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TOWN CLERK  
TOWN OF AYER

2017 MAR -3 AM 11:45

*M. E. Hillman*

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



Tuesday, March 7, 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  
FY 2018 Town Budget Snapshot  
Town Administrator and Town Accountant/Finance Manager
- 7:20 PM Police Chief William Murray  
1. Appointment of a Full-time Police Officer
- 7:30 PM Mr. Mark Wetzel, Superintendent, DPW  
1. The Willows Development Request for Sewer Fee Adjustment
- 7:40 PM BOS Review of Public Input from the February 22, 2017 Public Meeting  
for the Proposed Concept Design(s) for the MART Commuter Rail  
Parking and Access Improvement Project
- 8:10 PM Town Administrator's Report  
1. Administrative Update  
2. DPW Business Manager Reclassification Appeal  
3. Health Benefits Buyout Program for FY 2018 – 2020  
4. FY 2018 COLA Recommendation from the Personnel Board
- 8:30 PM New Business/Selectmen's Questions  
1. Change of March 21, 2017 BOS Meeting Date (Selectman Luca)  
2. ATSAC Committee (Selectman Livingston)  
3. Tax Status of Emmanuel Missionary Baptist Church of Ayer (Selectman Hillman)
- 8:45 PM Adjournment

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

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



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

MEMORANDUM

**DATE:** March 3, 2017

**TO:** Ayer Board of Selectmen

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

A handwritten signature in blue ink, appearing to read 'R.A.P.', is written over the printed name of Robert A. Pontbriand.

**SUBJECT:** FY 2018 Budget Snapshot Presentation for March 7, 2017

Dear Honorable Selectmen,

At the request of the BOS at your previous meeting on February 21, 2017 the Town Finance Manager and I will make a brief presentation to the BOS on March 7, 2017 regarding the FY 2018 Budget as of March 7, 2017 and of the proposed FY 2018 Capital Budget for the Town of Ayer. As the BOS is aware, the Budget remains a work in progress and all of the information provided to you in the FY 2018 Budget Snapshot is as of March 7, 2017 and subject to change and to final approval by the BOS and ultimately Town Meeting.

Attached are the following documents which we will refer to in the presentation on March 7, 2017:

- FY 2018 DRAFT Budget Snapshot as of March 7, 2017 (General Overview)
- FY 2018 Revenue Projections
- FY 2018 Taxes
- Capital Planning Committee Recommendations

The Finance Manager and I continue to meet with each Department regarding their FY 2018 Budget Requests and that process remains underway. Additionally, the Capital Planning Committee met weekly through the months of January and February 2017. The attached "Capital Planning Committee Recommendations" are their formal recommendations as voted by the Capital Planning Committee.

Of particular note in the proposed FY 2018 Capital Requests are four (4) requests which all require exclusion funding per the Town's Financial Policies as they exceed the amount of \$250,000. This will require the four items to appear on the Annual Town Elections Ballot on April 24, 2017 and must be approved by the Voters AND if passed by the Voters must also be approved by the Annual Town Meeting on May 8, 2017. Because the Town Clerk has an upcoming deadline to prepare the Annual Town Election Ballot, we will be respectfully requesting the BOS to authorize these four exclusion funding items to be placed on the Annual Town Election Ballot for April 24, 2017.

The Finance Manager and I look forward to meeting with the BOS on March 7, 2017 and to answering any questions that the BOS may have. If you have any questions prior to the meeting, please do not hesitate to contact me directly. Thank you.

Attachment(s)

**FY2018 Draft Budget Snapshot  
as of March 7, 2017**

<b>State Aid</b>	<b>\$964,292</b>
Taxes	\$22,794,507
<b>Free Cash</b>	<b>\$789,635</b>
Other revenues & impact of enterprise, net of charges	\$2,160,332
Total Available for Appropriation	\$26,708,766
Omnibus	(\$13,373,425)
School Assessments	(\$12,039,847)
UDAG Replenishments	(\$338,426)
Other raise articles	(\$62,598)
Pending COLA/union impacts	(\$51,605)
Stabilization savings	(\$542,865)
OPEB savings	(\$300,000)
<b>Net remaining</b>	<b>\$0</b>

**FY2018 Draft Budget Snapshot**  
**as of March 7, 2017**

<b>Revenue Projections</b>	<b>FY2018</b>	<b>FY2017</b>	<b>\$ Change</b>	<b>% Change</b>
State Aid	964,292	884,192	80,100	9.1%
Taxes	22,794,507	21,988,979	805,528	3.7%
Local Receipts	1,773,308	1,634,808	138,500	8.5%
Free Cash	789,635	1,808,227	(1,018,592)	(56.3%)
Other	282,926	120,677	162,249	134.4%
<b>Total Revenues</b>	<b>26,604,668</b>	<b>26,436,883</b>	<b>167,785</b>	<b>.6%</b>
Charges	(699,000)	(392,027)	(306,973)	78.3%
Available for Appropriation	25,905,668	26,044,856	(139,188)	(.5%)

**FY2018 Draft Budget Snapshot  
as of March 7, 2017**

**Taxes**

	<b>FY2018 ESTIMATE</b>	<b>FY2017 RECAP</b>
PROPERTY TAX BASE	\$21,315,781	\$20,282,289
STATUTORY BASE – 2.5%	\$532,895	\$507,057
NEW GROWTH	\$839,000	\$526,435
UNUSED LEVY CAPACITY	(\$1,600,000)	(\$1,239,496)
SUBTOTAL	\$21,087,676	\$20,076,285
DEBT EXCLUSION OVERRIDES (EXISTING)	\$722,124	\$907,750
NEW DEBT EXCLUSION – SCHOOLS	\$984,707	\$1,004,944
TOTAL TAX LEVY	\$22,794,507	\$21,988,979

# Capital Planning Committee

Recommendations for FY2018

## Capital Requests Recommended as purchases from Capital Stabilization Fund:

Department	Description	Amount
Facilities	Fire station HVAC	\$29,500
Fire	Phone system	\$11,000
	Flood control engineering	\$20,000
	Replace training room furniture	\$16,000
Planning & Development	Railroad fence (materials only)	\$15,000
Parks	Perimeter path survey	\$15,000
<b>Total</b>		<b>\$106,500</b>

# Capital Requests Recommended as regular general fund borrow articles:

Department	Description	Amount
DPW	Street sweeper	\$220,000
Police	Radio infrastructure (phase II)	\$207,185
<b>Total</b>		<b>\$427,185</b>



# Capital Requests Requiring Exclusion Funding:

Department	Description	Amount
DPW	West Main St. bridge replacement	\$1,730,000
	DPW operations center	\$900,000
	Highway storage garage	\$750,000
Parks	Storage & maintenance building	\$600,000
<b>Total</b>		<b>\$3,980,000</b>

# Enterprise Fund Capital Requests:

Enterprise Fund	Description	Amount
Ambulance	Replace cardiac monitor A-2	\$32,000
Water	Barnum Rd interconnection	\$150,000
	Annual water main replacements	\$150,000
	Replace Spec Pd well #2 (additional funds)	\$130,000
	Pleasant St/Doug main loop	\$125,000
	Mini excavator with trailer	\$78,000
	Water valve maintenance trailer with vacuum excavator	\$70,000
Wastewater	Infiltration/inflow improvements	\$243,000
	Wastewater treatment plant upgrades	\$6,000,000
<b>Total</b>		<b>\$7,053,000</b>



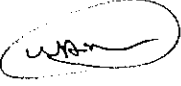
# AYER POLICE DEPARTMENT

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



William A. Murray  
Chief of Police

## MEMORANDUM

**To:** Board of Selectmen  
**From:** Chief William A. Murray   
**CC:** TA Pontbriand, file  
**Date:** March 3, 2017  
**Re:** Police Officer Appointment

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I respectfully request that the Board appoint **Brent W. Davis** to the open Patrol Officer position in the Police Department.

Brent is a resident of Townsend MA and is currently a certified Police Officer in Townsend. He grew up living on Groton School Road in Ayer and still has family in town. He is a graduate of the University of Phoenix with a BS in Business Management. Brent is a member of the U.S. Army Reserve and previously served in the Marines. In his role as Police Officer he has been certified as a School Resource Officer, Defensive Tactics Instructor, and ALICE instructor. Prior to assuming the role of SRO for Townsend he served as their representative on the Regional Response Team for the Northeastern Massachusetts Law Enforcement Council. He comes highly recommended by current and former employers and should be an exceptional fit to the Town.

I further recommend that this appointment be contingent upon passing a physical and psychological exam and that the appointment be effective starting March 27, 2017. In keeping with our prior practices Brent, due to already being Academy certified, should be started at Step 2 of the Patrolman's pay scale.

If appointed Brent will be trained, and must pass, according to our 11 week Field Training Program before being assigned to a shift and allowed to work for the Town. His one year probationary period will begin on his start date of March 27.

## DEPARTMENT OF PUBLIC WORKS

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

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

### Memorandum

Date: March 3, 2017

To: Ayer Board of Selectmen

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



Re: Willows Development Request for Abatement

The Willows project developer, Willow Road Development LLC applied for water and sewer connections for their last three units. I advised them that the fees had been raised and they stated that they had an agreement for reduced fees, I reviewed the agreement and found documentation related to the discount.

In an undated "worksheet", prepared by former DPW Superintendent Mike Madigan, a reduced fee was calculated based on a \$100,000 reduction in fees and proportioned by the number of units and the water and sewer connection fee (at the time of the calculation – water \$1,400, sewer \$1,500). It calculated to be a \$500 reduction in the water connection fee and a \$530 reduction in the sewer connection fee.

I recalculated the fees, based on the reduction and the current fees as follows:

Water:  $\$3,000 - \$500 = \$2,500$  per unit

Sewer:  $\$4,800 - \$530 = \$4,270$  per unit

The developer was surprised by the increase and fees and has requested that the original fees be considered for the last three units.

Willow Road Development, LLC  
148 Park Street  
North Reading, MA 01864

February 20, 2017,

Mr. Mark Wetzel, P.E.  
Ayer Department of Public Works  
25 Brook Street  
Ayer, MA 01432-1118

RE: The Willows - Units 56, 57, 58  
Water and Sewer connection fees

Dear Mark:

Upon application for the water and sewer connections for the above referenced units we were dismayed to learn the fees had been increased substantially. As you are likely aware, the sewer connection fee increased from \$970 to \$4,270 per unit and the water connection fee increased from \$900 to \$2,500 per unit. I'm writing to request a reduction in the amount of the water and sewer connection fees charged for our last three units at the Willows to what we have paid for all of the previous constructed units.

As you are likely aware, in conjunction with the projects 40B approval, we had agreed to provide funds to support the construction of a new water tank in the Willow Road area the town had deemed critical. The overall values and anticipated connection fees for the project were taken into account to establish the agreed upon value and how payments were to be made. To date, we have contributed nearly \$150,000 towards the water tower project. Now that we are at the end of the project and paid in nearly all of the water tower funds, it is not reasonable or fair to increase our connection rates by 360%.

Other developers may have sought to modify the comprehensive permit to reduce or eliminate the contribution we agreed to given the extremely difficult economic environment we dealt with for many years. We are proud of the project we have nearly completed and feel we have had a very good overall relationship with the Town. We have honored our agreements to support the municipal water and sewer programs and respectfully request the Town honor and maintain the established fee structure for these last three units.

Thank you for your consideration. If you need any additional information please do not hesitate to contact me directly.

Sincerely,

*Mark C. O'Hagan*

Mark C. O'Hagan, Member  
Willow Road Development, LL

WILLOWS - REDUCTION

Wtr - 3,000  
Sewer - 1,500  
regular

Water

\$1,400

Sewer

\$1,500

Water

~~1,400~~  
2,900

100,000 x  $\frac{1}{1000}$  = \$497.69

\$500

Fence

~~1,500~~  
2,900

100,000 x  $\frac{1}{1000}$  =

\$530

\$533.24

W

\$1,400

- 500

~~\$900~~

S

1,500

- 530

\$970

\$1,330.92

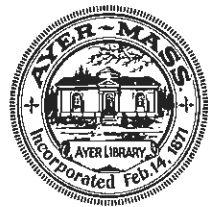
Willows

Raper / Crabtree

W - 1400.00

S - 1500.00

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



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MEMORANDUM

DATE: March 3, 2017

TO: Ayer Board of Selectmen

FROM: Robert A. Pontbriand  
Town Administrator

SUBJECT: Town Administrator's Report for the March 7, 2017 BOS Meeting

Dear Honorable Selectmen,

I am pleased to provide you with the following Town Administrator's Report for the March 7, 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 a brief Administrative Update on various matters since the last BOS meeting on February 21, 2017.

DPW Business Manager Reclassification Appeal (Tabled by the BOS on February 7, 2017)

- Please see the attached memo and supporting documents (See Attached).

Health Benefits Buyout Program for FY 2018-2020

- Please see the attached memo and supporting documents (See Attached).

FY 2018 COLA Recommendation from the Personnel Board

- Please see the attached memo (See Attached).

Thank you.

Attachment(s)

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



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MEMORANDUM

**DATE:** March 3, 2017

**TO:** Ayer Board of Selectmen

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

**SUBJECT:** Appeal of Reclassification of DPW Business Manger Position

Dear Honorable Selectmen,

At the February 7, 2017 BOS Meeting, the BOS decided to “table” this matter for consideration to the March 7, 2017 citing that the BOS would “need more information” to make a decision. At that meeting several Selectmen requested to see the original job description (prior to reclassification) for the position and the new/current job description. I have attached both for your review as requested. Additionally, I requested since the February 7, 2017 BOS Meeting if Selectmen would like any other information (in addition to what has been previously provided/discussed and the job descriptions) and to date I have not received a response for additional information.

Attached are the following documents for your review:

- February 3, 2017 Memo from the Town Administrator to the BOS
- Copy of Approved/Adopted Job Description for the DPW Business Manager (August 2015)
- Copy of Job Description for the DPW Office Manager (November 2010)

If the BOS requires additional information prior to the meeting on March 7, 2017 please contact me directly at your earliest convenience. I look forward to further discussing this matter with the BOS at your meeting on Tuesday, March 7, 2017 and to brining this matter to a conclusion.

Thank you for your time and consideration.

Attachment(s)





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

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MEMORANDUM

DATE: February 3, 2017

TO: Ayer Board of Selectmen

FROM: Robert A. Pontbriand  
Town Administrator

SUBJECT: Reclassification of DPW Business Manager Position

Dear Honorable Selectmen,

I am respectfully recommending that the Board of Selectmen approve the reclassification of the DPW Business Manager Position from GRADE 9 to GRADE 10. This recommendation is the result of an exhaustive process to correct initial deficiencies in the HRS Study's classification of the position. I offer the following summary of the process behind this recommendation and will be present along with the Benefits and Payroll Manager at your meeting to answer any questions.

1. HRS conducted a classification and compensation study for the Town of Ayer. From the beginning of that process the DPW raised concerns about three of their positions, specifically the DPW Superintendent; Town Engineer; and DPW Business Manager;
2. Though the HRS Study went to Town Meeting for approval in 2015; the Personnel Board at the time did not object to revisiting these DPW positions in addition to other positions in the study.
3. The DPW Business Manager Position was submitted to the Personnel Board for reclassification. It was the recommendation of the Town Administrator and DPW Superintendent using the HRS Classification System that the position be graded at a GRADE 12;
4. The Personnel Board conducted its classification of the position and recommended a GRADE 9 which was submitted to the BOS for approval;
5. The DPW Business Manager filed an appeal per Section 12: "Problem Resolution Procedure" per the Town's Personnel and Procedures Manual;
6. The Personnel Appeals Board was formed consisting of the: Police Chief; Fire Chief; Town Clerk; Economic Development Director; and Assessing Administrator. The Appeals Board selected the Assessing Administrator as the Chair of the Appeals Board. The Benefits and Payroll Manager served as the facilitator and support personnel for the Appeals Board. The Appeals Board heard from the DPW Business Manager, the DPW Superintendent; and the Town Administrator and reviewed all of the materials related to this matter.

7. The Personnel Appeals Board voted unanimously to recommend that the position of DPW Business Manager be graded at GRADE 10.
8. The position of DPW Business Manager is currently at a GRADE 9, STEP 11 (stepped out). Using the same methodology with all other positions in terms of assigning a position a STEP; the position's current salary is put at the STEP closest to that salary but not lower. The position's current salary is \$64,958 which is slightly above GRADE 10, STEP 9.
9. Therefore, in terms of the STEP, the position would be at STEP 10. This would result in an annual increase of \$1,545 for the position.
10. The recommendation submitted to the BOS for approval from the Personnel Appeals Board is that the DPW Business Manager be classified at a GRADE 10, STEP 10 effective February 8, 2017.

Thank you for your time and consideration.

Cc: Mr. Tom Hogan, Assessing Administrator, Chair, Personnel Appeals Board  
Mr. Kevin Johnston, Benefits and Payroll Manager  
Mr. Mark Wetzel, DPW Superintendent

## BUSINESS MANAGER – DEPARTMENT OF PUBLIC WORKS

### **Definition:**

Confidential Employee providing administrative, professional and supervisory work while assisting the Superintendent of Public Works in the planning and managing of the overall operation of the Department of Public Works including payroll, accounts payable, accounts receivable, data entry and overseeing Department human resources. Responsible for ensuring organizational effectiveness by providing leadership for financial functions. Contributes to the development and implementation of Department strategies, policies and practices as a member of the management team. May represent the DPW at the request of or in the absence of the Superintendent; all other related work as required.

### **Supervision:**

Works independently under the general direction of the Superintendent of Public Works.

Performs responsible functions requiring the use of independent thinking and judgment, includes complex decision making as well as a full understanding of municipal utility accounting.

### **Job Environment:**

Promotes a work environment that encourages positive energy, high morale and teamwork among co-workers.

Most work is performed under typical office conditions: some work is performed under varying weather conditions and at various DPW facilities.

Performs a variety of administrative duties requiring the exercise of considerable judgment, a broad knowledge of Department operations and the ability to work with numerous interruptions.

In a typical workday has contact with employees, vendors, contractors, local businesses, federal and state agencies, other town departments and the general public.

Errors in administrative decisions could result in legal and financial repercussions, loss of revenue, administrative problems and adverse public reaction.

### **Essential Functions:**

*(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)*

Interact with co-workers to ensure Departmental goals are met; policies are implemented and adhered to, support information flow from all divisions; set a professional example by showing leadership qualities.

*Business Manager - DPW  
FLSA- Non-Exempt  
Adopted by Ayer Personnel Board - August 2015  
Page 1 of 4*

Responsible for the day-to-day administrative operations of the Department.

Responsible for direct supervision of one fulltime office clerk and day-to-day supervision of other public work employees as directed by the Superintendent.

Oversee Department financial management while directing day to day processing of accounts receivable and accounts payable.

Manage Department purchase orders and conduct all Department banking.

Assist in the development, review and procurement of Requests for Proposals, Requests for Qualifications, Bid Documents, consultant agreements, and construction contracts; coordinate information requirements, schedules and deadlines with regard to assigned projects and provide information and answer questions relative to project status, including work progress and budgetary matters.

Manage the utility billing systems (water, sewer and stormwater). Oversee timely billing of commercial and residential accounts. Providing training and coaching for users; manage interactions with the Treasurer's Office and the Finance Department relating to utility billing and providing technical support. Act as a liaison between utility billing system users and customers and Water and Sewer Division staff; analyze user and management needs and recommend and develop system solutions; participate in long-term planning and strategy processes with regard to utility billing; and evaluate and endeavor to continually improve the functioning and capability of the utility billing system.

Coordinate with Finance Manager, Assessor, Tax Collector to process water and sewer liens and shut offs. Communicate with office staff, co-workers, customers, government officials, consultants and vendors while conforming to all regulation and policies.

Assist with posting and screening potential DPW personnel. Train and supervise office staff. Provide leadership and direction to personnel.

Assist the Superintendent with personnel matters including grievances, collective bargaining and management of personnel files requiring access to confidential information. Also assist the Superintendent of Public Works with administering Public Works projects. Perform the administrative duties of the Superintendent in the absence of the Superintendent.

Review complaints, questions and requests for information and services from citizens, contractors, utilities and other Town departments; prepare miscellaneous reports and forms by developing and compiling data for special or recurring reports for regulatory agencies such as EPA or DEP; attend meetings of boards and commissions; and perform other related duties as required.

*Business Manager - DPW  
FLSA- Non-Exempt  
Adopted by Ayer Personnel Board - August 2015  
Page 2 of 4*

Assist in preparing annual Department operating and capital budgets; analyze and project labor, material, and service costs, major equipment replacement and special project needs.

Monitor monthly budget expenditures for potential deficits and prepare requests for transfer of funds, if needed. Assist Division Foremen in obtaining information from financial management information reports. Reconcile monthly activity and fiscal year end reporting.

Administer payroll including bi-weekly payroll submission and tabulation and reporting of accrued employee benefits.

Process vehicular accident reports, incident reports and worker compensation claims. Interact with Towns' insurance companies.

Responsible for the timely purchase of transfer station vehicle permits, tracking and reporting sale of permits.

Arrange and oversee annual Department inspections of fire alarms, fire extinguishers, HVAC, fuel pumps, fuel tanks, etc.

Manage and trouble shoot Department information technology equipment including computers, cell phones, printers, etc.

Perform similar or related work as required or as situation dictates.

**Recommended Minimum Qualifications:**

**Education and Experience**

Bachelor's Degree of Science in Business Administration or related degree; over five years experience in a municipal environment, preferably supervisory; or any equivalent combination of education and experience.

**Special Requirements**

Valid Class D Motor Vehicle Operators License

**Knowledge, Ability and Skill**

**Knowledge:** This position requires a minimum of five years experience and knowledge in business management and municipal accounting.

**Ability:** Must have ability to maintain confidential information. Ability to prioritize work, organize time, work independently and accomplish tasks despite frequent interruptions. Ability to establish and maintain effective working relationships with co-workers, Superintendent, other department heads, officials and the public. Must have the ability to look at situations from several points of view and possess a high comfort level working in a diverse environment.

Skill: Requires excellent customer service skills and must be able to resolve customer disputes. Must possess excellent verbal, written communication and supervisory skills. Computer skills required for completing billing, collections and payroll.

## OFFICE MANAGER - DEPARTMENT OF PUBLIC WORKS

### **Definition**

Responsible routine to complex administrative and secretarial work in directing the day to day administrative operations of the Department of Public Works; provides support services to the Superintendent of Public Works and Department Foreman; clerical and record keeping work in handling water and sewer billing for the Department; all other related work as required.

### **Supervision**

Works independently under the administrative direction of the Superintendent of Public Works.

Performs a variety of secretarial, clerical and administrative duties requiring the exercise of considerable judgment, a broad knowledge of Department operations, and the ability to work with numerous interruptions; is responsible for carrying through entire functions of considerable importance to the office.

### **Job Environment**

Performs work under typical office conditions; work environment is typically quiet.

Operates automobile, typewriter, personal computer including word processing, copier, facsimile machine, calculator, and other standard office equipment.

Makes frequent contacts with other departments, government agencies, vendors, and representatives of outside organizations; contacts with the public require considerable patience and courtesy.

Errors are sometime difficult to detect, and could result in legal and financial repercussions, considerable confusion and delay and adverse public relations.

### **Essential Functions**

*(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)*

Responsible for the day-to-day administrative operations of the office; performs a variety of secretarial and clerical duties for the office.

Prepares forms and other documents; compiles various types of statistical reports; maintains daily logs for all divisions of the Department of Public Works.

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NON-EXEMPT  
Revised 11.14.00

*Ayer, Massachusetts  
Office Manager - DPW*

1

Responsible for direct supervision of one fulltime office clerk.

Posts and maintains general records; may be required to maintain double-entry books of accounts; prepares payroll for 20+ employees; maintains personnel files for sick leave, vacations, and personal time; prepares, submits and maintains worker's compensation records; pays bills.

Maintains and updates all departmental files.

Provides general assistance to the public over the telephone and in the office; responds to specific requests for information; responds to complaints; answers dispatching calls for water, sewer, and highway departments.

Assist in the recruiting, training, supervising and evaluating of clerical staff.

Has access at the department level to a variety of confidential information including portions of employee personnel folders, medical reports pertaining to worker's compensation, participates when asked in grievance resolution and collective bargaining.

Responsible for all water and sewer billing; downloads meter readings into the Department's computer system; creates, proofs, and mails bills; collects all receivables and performs daily deposits; keeps detailed records of information, and creates monthly financial reports; responsible for monthly and yearly reports to the State regarding water and sewer billing. Handles abatements due to erroneous readings, malfunctioning meters, etc.; makes adjustments for overpayment of bills and late payments. Determines final billings for properties sold. Prepares septage bills and issues other miscellaneous bills. If water/sewer readings are unavailable, estimates fee based on prior readings. Assists customers regarding bills. Provides required financial and statistical information to the Town accountant and town treasurer as needed.

Orders supplies for the department as directed by the superintendent.

May be required to take minutes at meetings; coordinates and schedules appointments for superintendent and staff.

Assists in writing correspondence, bid specifications, forms, and other reports; assists in the preparation of the Departmental budget. Prepares bid advertisements for department supplies and services.

Assists contractors, engineers, surveying companies, etc. with maps relating to water and sewer layouts, and rules and regulations on water and sewer.

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NON-EXEMPT  
Revised 11.14.00

*Ayer, Massachusetts  
Office Manager - DPW*

2



Orders and sells transfer station permits; keeps records of all stickers issued; makes deposits of fees and sends related reports to the Town Treasurer.

Types from copy, rough draft, or general instructions a variety of documents which may include, but are not be limited to, correspondence, memoranda, meeting and legal notices, orders, vouchers, purchase orders, reports, newsletters and agendas.

Responsible for operation of the software program that controls and reports for the on-site fuel pumps.

May be required to attend special meetings and work on special projects; performs similar or related work as required or as situation dictates.

## **Recommended Minimum Qualifications**

### **Education and Experience**

Associate's Degree in business management and three years of related experience; or any equivalent combination of education and experience.

### **Special Requirements**

Possession of a Massachusetts motor vehicle operator's license.

### **Knowledge, Ability and Skill**

*Knowledge.* Thorough knowledge of office practices and procedures. Thorough knowledge of Departmental regulations, policies and operations. Working knowledge of basic bookkeeping.

*Ability.* Ability to maintain limited confidential information. Ability to organize time, work independently, and accomplish tasks despite frequent interruptions. Ability to maintain detailed budget accounts, financial records, and clerical records. Ability to establish and maintain effective working relationships with employees, supervisors, other departments, officials and the public. Ability to communicate effectively verbally and in writing. Ability to operate various types of office equipment.

*Skill.* Excellent customer service skills in person, in writing and over the telephone. Skill in typing and working with details. Skill in the operation of the above listed tools and equipment.

### **Physical Requirements**

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NON-EXEMPT  
Revised 11.14.00

*Ayer, Massachusetts  
Office Manager - DPW*

Minimal physical effort generally required. Ability to operate a keyboard at efficient speed and view computer screens for extended periods of time. While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. Specific vision abilities required by this job include close vision and the ability to adjust focus.

*(This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.)*

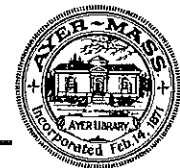
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NON-EXEMPT  
Revised 11.14.00

*Ayer, Massachusetts  
Office Manager - DPW*

# Town of Ayer

## Benefits and Payroll Department



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

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

## Memorandum

**Date:** March 1, 2017

**To:** Mr. Robert Pontbriand  
Town Administrator

**From:** Kevin A. Johnston, Benefits and Payroll Manager

**Subject:** Health Benefits Buyout Program

The Town of Ayer Health Benefits Buyout Program is presented for renewal for fiscal years 2018 through 2020. Enclosed are Administration Guidelines for the program and a Financial Analysis of the program through FY 2020.

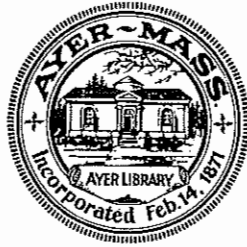
Since implemented in 2010 this program has generated over \$630,000 in health benefits savings for the Town; 2018 through 2020 project to save an additional \$566,000. Thus far 19 employees have participated in the program; 16 are current participants. Renewal of this program through FY 2020 will generate a projected overall budget savings of over \$1.2M for the Town.

I recommend renewal of the Health Benefits Buyout Program through FY 2020.

I am available to answer any questions about the Health Benefits Buyout Program.

Thank you.

Enclosures



## Town of Ayer Health Benefits Buyout Program Administration Guidelines

The Town of Ayer is pleased to offer a Health Benefits Buyout Program to employees. The Program is intended to reduce the Town's annual employee health insurance expenses while offering an annual stipend to employees who voluntarily participate in the Program.

### **Application of the program**

The Program and these guidelines apply to all benefits eligible employees of the Town.

### **Guidelines**

#### **1. Who is Eligible?**

Any benefits eligible employee who has been enrolled in one of the Town's group health insurance plan offerings through the Minuteman Nashoba Health Group for the preceding 12-month period and is able to provide proof of health insurance from another provider. This program is not available to employees who voluntarily opt out of the Town's health benefits and does not generate any health benefits budget savings to the Town. This program is not available to employees who change from one plan to another or from one type of enrollment to another (family to individual).

#### **2. What is the Benefit to the Employee?**

Employees participating in the Program will receive a portion of the Town's health insurance expense savings for voluntarily opting out of their enrollment in the Town's group health insurance plan. Employees opting out of Family enrollment will receive a Health Benefits Buyout Stipend in the amount of \$5,000 annually and employees opting out of an Individual enrollment will receive a Health Benefits Buyout Stipend of \$2,400 annually. Payments will be made in each bi-weekly payroll following termination of health benefits.

#### **3. How does an Employee Participate in this Program?**

The Program is managed by the Benefits and Payroll Manager. An eligible employee must complete a Health Insurance Buyout Application and provide proof of health insurance from another provider.

#### **4. What Happens if I Lose Health Insurance from Another Provider?**

Benefits eligible employees have the right to return to the Town's health benefits program at any time through a "qualifying event". Stipend payments will end upon re-enrollment in the Town's health benefits plan

#### **5. Can an Employee Voluntarily Re-enroll in the Town's Health Benefits?**

Any benefits eligible employee may choose to enroll in the Town's health benefits program during the annual open enrollment period. Participants in this Program that voluntarily re-enroll will begin health benefits on June 1 of the benefit year at which time the health benefits buyout stipend will be terminated.

Town of Ayer  
Health Benefits Buyout Program  
Financial Analysis  
FY 2018

Health Benefits Buyout Program approved through FY17 Requires BOS approval for FY18+

Benefit Cancel Date	First Buyout Pmt Date	Last Sched Buyout Pmt Date	Pay Periods	Plan Name	Plan Type	Actual FY 2016	Actual FY 2017	Actual FY 2018	Actual FY 2019	Actual FY 2020	Actual FY 2021	Actual FY 2022	Estimated FY 2023	Estimated FY 2024	Estimated FY 2025	Estimated FY 2026	Estimated - 8% FY 2018	Estimated - 8% FY 2019	Estimated - 8% FY 2020	Total									
						Stipend Pmt	Stipend Pmt	Stipend Pmt	Stipend Pmt	Stipend Pmt	Stipend Pmt	Stipend Pmt	Stipend Pmt	Stipend Pmt	Stipend Pmt	Stipend Pmt	Stipend Pmt	Stipend Pmt	Stipend Pmt	Stipend Pmt	Stipend Pmt	Stipend Pmt	Stipend Pmt						
						2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033						
1	12/31/2016	1/1/2017	12/31/2020	26	Fallon Select	Family	-	-	-	-	-	-	2,500.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	17,500.00									
2	7/1/2013	7/1/2013	6/30/2017	26	Tufts EPO Advantage	Family	-	-	-	-	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	35,000.00									
3	1/1/2011	1/1/2011	6/30/2017	26	Fallon Select	Family	-	2,500.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	47,500.00									
4	7/1/2009	7/1/2009	6/30/2017	26	Tufts EPO Advantage	Ind	2,400.00	2,400.00	2,400.00	2,400.00	2,400.00	2,400.00	2,400.00	2,400.00	2,400.00	2,400.00	2,400.00	2,400.00	2,400.00	26,400.00									
5	7/1/2012	7/1/2012	6/30/2017	26	Tufts EPO Advantage	Ind	-	-	-	-	2,600.00	2,400.00	2,400.00	2,400.00	2,400.00	2,400.00	2,400.00	2,400.00	2,400.00	19,400.12									
6	7/1/2014	7/1/2014	6/30/2017	26	Fallon Direct	Family	-	-	-	-	-	-	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	30,000.00									
7	7/1/2011	7/1/2011	6/30/2017	26	Tufts EPO Advantage	Family	-	-	7,916.69	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	47,916.75									
8	7/1/2013	7/1/2013	6/30/2017	26	Fallon Select	Family	-	-	-	-	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	35,000.00									
9	1/1/2013	1/1/2013	6/30/2017	26	Tufts EPO Advantage	Family	-	-	-	2,500.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	37,500.00									
10	1/1/2013	1/1/2013	6/30/2016	26	Tufts EPO Advantage	Family	-	-	-	2,500.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	-	-	-	17,500.00										
11	1/1/2013	1/1/2013	6/30/2017	26	Tufts EPO Advantage	Family	-	-	-	2,500.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	37,500.00									
12	7/1/2013	7/1/2013	6/30/2017	26	Tufts EPO Advantage	Family	-	-	-	-	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	35,000.00									
13	1/1/2012	1/1/2012	6/30/2017	26	Fallon Select	Family	-	2,500.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	42,500.00									
14	1/1/2013	1/1/2013	6/30/2017	26	Tufts EPO Advantage	Family	-	-	-	2,500.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	37,500.00									
15	1/1/2013	1/1/2013	6/30/2017	26	Tufts EPO Advantage	Family	-	-	-	2,500.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	37,500.00									
16	1/14/2017	2/1/2017	1/31/2020	26	Fallon Select	Ind	-	-	-	-	-	-	-	-	1,015.00	2,400.00	2,400.00	2,400.00	8,215.00										
17	1/1/2012	1/1/2012	6/30/2017	26	Tufts EPO Advantage	Family	-	-	2,916.67	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	42,916.73									
18	10/1/2014	10/16/2014	11/12/2015	26	Tufts EPO Advantage	Family	-	-	-	-	-	-	3,653.85	1,826.95	-	-	-	-	-	5,480.80									
19	7/1/2009	7/1/2009	11/15/2014	26	Tufts EPO Advantage	Family	4,613.70	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	-	-	-	-	26,634.46									
						\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$									
						\$	7,015.20	\$	9,900.00	\$	25,733.36	\$	42,500.00	\$	69,900.72	\$	75,473.23	\$	71,626.95	\$	68,315.00	\$	72,200.00	\$	72,200.00	\$	72,200.00	\$	586,954.46

Benefit Cancel Date	First Buyout Pmt Date	Last Buyout Pmt Date	Pay Periods	Plan Name	Plan Type	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Estimated - 8% FY 2019	Estimated - 8% FY 2020	Total												
						Prem Savings	Prem Savings	Prem Savings	Prem Savings	Prem Savings	Prem Savings	Prem Savings	Prem Savings	Prem Savings	Prem Savings	Prem Savings	Prem Savings	Prem Savings	Prem Savings	Prem Savings	Prem Savings								
						2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024									
1	12/31/2016	1/1/2017	12/31/2020	26	Fallon Select	Family	-	-	-	-	-	-	6,408.00	14,085.00	15,211.80	16,426.80	52,131.60												
2	7/1/2013	7/1/2013	6/30/2017	26	Tufts EPO Advantage	Family	-	-	-	14,661.00	14,193.00	15,570.00	16,866.00	18,972.00	20,489.76	22,132.44	122,884.20												
3	1/1/2011	1/1/2011	6/30/2017	26	Fallon Select	Family	-	5,598.00	12,816.00	13,959.00	12,564.00	12,816.00	12,816.00	14,085.00	15,211.80	16,426.80	130,251.60												
4	1/1/2011	1/1/2011	6/30/2017	26	Tufts EPO Advantage	Ind	5,040.00	4,815.00	5,427.00	5,409.00	5,229.00	5,733.00	6,206.84	6,984.00	7,542.72	8,145.36	66,050.92												
5	7/1/2012	7/1/2012	6/30/2015	26	Tufts EPO Advantage	Ind	-	-	-	-	5,409.00	5,229.00	5,733.00	6,210.00	6,984.00	7,542.72	8,145.36	45,253.08											
6	7/1/2014	7/1/2014	6/30/2017	26	Fallon Direct	Family	-	-	-	-	11,871.00	12,105.00	12,105.00	13,122.00	15,309.00	16,539.72	81,045.72												
7	7/1/2011	7/1/2011	6/30/2017	26	Tufts EPO Advantage	Family	-	-	14,787.00	14,958.00	14,661.00	14,193.00	15,570.00	16,862.31	18,972.00	20,489.76	22,132.44	152,625.51											
8	7/1/2013	7/1/2013	6/30/2017	26	Fallon Select	Family	-	-	-	13,959.00	12,564.00	12,816.00	12,816.00	14,085.00	15,211.80	16,426.80	97,878.60												
9	1/1/2013	1/1/2013	6/30/2017	26	Tufts EPO Advantage	Family	-	-	-	-	14,661.00	14,193.00	15,570.00	16,862.31	18,972.00	20,489.76	22,132.44	122,880.51											
10	1/1/2013	1/1/2013	6/30/2016	26	Tufts EPO Advantage	Family	-	-	-	-	14,661.00	14,193.00	15,570.00	-	-	-	44,424.00												
11	1/1/2013	1/1/2013	6/30/2017	26	Tufts EPO Advantage	Family	-	-	-	-	14,661.00	14,193.00	15,570.00	16,862.31	18,972.00	20,489.76	22,132.44	122,880.51											
12	7/1/2013	7/1/2013	6/30/2016	26	Tufts EPO Advantage	Family	-	-	-	-	14,661.00	14,193.00	15,570.00	16,862.31	18,972.00	20,489.76	22,132.44	122,880.51											
13	1/1/2012	1/1/2012	6/30/2017	26	Fallon Select	Family	-	6,408.00	13,959.00	13,959.00	12,564.00	12,816.00	12,816.00	14,085.00	15,211.80	16,426.80	118,245.60												
14	1/1/2013	1/1/2013	6/30/2017	26	Tufts EPO Advantage	Family	-	-	-	-	14,661.00	14,193.00	15,570.00	16,862.31	18,972.00	20,489.76	22,132.44	122,880.51											
15	1/1/2013	1/1/2013	6/30/2017	26	Tufts EPO Advantage	Family	-	-	-	-	14,661.00	14,193.00	15,570.00	16,862.31	18,972.00	20,489.76	22,132.44	122,880.51											
16	1/14/2017	2/1/2017	1/31/2020	26	Fallon Select	Ind	-	-	-	-	-	-	-	2,398.50	5,695.32	6,152.76	19,521.18												
17	1/1/2012	1/1/2012	6/30/2017	26	Tufts EPO Advantage	Family	-	-	14,787.00	14,958.00	14,661.00	14,193.00	15,570.00	16,862.31	18,972.00	20,489.76	22,132.44	152,625.51											
18	10/1/2014	10/16/2014	11/12/2015	26	Tufts EPO Advantage	Family	-	-	-	-	-	-	10,644.75	5,190.00	-	-	-	-	15,834.75										
19	7/1/2009	7/1/2009	11/15/2014	26	Tufts EPO Advantage	Family	13,698.00	12,528.00	14,787.00	14,958.00	14,661.00	14,193.00	15,570.00	16,862.31	18,972.00	20,489.76	22,132.44	1,789,720.57											
						\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$											
						\$	18,738.00	\$	22,941.00	\$	69,012.00	\$	78,309.00	\$	139,305.00	\$	204,316.50	\$	207,339.00	\$	206,890.51	\$	240,480.00	\$	260,855.64	\$	281,743.92	\$	1,789,720.57

Net Savings/(Expense) by Fiscal Year	\$ 11,722.80	\$ 13,041.00	\$ 43,276.64	\$ 35,809.00	\$ 129,504.28	\$ 128,843.27	\$ 135,712.05	\$ 138,365.51	\$ 189,280.00	\$ 188,655.64	\$ 209,543.92	\$ 1,202,756.11
Cumulative Savings/Expense	\$ 11,722.80	\$ 24,763.80	\$ 68,042.44	\$ 103,851.44	\$ 233,355.72	\$ 362,198.99	\$ 497,911.04	\$ 636,276.55	\$ 804,556.55	\$ 993,212.19	\$ 1,202,756.11	

Benefit	Individual	MUNIS Pay Codes (current)
\$ 5,000	\$ 2,400	931 Family
\$ 5,000	\$ 2,400	932 Individual
\$ 5,000	\$ 2,400	
\$ 15,000	\$ 7,200	

# Town of Ayer Personnel Board

Ayer Town Hall  
1 Main St  
Ayer, Massachusetts 01432



Honorable Board of Selectman  
c/o Town Administrator Robert A. Pontbriand  
Town of Ayer  
1 Main St  
Ayer, MA 01432

Wednesday February 27, 2017

Dear Town Administrator Robert A. Pontbriand,

Please be advised that on Wednesday February 8, 2017 the Personnel Board met and discussed the "*Cost of Living Adjustment*" (COLA) recommendation to the Board of Selectman.

By taking into account:

- 1) "*Internal Equity*" – what has already been offered to the collective bargaining units (2%),
- 2) "*External Equity*" – what surrounding & comparable communities are offering (High Majority 2%),
- 3) "*Consumer Price Index – CPI-U Northeast Region 2016*": (1.9%),

We voted unanimously to recommend a 2% COLA increase to the Non-Union Pay Scale for FY2018.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Brian Gill".

Lt. Brian Gill – Member/Employee Representative  
For the Chair