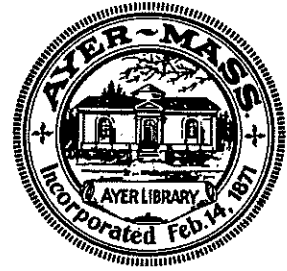


Town of Ayer
Board of Selectmen
Ayer Town Hall – 1st Floor Meeting Room
Ayer, MA 01432



Tuesday February 21, 2017
Open Session Meeting Agenda

- 7:00 PM **Call to Order**
Pledge of Allegiance; Review and Approve Agenda; Review of Warrant(s);
Announcements
- 7:05 PM* **Public Input**
- Mr. Thatcher Kezer, Devens Regional MART Shuttle Service**
- 7:25 PM **Mr. Mark Wetzel, Superintendent, DPW**
1. Recommendation of Award – Land Lease for Solar Photovoltaic Projects
- 7:30 PM **Town Administrator's Report**
1. Administrative Update
2. Appointments
3. FY' 18 Budget Discussion
4. FY'17 Snow/Ice Deficit Spending
5. Keno Monitor Installation Request – Ayer Convenience, 60 Park Street
6. 66 Westford Road Update
- 7:45 PM **New Business/Selectmen's Questions**
- 7:50 PM **Approval of Meeting Minutes**
February 7, 2017
- **Executive Session Pursuant to MGL c. 30A, §21A**
1. Exemption #3 (Litigation Strategy) *Power v. Carlin's*
- Adjournment**

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

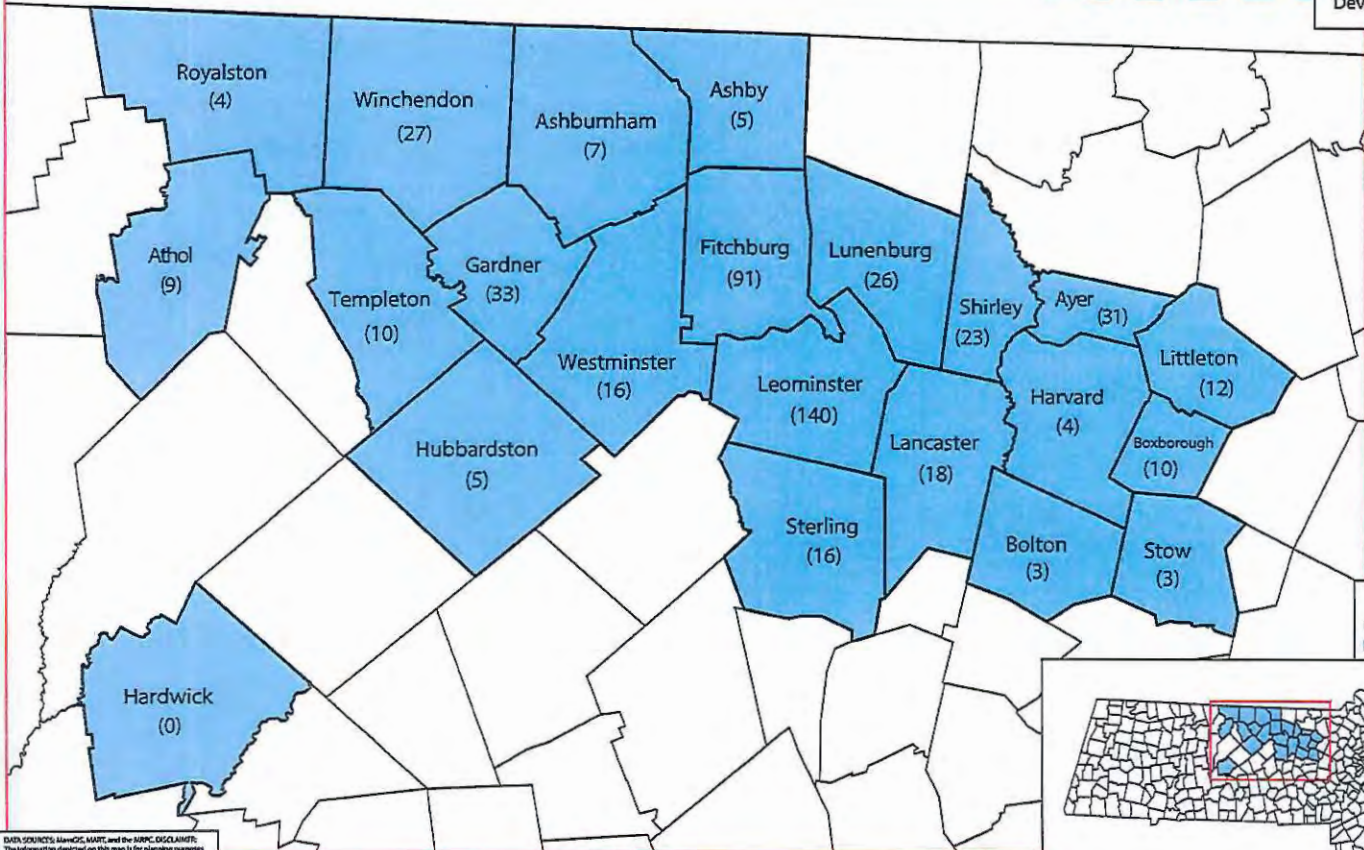
*** The BOS will adjourn for the evening at the conclusion of Executive Session*

DEVENS BUS ROUTE SERVICE

PRESENTATION
BY
GEORGE W. KAHALE
DECEMBER 2016

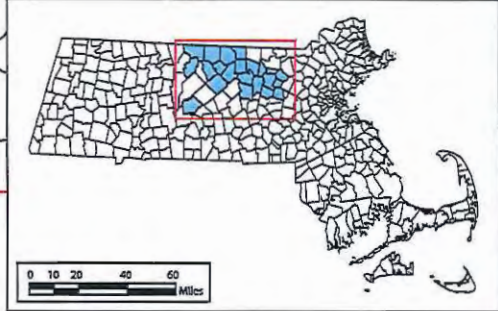


Workers Commuting to Devens by Community



Legend

- MA Community Boundaries
- MATT Communities

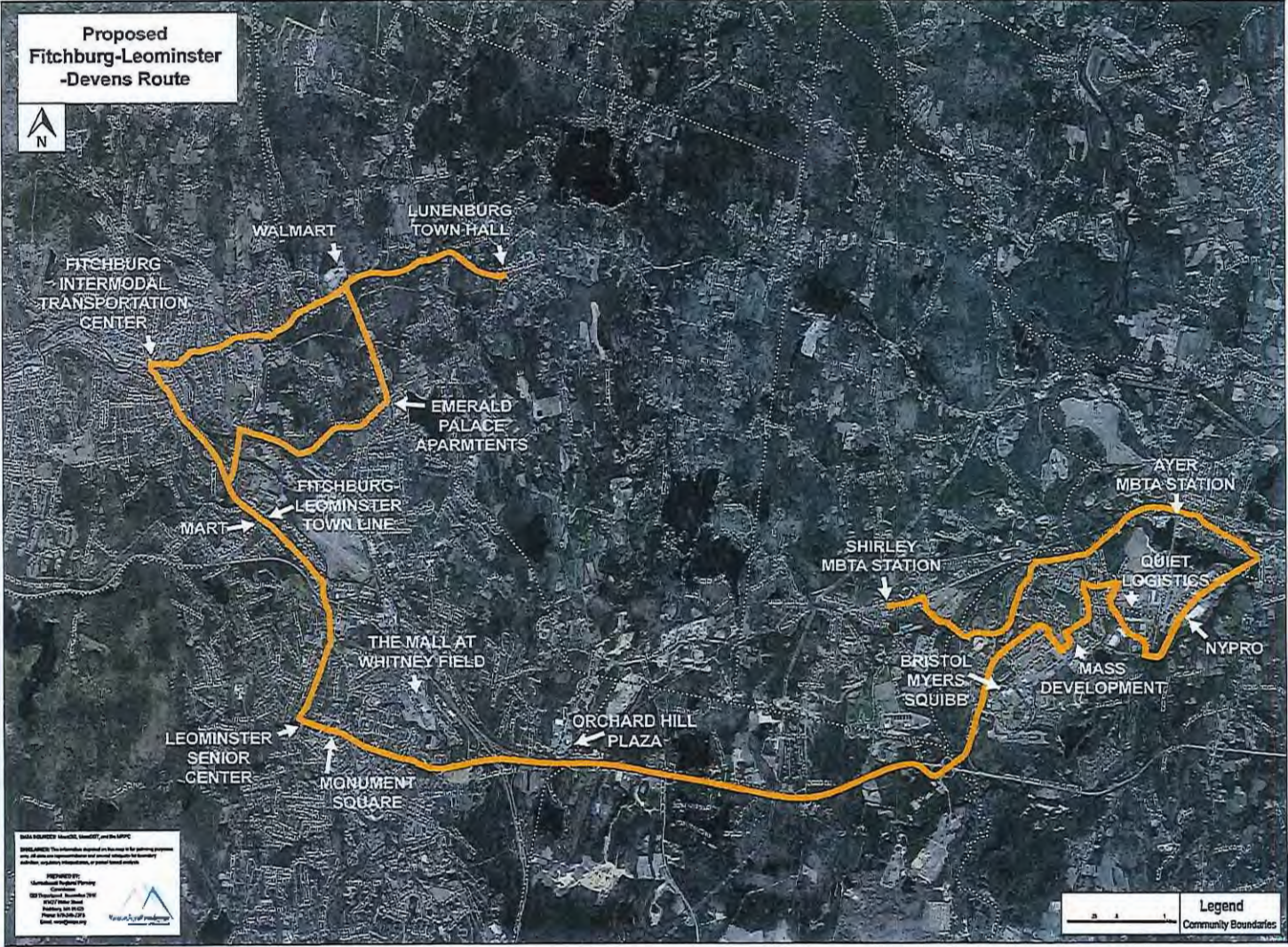


DATA SOURCES: MA-HDC, MATT, and the NRPC. **DISCLAIMER:** The information depicted on this map is for planning purposes only. All data are approximate and are not adequate for boundary definition, regulatory interpretation, or parcel-level analysis.

PREPARED BY:
 Massachusetts Regional
 Planning Commission
 November 2016
 1420 Winter Street
 Fitchburg, MA 01420
 Phone: 978-343-2326
 Email: mrc@rcplan.org



**Proposed
Fitchburg-Leominster
-Devens Route**



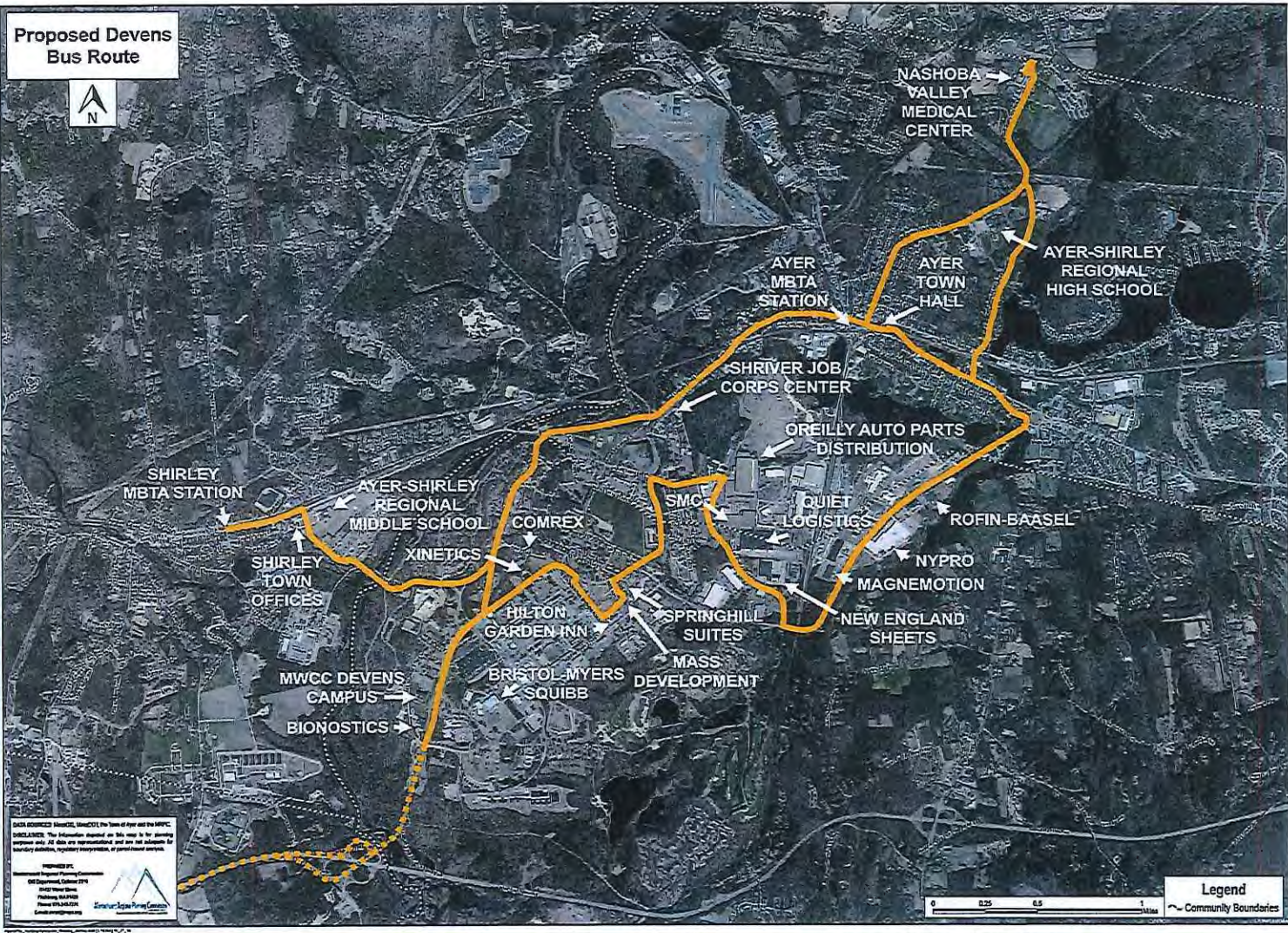
DATA SOURCES: MassGIS, GoogleEarth, and the MPOC

DISCLAIMER: This information is provided on an "as is" basis for planning purposes only. It does not constitute a guarantee, warranty, or professional engineering or architectural service. It is not intended to be used for any other purpose without the express written consent of the provider.

PREPARED BY:
Massachusetts Department of Transportation
Office of Planning and Research
100 Water Street
Boston, MA 02109
Phone: 617-824-2250
Email: map@dot.state.ma.us

0 1 2 3 4 5
Legend
Community Boundaries

Proposed Devens Bus Route



DATA SOURCES: MassGIS, MassDOT, the Town of Ayer and the MBTA.
DISCLAIMER: The information shown on this map is for planning purposes only. All data are representative and are not suitable for boundary definition, regulatory interpretation, or permit-based analysis.

Prepared by:
 Regional Planning Commission
 Old Department, October 2016
 3002 West Street
 Haverhill, MA 01830
 Phone: 978.336.2211
 www.rpcdevens.com



Devens Workers						
MART Communities						
	Fitchburg	Leominster	Lunenburg	Ayer	Shirley	
Shift Start						Total Workers
5:00 AM	11	12	3	2	3	31
6:00 AM	3	3	1	1	0	8
6:30 AM	1	1	2	0	1	5
7:00 AM	9	4	2	8	6	29
7:30 AM	0	0	0	1	0	1
8:00 AM	23	47	4	4	2	80
8:30 AM	7	19	9	8	4	47
9:00 AM	1	3	0	0	0	4
Total	55	89	21	24	16	205

MART Communities						
	Fitchburg	Leominster	Lunenburg	Ayer	Shirley	
Shift End						Total Workers
5:00 PM	19	28	12	9	4	72
5:30 PM	5	4	2	0	0	11
6:00 PM	4	1	0	1	3	9
6:30 PM	5	4	3	0	1	13
7:00 PM	2	1	0	6	6	15
7:30 PM	4	2	0	1	0	7
8:00 PM	19	40	2	3	3	67
Total	58	80	19	20	17	194

All Employees living in MART Communities for All Employers

Town	Shift Start	Shift End	# of Temporary Workers	Number of All Workers
Ashby	5:00 AM	5:00 PM		2
	8:00 AM	4:00 PM		1
	8:30 AM	5:00 PM		1
	between 7:00 and 10:00 AM	between 3:30 and 5:30 PM		1
	TOTAL =			5
Athol	7:00 AM	7:00 PM		1
	7:30 AM	4:00 PM		1
	6:00 PM	4:00 PM		2
	7:00 PM	7:00 AM		1
	N/A	N/A		4
TOTAL =			9	
Ayer	4:30 AM	between 1:00 and 3:00 PM		1
	5:00 AM	5:00 PM		1
	5:00 AM	between 1:30 and 3:30 PM		1
	6:00 AM	between 2:30 and 4:30 PM		1
	7:00 AM	2:00 PM		1
	7:00 AM	7:00 PM	5	6
	7:30 AM	4:00 PM		1
	8:00 AM	8:00 PM	3	3
	8:30 AM	5:00 PM		8
	10:00 AM	between 6:30 and 7:30 PM		1
	7:00 PM	7:00 AM	3	4
	between 3:00 -5:00 PM	between 9:00 -11:00 PM		1
	between 7:00-9:00 AM	between 3:00 - 6:00 PM		1
N/A	N/A		1	
TOTAL =			11	31
Bolton	N/A	N/A		3
Boxborough	8:30 AM	5:00 PM		8
	8:00 AM	8:00 PM	1	1
	7:00 AM	7:00 PM	1	1
TOTAL =			2	10
Devens	5:00 AM	between 1:30 and 3:30 PM		1
	8:30 AM	5:00 PM		2
TOTAL =			3	

All Employees living in MART Communities for All Employers

Town	Shift Start	Shift End	# of Temporary Workers	Number of All Workers
Fitchburg	3:30 AM	12:00 PM		1
	5:00 AM	between 1:30 and 5:00 PM		11
	5:45 AM	3:45 AM		1
	6:00 AM	2:00 PM		1
	6:00 AM	4:00 PM		1
	6:30 AM	6:30 AM		1
	7:00 AM	7:00 PM	2	4
	7:00 AM	between 3:00 and 5:30 PM		5
	8:00 AM	between 4:30 and 6:30 PM		4
	8:00 AM	8:00 PM	2	2
	8:30 AM	between 4:30 PM and 5:00 PM		7
	9:00 AM	5:00 PM		1
	10:00 AM	between 6:30 and 7:30 PM		4
	5:00 PM	5:00 AM		4
	6:00 PM	between 1:00 and 6:00 AM		1
	8:00 PM	8:00 AM	5	5
	between 3:00 -5:00 PM	between 9:00 -11:00 PM		1
	between 7:00 and 10:00 AM	between 3:00 and 6:00 PM		3
	N/A	N/A		34
	TOTAL =			9
Gardner	2:00 AM	between 10:30 AM and 12:30 PM		1
	5:00 AM	5:00 PM		1
	6:00 AM	between 2:30 and 4:30 PM		2
	7:00 AM	4:00 PM		1
	7:00 AM	7:00 PM		3
	8:00 AM	between 4:30 and 6:30 PM		1
	8:00 AM	8:00 PM	2	2
	8:30 AM	5:00 PM		4
	10:00 AM	between 6:30 and 7:30 PM		4
	11:00 AM	4:00 PM		1
	6:00 PM	between 1:00 and 6:00 AM		1
	N/A	N/A		12
TOTAL =			2	33
Harvard	6:30 AM	6:30 AM		1
	8:30 AM	5:00 PM		3
TOTAL =			4	
Hubbardston	6:00 AM	4:00 PM		1
	8:00 AM	4:00 PM		1
	8:30 AM	5:00 PM		1
	N/A	N/A		2
TOTAL =			5	

All Employees living in MART Communities for All Employers

Town	Shift Start	Shift End	# of Temporary Workers	Number of All Workers
Lancaster	5:00 AM	between 1:30 and 3:30 PM		1
	6:30 AM	6:30 AM		1
	7:00 AM	7:00 PM	2	2
	8:00 AM	5:00 PM		1
	8:00 AM	8:00 PM	2	2
	8:30 AM	5:00 PM		3
	9:00 AM	4:00 PM		1
	5:00 PM	5:00 AM		1
	7:00 PM	7:00 AM	2	3
	N/A	N/A		3
	TOTAL =		6	18
Leominster	3:00 AM	4:00 PM		1
	4:30 AM	between 1:00 and 3:00 PM		2
	5:00 AM	4:00 PM		1
	5:00 AM	5:00 PM		6
	5:00 AM	between 1:30 and 3:30 PM		5
	6:00 AM	between 2:30 and 4:30 PM		3
	6:30 AM	6:30 AM		1
	7:00 AM	between 3:30 and 5:30 PM		1
	7:00 AM	7:00 PM	1	1
	8:00 AM	4:00 PM		3
	8:00 AM	between 4:30 and 6:30 PM		3
	8:00 AM	8:00 PM	13	13
	8:30 AM	5:00 PM		19
	9:00 AM	5:00 PM		3
	10:00 AM	between 6:30 and 7:30 PM		2
	3:00 PM	11:00 PM		1
	5:00 PM	5:00 AM		2
	7:00 PM	7:00 AM	1	4
	8:00 PM	8:00 AM	7	7
	10:00 PM	4:00 PM		1
	11:00 PM	4:00 PM		1
	between 3:00 -5:00 PM	between 9:00 -11:00 PM		1
between 7:00 -9:00 AM	between 3:00 -6:00 PM		1	
between 7:00 and 10:00 AM	between 3:30 and 5:30 PM		3	
N/A	N/A		55	
	TOTAL =		22	140
Littleton	7:30 AM	4:00 PM		1
	8:00 AM	8:00 PM	1	1
	8:30 AM	5:00 PM		10
	TOTAL =		1	12

All Employees living in MART Communities for All Employers

Town	Shift Start	Shift End	# of Temporary Workers	Number of All Workers
Lunenburg	5:00 AM	5:00 PM		2
	5:00 AM	between 1:30 and 3:30 PM		1
	6:00 AM	between 2:30 and 4:30 PM		1
	6:30 AM	6:30 AM		1
	6:30 AM	5:00 PM		1
	7:00 AM	between 3:30 and 5:30 PM		2
	8:00 AM	between 4:30 and 6:30 PM		2
	8:30 AM	5:00 PM		9
	5:00 PM	5:00 AM		1
	6:00 PM	between 1:00 and 6:00 AM		1
8:00 PM	8:00 AM	1	1	
N/A	N/A		4	
	TOTAL =		1	26
Royalston	7:30 AM	4:00 PM		1
	8:00 AM	8:00 PM	1	1
	4:00 PM	4:00 PM		1
	N/A	N/A		1
	TOTAL =		1	4
Shirley	5:00 AM	between 1:30 and 3:30 PM		3
	6:30 AM	6:30 PM		1
	7:00 AM	7:00 PM	2	6
	8:00 AM	8:00 PM	1	1
	8:30 AM	5:00 PM		4
	between 3:00 -5:00 PM	between 9:00 -11:00 PM		1
	between 7:00 and 10:00 AM			
	AM	between 3:00 and 6:00 PM		3
	7:00 PM	7:00 AM	1	1
	8:00 PM	8:00 AM	1	1
N/A	N/A		2	
	TOTAL =		5	23
Sterling	5:00 AM	5:00 PM		2
	6:30 AM	6:30 AM		1
	7:00 AM	7:00 PM		1
	8:00 AM	5:00 PM		1
	8:30 AM	5:00 PM		7
	9:00 AM	5:00 PM		2
	8:00 PM	8:00 AM	1	1
	N/A	N/A		1
	TOTAL =		1	16

All Employees living in MART Communities for All Employers

Town	Shift Start	Shift End	# of Temporary Workers	Number of All Workers
Stow	6:30 AM	6:30 AM		1
	8:30 AM	5:00 PM		2
	TOTAL =			3
Templeton	1:00 AM	4:00 PM		1
	6:00 AM	between 2:30 and 4:30 PM		1
	8:30 AM	5:00 PM		3
	10:00 AM	between 6:30 and 7:30 PM		1
	7:00 PM	7:00 AM		1
	N/A	N/A		3
TOTAL =			10	
Westminster	5:00 AM	5:00 PM		1
	5:00 AM	between 1:30 and 3:30 PM		2
	7:00 AM	7:00 PM		1
	8:30 AM	5:00 PM		3
	10:00 AM	4:00 PM		1
	5:00 PM	5:00 AM		2
N/A	N/A		6	
TOTAL =			16	
Winchendon	5:00 AM	5:00 PM		4
	5:00 AM	between 1:30 and 3:30 PM		3
	6:30 AM	6:30 AM		1
	7:00 AM	7:00 PM	4	5
	8:00 AM	5:00 PM		1
	8:30 AM	5:00 PM		2
	5:00 PM	5:00 AM		1
	6:00 PM	between 1:00 and 6:00 AM		2
N/A	N/A		8	
TOTAL =			4	27

Devens peak time Fixed route bus service

A. Objective

1. From Fitchburg/Leominster/Lunenburg area to Devens Industries (5 stops) at 5:00am or earlier.
2. Provide reverse commute last mile service from Ayer Commuter Rail Station to Devens (5 stops) at 7:20am and 8:50am
3. Provide bus/van service for Ayer/Shirley/Devens residents to Target/Kohls and to Macy's (Whitney Field Mall) at 9:30am
4. Provide return trip for the shoppers from Target/Macy's at 3:00pm.
5. Provide reverse commute last mile service back to Ayer Station for Boston return from Devens (5 Stops) at 4:00pm and 5:30pm
6. From Fitchburg/Leominster area to Devens Industries (5 stops) at 6:50pm or earlier.
7. Provide Devens worker back to Fitchburg/Leominster/Lunenburg area from Industries (5 stops) at 7:15pm

Devens - Ayer - Shirley Preliminary (Weekdays Service)

Bus Stops	Bus Arrival	Train Arrival Outbound	Train Depart Inbound	Bus Departure
AM Bus Service				
Lunenburg Town Hall	5:00 AM			
Fitchburg ITC	5:10 AM			
Monument Sq. Leominster	5:20 AM			
Devens	5:40 AM			
Devens (5 Stops) Loop	5:55 AM	<i>last stop for 6:00 AM Shift</i>		
Lunenburg Town Hall	6:00 AM			
Fitchburg ITC	6:10 AM			
Monument Sq. Leominster	6:20 AM			
Devens	6:40 AM			
Devens (5 Stops) Loop	6:55 AM	<i>last stop for 7:00 AM Shift</i>		
Ayer Station	7:10 AM	7:14 AM		7:20 AM
Devens	7:30 AM			
Devens (5 Stops) Loop	7:30 AM			7:45 AM
45 Min. Local Service				
7:45 To 8:30				
Ayer Station	8:30 AM	8:46 AM		8:50 AM
Devens	9:00 AM			
Devens (5 Stops) Loop	9:00 AM			9:15 AM
Ayer/Shirley Shopper Loop	9:15 AM			9:45 AM
Shirley Station	9:45 AM			
Orchard Hill Park	10:00 AM			
Whitney Field Mall	10:15 AM			
PM Bus Service				
Whitney Field Mall	3:00 PM			
Orchard Hill Park	3:15 PM			
Shirley Station	3:30 PM			
Ayer/Shirley Shopper Loop	3:30 PM			4:00 PM
Devens (5 Stops) Loop	4:00 PM			4:15 PM
Ayer Station	4:25 PM		4:33 PM	
45 Min. Local Service				
4:30 To 5:15				
Devens (5 Stops) Loop	5:15 PM			5:30 PM
Ayer Station	5:40 PM		6:10 PM	5:40 PM
Shirley Station	5:45 PM			
Fitchburg ITC	6:15 PM			
Monument Sq. Leominster	6:30 PM			
Devens	6:45 PM			
Devens (5 Stops) Loop	6:45 PM			6:55 PM
Devens (5 Stops) Loop	7:00 PM			7:15 PM
Monument Sq. Leominster	7:30 PM			
Lunenburg Town Hall	7:45 PM			
Fitchburg ITC	8:00 PM			

A. Approximate Estimation bus/van hours

First Vehicle AM: 5:00am – 9:00am: Total 4.0 hours + 0.5-hour headway = 4.5 hour

Second Vehicle AM: 6:00am – 7:30am: Total 1.5 hours + 0.5-hour headway = 2.0 hour

PM: 3:00pm – 8:00pm: Total 5.0 hours + 0.5-hour headway = 5.5 hour

Hour per day = 4.5 hour + 2.0 hour + 5.5 hour = 12 hours/day

Week days : 12 hours/day

Saturdays : 12 hours (rough estimate)

Total (6 days weekly require): 72 hours of service/week

B. Cost for bus: 72 hours (M-S) @ \$90.00 = \$6,480/week

(Up to 38 passengers Bus) 51 Weeks = \$330,480/year

Admin. Fee 15% = \$49,572

Total service cost = \$380,052/ Annual bus cost

Cost for van: 72 hours (M-S) @ \$60.00 = \$4,320/week

(Up to 22 passengers Van) 51 weeks = \$220,320/year

Admin. Fee 15% = \$33,048

Total service cost = \$253,368 annual van cost

Possible funding (service by bus)

1. Passenger : $25 \times \$1.5 \times 2 = \$75/\text{day} \times 6 \times 51$	= \$22,950	
2. Commuter: $30 \times \$1.0 \times 2 = \$60/\text{day} \times 5 \times 51$	= \$15,300	
3. Shopper : $30 \times \$1.5 \times 2 = \$90/\text{day} \times 6 \times 51$	= <u>\$27,500</u>	
Total fare box	= \$65,750	= \$65,750
Devens Industries & Businesses		= \$104,767
Local Assessment (Ayer/Shirley/Devens)		= \$104,767
MART/STATE		= <u>\$104,767</u>
Total service cost		= \$380,052/ Annual bus cost

Possible funding (service by van)

1. Passengers : $15 \times \$1.5 \times 2 = \$45/\text{day} \times 6 \times 51$	= \$13,440	
2. Commuter : $20 \times \$1.0 \times 2 = \$40/\text{day} \times 5 \times 51$	= \$10,200	
3. Shopper : $15 \times \$1.5 \times 2 = \$45/\text{day} \times 6 \times 51$	= <u>\$13,770</u>	
Total fare box	= \$37,740	= \$37,740
Devens Industries & Businesses		= \$71,876
Local Assessment (Ayer/Shirley/Devens)		= \$71,876
MART & STATE		= <u>\$71,876</u>
Total service cost		= \$253,368 annual van cost

A. **Sunday Service Cost:** 6 hours (rough estimate)
Cost for bus: 6 hours @ \$90.00 x 1.5 hour = \$810/day
(Up to 38 passengers Bus) 51 Weeks = \$41,310/year
Admin. Fee 15% = \$6,197
Total Sunday service cost = \$47,507/ Annual bus cost

Cost for van: 6 hours @ \$60.00 x 1.5 hour = \$540/day
(Up to 22 passengers Van) 51 weeks = \$27,540/year
Admin. Fee 15% = \$4,131
Total Sunday service cost = \$31,671/ Annual van cost

Massachusetts Department of Revenue
 Division of Local Services
 Municipal Databank/Local Aid Section
 Cherry Sheet: Municipalities, Final Budget

1. Where present, uncheck NULL boxes and enter values (no commas) to set min and max data ranges.
2. Report will always include all data, but will display only communities within set ranges.
3. Click "View Report" and scroll down to check report status.
4. To view or sort data, export to Excel.

[Close](#)

Municipality Year

2 of 2 Find | Next

C.S. 1 EC Commonwealth of Massachusetts Department of Revenue FY2017
NOTICE TO ASSESSORS OF ESTIMATED CHARGES
 General Laws, Chapter 89, Section 21
Ayer

A. COUNTY ASSESSMENTS:

County Tax	0
Suffolk County Retirement	0
Essex County Reg Comm Center	0
Sub-Total, County Assessments:	0

B. STATE ASSESSMENTS AND CHARGES:

Retired Employees Health Insurance	0
Retired Teachers Health Insurance	0
Mosquito Control Projects	26,848
Air Pollution	2,411
Metropolitan Area Planning Council	0
Old Colony Planning Council	0
RMV Non-Renewal Surcharge	12,820
Sub-Total, State Assessments:	42,079

C. TRANSPORTATION AUTHORITIES:

MBTA	24,404
Boston Metro. Transit District	0
Regional Transit	27,178
Sub-Total, Transportation Assessments:	51,582

D. ANNUAL CHARGES AGAINST RECEIPTS:

Special Education	0
STRAP Repayments	0
Multi-Year Repayment	0
Sub-Total, Annual Charges Against Receipts:	0

E. TUITION ASSESSMENTS:

School Choice Sending Tuition	0
Charter School Sending Tuition	0
Sub-Total, Tuition Assessments:	0

F. TOTAL ESTIMATED CHARGES: 93,601 ✓

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: February 16, 2017
To: Board of Selectmen
From: Mark Wetzel, P.E. Superintendent of Public Works
Dan Van Schalkwyk, P.E., Town Engineer

Subject: February 21 Meeting Agenda Items

1. Recommendation of Award – Land Lease for Solar Photovoltaic Projects at Town Owned Locations. The DPW solicited proposals for leasing of Town land at the Town Landfill and The Wastewater Treatment Plant for installation of solar photovoltaic systems by solar developers. Based on the proposals received and interviews with the three companies, the Energy Committee recommends that the Board vote to award the project to Citizens Enterprises Corporation and begin negotiations for a 20 year lease of the two parcels. Please see attached memo to Town Administrator Pontbriand dated February 3, 2017.

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: February 3, 2017

To: Robert Pontbriand, Town Administrator

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

Re: Proposals for Land Lease for Solar Photovoltaic Projects at Town Owned Locations

The Ayer DPW solicited proposals from solar developers to lease land from the town at the closed sanitary landfill on Groton Harvard Road and the closed sludge landfill at the Wastewater Treatment Plant. We received 3 proposals from Citizens Enterprises Corporation, Kearsarge Energy and IPG Solar. The proposal process was in accordance with MGL Chpt. 30B S16. The proposers submitted technical proposals and price proposals in separate sealed envelopes.

The technical proposals were reviewed based on the stated evaluation criteria by a review committee including myself, you, and Dan Van Schalkwyk, the Town Engineer. The review committee found that all three proposers met the minimum requirements and ranked the technical responses as follows:

1. Citizens Enterprises Corporation
2. Kearsarge Energy
3. IGS Solar

The price proposals were then opened and summarized (see attached spreadsheet). The twenty year lease price, based on the proposer's preliminary design and assumptions was as follows:

1. Citizen's Enterprises Corporation \$1,870,935 based on 3,753 KW system
2. Kearsarge Energy \$ 827,251 based on 1,591 KW system
\$2,003,088 revised 12/14/16 based on 3,500KW system
3. IGS Solar \$5,209,916 based on 6,700 KW system

As the proposals were all significantly different, the review team interviewed each of the proposers to clarify assumptions and proposed system layouts. My comments on the three proposal teams, based on interviews and proposal review is as follows:

Citizens Enterprise Corporation

- Team has the most experience with developing solar installations on municipal landfills in Massachusetts
- Team includes GPR engineering with local presence, permitting experience and the Citizen's project manager was active in Ayer's Energy Committee several years ago.
- The proposed layout on the two locations demonstrated a detailed understanding of the sites, limitations and the ability to maximize the panel layouts.

- Price proposal was clear as to assumptions and proposed price.

Kearsarge Energy

- Team has experience with solar installations in Ayer. Tighe & Bond designed and permitted the NGrid site off Groton School Road and Kearsarge is developing the solar farm off Rosewood Ave extension.
- Team has significant experience with solar development in Massachusetts, but only a few landfill sites.
- Experience with NGrid interconnection issues specifically in Ayer
- Proposed layout was very conservative due to concerns with site slopes.
- After interview, the proposed layout was modified to increase the system from 1,591KW to 3,500KW with revised price

IGS Solar

- Team does not have any similar experience in Massachusetts.
- Proposed system designs at both sites were not suitable layouts for the site conditions. This demonstrated a lack of understanding of the site, installation requirements on landfills and local experience.
- The price proposal was based on numerous assumptions of proposed DOER incentives and stated that they would need to renegotiate if the assumptions changed.
- In my opinion, this team lacked the experience, project understanding and clarity for this project.

Based on the technical proposal, price proposal and interviews, both Kearsarge and Citizens are qualified to complete this project and lease the land from the Town. Kearsarge Energy offers a slightly higher lease price, based on their revised proposal (note – the proposal was revised after the initial price proposal results were made public). However there are other factors that must be considered in selection a developer.

I am recommending that the Town award the land lease to and begin negotiations with Citizens Enterprises Corporation. They offer the following advantages to the town:

- Most qualified for solar installations on closed landfills
- Significant local experience and team members
- Realistic preliminary design demonstrating and understanding of the site, landfill requirements and operational constraints.
- Competitive price proposal
- Understanding and experience with issues related to NGrid interconnections, permitting and DOER Solar Incentives
- Citizens corporate mission to generate revenues from successful energy ventures to fund community programs.

Carly Antonellis

From: Chief William Murray <pdchief@ayer.ma.us>
Sent: Wednesday, February 15, 2017 8:26 AM
To: Carly Antonellis
Cc: Robert Pontbriand; Lt. Brian Gill; Amanda Belliveau
Subject: RE: BOS Meeting Agenda Items and Supporting Materials for the Feb. 21, 2017 BOS Meeting are DUE by 12pm Noon this Thurs. Feb. 16, 2017

Dear Carly,

Under the TA items would you please schedule the appointment of Shirley Police Officer Kyle Dodge as a Special Officer for the Town so that we can use him for details.

Thank you!

Chief William A. Murray
Ayer Police Department
54 Park Street
Ayer, MA 01432
978-772-8200



CONFIDENTIALITY NOTICE: The information contained in this e-mail message, including any attachments, is for OFFICIAL USE ONLY (OUO) and is for the sole use of the intended recipient(s). Furthermore, this e-mail and its attachments, if any, may contain LAW ENFORCEMENT SENSITIVE material and is therefore, privileged and confidential. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient, please notify the sender by reply e-mail and delete the original message and all copies from your computer.

 Please consider the environment before printing this email.

From: Carly Antonellis [<mailto:cantonellis@ayer.ma.us>]
Sent: Monday, February 13, 2017 12:16 PM
To: Robert Pontbriand <ta@ayer.ma.us>; Susan Copeland <scopeland@ayer.ma.us>; Kevin Johnston <kjohnston@ayer.ma.us>; thogan@ayer.ma.us; Lisa Gabree <acct@ayer.ma.us>; Cindy Knox <cknox@ayer.ma.us>; Charlie Shultz <cshultz@ayer.ma.us>; Alan Manoian <amanoian@ayer.ma.us>; ahersey@ayer.ma.us; jthomas@ayer.ma.us; Dan Sherman <dsherman@ayer.ma.us>; RPedrazzi@Ayer.ma.US; wmurray@ayer.ma.us; Mark Wetzel <mwetzel@ayer.ma.us>; mlucht@ayer.ma.us; Karin Swanfeldt <kswanfeldt@ayer.ma.us>
Subject: RE: BOS Meeting Agenda Items and Supporting Materials for the Feb. 21, 2017 BOS Meeting are DUE by 12pm Noon this Thurs. Feb. 16, 2017

The meeting has to be posted by Thursday afternoon due to the President's Day holiday. This is a hard deadline.

Thank you!

Carly
Carly M. Antonellis
Assistant to the Town Administrator
Town of Ayer

DEPARTMENT OF PUBLIC WORKS

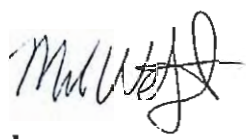
Mark L. Wetzel P.E., Superintendent
Pamela J. Martin, Business Manager



Water, Wastewater, Highway & Solid Waste Divisions


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

MEMORANDUM

Date: February 13, 2017
To: Robert Pontbriand, Town Administrator
Copy: Lisa Gabree, Town Accountant
Pamela Martin, DPW Business Manager
From: Mark Wetzel P.E., Public Works Superintendent 
Subject: **FY 2017 Snow Budget- Request to Deficit Spend**

The FY 2017 Snow Removal Budget is \$262,287 and as of February 6, 2017, we had spent \$208,193. This does not include all of the costs for last week's and this weekend's storms and we are planning Main Street snow removal for this week. The Ayer DPW will be needing additional funding to continue to respond snow and ice events.

In accordance with MGL Chapter 44, Section 31D as amended by amended by Chapter 218, Section 74, I am requesting permission to deficit spend this account.

Approved: 
Robert A. Pontbriand, Ayer Town Administrator
Date: 2/13/2017

02/13/2017 11:25
248lgabr

TOWN OF AYER
BUDGET REPORT

glytbdud

FOR 2017 08

JOURNAL DETAIL 2017 1 TO 2017 8

ACCOUNTS FOR:	ORIGINAL ESTIM REV	ESTIM REV ADJSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
001 GENERAL FUND						
01422 SNOW REMOVAL						
01422 51100 SNOW REMOVAL-SALARIES	0	0	0	1,613.85	-1,613.85	100.0%*
2017/06/000237 12/22/2016 PRJ	147.75 REF 1725				WARRANT=1725	RUN=2 BI-WEEKL
2017/06/000390 12/30/2016 PRJ	306.86 REF 1727				WARRANT=1727	RUN=2 BI-WEEKL
2017/07/000225 01/19/2017 PRJ	670.54 REF 1729				WARRANT=1729	RUN=2 BI-WEEKL
2017/07/000449 01/30/2017 PRJ	488.70 REF 1731				WARRANT=1731	RUN=2 BI-WEEKL
01422 51300 OVERTIME	47,987	0	47,987	47,427.42	559.58	98.8%*
2017/01/000378 07/01/2016 BUC	47,987.00 REF				ORIGINAL BUDGET 2017	
2017/06/000237 12/22/2016 PRJ	5,184.32 REF 1725				WARRANT=1725	RUN=2 BI-WEEKL
2017/06/000390 12/30/2016 PRJ	8,901.40 REF 1727				WARRANT=1727	RUN=2 BI-WEEKL
2017/07/000225 01/19/2017 PRJ	22,079.12 REF 1729				WARRANT=1729	RUN=2 BI-WEEKL
2017/07/000449 01/30/2017 PRJ	11,262.58 REF 1731				WARRANT=1731	RUN=2 BI-WEEKL
01422 52000 SNOW SERVICES	0	0	0	10,111.64	-10,111.64	100.0%*
2017/06/000316 12/27/2016 API	1,193.50 VND 002277 IN 121916				GIGUERE & DUFRESNE	STORMS 12/12 & 12/ 71456
2017/07/000081 01/09/2017 API	1,155.00 VND 004842 IN 5942				ROUTHIER, J.P.	PLOWING - 15 HRS 71679
2017/07/000303 01/23/2017 API	3,612.84 VND 002277 IN 011017				GIGUERE & DUFRESNE	STORMS 12/29 & 01/ 71756
2017/08/000083 02/06/2017 API	1,763.30 VND 002277 IN 012417				GIGUERE & DUFRESNE	PLOWING 1/18 & 1/2 71959
2017/08/000083 02/06/2017 API	2,387.00 VND 004842 IN 6272				ROUTHIER, J.P.	PLOWING 12/29, 1/7 72005
01422 52440 VEHICLE REPAIR	10,000	0	10,000	3,748.58	6,251.42	37.5%
2017/01/000378 07/01/2016 BUC	10,000.00 REF				ORIGINAL BUDGET 2017	
2017/04/000031 10/03/2016 API	1,350.64 VND 001559 IN 257867				L & M AUTO SPRING	FREIGHTLINER REPAI 70495
2017/06/000316 12/27/2016 API	387.07 VND 003053 IN 59677				BELTRONICS, INC.	SIDEWALK SNOWBLOWE 71467
2017/07/000086 01/09/2017 API	1,810.87 VND 001192 IN 72229				SCHMIDT EQUIP. INC.	J DEERE LOADER 400 71586
2017/08/000083 02/06/2017 API	200.00 VND 006963 IN 291554				RICKY'S TOWING & REP	TOWING SANDER FROM 72049
01422 53000 PROFESSIONAL SERVICES	33,000	0	33,000	2,637.25	30,362.75	8.0%
2017/01/000378 07/01/2016 BUC	33,000.00 REF				ORIGINAL BUDGET 2017	
2017/07/000303 01/23/2017 API	2,637.25 VND 000926 IN 010917				KANE, JEFFREY D.	SNOW PLOWING 12/12 71717
01422 53100 POLICE DETAILS	3,000	0	3,000	.00	3,000.00	.0%
2017/01/000378 07/01/2016 BUC	3,000.00 REF				ORIGINAL BUDGET 2017	

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TOWN OF AMBR
BUDGET REPORT

glytdbud 2

FOR 2017 08

JOURNAL DETAIL 2017 1 TO 2017 8

ACCOUNTS FOR: 001 GENERAL FUND	ORIGINAL ESTIM REV	ESTIM REV ADJSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
01422 54800 VEHICULAR SUPPLIES	22,000	0	22,000	17,768.04	4,231.96	80.8%*
2017/01/000378 07/01/2016 BUC	22,000.00	REF				
2017/03/000185 09/19/2016 API	962.73	VND 004373 IN PTS056087-1				
2017/04/000031 10/03/2016 API	8.75	VND 001218 IN G01363-001				
2017/04/000031 10/03/2016 API	139.56	VND 001218 IN F98893-001				
2017/04/000031 10/03/2016 API	20.11	VND 001218 IN G01363-002				
2017/04/000031 10/03/2016 API	797.79	VND 003382 IN 9304363059				
2017/04/000464 10/31/2016 API	117.74	VND 001559 IN 257999				
2017/04/000467 10/31/2016 API	5,270.00	VND 005633 IN 242744				
2017/05/000143 11/14/2016 API	5,700.00	VND 001106 IN 1016-1195				
2017/05/000146 11/14/2016 API	216.68	VND 001089 IN 1016-120				
2017/05/000147 11/14/2016 API	685.84	VND 002089 IN 10-16-DPW				
2017/06/000092 12/12/2016 API	324.00	VND 001106 IN 1116-1177				
2017/06/000092 12/12/2016 API	256.04	VND 004832 IN 81059528				
2017/06/000095 12/12/2016 API	32.99	VND 001089 IN 1116-120				
2017/06/000316 12/27/2016 API	79.98	VND 004832 IN 81696235				
2017/06/000316 12/27/2016 API	134.55	VND 004832 IN 81728529				
2017/07/000081 01/09/2017 API	39.90	VND 001031 IN 82011				
2017/07/000081 01/09/2017 API	561.89	VND 004707 IN INV0843882				
2017/07/000083 01/09/2017 API	176.97	VND 002089 IN 12-16-DPW				
2017/07/000303 01/23/2017 API	1,611.18	VND 001106 IN 1216-1177				
2017/07/000304 01/23/2017 API	631.34	VND 001089 IN 1216-120				
01422 54810 FUEL	41,800	0	41,800	13,932.08	27,867.92	33.3%
2017/01/000378 07/01/2016 BUC	41,800.00	REF				
2017/07/000303 01/23/2017 API	2,918.22	VND 006691 IN 0600092				
2017/07/000303 01/23/2017 API	4,105.43	VND 006691 IN 0600095				
2017/08/000083 02/06/2017 API	3,269.09	VND 006691 IN 0609913				
2017/08/000083 02/06/2017 API	3,639.34	VND 006691 IN 0600912				
01422 54820 SNOW-REGIONAL SCHOOL	10,000	0	10,000	.00	10,000.00	.0%
2017/01/000378 07/01/2016 BUC	10,000.00	REF				
01422 55400 PUBLIC WORKS SUPPLIES	750	0	750	3,237.08	-2,487.08	431.6%*
2017/01/000378 07/01/2016 BUC	750.00	REF				
2017/05/000141 11/14/2016 API	268.13	VND 001106 IN 1016-1177				
2017/05/000143 11/14/2016 API	2,352.00	VND 001612 IN 5870				
2017/05/000143 11/14/2016 API	407.37	VND 007207 IN 902163015				
2017/07/000303 01/23/2017 API	209.58	VND 001129 IN 1216-3530				

02/13/2017 11:25
248lgabr

TOWN OF AYER
BUDGET REPORT

P 3
glytdbud

FOR 2017 08

JOURNAL DETAIL 2017 1 TO 2017 8

ACCOUNTS FOR: 001	GENERAL FUND	ORIGINAL ESTIM REV	ESTIM REV ADJSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL
01422	55410 SALT & SAND	93,750	0	93,750	107,717.13	-13,967.13	114.9%*
2017/01/000378	07/01/2016 BUC	93,750.00	REF				
2017/05/000143	11/14/2016 API	13,365.35	VND 005620 IN INV060943		EASTERN SALT CO., IN 203.09 T SALT		71085
2017/05/000143	11/14/2016 API	4,479.03	VND 005620 IN INV061136		EASTERN SALT CO., IN 68.06 T SALT		71085
2017/06/000316	12/27/2016 API	4,421.77	VND 005620 IN INV061967		EASTERN SALT CO., IN ROAD SALT (67.19 T		71529
2017/06/000316	12/27/2016 API	6,819.23	VND 005620 IN INV061798		EASTERN SALT CO., IN ROAD SALT (103.62		71529
2017/06/000316	12/27/2016 API	4,577.08	VND 005620 IN INV061679		EASTERN SALT CO., IN ROAD SALT (69.55 T		71529
2017/07/000081	01/09/2017 API	8,975.82	VND 005620 IN INV062145		EASTERN SALT CO., IN ROAD SALT - 136.39		71691
2017/07/000081	01/09/2017 API	2,126.98	VND 005620 IN INV062428		EASTERN SALT CO., IN ROAD SALT - 32.32		71691
2017/07/000303	01/23/2017 API	13,155.42	VND 005620 IN INV063215		EASTERN SALT CO., IN ROAD SALT - 199.90		71828
2017/07/000303	01/23/2017 API	11,690.49	VND 005620 IN INV062811		EASTERN SALT CO., IN ROAD SALT - 177.64		71828
2017/08/000083	02/06/2017 API	11,175.20	VND 005620 IN INV064165		EASTERN SALT CO., IN 169.81 T ROAD SALT		72023
2017/08/000083	02/06/2017 API	15,712.78	VND 005620 IN INV064722		EASTERN SALT CO., IN 238.76 T ROAD SALT		72023
2017/08/000083	02/06/2017 API	11,217.98	VND 005620 IN INV064986		EASTERN SALT CO., IN 170.46 T ROAD SALT		72023
	TOTAL SNOW REMOVAL	262,287	0	262,287	208,193.07	54,093.93	79.4%
	TOTAL GENERAL FUND	262,287	0	262,287	208,193.07	54,093.93	79.4%
	TOTAL EXPENSES	262,287	0	262,287	208,193.07	54,093.93	

2/2/17



Massachusetts State Lottery Commission

DEBORAH B. GOLDBERG
Treasurer and Receiver General

MICHAEL R. SWEENEY
Executive Director

February 2, 2017

Ayer Board of Selectmen
22 Fitchburg Road
Ayer, MA 01432

RECEIVED
FEB 06 2017
TOWN OF AYER
SELECTMEN'S OFFICE

Dear Sir/Madam:

The Massachusetts State Lottery is offering a KENO monitor to existing KENO To Go agents to display the game at their location. In accordance with M.G.L. c 10, section 27A, as amended, you are hereby notified of the Lottery's intent to install a monitor at the following KENO To Go agent(s) in your community:

Ayer Convenience
60 Park Street
Ayer

If you object to these agent(s) receiving a monitor, you must do so, in writing, within twenty-one (21) days of receipt of this letter. Please address your written objection to Carol-Ann Fraser, General Counsel, Legal Department, Massachusetts State Lottery Commission, 60 Columbian Street, Braintree, MA 02184. Should you have any questions regarding this program or any other issues relative to the Lottery, please call me at 781-849-5555. I look forward to working with you as the Lottery continues its' efforts to support the 351 cities and towns of the Commonwealth.

Sincerely,

Michael R. Sweeney
Executive Director

Certified Mail – Return Receipt Requested:
7001 2510 0004 1228 9813



Supporting the 351 Cities and Towns of Massachusetts

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



Tuesday February 7, 2017
Open Session Meeting Minutes

Present: Gary J. Luca, Chair; Christopher R. Hillman, Vice – Chair; Jannice L. Livingston, Clerk
Robert A. Pontbriand, Town Administrator
Carly M. Antonellis, Assistant to the Town Administrator

Call to Order: G. Luca called the meeting to order at 7:07 PM.

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

Review and Approve Agenda:

Motion: A motion was made by J. Livingston and seconded by C. Hillman to approve the agenda. **Motion passed 3-0.**

Announcements: G. Luca made the following announcements:

- 3rd and 4th Quarter Tax Bills have been mailed as of December 30, 2016. 3rd Quarter Taxes are due Wednesday, February 1st. 4th Quarter Taxes are due Monday, May 1st.
- Dog Tags for 2017 are available. Dog Tags are for all canines over the age of 6 months. They must be current on their vaccinations with proof.
- The 2017 Census was mailed on Monday, January 9th, 2017. Please complete and return to the Town Clerk's office within 10 days of receipt.

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

- 2017-01-24 17-13 Accounts Payable \$511,729.17
- 2017-01-31 17-15 Payroll \$337,773.71

Public Input: J. Fay asked to be recognized for the Memorial Garden Committee. He is asking for support to work with the Town Administrator to submit a Town Meeting Warrant Article for funding for a piece of granite for a Memorial Garden plaque. BOS members had no objections.

Public Hearing – Pole Petition – National Grid (#22508879) – Pheasant Circle: R. Pontbriand informed the BOS that due to the inclement weather, National Grid would not be sending a representative but recommended the BOS go forward with the Public Hearing. He reported that none of the Town Departments had any objections with the request. At 7:12 PM, J. Livingston read the public hearing notice that was sent to abutter's pursuant to M.G.L c. 166 §22. G. Luca opened the public hearing and asked if there were any abutter objections/questions to the request. There were none.

Motion: A motion was made by C. Hillman and seconded by J. Livingston to approve National Grid Pole Petition #22508879 for Pheasant Circle. **Motion passed 3-0.**

Motion: A motion was made by G. Luca and seconded by J. Livingston to close the Public Hearing at 7:14 PM. **Motion passed 3-0.**

Public Hearing – Application for Transfer of \$12 All Alcohol License 9 Main Street (Transfer to 9 Main Ayer, Inc. from New England Flatbread & Ale Company, Inc.): At 7:15 PM J. Livingston read the Public Hearing noticed as advertised in the *Lowell Sun*. G. Luca opened the Public Hearing. Mr. Ken Huang, new owner of property located at 9 Main Street is seeking the transfer of the New England Flatbread & Ale Company All-Alcohol License to his new restaurant that will open later in 2017. G. Luca opened the public hearing and asked if there were any abutter objections/questions to the request. There were none. Additionally there were no comments/concerns from any of the Town Departments.

Motion: A motion was made by C. Hillman and seconded by J. Livingston to approve the transfer of \$12 All Alcohol License located at 9 Main Street to 9 Main Ayer, Inc. from New England Flatbread & Ale Company, Inc. **Motion passed 3-0.**

Motion: A motion was made by J. Livingston and seconded by C. Hillman to close the Public Hearing at 7:19 PM. **Motion passed 3-0.**

Ms. Alicia Hersey, Program Mgr., Office of Community Development - Lien Subordination Request Case #04-285E & 05-285: A. Hersey was in attendance requesting approval of Lien Subordination Request Case #04-285E & 05-285 for property located at 9 Grosvenor Street. She explained that the borrower is seeking to obtain a new mortgage for a lower interest rate.

Motion: A motion was made by J. Livingston and seconded by C. Hillman to approve of Lien Subordination Request Case #04-285E & 05-285 for property located at 9 Grosvenor Street with signature by the Chair. **Motion passed 3-0.**

Chief William A. Murray, Ayer Police Department - Appointment of Part Time Dispatcher: Chief Murray was in attendance with his recommended candidate for the position of part-time dispatcher. He is recommending that Ms. Kyla Mahoney from Pepperell be appointed to the position. She has Dispatch experience in the Town of Shirley. He is asking for the appointment to be effective immediately.

Motion: A motion was made by C. Hillman and seconded by J. Livingston to appoint Ms. Kyla Mahoney to the position of part-time dispatcher effective immediately. **Motion passed 3-0.**

Presentation by MART - Ayer Commuter Rail Parking Project Update: Bruno Fisher, Deputy Administrator of MART was in attendance to make a presentation on several DRAFT schematics for the Ayer Commuter Rail Parking Project. R. Pontbriand also reminded everyone that Weston & Sampson, MART and the Town will be hosting a Public Design Workshop on February 22, 2017 at 6:00 PM at the Ayer Town Hall.

B. Fisher made a presentation with 3 DRAFT concepts: #1 Terrace with Park Street Parking and expanded Rail Trail Lot Parking; #2 expanded Rail Trail Lot Parking only; #3 Terrace only. The Town, via the BOS, after the Public Design Workshop on February 22, 2017, should vote to approve a concept plan sometime in March. As soon as a concept is approved the plan can go to the preliminary design phase.

C. Hillman asked that handicap parking spaces be explored on the Depot Square side of the project.

After the presentation, R. Pontbriand asked B. Fisher how the terrace concept evolved. B. Fisher stated that without the acquisition of all three Park Street properties, the terrace had to be considered to maximize the amount of parking spaces.

Mr. Alan Manoian, Director of Economic and Community Development stated that from an economic development prospective, he prefers the terrace concept. From an urban space design prospective, multiple surface lots are not appealing. He stated that the terrace concept triggers market confidence.

Mr. Patrick Diamond, 35 Quail Run expressed his frustration because the public has not yet seen the grant. B. Fisher explained that this grant was an originally slated for Littleton and was transferred to the Town of Ayer many years ago. Mr. Diamond wants the architect/engineer to study the effects of increased traffic, both vehicular and foot.

Ms. Jane Morriss, Pleasant Street Ayer stated that she wanted to make sure there was a clear path/walkway from the lot to the Commuter Rail station. R. Pontbriand and B. Fisher stated that it was mandatory per the Federal Transit Authority.

Mr. Dennis Curran, Pleasant Street asked what the elevation was. MART stated around 8'-10' conceptually and there will be more information once the concept goes to the engineering phase.

Ms. Ellen Fitzpatrick, Autumn Ridge Drive stated that she was glad that the Town had got to this point and asked if the Town could "build -up" on the terrace concept in the future. B. Fisher reported no, that the infrastructure needed for the base of building more than just the terrace is cost prohibitive.

Attorney Tom Gibbons, Park Street said he was surprised that the garage concept was back and was concerned with security relating to a structure as opposed to a surface parking lot.

Mr. Harry Zane, 32 Wright Road, stated that he felt it was not a terrace and that it should be called a deck.

Attorney Connie Sullivan, 79 East Main Street asked that the Town take into consideration leasing commercial space in Depot Square if there were to be a bathroom facility constructed and that the Town should make use of the economic space.

R. Pontbriand stated that the Advocates Building has been approved for demolition by the BOS. R. Pontbriand further reported that in order for the Department of Conservation and Recreation (DCR) to transfer the existing Rail Trail Lot to the Town, bathrooms must be part of the design. DCR does not have any preference on which side of the project the bathrooms are installed.

Ms. Kathleen O'Connor, Amandrey Way asked that the project cost calculations are brought to the Public Workshop on February 22, 2017.

Town Administrator's Report: R. Pontbriand gave a brief administrative update stating that the main focus of the Administration is the FY' 18 budget process. He also noted that the FY '18 Capital Budget process is coming to a conclusion.

Appointments – R. Pontbriand is recommending that Ms. Jess Gugino be appointed to the Zoning Board of Appeals to fill an unexpired 3 year term that expires on June 30, 2017.

Motion: A motion was made by J. Livingston and seconded by C. Hillman to appoint Ms. Jess Gugino to an unexpired three year term on the Zoning Board of Appeals, expiring on June 30, 2017. **Motion passed 3-0.**

Opening of Annual Town Meeting Warrant – R. Pontbriand is requesting that the BOS open the Annual Town Meeting Warrant. The Town Meeting will take place on May 8, 2017 at 7:00 PM at the Ayer Shirley Regional High School. The Annual Town Meeting Warrant will close at 12:00 PM on April 14, 2017 for both warrant articles and citizen's petitions.

Motion: A motion was made by J. Livingston and seconded by C. Hillman to open the Annual Town Meeting Warrant until 12:00 PM on Friday April 14, 2017 for both warrant articles and citizen's petitions.

Motion passed 3-0.

Reclassification of DPW Business Manager – R. Pontbriand is recommending that the DPW Business Manager be reclassified to a Grade 10 from a Grade 9. He stated that the recommendation is the result of an exhaustive process to correct deficiencies in the HRS Study's classification of the position. The current position holder has appealed the Personnel Board's decision of a Grade 9 pursuant to Section 12 of the Town's Personnel Procedures Manual. The Appeals Board consisted of the Police Chief, Fire Chief, Economic & Community Development Director, Town Clerk and the Assessing Administrator. They are recommending a Grade 10.

J. Livingston stated that this had come before the Board previously and she recommended at that time to reclassify the position as a Grade 10 and so she felt comfortable approving the request.

G. Luca asked if the employee was seeking a reclassification because the position is currently stepped out on the grid.

R. Pontbriand stated that the current position holder had the right to appeal under the manual. He stated that the Appellate board reviewed the job description and other items submitted by the current position holder.

C. Hillman stated that he felt he needed additional information.

G. Luca asked to have both the Office Manager and the Business Manager job descriptions to review for the next meeting.

J. Livingston stated that she would relook at old minutes and old video footage to see what was discussed when it came before the BOS previously.

R. Pontbriand and the BOS decided to table the matter until the February 21, 2017 meeting.

One Day Beer and Wine License – Saint Mary's Parish – R. Pontbriand stated that the Town had received a request from Saint Mary's Parish to have a One Day beer and wine only license from 5:30 PM – 9:30 PM on March 18, 2017 for their St. Patrick's Day Dinner.

Motion: A motion was made by C. Hillman and seconded by J. Livingston to approve the One Day Beer and Wine License for Saint Mary's Parish from 5:30 PM to 9:30 PM on March 18, 2017. **Motion passed 3-0.**

Seasonal Population Estimate for Alcohol Beverages Control Commission – R. Pontbriand asked to Board to approve the seasonal population estimate for the Alcoholic Beverages Control Commission. The population will not increase during the spring/summer months, which happens mostly on Cape Cod and other tourist locations.

Motion: A motion was made by J. Livingston and seconded by C. Hillman to approve the Seasonal Population Estimate of a zero increase for the purposes of the Alcoholic Beverages Control Commission.

Motion passed 3-0.

New Business/Selectmen's Questions: G. Luca stated that he and R. Pontbriand attended the Nashoba Tech Legislative Breakfast and was concerned because Ayer Shirley has the lowest enrollment of any of the sending communities.

Snow Removal Bylaw/ Sidewalk Shoveling (Selectman Luca) – G. Luca was concerned about phone calls he received from several residents about the police notifying them to clear their sidewalk pursuant to the Town Bylaw.

G. Luca stated that he hadn't heard of the Police Department doing this in recent years. Chief Murray stated that they wanted to educate homeowners on their responsibilities and stated further that no violations were issued. Chief Murray expressed that it would be easier if BOS members have complaints/concerns to address those to R. Pontbriand so he can report back to R. Pontbriand directly, following his chain of command. Chief Murray then urged all town residents and employees to say something if they see something they are concerned with and that all complaints/calls are confidential.

Abandoned Building Bylaw (Selectman Hillman) – C. Hillman stated he will defer this discussion and wanted to meet with the Building Commissioner to get more information.

Approval of Meeting Minutes:

Motion: A motion was made by J. Livingston and seconded by C. Hillman to approve the meeting minutes of January 17, 2017. **Motion passed 3-0.**

Adjournment: A motion was made by J. Livingston and seconded by G. Luca to adjourn at 9:55 PM. **Motion passed 3-0.**

Minutes Recorded and Submitted by Carly M. Antonellis

Date Minutes Approved by BOS: _____

Signature Indicating Approval: _____

