceedings of the board of selectmen;
- (F) Keep the board of selectmen fully advised concerning the status of all matters referred by the board of selectmen to the town manager and as to the needs of the town; and recommend to the board of selectmen and other elected and appointed town officers and agencies such measures requiring action by them or town meeting as the town manager may deem necessary or desirable;
- (G) Attend all town meetings and, as authorized by the moderator, answer questions that relate to matters over which the town manager exercises supervision;
- (H) Have full jurisdiction over the rental and use of all town facilities and property except property under the control of the school committee, conservation commission, and board of library trustees; provided, however, that the town manager shall be responsible for the maintenance and repair of all town buildings and facilities placed under the town manager's control by this act, by by-law, by vote of town meeting, or otherwise;
- (I) Establish and maintain a full and complete inventory of all real and personal property of the town;

- (J) Serve as the chief procurement officer for purposes of chapter 30B of the General Laws and be responsible for purchasing all services, supplies, material and equipment for all departments and activities of the town, including execution of contracts therefor; provided, however, that the town manager shall examine, or cause to be examined, the quantity, quality and condition of all supplies, material and equipment delivered to or received by any town agency; and provided further, that the town manager shall be responsible for the disposal of all supplies, material and equipment that have been declared surplus by any town agency. All contracts for purchase of services, supplies, material and equipment negotiated by a temporary or acting town manager under section 3 of this act shall be approved by the board of selectmen;
- (K) Negotiate collective bargaining agreements and all other contracts involving any subject within the jurisdiction of the office of the town manager, including contracts with town employees other than employees of the school department involving wages, hours and other terms and conditions of employment; provided, however, that all such contracts shall be subject to ratification and execution by the board of selectmen;
- (L) Assure that full and complete records of the financial and administrative activities of the town are kept and render, as often as may be required by the board of selectmen, a full report of all town administrative operations during the period reported on;
- (M) Sign warrants for payment prepared and signed by the town accountant in accordance with section 56 of chapter 41 of the General Laws; provided, however, that 1 selectman designated by vote of the board of selectmen shall approve all warrants for payment in the absence of the town manager or in the event an acting or interim town manager has been appointed in accordance with section 3 of this act;
- (N) Inquire or make investigation, at any time, into the conduct of office or performance of duties of any officer or employee, department, board, commission or other town agency;
- (O) Ensure that all provisions of the general laws and any special laws applicable to the town, town by-laws and other votes of town meeting and the board of selectmen that require enforcement by the town manager or officers subject to the direction and supervision of the town manager, are faithfully executed, performed or otherwise carried out;
- (P) Act as the liaison with and represent the board of selectmen before state, federal and regional authorities;
- (Q) Delegate to any subordinate officer or employee authority to exercise any power or perform any function or duty which is assigned to the office of the town manager, other than the signing of warrants for payment; provided, however, that all acts performed under any such delegation shall be deemed to be the acts of the town manager; and
- (R) Perform any other duties as are required to be performed by the town manager by town by-laws, town meeting, the board of selectmen or otherwise.

SECTION 3. TEMPORARY ABSENCE OR VACANCY

- (A) Temporary absence—By letter filed with the town clerk and board of selectmen, the town manager shall designate a qualified town administrative officer or employee to exercise the powers and perform the duties of town manager during a temporary absence or disability not in excess of ten business days, which person shall, when acting in that capacity, be known as the acting town manager. Following the expiration of such period, the board of selectmen may revoke such designation and appoint another qualified town administrative officer or employee to serve as the temporary town manager until the town manager returns. The powers of an acting town manager shall be limited to matters not permitting of delay and shall include authority to make temporary, emergency appointments or designations to town office or employment but not to make permanent appointments or designations.
- (B) Vacancy—Any vacancy in the office of town manager shall be filled as soon as possible by the board of selectmen; provided, however, that pending such permanent appointment, the board of selectmen shall appoint a qualified town administrative officer or employee to perform the duties of the office on an acting basis, which person shall be known as the interim town manager. Such appointment shall not exceed 6 months, but 1 renewal may be voted by the board of selectmen not to exceed a second 6 months. Compensation for such person shall be set by the board of selectmen within the appropriation made by town meeting for the office of town manager.

SECTION 4. REMOVAL AND SUSPENSION

The board of selectmen by majority vote of the entire board may terminate, remove or suspend the town manager from office; provided, however, that further conditions applicable to termination, removal and suspension may be addressed by the terms of any contract between the board of selectmen and the town manager.

SECTION 5. TRANSITIONAL PROVISIONS

The office of town administrator shall be abolished upon the effective date of this act, and the office of the town manager shall in all respects be its lawful successor. The appointed town administrator holding office as of the effective date of this act shall become the first Ayer town manager and shall serve for a period of time equivalent to the remainder of his appointed term as town administrator or sooner vacating of office. A town manager shall thereafter be appointed by the board of selectmen in accordance with section 1 of this act, and previous service as the town administrator shall not disqualify such person from being appointed as the town manager under this act.

Board of Selectmen:
Finance Committee:

Simple Majority Vote

Explanatory Note: Upon approval of the article, it will be submitted to the State Legislature for approval. Upon approval by the State Legislature, the incumbent Town Administrator shall become the Town Manager. Public Information Forum on Tuesday, October 10, 2017 at 6pm at the Ayer Town Hall. Presentation to be made at Town Meeting.

ARTICLE 4: AN ACT ESTABLISHING AN APPOINTED TREE WARDEN

To see if the Town will vote to authorize the Board of Selectmen to petition the General Court for special legislation changing the office of Tree Warden from elected to appointed, as set forth below; provided, however, that the General Court may make clerical or editorial changes of form only to the bill, unless the Board of Selectmen approves amendments to the bill before enactment, and to authorize the Board of Selectmen to approve such amendments as are within the scope of the general public objectives of the petition:

An Act Establishing the Appointed Office of Tree Warden in the Town of Ayer

SECTION 1. Notwithstanding any general or special law to the contrary, there shall be established in the town of Ayer the appointed position of tree warden. The tree warden shall be appointed and may be removed by the Ayer board of selectmen, and shall have all the powers and duties and be subject to the liabilities and penalties imposed by law on tree wardens.

SECTION 2. As of the effective date of this act, the elected office of tree warden shall be abolished and the term of the elected incumbent terminated, provided, however, that the incumbent holding the office of tree warden as of the effective date of this act, shall become the first appointed tree warden, and shall serve in such capacity for a period of time equivalent to the remainder of the incumbent's elected term or sooner vacating of office. Thereafter, appointments to the position of tree warden shall be made in accordance with section 1.

SECTION 3. This act shall take effect upon its passage.

Or take any other action therein or in relation thereto.

Board of Selectmen:
Finance Committee:

Simple Majority Vote

Explanatory Note: Upon approval by Town Meeting, this article will be submitted to the State Legislature for approval. Upon approval by the State Legislature, the incumbent elected Tree Warden shall become the appointed Tree Warden. Public Information Forum on Tuesday, October 10, 2017 at 6pm at the Ayer Town Hall. Presentation to be made at Town Meeting.

ARTICLE 5: AYER CULTURAL COUNCIL MEMBERSHIP

To see if the Town will vote to set the number of members of the Ayer Cultural Council to nine (9) or taken any other action therein or in relation thereto.

Board of Selectmen:
Finance Committee:

Simple Majority Vote

Explanatory Note: The number of members of the Cultural Council was never officially set. As a result the Council was a 12 member council which has proven to be challenging in terms of establishing quorum. At the request of the Cultural Council, the requested number is nine (9).

ARTICLE 6: ESTABLISHMENT OF A CONSERVATION FUND

To see if the Town will vote to establish for the use of the Conservation Commission a conservation fund, as described and authorized by the Conservation Commission Act (G.L.O. Chapter 40, Section 8C). The treasurer shall be the custodian thereof. The treasurer may deposit or invest the proceeds as set out in the Act; and income therefrom shall be credited to the fund. Money in said fund may be expended by Said Commission without further authorization for any purpose authorized by said Act, except that no expenditure for a taking by eminent domain shall be made unless such expenditure has been approved in accordance with said Act. The fund may receive gifts and donations. The town may appropriate money in any year to the fund or take any action thereon or related to.

Sponsor: Community Preservation Committee
Board of Selectmen
Finance Committee:

Simple Majority Vote

Explanatory Note: At the request of the Community Preservation Committee with the support of the Conservation Commission and Open Space Committee; this article would create a Conservation Fund of which funds would be used for the purposes of acquiring conservation, open space, and other lands. The Fund will be overseen by a Committee appointed by the Board of Selectmen consisting of a representative from Conservation, Planning, CPC, the BOS, and the Town Treasurer shall serve as the custodian of the funds.

ARTICLE 7: TRANSFER ARTICLE: TRANSFER OF FUNDS FROM THE COMMUNITY PRESERVATION FUND TO THE CONSERVATION FUND

To see if the Town will vote to transfer the sum of \$500,000 from the Community Preservation Committee Fund to the Conservation Fund or take any action thereon or related to.

Sponsor: Community Preservation Committee
Board of Selectmen:
Finance Committee:

Simple Majority Vote

Explanatory Note: This article would transfer \$500,000 from the Community Preservation Fund to the Conservation Fund as established by the previous article (Article 7).

ARTICLE 8: ARTICLE TO SUPPLEMENT PRIOR BORROWING VOTES TO PERMIT THE APPLICATION OF SALE PREMIUM TO PAY PROJECT COSTS

To see if the Town will vote to supplement each prior vote of the Town that authorizes the borrowing of money to pay costs of capital projects to provide that, in accordance with Chapter 44, Section 20 of the General Laws, the premium received by the Town upon the sale of any bonds or notes thereunder, less any such premium applied to the payment of the costs of issuance of such bond or notes, may be applied to pay project costs and the amount authorized to be borrowed for each such project shall be reduced by the amount of any such premium so applied.

Board of Selectmen:
Finance Committee:

Simple Majority Vote

Explanatory Note: This article would authorize the Town to supplement prior borrowing votes by Town Meeting to allow the application of the sale premium from bonds to pay capital project costs.

ARTICLE 9: TRANSFER ARTICLE: TRANSFER OF FUNDS FROM STABILIZATION ACCOUNT FOR THE PURPOSES OF FUNDING MANDATED RETIREMENT CONTRIBUTIONS FOR TOWN PERSONNEL WHO ACTIVELY SERVED IN THE MILITARY

To see if the Town will vote to transfer the amount of \$16,468.07 from the Town's Stabilization Account for the purposes of funding the mandated retirement contributions of two Town Employees who actively served in the military while employed by the Town or take any action thereon or related to.

Board of Selectmen:
Finance Committee:

Two-Thirds Majority Vote

Explanatory Note: Per MGL, the Town is mandated to pay the employer contribution to the retirement system for any Town Employee who is actively deployed with the U.S. Military. The Town currently has two Employees and the transfer amount of \$16,468.07 represents the total mandated amount for the two Employees.

ARTICLE 10: CPC FUNDS FOR THE HISTORIC RENOVATION OF THE FORMER FIRE STATION CUPOLA AND ROOF

To see if the Town will vote to authorize the amount of \$30,000 from the Community Preservation Fund for the purposes of the historic restoration of the cupola and roof of the former Fire Station on Washington Street or take any action thereon or in relation thereto.

Board of Selectmen: Simple Majority Vote
Finance Committee:

Explanatory Note: This article would authorize the funding of \$30,000 to the developer of the Former Fire Station for the purposes of the historic restoration of the cupola and roof.

ARTICLE 11: TRANSFER BORROW AUTHORIZATION FOR DPW OPERATIONS CENTER

To see if the Town will vote to transfer the unexpended borrow authorization totaling \$126,570 from Article 20 of the May 9, 2016 Annual Town Meeting, DPW-Sewer Enterprise W. Main Pump Station Construction to the pay additional costs of constructing and equipping/furnishing the DPW Operations Center, or take any action thereon or in relation thereto.

Board of Selectmen: Two-Thirds Vote Required
Finance Committee:

Explanatory Note: This article will authorize the transfer of an unexpended borrow in the amount of \$126,570 from the completed W. Main Pump Station construction project to pay the additional costs for constructing and equipping/furnishing the DPW Operations Center. Presentation to be made at Town Meeting.

ARTICLE 12: TRANSFER OF UNEXPENDED BOND PROCEEDS FOR DPW OPERATIONS CENTER

To see if the Town will vote to transfer the following amounts that were previously appropriated and raised by borrowing under the following votes of the Town as such amounts are no longer needed to complete the projects for which they were initially borrowed, to pay the additional costs of constructing and equipping/furnishing the DPW Operations Center:

<u>Amount to be Transferred</u>	<u>Warrant Article</u>	<u>Meeting Date</u>	<u>Original Purpose</u>
\$35,035	2	June 8, 2015	Stony Brook Pump Station
\$24,822	18	May 13, 2013	Culvert Replacement Victor Dr

Or take any action thereon or in relation thereto.

Board of Selectmen: Simple Majority Vote Required

Finance Committee:

Explanatory Note: This article would authorize the transfer of unexpended bond proceeds from the completed projects above in the amounts above to pay the additional costs of constructing and equipping/furnishing the DPW Operations Center. Presentation to be made at Town Meeting.

ARTICLE 13: RECREATIONAL MARIJUANA LICENSES

To see if the Town will vote to set the number of recreational marijuana licenses in the Town of Ayer to one (1) license or take any action thereon or in relation thereto.

[TOWN COUNSEL TO PROVIDE ARTICLE LANGUAGE]

Board of Selectmen
Finance Committee

Simple Majority Vote

Explanatory Note: The Town may limit the number of recreation marijuana licenses to a minimum of 20% of the Town's existing package store licenses (which is 6); therefore the Town may limit the number to one (1) license. If this article passes Town Meeting it must also pass by a ballot vote at a Special Election.

A True Copy Attest: _____

Date: _____

Susan E. Copeland
Town Clerk, Tax Collector and Treasurer

As directed in the foregoing warrant, I have this day posted three attested copies in three public places, one of which was the Town Hall at least fourteen days before said meeting, all as herein directed.

Constable

Date: _____

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



Broadcast and Recorded by APAC

Tuesday September 19, 2017
Open Session Meeting Minutes

Present: Christopher R. Hillman, Chair; Jannice L. Livingston, Vice – Chair (*Exits at 8:32 PM*); Gary J. Luca, Clerk

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

Call to Order: C. Hillman called the meeting to order at 7:02 PM.

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

Review and Approve Agenda: R. Pontbriand asked to amend the agenda by adding three additional Cultural Council appointees under his report. He also asked to add a discussion on the establishment of a Conservation Fund under his report.

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

Announcements: C. Hillman announced the following:

- There will be a Special Town Meeting this coming Monday September 25, 2017 at 7:00 PM on the 2nd Floor of the Ayer Town Hall to consider the Special Tax Assessment Agreement with AMSC and 114 East Main, LLC.
- There will be a Park Street Form Based Code Public Visioning Charrette on Thursday September 21, 2017 at 6:00 PM.

Review of Warrants: G. Luca stated that he signed the following warrants on behalf of the BOS:

- 2017-09-05 Accounts Payable 18-04 \$432,216.92
- 2017-09-13 Payroll 18-05 \$307,749.67

Public Input: None

Appointment of Conservation Agent: Conservation Commission Chair Bill Daniels introduced Ms. Jo-Anne Crystoff, the Conservation Commission's recommended candidate for the position of Conservation Agent. Ms. Crystoff stated that she recently moved to Ayer in June and she is very excited for the opportunity.

Motion: A motion was made by G. Luca and seconded by J. Livingston to appoint Ms. Jo-Anne Crystoff to the position of Conservation Agent, effective date to be determined. **Motion passed 3-0.**

R. Pontbriand asked to take the discussion of the Establishment of a Conservation Fund out of order. BOS members agreed.

Establishment of a Conservation Fund: R. Pontbriand was joined by CPC Chair Janet Providakes and Conservation Commission Chair Bill Daniels to inform the BOS that they would be putting a forth two articles at the Fall Town Meeting to establish a Conservation Fund and to then transfer \$100,000 from CPC funds to the newly established conservation fund. The main objective in establishing the fund is to purchase open space/conservation land, if the land would be of value to the Town's open space goals.

Chief Robert J. Pedrazzi, Fire Department: *Community Emergency Response Team* - Chief Pedrazzi and Call Firefighter John Delcore spoke with the BOS about the establishment of a Community Emergency Response Team (CERT) for the purposes of enhancing the Town's emergency preparedness. The CERT team will be a team of individuals that could help with non-emergency tasks during large events. FEMA has guidelines and training material established to train CERT team members. Chief Pedrazzi is asking for authorization to make appointments to the CERT Team.

Motion: A motion was made by G. Luca and seconded by J. Livingston to authorize Chief Pedrazzi, as the Town's Emergency Management Director to appoint members to the CERT team. **Motion passed 3-0.**

Discussion on Recreational Marijuana: *Central Ave. Compassionate Care* – Owner John Hillier, Mark Hillier and Attorney Chris Lilly were in attendance to discuss their future plans for transitioning to the recreational marijuana market. They are planning on keeping Central Ave. Compassionate Care open as a medical facility. Retail and processing will be in another location. Mr. Hillier reported that since opening, Central Ave. Compassionate Care employees 26 employees, almost double what they had originally projected. He also stated that the Cannabis Control Commission has yet to draft regulations, but by July 1, 2018 retail shops are able to sell marijuana.

G. Luca stated that Central Ave. Compassionate Care has been a good neighbor and he has never heard anything bad about it. He also thanked Mr. Hillier for investing in the Town's Youthworks program.

Attorney Chris Lilly stated that with the newest law, a host agreement is required as part of the application process with the Cannabis Control Commission.

C. Hillman stated that he worries about the location of a retail marijuana shop. J. Hillier said similar to his medical location, he will remain in the general business district.

R. Pontbriand stated that the Town has several options being either a moratorium, limiting the number of licenses or a ban. However, if banned or a moratorium was put into effect, Central Ave. Compassionate Care would not be impacted because it is a current operating registered medical dispensary. R. Pontbriand strongly advised that Town Meeting should vote some form of local control by December 31, 2017.

J. Livingston spoke in favor of limiting the licenses because of the great working relationship between the Town and Mr. Hillier.

Motion: A motion was made by G. Luca and seconded by J. Livingston to enter into a community host agreement with Central Ave. Compassionate Care exclusively and to move forward with limiting the number of retail shops to one.

Mr. Connie Sullivan, 79 East Main Street asked about being given more time to vet the retail locations beyond December 31, 2017.

J. Livingston stated that we have a golden opportunity given the information presented and that we are feeling the pressure of time because the state was slow to manage the program.

C. Hillman stated that the Motion was still on the table. **Motion passed 3-0.**

Nasoya Odor Issue Update: R. Pontbriand introduced Mr. Elvin Moquette and Mr. Daniel Jung from Nasoya. Mr. Moquette reported that Nasoya continues to take air quality samples to pinpoint the exact cause of the odor. R. Pontbriand reported that DEP will expedite the permitting processes for the addition of another 3rd scrubber.

J. Livingston exits at 8:32 PM

Presentation of Depot Square Conceptual Designs: R. Pontbriand introduced Mr. Mo Khan and Mr. George Kahale from MART and MRPC to present two conceptual designs for Depot Square as part of the Commuter Rail Parking and Rail Access Improvement Project. Two designs were presented, one being a curved pattern and the other being more of a geometric design. Both designs have greenery/trees/shrubs, waiting stations and bike racks. Both plans have a space for public art and for the historic fountain.

Ms. Kathleen O'Connor, 10 Amandrey Way asked that functionality be kept in mind as many of the commuters use the current Advocates Building as a wind breaker in the colder months.

The BOS and audience members had a general conversation about the use of pavers versus using stamped concrete.

Ms. O'Connor asked if Depot Square was the proper place for the historic fountain. A. Manoian stated that the piece should be properly restored and returned to its original location.

The BOS unanimously preferred option 2 which is the curved pattern labeled L1.01.

Mr. Alan Manoian, Dir. Community & Economic Development: - *Lien Subordination Request/49 Main Street* – A. Manoian presented a lien subordination request for 49 Main Street (the Fletcher Building) in the amount of \$543,750. He explained that the borrower is consolidating his loans and paying off the Town's IDFA loan.

Motion: A motion was made by G. Luca and seconded by C. Hillman to approve the lien subordination request for 49 Main Street. **Motion passed 2-0.**

2017-2018 BHTCC Contract with the Advocates – A. Manoian presented the 2017/2018 Behavioral Health Treatment Court Collaborative between the Town of Ayer and Advocates Inc. for the drug court program. The contract is in the amount of \$341,312 and runs from September 30, 2017 through September 29, 2018.

Motion: A motion was made by G. Luca and seconded by C. Hillman to approve the 2017/2018 BHTCC contract between the Town of Ayer and Advocates, Inc. in the amount of \$341,312. **Motion passed 2-0.**

Town Administrator's Report: *Administrative Update* – R. Pontbriand reminded the BOS of the Special Town Meeting coming up on Monday September 25, 2017 to consider a Special Tax Assessment Agreement. He added that the Administration held an informational forum on September 14, 2017 in advance of the September 25, 2017 Special Town Meeting. R. Pontbriand also reported that the fence replacement across from Town Hall has been "Dig Safed" and will commence soon.

C. Hillman stated that he was frustrated with the timeline of capital projects and that they are presented with a sense of urgency and takes too long to complete. He then stated he "wasn't in the mood" to approve capital projects during this year's capital planning process.

Finally, R. Pontbriand reported that the Town Planner begins on September 19, 2017 and that Facilities Director Dan Sherman is retiring effective October 2, 2017.

Appointments – R. Pontbriand asked the following residents to be appointed to the Cultural Council:

- Erin Clements, Bob Williams and Marilyn McMillan to serve unexpired terms expiring June 30, 2018
- Tyler McMillan to serve an unexpired term to expire on June 30, 2019

Motion: A motion was made by G. Luca and seconded by C. Hillman to appoint Erin Clements, Bob Williams and Marilyn McMillan to the Cultural Council to serve an unexpired term to expire on June 30, 2018 and to appoint Tyler McMillan to serve an unexpired term to expire on June 30, 2019. **Motion passed 2-0.**

Jonathan Drive Water Line Easement – On behalf of DPW Superintendent Mark Wetzel, R. Pontbriand presented an easement for the water line on Jonathan Drive. The water line loop will provide a secondary water line to Groton School Road/Fitchburg Road area.

Motion: A motion was made by G. Luca and seconded by C. Hillman to approve the Jonathan Drive water easement as presented by the Town Administrator. **Motion passed 2-0.**

Discharge of Claim – 14 Williams Street – R. Pontbriand then presented a discharge of claim in the amount of \$23,877.90 for 14 Williams Street. The property had a lien in that amount for boarding up and exterior debris removal. CIT Bank, the mortgage holder, is paying the lien placed on the property by the Town.

Motion: A motion was made by G. Luca and seconded by C. Hillman to approve Discharge of Claim for 14 Williams Street in the amount of \$23,877.90. **Motion passed 2-0.**

New Business/Selectmen's Questions: *Supplemental Ch. 90 Appropriation Discussion* – G. Luca explained that he would like to start using town funds to augment Ch. 90 paving money. R. Pontbriand stated that he will sit down with the DPW Superintendent and the Town Accountant to begin discussions on the concept.

Traffic Island Program Discussion – A. Manoian is recommending that the traffic island program be completely managed by the Town as far as planting and maintenance. Sponsorship opportunities will still be available.

Approval of Meeting Minutes:

Motion: A motion was made by G. Luca and seconded by C. Hillman to approve the meeting minutes of September 5, 2017. **Motion passed 2-0.**

Adjournment:

Motion: A motion was made by G. Luca and seconded by C. Hillman to adjourn at 9:47 PM. **Motion passed 2-0.**

Minutes Recorded and Submitted by Carly M. Antonellis

Date Minutes Approved by BOS: _____

Signature Indicating Approval: _____