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TOWN CLERK
TOWN OF AYER

2017 APR 13 PM 4:01

Susan E. Copeland

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



Tuesday April 18, 2017

Executive Session Meeting Agenda

6:00 PM

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

1. Exemption #1 (Charges or Complaints against public employee)
Dispatcher
2. Exemption #3 (Collective Bargaining) Town Hall Clerical AFSCME
93 Memorandum of Agreement

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

Depot Square Tenant Relocation Status

1. Mr. Michael McParland, President, Auxilium, Inc.

7:20 PM

DPW Superintendent Mark Wetzel

1. Water Use Restriction Regulation
2. MassDOT Chapter 90 Contract

7:30 PM

Final Approval of FY' 18 Budget and ATM Warrant

8:00 PM

Town Administrator's Report

1. Administrative Update
2. Flexible Spending Account Renewal
3. Reauthorization of UDAG Appraisal Funding

8:15 PM

New Business/Selectmen's Questions

1. Town Meeting Date Change Survey (Selectman Livingston)

8:20 PM

Approval of Meeting Minutes

April 4, 2017

Adjournment

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

M E M O R A N D U M

To: Robert Pontbriand
From: Michael J. McParland, R/W-RAC
Date: April 6, 2017
Subject: Kyle Ross - Relocation Claim

I have reviewed Schedule C, Profit or Loss From Business, on federal tax returns of Kyle Ross, dba/ Ross Fitness Out of the Box Training LLC for the calendar years 2015 and 2016. Listed below is the information extracted from Schedule C on Kyle Ross's federal tax returns.

Kyle Ross is filing a claim for a Fixed Payment In Lieu of Actual and Reasonable Moving and Related Expenses and Actual and Reasonable Reestablishment Expenses.

Year	Item	Amount	Average for Year
2015	Gross Income Line 1	[REDACTED]	
2015	Net Income Line 31	[REDACTED]	
2016	Gross Income Line 1	[REDACTED]	
2016	Net Income Line 31	[REDACTED]	
TOTAL	Net Income	[REDACTED]	
TOTAL AVERAGE			[REDACTED]

Kyle Ross is eligible for a relocation payment in the amount of \$40,000.00.

cc: Carly Antonellis

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: April 12, 2017
To: Board of Selectmen
From: Mark Wetzel, P.E. Superintendent of Public Works
Subject: **April 18 Meeting Agenda Items**

1. **Water Use Restriction Regulation** – Based on the current conditions, I'm recommending that the Board of Selectmen remove the outdoor water use ban and institute the following actions, in accordance with the Town's Water Use Restriction Regulation:

Odd/Even Day Outdoor Watering: Outdoor watering by water users with odd numbered addresses is restricted to odd number days. Outdoor watering by users with even numbered addresses is restricted to even numbered days, excluding the watering of vegetables and perishable plants.

Outdoor Water Hours: No nonessential outside water use between the hours of 9 a.m. and 5 p.m. from May 1st through September 30th. Nonessential outdoor water uses include:

- irrigation of lawns via sprinklers or automatic irrigation system
- washing of vehicles, except in a commercial car wash or as necessary for operator safety
- washing of exterior building surfaces, parking lots, driveways or sidewalks, except as necessary to apply surface treatments such as paint, preservatives, stucco, pavement or cement.

2. **MassDOT Chapter 90 Contract** – The Town's Chapter 90 MassDOT contract expires at the end of June. The Town needs to execute a new 10 year contract.



MASSDOT STANDARD CONTRACT FORM

This form is issued and published by the Massachusetts Department of Transportation (MassDOT or Department). Any changes to the official printed language of this form shall be void. Additional non-conflicting terms may be added by Attachment. Contractors may not require any additional agreements, engagement letters, contract forms or other additional terms as part of this Contract without prior Department approval. Click on hyperlinks for definitions, instructions and legal requirements that are incorporated by reference into this Contract. An electronic copy of this form is available at www.mass.gov/osc under [Guidance For Vendors - Forms](#) or www.mass.gov/osd under [OSD Forms](#).

CONTRACTOR LEGAL NAME: Town of Ayer (and d/b/a):		DEPARTMENT NAME: Massachusetts Department of Transportation	
Legal Address: (W-9, W-4,T&C): 1 Main Street Ayer, MA 01432		MMARS Department Code: DOT	
Contract Manager:		Business Mailing Address: 10 Park Plaza, Boston, MA 02116	
E-Mail:		Billing Address (if different):	
Phone:		Contract Manager: Michelle Ho	
Fax:		E-Mail: Michelle.Ho@state.ma.us	
Contractor Vendor Code : VC6000191709		Phone: 857-368-8895	
Vendor Code Address ID (e.g. "AD001"): AD001 , AD001 (Note: The Address Id Must be set up for EFT payments.)		Fax: 857-368-0661	
MMARS Doc ID(s): INTF00X02018S0050723		RFR/Procurement or Other ID Number: Chapter 90	
<input type="checkbox"/> NEW CONTRACT PROCUREMENT OR EXCEPTION TYPE: (Check one option only) <input type="checkbox"/> Statewide Contract (OSD or an OSD-designated Department) <input type="checkbox"/> Collective Purchase (Attach OSD approval, scope, budget) <input type="checkbox"/> Department Procurement (includes State or Federal grants 815 CMR 2.00) (Attach RFR and Response or other procurement supporting documentation) <input type="checkbox"/> Emergency Contract (Attach justification for emergency, scope, budget) <input type="checkbox"/> Contract Employee (Attach Employment Status Form , scope, budget) <input checked="" type="checkbox"/> Legislative/Legal or Other: (Attach authorizing language/justification, scope and budget)		<input checked="" type="checkbox"/> CONTRACT AMENDMENT Enter Current Contract End Date Prior to Amendment: <u>June 30, 2017</u> Enter Amendment Amount: \$ ____ (or "no change") AMENDMENT TYPE: (Check one option only. Attach details of Amendment changes.) <input type="checkbox"/> Amendment to Scope or Budget (Attach updated scope and budget) <input type="checkbox"/> Interim Contract (Attach justification for Interim Contract and updated scope/budget) <input type="checkbox"/> Contract Employee (Attach any updates to scope or budget) <input type="checkbox"/> Legislative/Legal or Other: (Attach authorizing language/justification and updated scope and budget)	
The following MassDOT TERMS AND CONDITIONS (T&C) has been executed, filed with CTR and is incorporated by reference into this Contract. <input checked="" type="checkbox"/> MassDOT Terms and Conditions <input type="checkbox"/> Commonwealth Terms and Conditions For Human and Social Services			
COMPENSATION: (Check ONE option): The Department certifies that payments for authorized performance accepted in accordance with the terms of this Contract will be supported in the state accounting system by sufficient appropriations or other non-appropriated funds, subject to intercept for MassDOT/Commonwealth owed debts under 815 CMR 9.00. <input checked="" type="checkbox"/> Rate Contract (No Maximum Obligation. Attach details of all rates, units, calculations, conditions or terms and any changes if rates or terms are being amended.) <input type="checkbox"/> Maximum Obligation Contract Enter Total Maximum Obligation for total duration of this Contract (or new Total if Contract is being amended). ____			
PROMPT PAYMENT DISCOUNTS (PPD): Commonwealth payments are issued through EFT 45 days from invoice receipt. Contractors requesting accelerated payments must identify a PPD as follows: Payment issued within 10 days ___ % PPD; Payment issued within 15 days ___ % PPD; Payment issued within 20 days ___ % PPD; Payment issued within 30 days ___ % PPD. If PPD percentages are left blank, identify reason: ___ agree to standard 45 day cycle ___ statutory/legal or Ready Payments (G.L. c. 29, § 23A); x_ only initial payment (subsequent payments scheduled to support standard EFT 45 day payment cycle. See Prompt Pay Discounts Policy .)			
BRIEF DESCRIPTION OF CONTRACT PERFORMANCE or REASON FOR AMENDMENT: (Enter the Contract title, purpose, fiscal year(s) and a detailed description of the scope of performance or what is being amended for a Contract Amendment. Attach all supporting documentation and justifications.) Extending the original Chapter 90 Contract for 10 more years. Please note MMAS document identifiers have been adjusted.			
ANTICIPATED START DATE: (Complete ONE option only) The Department and Contractor certify for this Contract, or Contract Amendment, that Contract obligations: <input checked="" type="checkbox"/> 1. may be incurred as of the Effective Date (latest signature date below) and no obligations have been incurred prior to the Effective Date . <input type="checkbox"/> 2. may be incurred as of ____, 20__, a date LATER than the Effective Date below and no obligations have been incurred prior to the Effective Date . <input type="checkbox"/> 3. were incurred as of ____, 20__, a date PRIOR to the Effective Date below, and the parties agree that payments for any obligations incurred prior to the Effective Date are authorized to be made either as settlement payments or as authorized reimbursement payments, and that the details and circumstances of all obligations under this Contract are attached and incorporated into this Contract. Acceptance of payments forever releases the Commonwealth and MassDOT from further claims related to these obligations.			
CONTRACT END DATE: Contract performance shall terminate as of <u>June 30, 2027</u> , with no new obligations being incurred after this date unless the Contract is properly amended, provided that the terms of this Contract and performance expectations and obligations shall survive its termination for the purpose of resolving any claim or dispute, for completing any negotiated terms and warranties, to allow any close out or transition performance, reporting, invoicing or final payments, or during any lapse between amendments.			
CERTIFICATIONS: Notwithstanding verbal or other representations by the parties, the "Effective Date" of this Contract or Amendment shall be the latest date that this Contract or Amendment has been executed by an authorized signatory of the Contractor, the Department, or a later Contract or Amendment Start Date specified above, subject to any required approvals. The Contractor makes all certifications required under the attached Contractor Certifications (incorporated by reference if not attached hereto) under the pains and penalties of perjury, agrees to provide any required documentation upon request to support compliance, and agrees that all terms governing performance of this Contract and doing business in Massachusetts are attached or incorporated by reference herein according to the following hierarchy of document precedence, the MassDOT Terms and Conditions , this Standard Contract Form including the Instructions and Contractor Certifications , the Request for Response (RFR) or other solicitation, the Contractor's Response, and additional negotiated terms, provided that additional negotiated terms will take precedence over the relevant terms in the RFR and the Contractor's Response only if made using the process outlined in 801 CMR 21.07 , incorporated herein, provided that any amended RFR or Response terms result in best value, lower costs, or a more cost effective Contract.			
AUTHORIZING SIGNATURE FOR THE CONTRACTOR:		AUTHORIZING SIGNATURE FOR MassDOT:	
X: _____, Date: _____ (Signature and Date Must Be Handwritten At Time of Signature)		X: _____, Date: _____ (Signature and Date Must Be Handwritten At Time of Signature)	
Print Name: _____		Print Name: _____	
Print Title: _____		Print Title: _____	



Town of Ayer

SPECIAL TOWN MEETING WARRANT

Ayer Shirley Regional High School Auditorium
141 Washington Street
Ayer, MA 01432
May 8, 2017
7:00 P.M.

Commonwealth of Massachusetts
Middlesex, ss.

GREETINGS:

In the name of the Commonwealth of Massachusetts you are hereby directed to notify and warn the inhabitants of the Town of Ayer qualified to vote in Town Elections and Affairs to meet at the Auditorium in the Ayer Shirley Regional High School located at 141 Washington Street, Ayer, Massachusetts on Monday, the Eighth 8th day of May, 2017, at seven o'clock in the evening (7:00 p.m.) then and there to act on the following articles:

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

Given under our hands this 18th day of April AD 2017.

Gary J. Luca, Chairman

Christopher R. Hillman, Vice-Chairman

Jannice L. Livingston, Clerk

AYER BOARD OF SELECTMEN

Any persons needing disability related assistance (such as signing, etc.) at the town meeting please contact the Selectmen's Office at 978-772-8220 before May 5, 2017. We shall make every reasonable effort to assist you. Large print version of the text of this warrant is available upon request.

ARTICLE 1: PAY PRIOR YEAR BILLS

To see if the Town will vote to transfer from Free Cash and appropriate the following amount to pay unpaid bills of Fiscal Year 2016, as authorized under General Laws Chapter 44, or take any action thereon or in relation thereto:

<u>Department</u>	<u>Vendor</u>	<u>Amount</u>
Police & Fire Accident Insurance	Brigham and Women's	\$2,791.95

Sponsor: Board of Selectmen
Finance Committee:

9/10ths Vote Required

ARTICLE 2: SUPPLEMENTAL APPROPRIATION SEWER ENTERPRISE FUND

To see if the Town will vote to amend Article 12 of the May 9, 2016 Annual Town Meeting by increasing the amount of direct costs by \$_____ (from \$2,446,209 to \$_____) with the increase to come from sewer surplus (retained earnings).

Sponsor: Board of Selectmen
Finance Committee:

Simple Majority Vote Required

A True Copy Attest: _____

Date: _____

Susan E. Copeland
Town Clerk & Tax Collector

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

Constable

Date: _____



Town of Ayer

ANNUAL TOWN MEETING WARRANT

Ayer Shirley Regional High School Auditorium

141 Washington Street

Ayer, MA 01432

May 8, 2017

7:05 P.M.

Commonwealth of Massachusetts
Middlesex, ss.

GREETINGS:

In the name of the Commonwealth of Massachusetts you are hereby directed to notify and warn the inhabitants of the Town of Ayer qualified to vote in Town Elections and Affairs to meet at the Auditorium in the Ayer Shirley Regional High School located at 141 Washington Street, Ayer, Massachusetts on Monday, the Eighth 8th) day of May, 2017, at five past seven o'clock in the evening (7:05 PM) then and there to act on the following articles:

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

Given under our hands this 18th day of April AD 2017.

Gary J. Luca, Chairman

Christopher R. Hillman, Vice-Chairman

Jannice L. Livingston, Clerk

AYER BOARD OF SELECTMEN

Any persons needing disability related assistance (such as signing, etc.) at the town meeting please contact the Selectmen's Office at 978-772-8220 before May 5, 2017. We shall make every reasonable effort to assist you. Large print version of the text of this warrant is available upon request.

ARTICLE 1: TOWN ELECTIONS

The Town Elections are the first article of business and were held on Monday, April 24, 2017.

ARTICLE 2: SALARIES OF ELECTED OFFICIALS

To see if the Town will vote to fix the salary and compensation of elected officers of the Town of Ayer, as provided by Section 108, Chapter 41 off the General Laws, as amended, or take any action thereon or in relation thereto.

	<u>FY-17 SALARY</u>	<u>FY-18 SALARY</u>	<u>% OF CHANGE</u>
Moderator	\$500	\$510	2%
Selectmen: Chair	\$2,506	\$2,556	2%
Selectmen: Members (2)	\$2,235	\$2,280	2%
Assessors: Chair	\$2,480	\$2,530	2%
Assessors: Members (2)	\$2,210	\$2,254	2%
Treasurer	\$39,240.83	\$40,025.65	2%
Town Clerk	\$32,106.13	\$32,748.25	2%
Tax Collector	\$39,240.83	\$40,025.65	2%
Tree Warden	\$5,960	\$6,079	2%

Explanatory Note: This article is required as Town Meeting sets the salaries of elected official pursuant to MGL Chapter 41, Section 108

Sponsor: Board of Selectmen
Finance Committee:

Simple Majority Vote Required

ARTICLE 3: CONTRACT FUNDING: AFSCME 93 Town Hall Clerical Union Contract

To see if the Town will vote to fund the first year cost items of a collective bargaining agreement between the Town of Ayer and the Town Hall Clerical Union (AFSCME 93) for the period of July 1, 2017 through June 30, 2020, and to raise and appropriate from available funds such sum or sums of money required to fund the collective bargaining agreement, or take any action thereon or in relation thereto.

Explanatory Note: Per MGL Chapter 150 E, Union Contracts are subject to the appropriation of funds by Town Meeting. The Board of Selectmen and AFSCME 93 reached a Memorandum of Agreement on April 18, 2017 for a three year contract. The FY 2018 estimated total cost of the Contract is \$. Memorandum of Agreement available on Town's website (www.ayer.ma.us). Presentation to be made at Town Meeting.

ARTICLE 4: OMNIBUS BUDGET

To see if the Town will vote to raise and appropriate the following sum or sums of money for the Omnibus items, or take any action thereon or in relation thereto:

- Dept. 100: General Government
- Dept. 200: Finance
- Dept. 300: Public Safety
- Dept. 400: Public Works
- Dept. 500: Human Services
- Dept. 600: Education
- Dept. 700: Management Support

Sponsor: Board of Selectmen Recommends

Finance Committee: (Will Present at Town Meeting)

Simple Majority Vote Required

Explanatory Note: Please see insert for Omnibus Budget. Finance Manager and Finance Committee will make presentation on budget. Omnibus Budget represents a 2% Cost of Living Adjustment (COLA) as recommended by the Personnel Board and approved by the Board of Selectmen.

ARTICLE 5: ESTABLISHING AND APPROPRIATING SPECIAL EDUCATION RESERVE FUND

To see if the Town will vote to accept the provisions of Massachusetts General Laws Chapter 40, Section 13E, which allows the establishment of, and appropriation or transfer of money to, a reserve fund to be utilized in the upcoming fiscal years, to pay, without further appropriation, unanticipated or unbudgeted costs of special education, out-of-district tuition or transportation.

Sponsor: Ayer Shirley Regional School Committee

Board of Selectmen:

Finance Committee:

Simple Majority Vote Required

ARTICLE 6: FY 2018 AYER SHIRLEY REGIONAL SCHOOL DISTRICT ASSESSMENT

To see if the Town will vote to raise and appropriate the sum of \$10,368,599 required to fund the Town's FY 2018 assessment for the Ayer Shirley Regional School District, and to raise and appropriate the sum of \$984,707 for the Town's portion of the ASRSD High School Building Project debt service, or take any action thereon or in relation thereto.

Sponsor: Ayer Shirley Regional School Committee

Board of Selectmen:

Finance Committee:

Simple Majority Vote Required

ARTICLE 7: FY 2018 NASHOBA VALLEY TECHNICAL VOCATIONAL SCHOOL ASSESSMENT

To see if the Town will vote to raise and appropriate the sum of \$632,697 required to fund the FY 2018 assessment for the Nashoba Valley Regional Technical High School, or take any action thereon or in relation thereto.

Sponsor: Nashoba Valley Technical Vocational School Committee

Board of Selectmen:

Finance Committee:

Simple Majority Vote Required

ENTERPRISE FUND ARTICLES

Handouts will be provided at Town Meeting with further detail on Articles No. 8 – 11

ARTICLE 8: SOLID WASTE

To see if the Town will vote to raise and appropriate or transfer from available funds the following funds to operate the solid waste department:

Direct costs of \$436,897 of which \$_____ is to come from solid waste revenue, \$_____ is to come from solid waste retained earnings and \$_____ is to come from the tax levy, and indirect costs of \$110,978 to come from the tax levy; or take any action thereon or in relation thereto.

Sponsor: Board of Selectmen

Finance Committee:

Simple Majority Vote Required

ARTICLE 9: AMBULANCE

To see if the Town will vote to raise and appropriate or transfer from available funds the following funds to operate the ambulance department:

Direct costs of \$163,493 is to come from ambulance revenue, and indirect costs of \$356,165 of which \$286,507 is to come from ambulance revenue and \$69,658 from ambulance retained earnings; or take any action thereon or in relation thereto.

Sponsor: Board of Selectmen

Finance Committee:

Simple Majority Vote Required

ARTICLE 10: SEWER

To see if the Town will vote to raise and appropriate or transfer from available funds the following funds to operate the sewer department:

Direct costs of \$2,577,083 of which \$2,554,264 is to come from sewer revenue and \$22,819 to come from the tax levy, wastewater treatment plant improvements of \$750,000 to come from sewer retained earnings, and indirect costs of \$329,837 to come from sewer revenue; or take any action thereon or in relation thereto.

Sponsor: Board of Selectmen
Finance Committee:

Simple Majority Vote Required

ARTICLE 11: WATER

To see if the Town will vote to raise and appropriate or transfer from available funds the following funds to operate the water department:

Direct costs of \$1,916,128 of which \$1,916,128 to come from water revenue, \$778,000 in capital projects to come from water retained earnings, and indirect costs of \$270,009 to come from water revenue; or take any action thereon or in relation thereto.

Sponsor: Board of Selectmen
Finance Committee:

Simple Majority Vote Required

REVOLVING FUND ARTICLES

Recommend Moving Articles 12 through 17 together by consent

ARTICLE 12: COMMUNICATIONS FUND

To see if the Town will vote to reauthorize a Revolving Fund, pursuant to G.L. Chapter 44, Section 53E 1/2, for the purpose of supporting the town website, printing and mailing various newsletters, and other town-wide informational mailings from the Communications Committee. Receipts to be credited to the account shall be revenues from ads placed in said mailings and on the Town website. The Communication Committee is authorized to expend monies from this fund. In no event shall total expenditures from the Communications Revolving Fund exceed twenty thousand dollars (\$20,000) in Fiscal Year 2017, and provided further that no Board, Department or Officer shall be authorized to expend in any one fiscal year from all Revolving Funds under its direct control more than one percent of the amount raised by taxation by the Town in the most recent fiscal year for which a tax rate has been certified under Section Twenty Three of Chapter Fifty Nine, or take any action thereon or in relation thereto.

Sponsor: Board of Selectmen
Finance Committee:

Simple Majority Vote Required

ARTICLE 13: FIRE ALARM FUND

To see if the Town will vote to reauthorize a Revolving Fund, pursuant to G.L. Chapter 44, Section 53E 1/2, for the purpose of **Fire Alarm Repairs and Replacement**. Receipts to be credited to the account shall be Fire Alarm Box Assessment Fees and Fines for Needless and False Alarms. The Fire Chief is authorized to expend monies from this fund. In no event shall total expenditures from the Fire Alarm Revolving Account exceed thirty-five thousand dollars (\$35,000) in Fiscal Year 2017, and provided further, that no Board, Department or Officer shall be authorized to expend in any one fiscal year from all Revolving Funds under its direct control more than one percent of the amount raised by taxation by the Town in the most recent fiscal year for which a tax rate has been certified under Section Twenty Three of Chapter Fifty Nine, or take any action thereon or in relation thereto.

Sponsor: Board of Selectmen
Finance Committee:

Simple Majority Vote Required

ARTICLE 14: HAZARDOUS MATERIALS FUND

To see if the Town will vote to reauthorize a Revolving Fund pursuant to G.L. Chapter 44 Section 53E 1/2, for the purpose of **Hazardous Materials Expense**. All receipts from a Haz-Mat incident shall be from billed services, and will be used for replacement of supplies and expenses. The Fire Chief will be authorized to expend monies for this fund. In no event shall total expenditures from the Haz-Mat Revolving Account exceed ten thousand dollars (\$10,000) in Fiscal Year 2017, and provided further, that no Board, Department or Officer shall be authorized to expend in any one fiscal year from all Revolving Funds under its direct control more than one percent of the amount raised by taxation by the Town in the most recent fiscal year for which a tax rate has been certified under Section Twenty Three of Chapter Fifty Nine, or take any action thereon or in relation thereto.

Sponsor: Board of Selectmen
Finance Committee:

Simple Majority Vote Required

ARTICLE 15: FOURTH OF JULY FUND

To see if the Town will vote to reauthorize a Revolving Fund pursuant to G.L. Chapter 44, Section 53E 1/2, for the purpose of a **4th of July Revolving Fund**. Receipts to be credited to the Account shall be from vendor fees, and shall be used for purchasing and promoting the event. The 4th of July Committee, with the approval of the Board of Selectmen, is authorized to expend money from this fund. In no event shall total expenditures from the 4th of July Revolving Fund exceed twenty five thousand dollars (\$25,000.00) in Fiscal Year 2017 and provided further, that no Board, Department or Officer shall be authorized to expend in any one fiscal year from all Revolving Funds under its direct control more than one percent of the amount raised by taxation by the Town in the most recent fiscal year for which a tax rate has been certified under Section Twenty Three of Chapter Fifty Nine, or take any action thereon or in relation thereto.

Sponsor: Board of Selectmen
Finance Committee:

Simple Majority Vote Required

ARTICLE 16: DPW INSPECTION FEES FUND

To see if the Town will vote to reauthorize a Revolving Fund pursuant to G.L. Chapter 44 Section 53E 1/2, for the purpose of a **Department of Public Works Inspection Revolving Fund**. Receipts to be credited to the fund shall be from development fees or contributions, and shall be used for the purpose of funding inspections of road construction, drainage facilities, and water and sewer line installations. The Superintendent of Public Works shall be authorized to expend money from this fund. In no event shall total expenditures from the Department of Public Works Inspection Revolving Fund exceed one-hundred thousand dollars (\$100,000) in Fiscal Year 2017 and provided further, that no Board, Department or Officer shall be authorized to expend in any one fiscal year from all Revolving Funds under its direct control more than one percent of the amount

raised by taxation by the Town in the most recent fiscal year for which a tax rate has been certified under Section Twenty Three of Chapter Fifty Nine, or take any action thereon or in relation thereto.

Sponsor: Board of Selectmen
Finance Committee:

Simple Majority Vote Required

ARTICLE 17: TOWN HALL MAINTENANCE FUND

To see if the Town will vote to reauthorize a Revolving Fund pursuant to G.L. Chapter 44 Section 53E 1/2, for the purpose of a **Town Hall Maintenance Fund**. Receipts to be credited to the fund shall be from fees assessed for use of Town Hall facilities and may be used for costs related to operation, maintenance, repair and/or reconstruction at Town Hall and its grounds. The Board of Selectmen shall be authorized to expend money from this fund. In no event shall total expenditures from the Town Hall Maintenance Fund exceed ten thousand dollars (\$10,000) in Fiscal Year 2017 and provided further, that no Board, Department or Officer shall be authorized to expend in any one fiscal year from all Revolving Funds under its direct control more than one percent of the amount raised by taxation by the Town in the most recent fiscal year for which a tax rate has been certified under Section Twenty Three of Chapter Fifty Nine, or take any action thereon or in relation thereto.

Sponsor: Board of Selectmen
Finance Committee:

Simple Majority Vote Required

BORROW ARTICLE

ARTICLE 18: CAPITAL BUDGET REQUESTS

To see if the Town will vote to authorize the Treasurer, with the approval of the Board of Selectmen, to borrow the sums set out in the Warrant and hereby listed for the purposes of funding the following equipment, services and public works projects as contained in the **Capital Budget**, each sum hereafter to be voted on separately, or take any action thereon or in relation thereto.

<u>Department</u>	<u>Item</u>	<u>Amount</u>
DPW - Storm Water	Street Sweeper	\$220,000
Police	Radio Infrastructure (phase II)	\$207,185
Sewer Enterprise	Infiltration/Inflow Improvements	\$243,000
	Wastewater Treatment Plant Improvements	\$5,250,000
Ambulance Enterprise	Replace Cardiac Monitor	\$32,000
	Total	\$5,952,185.00

Sponsor: Capital Planning Committee
Board of Selectmen:
Finance Committee:

Two Thirds Vote Required

DEBT EXCLUSION ARTICLES

ARTICLE 19: AUTHORIZATION FOR DEBT EXCLUSION FOR THE WEST MAIN STREET BRIDGE REPLACEMENT

To see if the Town will vote to authorize the Treasurer, with the approval of the Board of Selectmen, to borrow contingent upon the passage of a debt exclusion ballot question on the April 2017 ballot, the sum of one million two hundred and thirty thousand dollars (\$1,230,000), pursuant to MGL c. 59 §21C or any other applicable statute, for the purpose of replacing the West Main Street bridge, or take any action thereon or in relation thereto.

Sponsor: Board of Selectmen
Finance Committee:

Two Thirds Vote Required

ARTICLE 20: AUTHORIZATION FOR DEBT EXCLUSION FOR THE DEPARTMENT OF PUBLIC WORKS OPERATIONS CENTER

To see if the Town will vote to authorize the Treasurer, with the approval of the Board of Selectmen, to borrow contingent upon the passage of a debt exclusion ballot question on the April 2017 ballot, the sum of nine hundred thousand dollars (\$900,000), pursuant to MGL c. 59 §21C or any other applicable statute, for the construction of the DPW Operations Center, or take any action thereon or in relation thereto

Sponsor: Board of Selectmen
Finance Committee:

Two Thirds Vote Required

ARTICLE 21: AUTHORIZATION FOR DEBT EXCLUSION FOR THE DEPARTMENT OF PUBLIC WORKS HIGHWAY STORAGE GARAGE

To see if the Town will vote to authorize the Treasurer, with the approval of the Board of Selectmen, to borrow contingent upon the passage of a debt exclusion ballot question on the April 2017 ballot, the sum of seven hundred and fifty thousand dollars (\$750,000), pursuant to MGL c. 59 §21C or any other applicable statute, for the construction of the DPW Highway Storage Garage, or take any action thereon or in relation thereto.

Sponsor: Board of Selectmen
Finance Committee:

Two Thirds Vote Required

ARTICLE 22: AUTHORIZATION FOR DEBT EXCLUSION FOR THE PARKS DEPARTMENT STORAGE AND MAINTENANCE BUILDING

To see if the Town will vote to authorize the Treasurer, with the approval of the Board of Selectmen, to borrow contingent upon the passage of a debt exclusion ballot question on the April 2017 ballot, the sum of six hundred thousand dollars (\$600,000), pursuant to MGL c. 59 §21C or any other applicable statute, for the construction of the Parks Department Storage and Maintenance Building, or take any action thereon or in relation thereto.

Sponsor: Board of Selectmen
Finance Committee

Two Thirds Vote Required

TRANSFER ARTICLES

ARTICLE 23: CAPITAL BUDGET REQUESTS

To see if the Town will vote to transfer from Capital Stabilization the following sums hereby listed for the purpose of funding the following equipment, services and public works projects as contained in the Capital Budget, each sum hereafter to be voted on separately, or take any action thereon or in relation thereto:

Facilities	Fire Station HVAC	\$29,500
Fire Department	Phone System	\$11,000
	Flood Control Engineering	\$20,000
	Replace Training Room Furniture	\$16,000
Planning & Development	Railroad Fence (materials only)	\$15,000
Parks Department	Perimeter Path Survey (Pirone Park)	\$15,000
	Total	\$106,500

Sponsor: Capital Planning Committee
Board of Selectmen:
Finance Committee:

Simple Majority Vote Required

ARTICLE 24: UDAG REPLENISHMENTS

To see if the Town will vote to transfer \$338,426 from Free Cash to replenish the Urban Development Action Grant (UDAG) account for the following:

Street Signs (voted FY15)	\$ 13,590
Additional 111F Costs (voted FY16)	\$ 22,597
Environmental Impact – Old Fire Station (voted FY15 and FY16)	\$ 4,039
Removal of Fuel Tank – Old Fire Station (voted FY16)	\$ 3,200
Remaining Depot Square and Access Building costs (voted FY16)	\$295,000
Total	\$338,426

Or take any action thereon or in relation thereto.

Explanatory Note: This article will replenish the Town's UDAG Fund in the amounts set forth in the article. These funds were used from the UDAG's unrestricted funds for purposes that did not have a repayment mechanism in place.

Sponsor: Board of Selectmen
Finance Committee:

Simple Majority Vote Required

ARTICLE 25: GASB-45/OPEB (Post-Employment Benefits) FUND

To see if the Town will vote to raise and appropriate \$133,700 and transfer \$166,300 from Free Cash, totaling the sum of \$300,000 to meet the Town's obligations under the Government Accounting Standards Board (GASB) Statement 45 to fund the Town's future obligation for the cost of other post-employment benefits (OPEB), or take any action thereon or in relation thereto.

Sponsor: Board of Selectmen
Finance Committee:

Simple Majority Vote Required

RAISE & APPROPRIATE ARTICLES (If needed)

RAISE & APPROPRIATE ARTICLES

ARTICLE 26: FIRST YEAR'S INTEREST-GENERAL FUND BORROWING

To see if the Town will vote to raise and appropriate the sum of \$32,039 required to provide for the first year's interest charges and associated administrative expenses on all General Fund borrowing/bonding authorized by this Town Meeting, or take any action thereon or in relation thereto.

Sponsor: Board of Selectmen
Finance Committee:

Simple Majority Vote Required

ARTICLE 27: FUNDING FOR GENERAL CODE REVIEW AND UPDATE SERVICES OF TOWN BYLAWS

To see if the Town will vote to raise and appropriate the sum of \$20,000 for the purposes of funding the professional services for the code review and update of the Town's Bylaws or take any action thereon or in relation thereto. Funds are to be spent by June 30, 2021; unexpended funds on June 30, 2021 to close and revert to general fund balance.

Explanatory Note: Funding from this Article will be used to professionally review, update, and codify all of the Town's Bylaws and traffic regulations.

Sponsor: Board of Selectmen
Finance Committee:

Simple Majority Vote Required

ARTICLE 28: FUNDING FOR AQUATIC WEED CONTROL FOR TOWN PONDS

To see if the Town will vote to raise and appropriate the sum of \$25,000 for the purpose of funding the aquatic weed control program for the Town's ponds; or take any action thereon or in relation

thereto. Funds are to be spent by June 30, 2021; unexpended funds on June 30, 2021 to close and revert to general fund balance.

Explanatory Note: Funding from this Article will be used by the Conservation Commission for the purposes of the aquatic weed control of all the Town's ponds.

Sponsor: Board of Selectmen
Finance Committee:

Simple Majority Vote Required

ARTICLE 29: MEMORIAL GARDEN

To see if the Town will vote to raise and appropriate the sum of \$15,000 for the purposes of Improvements to the Memorial Garden or take any action thereon or in relation thereto. Funds are to be spent by June 30, 2021; unexpended funds on June 30, 2021 to close and revert to general fund balance.

Explanatory Note: Funding from this Article will be used by the Memorial Garden Committee for the purposes of installing an additional monument/plaque for additional Veterans' names in the Memorial Garden adjacent to Town Hall.

Sponsor: Board of Selectmen
Finance Committee:

Simple Majority Vote Required

ARTICLE 30: FIRE EQUIPMENT GRANT MATCH

To see if the Town will vote to raise and appropriate the sum of \$2,794 as the matching share of a grant for the purchase of fire equipment or take any action thereon or in relation thereto. Funds are to be spent by June 30, 2021; unexpended funds on June 30, 2021 to close and revert to general fund balance.

Sponsor: Board of Selectmen
Finance Committee:

Simple Majority Vote Required

ARTICLE 31: STABILIZATION FUND

To see if the Town will vote to raise and appropriate \$290,352 and transfer \$284,909 from Free Cash totaling the sum of \$575,261 or such other sum or sums of money, with \$75,261 to be credited to the Stabilization Fund under the provisions of Chapter 40, Section 5B of the General Laws, and \$500,000 to be credited to the Capital Stabilization Fund per the Town's Financial Policies or take any action thereon or in relation thereto.

Sponsor: Board of Selectmen
Finance Committee:

Two-thirds Majority Vote Required

OTHER BUSINESS ARTICLES

ARTICLE 32: COMMUNITY PRESERVATION ACT

To see if the Town will hear and act on the report of the Community Preservation Committee on the Fiscal Year 2018 Community Preservation Act budget, and appropriate from the estimated FY 2018 Community Preservation Fund revenues:

- A sum of money equal to five percent, and not to exceed five thousand dollars (\$5,000), to meet the administrative expenses and all other necessary and proper expenses of the Community Preservation Committee for Fiscal Year 2018.

And further, to reserve for future appropriation from the estimated FY 2018 Community Preservation Fund revenues the following sums of money, as recommended by the Community Preservation Committee, for each of the following purposes:

- A sum of money equal to \$81,878, more or less, for acquisition, creation and preservation of open space excluding land for recreational use, and
- A sum of money equal to \$22,595, more or less, for acquisition, preservation, restoration and rehabilitation of historic resources, and
- A sum of money equal to \$22,595, more or less, for acquisition, creation and preservation and support of community housing.

And the remainder sum of \$81,877 for the Community Preservation Undesignated Fund balance. Or take any action thereon or in relation thereto.

Explanatory Note: Disbursement required by the Commonwealth of Massachusetts under M.G.L. Chapter 44B for the estimated FY 2018 Community Preservation Fund revenues.

Sponsor: Community Preservation Committee

Board of Selectmen:

Finance Committee:

Simple Majority Vote Required

ARTICLE 33: COMMUNITY PRESERVATION FUNDING OF PIRONE PARK PERIMETER WALKING PATH

To see if the Town will vote to transfer from the Community Preservation Undesignated Fund Balance the sum of money not to exceed \$72,000 to the Ayer Parks Department for the construction of an ADA compliant perimeter path around portions of Pirone Park; or take any action thereon or in relation thereto.

Sponsor: Community Preservation Committee

Board of Selectmen:

Finance Committee:

Simple Majority Vote Required

ARTICLE 34: COMMUNITY PRESERVATION FUNDING OF LOCAL MATCH PORTION OF AYER DOG PARK GRANT

To see if the Town will vote to transfer from the Community Preservation Undesignated Fund Balance the sum of money not to exceed \$20,000 to the Ayer Department of Public Works to support the construction of Dog Park on Snake Hill Road, adjacent to the Pingry Hill subdivision; or take any action thereon or in relation thereto.

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

Simple Majority Vote Required

ARTICLE 35: COMMUNITY PRESERVATION FUNDING OF PLEASANT STREET SCHOOL GENERATOR

To see if the Town will vote to transfer from the Community Preservation Reserve for Historic Resources the sum of money not to exceed \$120,000 to the Ayer Elderly Housing Partnership/Ayer Housing Authority for the purchase and installation of a generator at the Historical Pleasant Street School Apartments; or take any action thereon or in relation thereto.

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

Simple Majority Vote Required

ARTICLE 36: COMMUNITY PRESERVATION FUND FY 2018 TRANSFER OF FUNDS

To see if the Town will vote to transfer from Community Preservation Fund FY' 2018 estimated annual revenues, the sum of \$12,000 and reserve said sum for future appropriation by the Community Preservation Committee for general open space purposes; or take any action thereon or in relation thereto.

Explanatory Note: Due diligence for future appropriations by the Community Preservation Committee for general open space purposes.

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

Simple Majority Vote Required

ARTICLE 37: ADOPTION OF THE PROVISION OF MGL CHAPTER 90, SECTION 17C

To see if the Town will vote to adopt the provision of MGL Chapter 90, Section 17C on a Town wide basis; or take any action thereon or in relation thereto.

Sponsor: Board of Selectmen

Simple Majority Vote Required

**ARTICLE 38: SOLAR LEASE FOR LANDFILL SITE
[Article being drafted by Town Counsel]**

**ARTICLE 39: SOLAR LEASE DPW WASTEWATER SITE
[Article being drafted by Town Counsel]**

A True Copy Attest: _____

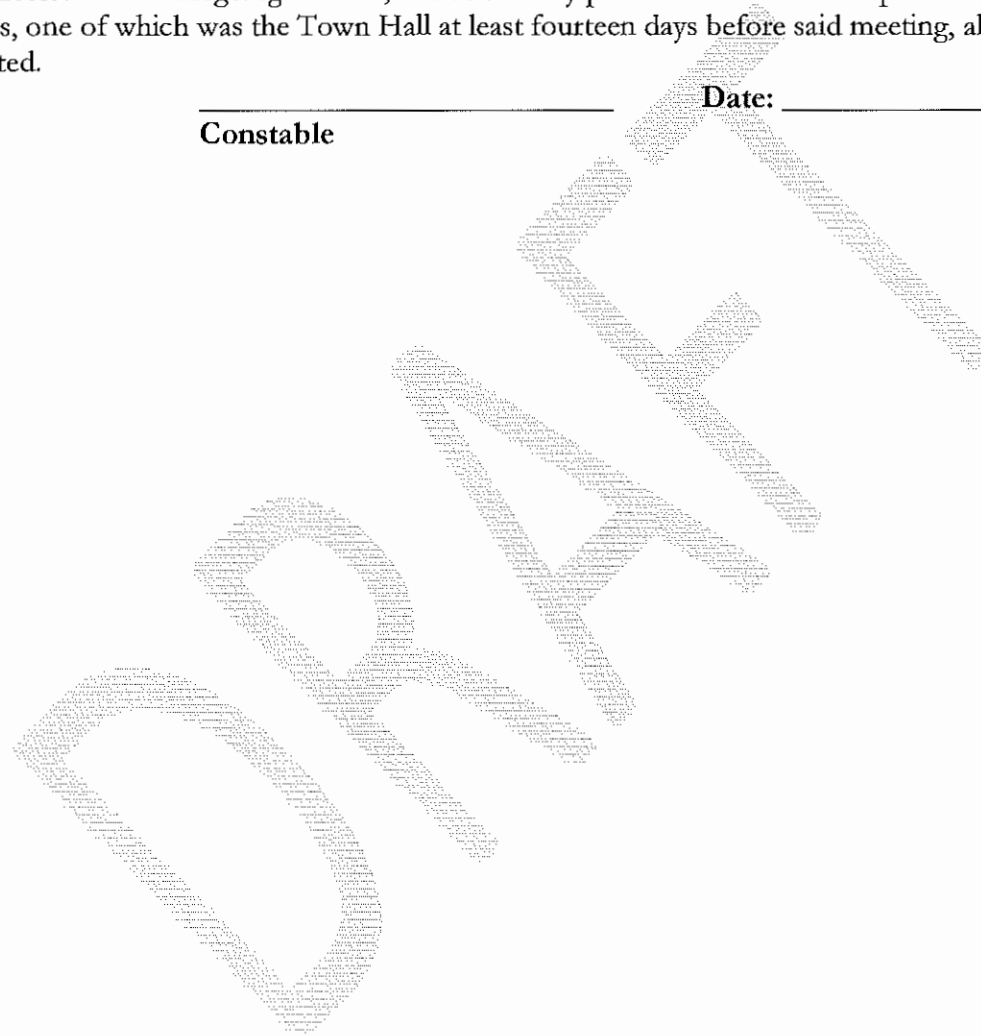
Date: _____

Susan E. Copeland
Town Clerk & Tax Collector

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

Constable

Date: _____



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: April 14, 2017

TO: Ayer Board of Selectmen

FROM: Robert A. Pontbriand
Town Administrator

R.A.P.

SUBJECT: Town Administrator's Report for the April 18, 2017 Ayer BOS Meeting

Dear Honorable Selectmen,

I am pleased to transmit to you the following Town Administrator's Report for the April 18, 2017 Ayer 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 provide the BOS with a brief Administrative Update on the various projects, initiatives, and matters before the Administration since the April 4, 2017 BOS Meeting.

Flexible Spending Account Renewal:

- The BOS is respectfully requested to authorize the renewal of the Town's Flexible Spending Account Program as outlined in the attached memo from the Benefits and Payroll Manager (See Attached Memo).

Reauthorization of UDAG Appraisal Funding:

- As the BOS is aware, the owner of the approximately 4.5 acres of undeveloped land known as the "Emily's Way" has approached the Town with an offer to sell the land to the Town. As part of the Town's comprehensive Departmental review of the land, there is substantial interest from the Open Space Committee and the CPC to potentially acquire this land for open space purposes. Furthermore, as the BOS is aware, the Town is legally required to conduct a professional appraisal of the property as part of the potential acquisition process.
- The BOS previously authorized UDAG funds for the purposes of the Chapter 61 Nashua Street Extension appraisals for which there is \$2500 remaining. I am respectfully recommending that the BOS consider reauthorization of \$1700 of these UDAG funds for the purposes of the professional appraisal of the "Emily's Way" land.

Thank you.

Attachment

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: April 12, 2017
To: Robert Pontbriand, Town Administrator
From: Kevin A. Johnston
Subject: Flexible Spending Account Renewal

The Town of Ayer Flexible Spending Account (FSA) with 'benefit strategies LLC' is an annual voluntary employee benefit that requires renewal for FY 2018. The existing Health Care Account (HCA) will have one change with the renewal, the Maximum Limit is increasing to the IRS limit of \$2,600. An added benefit to the FSA for FY 2018 is the inclusion of a Dependent Care Account (DCA) with a \$5,000 Maximum Limit. There will be additional administrative fees of \$4.75 per month for each DCA participant. The budget for FY 2018 has adequate funding for the added administrative costs.

I recommend the Board of Selectmen authorize renewal of the Flexible Spending Account for FY 2018 with both the Health Care Account and Dependent Care Account.

Please let me know if you have any questions about this employee benefit renewal.

Thank you.

Town of Ayer
Board of Selectmen
Open Session Meeting Minutes

April 4, 2017, 7:00pm



Attendance: Gary J. Luca, Chair; Jannice L. Livingston, Clerk

Absent: Christopher R. Hillman, Vice-Chair

Also in Attendance: Robert A. Pontbriand, Town Administrator

Call to Order: The meeting was called to order at 7pm by G. Luca.

Pledge of Allegiance: G. Luca led the meeting in the Pledge of Allegiance.

Meeting agenda was amended to include a Reserve Fund Transfer for the Building Department under the Town Administrator's Report.

MOTION: A motion was made by J. Livingston and seconded by G. Luca to approve the meeting agenda as amended. Motion Passed 2-0.

Public Input:

Mary Spinner stated that the Town should consider having Town Meeting on Saturday morning's to attract more people to participate.

Lauri Sabol addressed the BOS regarding the Clean Ayer Event on April 29 and April 30.

Home Rule Petition Request for All Alcohol Permit :

Mr. Jeff Gendron, owner of The Vineyard, 63 Park Street appeared before the BOS to request BOS support for a warrant article for the Annual Town Meeting for a home rule petition for an all alcohol permit.

R. Pontbriand introduced Mr. Gendron to the BOS and referenced Mr. Gendron's letter of request for the record.

G. Luca stated that he has consistently not been in favor of any additional all liquor licenses for the Town since the Town already has one more than its quota and the Town does not need another one.

Mr. Gendron stated that many of his customers continued to ask for one for his store and that he has forty years of experience; well-trained employees; competitive pricing; and this would greatly help his business.

J. Livingston stated that though the Town is one over its quota, she is not opposed to putting the matter before the People at Town Meeting.

MOTION: A motion was made by J. Livingston for the BOS to place a warrant article on the Annual Town Meeting Warrant for a home rule petition for an all alcohol license for the Vineyard. Motion was seconded for discussion by G. Luca.

G. Luca stated that he is against an additional license.

Vote on the Motion: J. Livingston, Y; G. Luca, N; 1-1; the Motion does not pass.

Mr. Jim Fay asked the Chair to address the Board since he missed Public Input at the beginning of the meeting.

The Chair recognized Mr. Fay.

Mr. Fay addressed the BOS to inform them that the Planning Board is working on the issue of Retail Marijuana and will report back to the BOS shortly.

Agreement for Paramedic Intercept Services with the Town of Shirley:

Fire Chief Pedrazzi appeared before the BOS seeking approval of an agreement for paramedic intercept services with the Town of Shirley as put forth in the BOS Meeting Packet.

MOTION: A motion was made by J. Livingston and seconded by G. Luca to approve the Agreement for Paramedic Intercept Services with the Town of Shirley as presented by the Fire Chief with signature by the BOS Chair. Motion Passed 2-0.

Former Fire Station RFP Award Recommendation:

Mr. Alan Manoian, Director of Economic Development appeared before the BOS seeking approval from the BOS for the proposal for the redevelopment of the historic 1934 Ayer Central Fire Station as submitted by C. Donell Homes in the amount of \$50,000. The Town received a total of three RFP responses and the proposal from C. Donell Homes was found to be the most responsive and responsible proposal based on the scoring of the evaluation team and price.

MOTION: A motion was made by J. Livingston and seconded by G. Luca to approve the recommendation of the proposal for the redevelopment of the historic 1934 Ayer Central Fire Station as submitted by C. Donell Homes in the amount of \$50,000 and to authorize the Economic Development Director to proceed with developing a contract for the proposal. Motion Passed 2-0.

Ayer Master Plan Update:

The BOS heard an update on the Ayer Master Plan from Mr. Manoian, Economic Development Director and Ms. Courtney Starling, the Town's consultant from Community Opportunities Group (COG).

Preliminary Vote to Authorize Refunding of Past Bonds:

Ms. Lisa Gabree, Finance Manager and Ms. Susan Copeland, Treasurer appeared before the BOS requesting a preliminary vote from the BOS to authorize the refunding of past bonds. The refinancing/refunding of these municipal bonds will save the Town approximately \$383,000.

MOTION: A motion was made by J. Livingston and seconded by G. Luca to authorize the refinancing/refunding of the municipal bonds as presented by the Finance Manager and Treasurer with an approximate savings of \$383,000. Motion Passed 2-0.

Public Hearing: FY 2018 Water and Sewer Rates:

MOTION: A motion was made by J. Livingston and seconded by G. Luca to open the FY 2018 Water Sewer Rates Public Hearing. Motion Passed 2-0.

R. Pontbriand publically thanked the Water and Sewer Rate Review Committee for all of their hard work and introduced Lisa Gabree, Finance Manager and Mark Wetzel, DPW Superintendent who made a presentation on behalf of the Water and Sewer Rate Review Committee for the FY 2018 water and sewer rate recommendations for the BOS. The Committee recommended a 0% increase in the water rates for FY 2018. The Committee recommended a 3.5% increase in the sewer rates for FY 2018. This increase is within the sewer rate model for the Town. There was no input from the Public.

MOTION: A motion was made by J. Livingston and seconded by G. Luca to approve the recommendation of the Water and Sewer Rate Review Committee for a 0% increase in the water rates for FY 2018. **Motion Passed 2-0.**

MOTION: A motion was made by J. Livingston and seconded by G. Luca to approve the recommendation of the Water and Sewer Rate Review Committee for a 3.5% increase in the sewer rates for FY 2018. **Motion Passed 2-0.**

MOTION: A motion was made by J. Livingston and seconded by G. Luca to close the Public Hearing. **Motion Passed 2-0.**

Town Administrator's Report:

The BOS heard an administrative update from the Town Administrator.

Reserve Fund Transfer Request (RFT) in the amount of \$26,000 for Veterans Benefits:

The Town Administrator presented an RFT in the amount of \$26,000 for Veterans Benefits for approval by the BOS. Due to a shortfall of Chapter 115 Veteran benefit funds, the RFT is needed.

MOTION: A motion was made by J. Livingston and seconded by G. Luca to approve the RFT for Veterans Benefits in the amount of \$26,000 as presented by the Town Administrator. **Motion Passed 2-0.**

Update on Bylaw Review Process:

The Town Administrator gave the BOS an update on the Bylaw Review Process. He recommended that the BOS support a Warrant Article for the May 2017 Annual Town Meeting in the amount of \$20,000 which would fund the professional services of General Code which will do a legal review; recodification; and formal recommendation plan for the Town's Bylaws and Traffic Ordinances. General Code is the industry leader and has worked with KP Law (Town Counsel) in the past. This is the best course of action to ensure a complete professional review, update, and implementation of the Town's Bylaws and Traffic Ordinances. The BOS concurred.

Recreational Marijuana Update:

The Town Administrator gave the BOS an update on the Recreational Marijuana Update and advised that he had met with the Montachusett Regional Planning Commission and representatives of the Ayer Planning Board regarding the issue. It is recommended that whatever the Town decides to do with respect to the issue, that formal action should take place by the Ayer Town Meeting by the Special Fall Town Meeting in October 2017. The BOS concurred.

Reserve Fund Transfer Request (RFT) in the amount of \$42,404.40 for the Building Department:

The Town Administrator presented an RFT in the amount of \$42,404.40 for the Building Department to cover the unforeseen costs to board and secure 14 Williams Street and 128 Washington Street as a result of the Town's recent court authorized condemnation of both properties.

MOTION: A motion was made by J. Livingston and seconded by G. Luca to authorize the RFT in the amount of \$42,404.40 for the Building Department as presented by the Town Administrator.
Motion Passed 2-0.

Approval of Meeting Minutes for March 23, 2017

MOTION: A motion was made by J. Livingston and seconded by G. Luca to approve the BOS Meeting Minutes for March 23, 2017. **Motion Passed 2-0.**

Adjournment:

MOTION: A motion was made to adjourn the meeting by J. Livingston and seconded by G. Luca.
Motion Passed 2-0.

The BOS Meeting adjourned at 8:28pm.

Minutes recorded and submitted by Robert A. Pontbriand, Town Administrator

Date Minutes Approved by BOS: _____

Signature Indicating Approval: _____