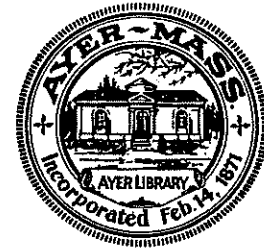


RECEIVED
TOWN CLERK
TOWN OF AYER

2016 JAN 14 PM 1:22
ef

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



Tuesday January 19, 2016
Open Session Meeting Agenda

- 7:00 PM **Call to Order**
Review and Approve Agenda; Announcements
- Recognition of Broncos Cheerleading Team**
American Youth Cheering National Champions
- 7:05 PM* **Public Input**
- Ms. Alicia Hersey, Office of Community Development**
1. Request relative to SAMSHA grant funding
- 7:10 PM **Ms. Cindy Knox, I.T. Administrator**
1. Redesigned Town of Ayer Website Presentation
- 7:25 PM **Superintendent Mark Wetzel, Department of Public Works**
1. Stony Brook Wastewater Pumping Station Change Order
2. Shirley Street Bridge and West Main Street Culvert Report
3. Complete Streets Presentation
- 8:05 PM **Personnel Board Initial Classification Recommendation**
1. Police Department Records Clerk
- 8:15 PM **Town Administrator's Report**
1. Administrative Update
- 8:20 PM **New Business/Selectmen's Questions**
- 8:25 PM **Approval Meeting Minutes**
January 5, 2016
- 8:30 PM ****Executive Session pursuant to MGL c.30A, section 21A**
Exemption #3 (Collective Bargaining) APPOA Step 4 Grievance
Exemption #3 (Collective Bargaining) Negotiations Strategy (DPW Union,
Firefighters Union and Police Superiors Union)
- Adjournment**

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

*** The BOS will adjourn from Executive Session for the evening and will not return to Open Session*

Recognition of Broncos Cheerleading Team

American Youth Cheering National Champions

The BOS will present a Certificate of Recognition to the Coach, read the names of those on the team and have a picture taken with the BOS.

Summary provided by Coach Candy Maki

The Ayer Shirley Broncos started the season back on August 1st they have been practicing very hard to be able to compete in the National Competition. The ages range from 11-14.

The first competition is the central competition here we placed 1st and then moved onto regionals. This was a first for the Ayer Shirley team.

These girls placed 1st at the Regional competition on November 22nd at the Mullen Center in Amherst. Any team that places 1st - 3rd goes on to the National competition in Florida. This trip has an expense of over \$14,000 which we had to raise all but \$3,000 to be able to go.

In Florida we went up against the top 5 teams in the nation and placed 1st. Also the first time Ayer Shirley has ever done this. The team received a banner, a trophy and the girls received a NATIONALS jacket.

Link to the video from Florida -

<https://www.youtube.com/watch?v=qtDTNnmPxb4&feature=youtu.be>

Team Members

Abby Carpenter, Alexis Surratt, Amber Dillcandro, Amber Maki, Angela Lord, Cheyenne Jones, Cheyenne Sequeira, Chole Cushing, Edna Brown, Ella Razzetti, Emily Granger, Georgia Tomao, Hannah Chamberlain, Heaven Villaronga, Jean McCarron, Jenny Clifton, Lezlie Walker, Lilly Robinson, Maddy Holsombach, Meghan Dupell, Meghan Simmons, Mindee Breest, Olivia Oestreicher, Sara Surette,

Town of Ayer

Department of Planning & Development

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



RECEIVED
JAN 13 2016

TOWN OF AYER
SELECTMEN'S OFFICE

MEMORANDUM

TO: Board of Selectmen

FROM: Alicia Hersey, Community Development Office

DATE: January 13, 2016

RE: Budget carry over (BHTCC) Behavioral Health Treatment Court Collaborative Grant

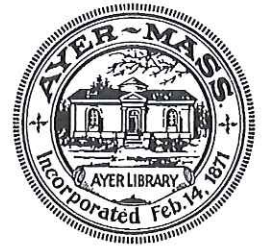
Advocates the Town of Ayer's partner in administering its SAMHSA based BHTCC grant is requesting a carryover of \$72,225.98 of unobligated funds from year one. This request needs to be made to SAMHSA (Substance Abuse and Mental Health Services Administration) by the end of this month. The grant is a Town grant and this request must come from the Board of Selectmen.

Request the Board of Selectmen approve the request for carryover of funds from BHTCC year one budget, with signature of the Chair of the Board of Selectmen on the letter requesting this carryover from SAMHSA.

Town of Ayer

Department of Planning & Development

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



January 19, 2016

Darrel Russ
SAMHSA
Division of Grants Management
1 Choke Cherry Road, Room 7-1091
Rockville, MD 20857
240-276-1517

 **COPY**

Grant No. 1 H79 SM061687-01, Ayer Worcester Behavioral Health Treatment Court Collaborative,

DRAFT

Dear Darrel Russ:

The Town of Ayer is requesting to carryover \$72,225.98 unobligated amount from Yr. 1 to use in the current Year 2.

The amount was not used in the previous year because the program experienced staff vacancies due to challenges in recruiting and hiring appropriate candidates.

Currently, the program is operating as planned for implementation, but referral needs have been more clinically acute than anticipated; staffing is in place to provide necessary services to carry out the goals outlined in the grant proposal but can better meet the needs of the Worcester and Ayer courts with additional clinical resources. We are asking to devote the bulk of the carryover money to allow additional clinical resources to assist in evaluations of these high risk and high need participants referred by the court. Although this was not an expense that was anticipated in the first year of the grant, the combination of the more acute needs of referrals combined with the current increased need for matching care has made the designation of these additional resources critical to the success of the grant.

We anticipate that these additional resources will no longer be required after year two, and that grant funds expected for year three will be sufficient to provide any necessary services and/or evaluations.

Attached is the carryover budget breakdown and budget justification for your review and consideration.

Sincerely,



COPY

Jannice L. Livingston
Chairman
Board of Selectmen
Town of Ayer
One Main St.
Ayer, MA 01432

DRAFT

Cc: David Morrissette, Ph.D., LCSW; SAMHSA, CAPT, US Public Health Service;
Hilary Curtis, Ph.D., LMHC, Project Director, Ayer-Worcester Behavioral Health
Treatment Collaborative.

Carryover Budget Breakdown/Budget Justification Illustration
Based on \$72,225.98 Carryover of Funds and Yr. 2 Current Budget Period

Personnel	Original Yr. 2 Budget	Yr. 2 Carryover Budget	Total Year 2 Fed. Budget
Salaries	224,284.00		224,284.00
Additional Treatment & Clinical Resources (1.0 FTE)	0	47,008.54	47,008.54
Tax and Fringe (25%)	56,071.00	11,752.13	67,823.13
<i>SUBTOTAL</i>	<i>280,355</i>	<i>58,760.67</i>	<i>339,115.67</i>

(Budget Justification for Carryover)

Additional Treatment and Clinical Resources are needed due to increased court referrals specifically for diagnostic assessments of clients in custody. The ability to offer screening and case management remained as planned, but the specific need for a diagnostic assessment on site at the court house required funding for additional clinical resources. This additional staff is needed to address the increased caseload for the additional assessments.

Travel	Original Yr. 2 Budget	Yr. 2 Carryover Budget	Total Year 2 Fed. Budget
<i>SUBTOTAL</i>	<i>3,510.00</i>	<i>5,900.00</i>	<i>9,410.00</i>

(Budget Justification for Carryover) One trip for 5 people to grantee meeting in Arlington, VA: Hotel (\$200/night x 5 people x 3 nights=\$3,000). Airfare (\$300/flight x 5 people= 1,500), Per Diem-meals (\$60/day x 5 people x 3 days= 900), and other incidental charges (\$500)

Supplies	Original Yr. 2 Budget	Yr. 2 Carryover Budget	Total Year 2 Fed. Budget
<i>SUBTOTAL</i>	<i>3,030.00</i>	<i>0.00</i>	<i>3,030.00</i>

Rent	Original Yr. 2 Budget	Yr. 2 Carryover Budget	Total Year 2 Fed. Budget Total
<i>SUBTOTAL</i>	<i>18,666.00</i>	<i>0.00</i>	<i>18,666.00</i>

Indirect Cost Rate	Original Yr. 2 Budget	Yr. 2 Carryover Budget	Total Year 2 Fed. Budget Total
<i>SUBTOTAL</i>	<i>35,751</i>	<i>7,565.31</i>	<i>43,316.31</i>

Advocates' negotiated indirect cost rate agreement is 11.7% applied to all direct costs.

Totals	Original Yr. 2 Budget	Yr. 2 Carryover Budget	Total Year 2 Fed. Budget
	<i>\$341,312</i>	<i>\$72,225.98</i>	<i>\$413,537.98</i>



Upcoming Events

Veterans' Agent Office Hours

January 14, 2016 -
8:30am to 12:00pm

Conservation Commission Meeting

January 14, 2016 - 7:00pm

Veterans' Agent Office Hours

January 19, 2016 -
4:30pm to 7:00pm

Fourth of July Committee Meeting

January 19, 2016 - 5:00pm

Board of Selectmen Meeting

January 19, 2016 - 7:00pm

Zoning Board of Appeals Meeting ****CAN-
CELED****

January 20, 2016 - 7:00pm

[ALL UPCOMING EVENTS](#)

[Bylaws, Policies & Regulations](#)

Citizen Action Center



[Pay Bills](#)



[Public Safety](#)



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[FAQs](#)

[Job Opening - Administrative Coordinator »](#)

This position will provide full-time professional administrative support; customer service; and coordination of the...

[Job Opening - DPW Utility Person »](#)

The Town of Ayer is hiring a full time Utility Person. The rate of pay will be \$21.90 per hour, which includes license...



[Littleton & Ayer Joint Intersection Remediation Project »](#)

Information about the Littleton & Ayer, Massachusetts Joint Intersection Remediation Project. This is a joint...

[+ VIEW ALL](#)

DEPARTMENT OF PUBLIC WORKS

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



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

MEMORANDUM

Date: January 13, 2016
To: Board of Selectmen
From: Mark Wetzel, P.E., Public Works Superintendent
Subject: **January 19 Meeting Agenda Items**

1. Stony Brook Wastewater Pumping Station Change Order - The Stony Brook Wastewater Pumping Station Replacement project is complete and in service, with only punch list items remaining. There is a change order to cover several minor items related to unforeseen conditions. The project budget is \$720,000 and the final construction cost, including the change order and engineering is estimated to be about \$650,000. I am requested approval of the change order by the Board of Selectmen.
2. Shirley St Bridge and West Main Street Culvert – The DPW included engineering and construction for the Shirley Street Bridge (FY17 -\$75K, FY18 - \$600K) and West Main Street Culvert (FY19 -\$100K, FY20 - \$1,000,000). It is the DPW's opinion that the Shirley Street Bridge needs to be reopened prior to taking the West Main Street culvert out of service for replacement. The Capital Planning Committee had several questions regarding temporary bridges, time required to do the replacements, design alternatives and costs etc. The committee recommended that the DPW hire a consulting engineer to evaluate alternatives and begin the design. They voted to recommend that the Board of Selectmen vote to authorize use of \$100,000 of UDAG funds for the engineering of this project. The DPW will provide a brief update on the project status and issues.
3. Complete Streets – MassDOT has implemented a Complete Streets program, providing grant funding for communities to plan and construct complete streets projects. Complete Streets is a design approach that focuses on the safety and comfort of all roadway users, including pedestrians, bicyclists, and public transit. To be eligible for grant funding, a community must have a Complete Streets Policy. I will give a brief overview of Complete Streets and with the support of the Board, will begin preparing a complete streets policy.

Change Order

No. 1

Date of Issuance: January 13, 2016

Effective Date: January 13, 2016

Project: Stony Brook Pump Station	Owner: Town of Ayer	Owner's Contract No.: 1
Contract: Stony Brook Pump Station Replacement		Date of Contract: July 15, 2015
Contractor: Waterline Industries, Corp.		Engineer's Project No.: 01243

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

Description:

- 1) Addition of 12" PVC pipe and revision to sewer line layout and manhole pipe inverts; \$5,790.34
- 2) Addition of communication conduits from control building to existing utility pole; \$2,415.20
- 3) Relocate existing alarm communication box to new control building; \$1,388.19
- 4) Provide unit heater for new control building; \$1,942.20

Attachments (list documents supporting change):

Documents provided by Waterline Industries, Corp.

CHANGE IN CONTRACT PRICE:

CHANGE IN CONTRACT TIMES:

Original Contract Price:

\$616,677.00

Increase from previously approved Change Orders No. 0 to No. 0:

\$0.00

Contract Price prior to this Change Order:

\$616,677.00

Increase of this Change Order:

\$11,535.93

Contract Price incorporating this Change Order:

\$628,212.93

Original Contract Times: Working days Calendar date

Substantial completion (days or date): 196

Ready for final payment (days or date): 210

Increase from previously approved Change Orders No. 0 to No. 0:

Substantial completion (days): 0

Ready for final payment (days): 0

Contract Times prior to this Change Order:

Substantial completion (days or date): 196

Ready for final payment (days or date): 210

Increase of this Change Order:

Substantial completion (days or date): 0

Ready for final payment (days or date): 0

Contract Times with all approved Change Orders:

Substantial completion (days or date): 196

Ready for final payment (days or date): 210

RECOMMENDED:

By: Robert Z. Munn III
Engineer (Authorized Signature)

Date: January 13, 2016

ACCEPTED:

By: _____
Owner (Authorized Signature)

Date: _____

ACCEPTED:

By: _____
Contractor (Authorized Signature)

Date: _____

DRAFT

Change Order

Instructions

A. GENERAL INFORMATION

This document was developed to provide a uniform format for handling contract changes that affect Contract Price or Contract Times. Changes that have been initiated by a Work Change Directive must be incorporated into a subsequent Change Order if they affect Price or Times.

Changes that affect Contract Price or Contract Times should be promptly covered by a Change Order. The practice of accumulating Change Orders to reduce the administrative burden may lead to unnecessary disputes.

If Milestones have been listed in the Agreement, any effect of a Change Order thereon should be addressed.

For supplemental instructions and minor changes not involving a change in the Contract Price or Contract Times, a Field Order should be used.

B. COMPLETING THE CHANGE ORDER FORM

Engineer normally initiates the form, including a description of the changes involved and attachments based upon documents and proposals submitted by Contractor, or requests from Owner, or both.

Once Engineer has completed and signed the form, all copies should be sent to Owner or Contractor for approval, depending on whether the Change Order is a true order to the Contractor or the formalization of a negotiated agreement for a previously performed change. After approval by one contracting party, all copies should be sent to the other party for approval. Engineer should make distribution of executed copies after approval by both parties.

If a change only applies to price or to times, cross out the part of the tabulation that does not apply.

Cost Proposal

I1504.01

Date: Monday, September 14, 2015

TO: **Onsite Engineering**
 279 East Central Street
 PMB 241
 Franklin, MA 02038

Attn: **Ray Willis**
 Tel: **508-553-0616**
 Cell: 508-341-8570
 Email: rwillis@onsite-eng.com

FROM: **Waterline Industries Corporation**
 7 London Lane
 Seabrook, NH 03874

JOB: **Stoney Brook Pump Station**
 Ayer Water Distric
 Ayer, Massachusetts

RE: **12" Pipe Add and Invert Changes**
 Add 12" pipe from new SMH to existing SMH, change inverts in new SMH.

Equipment				Labor			
Type	Hrs	Rate	Subtotal	Class / Qty	Hrs	Rate	Subtotal
Equipment from Breakdown Sheet			\$ 2,050.00	Labor from Breakdown Sheet			\$ 888.27
Sub-Total Equipment			\$ 2,050.00	Sub-Total Labor			\$ 888.27
Subcontractor				Materials			
				Desc.	Unit	Cost	Subtotal
Subcontractor from Breakdown Sheet			\$ -	Materials from Breakdown Sheet			\$ 1,502.66
Sub-Total Subcontractor:			\$ -				
Other							
Bonds & Insurance (2.5%)			\$ 141.23				
Sub-Total Other			\$ 141.23	Sub-Total Materials			\$ 1,502.66

Equipment Costs:	\$ 2,050.00
Materials Costs:	\$ 1,503.00
Labor Costs:	\$ 888.27
53.0% Direct Labor Burden	\$ 471.00
Work of General Contractor:	\$ 4,912.27
15.0% Overhead & Profit GC	\$ 736.84
Work of Sub-Contractor :	\$ -
5.0% Overhead & Profit Sub	\$ -
Work of Other: Bonds & Insurance	\$ 141.23
0.0% Profit & Overhead, Other	\$ -

Additional Contract Time**: 5 Days
 * Pricing subject to increase if not accepted in 14-CD
 ** Additional time is dependent upon actual date of approval.

Ray Willis - Project Manager

Ralph Dumke - Project Manager

Total Change Order Request: \$ 5,790.34

Cost Proposal

11504.02

Date: Thursday, November 12, 2015

TO: **Onsite Engineering**
 279 East Central Street
 PMB 241
 Franklin, MA 02038

Attn: **Ray Willis**
 Tel: **508-553-0616**
 Cell: 508-341-8570
 Email: rwillis@onsite-eng.com

FROM: **Waterline Industries Corporation**
 7 London Lane
 Seabrook, NH 03874

JOB: **Stoney Brook Pump Station**
 Ayer Water Distric
 Ayer, Massachusetts

RE: **Add Underground Conduit**
 Add a conduit from the bulding to the existing telephone pole for future communication lines.

Equipment				Labor			
Type	Hrs	Rate	Subtotal	Class / Qty	Hrs	Rate	Subtotal
excavator	1	60	\$ 60.00	Operator	1	\$68.27	\$ 68.27
				Electrician	8	\$61.46	\$ 491.68
Sub-Total Equipment			\$ 60.00	Sub-Total Labor			\$ 559.95
Subcontractor				Materials			
				Desc.	Unit	Cost	Subtotal
no subcontractors required			\$ -	conduit, and fittings			\$ 1,006.70
				small tools, consumables, etc.			\$ 125.00
Sub-Total Subcontractor:			\$ -				
Other							
Bonds & Insurance (2.5%)			\$ 58.91				
Sub-Total Other			\$ 58.91	Sub-Total Materials			\$ 1,131.70

Equipment Costs:	\$ 60.00
Materials Costs:	\$ 1,132.00
Labor Costs:	\$ 559.95
53.0% Direct Labor Burden	\$ 297.00
Work of General Contractor:	\$ 2,048.95
15.0% Overhead & Profit GC	\$ 307.34
Work of Sub-Contractor :	\$ -
5.0% Overhead & Profit Sub	\$ -
Work of Other: Bonds & Insurance	\$ 58.91
0.0% Profit & Overhead, Other	\$ -

Total Change Order Request: \$ 2,415.20

Additional Contract Time**: 2 Days

* Pricing subject to increase if not accepted in 14-CD

** Additional time is dependent upon actual date of approval.

Ray Willis - Project Manager

Sean Dougherty - Project Manager

Cost Proposal

11504.03

Date: Tuesday, January 12, 2016

TO: **Onsite Engineering**
 279 East Central Street
 PMB 241
 Franklin, MA 02038

Attn: **Ray Willis**
 Tel: **508-553-0616**
 Cell: 508-341-8570
 Email: rwillis@onsite-eng.com

FROM: **Waterline Industries Corporation**
 7 London Lane
 Seabrook, NH 03874

JOB: **Stoney Brook Pump Station**
Ayer Water Distric
Ayer, Massachusetts

RE: **Relocate Existing Alarm Box**
 Relocate exiting alarm box to new building

Equipment				Labor			
Type	Hrs	Rate	Subtotal	Class / Qty	Hrs	Rate	Subtotal
no equipment was required			\$ -	Electrician	8	61.46	\$ 491.68
Sub-Total Equipment			\$ -	Sub-Total Labor			\$ 491.68
Subcontractor				Materials			
				Desc.	Unit	Cost	Subtotal
Subcontractor from Breakdown Sheet			\$ -			\$ 50.00	\$ 50.00
				coring machine		\$ 350.00	\$ 350.00
				cable, fasteners, etc.		\$ 25.00	\$ 25.00
				truck and tools			
Sub-Total Subcontractor:			\$ -	Sub-Total Materials			\$ 425.00
Other							
Bonds & Insurance (2.5%)			\$ 33.86				
Sub-Total Other			\$ 33.86				

Equipment Costs:	\$ -
Materials Costs:	\$ 425.00
Labor Costs:	\$ 491.68
53.0% Direct Labor Burden	\$ 261.00
Work of General Contractor:	\$ 1,177.68
15.0% Overhead & Profit GC	\$ 176.65
Work of Sub-Contractor :	\$ -
5.0% Overhead & Profit Sub	\$ -
Work of Other: Bonds & Insurance	\$ 33.86
0.0% Profit & Overhead, Other	\$ -

Total Change Order Request: \$ 1,388.19

Additional Contract Time**:

14 Days

* Pricing subject to increase if not accepted in 14-CD

** Additional time is dependent upon actual date of approval.

Ray Willis - Project Manager

Ralph Dumke - Project Manager

Cost Proposal

I1504.04

Date: Tuesday, January 12, 2016

TO: **Onsite Engineering**
 279 East Central Street
 PMB 241
 Franklin, MA 02038

Attn: **Ray Willis**
 Tel: **508-553-0616**
 Cell: 508-341-8570
 Email: rwillis@onsite-eng.com

FROM: **Waterline Industries Corporation**
 7 London Lane
 Seabrook, NH 03874

JOB: **Stoney Brook Pump Station**
Ayer Water Distric
Ayer, Massachusetts

RE: **Add heater to building**
 Add a 480V heater and appurtenances to the new building

Equipment				Labor			
Type	Hrs	Rate	Subtotal	Class / Qty	Hrs	Rate	Subtotal
no equipment was required			\$ -	Electrician	8	61.46	\$ 491.68
Sub-Total Equipment			\$ -	Sub-Total Labor			\$ 491.68
Subcontractor				Materials			
				Desc.	Unit	Cost	Subtotal
no subcontractors were required			\$ -	heater		\$ 770.00	\$ 770.00
				cable, fasteners, etc.		\$ 100.00	\$ 100.00
				truck and tools		\$ 25.00	\$ 25.00
Sub-Total Subcontractor:			\$ -				
Other							
Bonds & Insurance (2.5%)			\$ 47.37				
Sub-Total Other			\$ 47.37	Sub-Total Materials			\$ 895.00

Equipment Costs:	\$ -
Materials Costs:	\$ 895.00
Labor Costs:	\$ 491.68
53.0% Direct Labor Burden	\$ 261.00
Work of General Contractor:	\$ 1,647.68
15.0% Overhead & Profit GC	\$ 247.15
Work of Sub-Contractor :	\$ -
5.0% Overhead & Profit Sub	\$ -
Work of Other: Bonds & Insurance	\$ 47.37
0.0% Profit & Overhead, Other	\$ -

Total Change Order Request: \$ 1,942.20

Additional Contract Time**:

14 Days

* Pricing subject to increase if not accepted in 14-CD

** Additional time is dependent upon actual date of approval.

Ray Willis - Project Manager

Ralph Dumke - Project Manager

Town of Ayer Personnel Board

Ayer Town Hall
1 Main St
Ayer, Massachusetts 01432



Honorable Board of Selectman
Town of Ayer
1 Main St
Ayer, MA 01432

Monday January 11, 2016

Dear Chairwoman Janice Livingston,

Please be advised that on Wednesday January 6, 2016, the Personnel Board met in a regularly scheduled session and discussed, amongst other items, the initial classification of the newly created position of *Police Records Clerk*.

After applying the position classification system provided in the *Municipal Position Classification and Rating System*, the Personnel Board is unanimously recommending that the **Police Records Clerk** be classified as a **GRADE 3 POSITION**. It should be noted that this is in line with grade recommended by the Chief of Police.

We look forward to working with the Board of Selectman at meeting in the near future, so as to finalize the classification for this position.

Respectfully Submitted,

Lt. Brian Gill - Ayer PD
Chairperson / Employee Representative to the Personnel Board

Town of Ayer
FY 2016: 2% COLA

Grade		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
1	Hourly	\$ 10.60	\$ 10.87	\$ 11.14	\$ 11.42	\$ 11.71	\$ 12.00	\$ 12.30	\$ 12.61	\$ 12.93	\$ 13.25	\$ 13.58
	Weekly	\$ 424.00	\$ 434.80	\$ 445.60	\$ 456.80	\$ 468.40	\$ 480.00	\$ 492.00	\$ 504.40	\$ 517.20	\$ 530.00	\$ 543.20
	Annual	\$ 22,132.80	\$ 22,696.56	\$ 23,260.32	\$ 23,844.96	\$ 24,450.48	\$ 25,056.00	\$ 25,682.40	\$ 26,329.68	\$ 26,997.84	\$ 27,666.00	\$ 28,355.04
2	Hourly	\$ 11.66	\$ 11.95	\$ 12.25	\$ 12.56	\$ 12.87	\$ 13.19	\$ 13.52	\$ 13.86	\$ 14.21	\$ 14.57	\$ 14.93
	Weekly	\$ 466.40	\$ 478.00	\$ 490.00	\$ 502.40	\$ 514.80	\$ 527.60	\$ 540.80	\$ 554.40	\$ 568.40	\$ 582.80	\$ 597.20
	Annual	\$ 24,346.08	\$ 24,951.60	\$ 25,578.00	\$ 26,225.28	\$ 26,872.56	\$ 27,540.72	\$ 28,229.76	\$ 28,939.68	\$ 29,670.48	\$ 30,422.16	\$ 31,173.84
3	Hourly	\$ 12.83	\$ 13.15	\$ 13.48	\$ 13.82	\$ 14.17	\$ 14.52	\$ 14.88	\$ 15.25	\$ 15.63	\$ 16.02	\$ 16.42
	Weekly	\$ 513.20	\$ 526.00	\$ 539.20	\$ 552.80	\$ 566.80	\$ 580.80	\$ 595.20	\$ 610.00	\$ 625.20	\$ 640.80	\$ 656.80
	Annual	\$ 26,789.04	\$ 27,457.20	\$ 28,146.24	\$ 28,856.16	\$ 29,586.96	\$ 30,317.76	\$ 31,069.44	\$ 31,842.00	\$ 32,635.44	\$ 33,449.76	\$ 34,284.96
4	Hourly	\$ 14.11	\$ 14.46	\$ 14.82	\$ 15.19	\$ 15.57	\$ 15.96	\$ 16.36	\$ 16.77	\$ 17.19	\$ 17.62	\$ 18.06
	Weekly	\$ 564.40	\$ 578.40	\$ 592.80	\$ 607.60	\$ 622.80	\$ 638.40	\$ 654.40	\$ 670.80	\$ 687.60	\$ 704.80	\$ 722.40
	Annual	\$ 29,461.68	\$ 30,192.48	\$ 30,944.16	\$ 31,716.72	\$ 32,510.16	\$ 33,324.48	\$ 34,159.68	\$ 35,015.76	\$ 35,892.72	\$ 36,790.56	\$ 37,709.28
5	Hourly	\$ 15.52	\$ 15.91	\$ 16.31	\$ 16.72	\$ 17.14	\$ 17.57	\$ 18.01	\$ 18.46	\$ 18.92	\$ 19.39	\$ 19.87
	Weekly	\$ 620.80	\$ 636.40	\$ 652.40	\$ 668.80	\$ 685.60	\$ 702.80	\$ 720.40	\$ 738.40	\$ 756.80	\$ 775.60	\$ 794.80
	Annual	\$ 32,405.76	\$ 33,220.08	\$ 34,055.28	\$ 34,911.36	\$ 35,788.32	\$ 36,686.16	\$ 37,604.88	\$ 38,544.48	\$ 39,504.96	\$ 40,486.32	\$ 41,488.56
6	Hourly	\$ 17.07	\$ 17.50	\$ 17.94	\$ 18.39	\$ 18.85	\$ 19.32	\$ 19.80	\$ 20.30	\$ 20.81	\$ 21.33	\$ 21.86
	Weekly	\$ 682.80	\$ 700.00	\$ 717.60	\$ 735.60	\$ 754.00	\$ 772.80	\$ 792.00	\$ 812.00	\$ 832.40	\$ 853.20	\$ 874.40
	Annual	\$ 35,642.16	\$ 36,540.00	\$ 37,458.72	\$ 38,398.32	\$ 39,358.80	\$ 40,340.16	\$ 41,342.40	\$ 42,386.40	\$ 43,451.28	\$ 44,537.04	\$ 45,643.68
7	Hourly	\$ 18.78	\$ 19.25	\$ 19.73	\$ 20.22	\$ 20.73	\$ 21.25	\$ 21.78	\$ 22.32	\$ 22.88	\$ 23.45	\$ 24.04
	Weekly	\$ 751.20	\$ 770.00	\$ 789.20	\$ 808.80	\$ 829.20	\$ 850.00	\$ 871.20	\$ 892.80	\$ 915.20	\$ 938.00	\$ 961.60
	Annual	\$ 39,212.64	\$ 40,194.00	\$ 41,196.24	\$ 42,219.36	\$ 43,284.24	\$ 44,370.00	\$ 45,476.64	\$ 46,604.16	\$ 47,773.44	\$ 48,963.60	\$ 50,195.52
8	Hourly	\$ 20.66	\$ 21.18	\$ 21.71	\$ 22.25	\$ 22.81	\$ 23.38	\$ 23.96	\$ 24.56	\$ 25.17	\$ 25.80	\$ 26.45
	Weekly	\$ 826.40	\$ 847.20	\$ 868.40	\$ 890.00	\$ 912.40	\$ 935.20	\$ 958.40	\$ 982.40	\$ 1,006.80	\$ 1,032.00	\$ 1,058.00
	Annual	\$ 43,138.08	\$ 44,223.84	\$ 45,330.48	\$ 46,458.00	\$ 47,627.28	\$ 48,817.44	\$ 50,028.48	\$ 51,281.28	\$ 52,554.96	\$ 53,870.40	\$ 55,227.60
9	Hourly	\$ 22.73	\$ 23.30	\$ 23.88	\$ 24.48	\$ 25.09	\$ 25.72	\$ 26.36	\$ 27.02	\$ 27.70	\$ 28.39	\$ 29.10
	Weekly	\$ 909.20	\$ 932.00	\$ 955.20	\$ 979.20	\$ 1,003.60	\$ 1,028.80	\$ 1,054.40	\$ 1,080.80	\$ 1,108.00	\$ 1,135.60	\$ 1,164.00
	Annual	\$ 47,460.24	\$ 48,650.40	\$ 49,861.44	\$ 51,114.24	\$ 52,387.92	\$ 53,703.36	\$ 55,039.68	\$ 56,417.76	\$ 57,837.60	\$ 59,278.32	\$ 60,760.80
10	Hourly	\$ 25.00	\$ 25.63	\$ 26.27	\$ 26.93	\$ 27.60	\$ 28.29	\$ 29.00	\$ 29.73	\$ 30.47	\$ 31.23	\$ 32.01
	Weekly	\$ 1,000.00	\$ 1,025.20	\$ 1,050.80	\$ 1,077.20	\$ 1,104.00	\$ 1,131.60	\$ 1,160.00	\$ 1,189.20	\$ 1,218.80	\$ 1,249.20	\$ 1,280.40
	Annual	\$ 52,200.00	\$ 53,515.44	\$ 54,851.76	\$ 56,229.84	\$ 57,628.80	\$ 59,069.52	\$ 60,552.00	\$ 62,076.24	\$ 63,621.36	\$ 65,208.24	\$ 66,836.88
11	Hourly	\$ 27.50	\$ 28.19	\$ 28.89	\$ 29.61	\$ 30.35	\$ 31.11	\$ 31.89	\$ 32.69	\$ 33.51	\$ 34.35	\$ 35.21
	Weekly	\$ 1,100.00	\$ 1,127.60	\$ 1,155.60	\$ 1,184.40	\$ 1,214.00	\$ 1,244.40	\$ 1,275.60	\$ 1,307.60	\$ 1,340.40	\$ 1,374.00	\$ 1,408.40
	Annual	\$ 57,420.00	\$ 58,860.72	\$ 60,322.32	\$ 61,825.68	\$ 63,370.80	\$ 64,957.68	\$ 66,586.32	\$ 68,256.72	\$ 69,968.88	\$ 71,722.80	\$ 73,518.48
12	Hourly	\$ 30.25	\$ 31.01	\$ 31.79	\$ 32.58	\$ 33.39	\$ 34.22	\$ 35.08	\$ 35.96	\$ 36.86	\$ 37.78	\$ 38.72

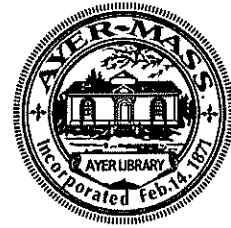
10% Between Grades / 2.5% Between Steps
40 Hours Per Week / 52.2 Weeks Per Year

Town of Ayer
FY 2016: 2% COLA

	Weekly	\$ 1,210.00	\$ 1,240.40	\$ 1,271.60	\$ 1,303.20	\$ 1,335.60	\$ 1,368.80	\$ 1,403.20	\$ 1,438.40	\$ 1,474.40	\$ 1,511.20	\$ 1,548.80
	Annual	\$ 63,162.00	\$ 64,748.88	\$ 66,377.52	\$ 68,027.04	\$ 69,718.32	\$ 71,451.36	\$ 73,247.04	\$ 75,084.48	\$ 76,963.68	\$ 78,884.64	\$ 80,847.36
13	Hourly	\$ 33.28	\$ 34.11	\$ 34.96	\$ 35.83	\$ 36.73	\$ 37.65	\$ 38.59	\$ 39.55	\$ 40.54	\$ 41.55	\$ 42.59
	Weekly	\$ 1,331.20	\$ 1,364.40	\$ 1,398.40	\$ 1,433.20	\$ 1,469.20	\$ 1,506.00	\$ 1,543.60	\$ 1,582.00	\$ 1,621.60	\$ 1,662.00	\$ 1,703.60
	Annual	\$ 69,488.64	\$ 71,221.68	\$ 72,996.48	\$ 74,813.04	\$ 76,692.24	\$ 78,613.20	\$ 80,575.92	\$ 82,580.40	\$ 84,647.52	\$ 86,756.40	\$ 88,927.92
14	Hourly	\$ 36.61	\$ 37.53	\$ 38.47	\$ 39.43	\$ 40.42	\$ 41.43	\$ 42.47	\$ 43.53	\$ 44.62	\$ 45.74	\$ 46.88
	Weekly	\$ 1,464.40	\$ 1,501.20	\$ 1,538.80	\$ 1,577.20	\$ 1,616.80	\$ 1,657.20	\$ 1,698.80	\$ 1,741.20	\$ 1,784.80	\$ 1,829.60	\$ 1,875.20
	Annual	\$ 76,441.68	\$ 78,362.64	\$ 80,325.36	\$ 82,329.84	\$ 84,396.96	\$ 86,505.84	\$ 88,677.36	\$ 90,890.64	\$ 93,166.56	\$ 95,505.12	\$ 97,885.44
15	Hourly	\$ 40.27	\$ 41.28	\$ 42.31	\$ 43.37	\$ 44.45	\$ 45.56	\$ 46.70	\$ 47.87	\$ 49.07	\$ 50.30	\$ 51.56
	Weekly	\$ 1,610.80	\$ 1,651.20	\$ 1,692.40	\$ 1,734.80	\$ 1,778.00	\$ 1,822.40	\$ 1,868.00	\$ 1,914.80	\$ 1,962.80	\$ 2,012.00	\$ 2,062.40
	Annual	\$ 84,083.76	\$ 86,192.64	\$ 88,343.28	\$ 90,556.56	\$ 92,811.60	\$ 95,129.28	\$ 97,509.60	\$ 99,952.56	\$ 102,458.16	\$ 105,026.40	\$ 107,657.28
16	Hourly	\$ 44.30	\$ 45.41	\$ 46.55	\$ 47.71	\$ 48.90	\$ 50.12	\$ 51.37	\$ 52.65	\$ 53.97	\$ 55.32	\$ 56.70
	Weekly	\$ 1,772.00	\$ 1,816.40	\$ 1,862.00	\$ 1,908.40	\$ 1,956.00	\$ 2,004.80	\$ 2,054.80	\$ 2,106.00	\$ 2,158.80	\$ 2,212.80	\$ 2,268.00
	Annual	\$ 92,498.40	\$ 94,816.08	\$ 97,196.40	\$ 99,618.48	\$ 102,103.20	\$ 104,650.56	\$ 107,260.56	\$ 109,933.20	\$ 112,689.36	\$ 115,508.16	\$ 118,389.60
17	Hourly	\$ 48.73	\$ 49.95	\$ 51.20	\$ 52.48	\$ 53.79	\$ 55.13	\$ 56.51	\$ 57.92	\$ 59.37	\$ 60.85	\$ 62.37
	Weekly	\$ 1,949.20	\$ 1,998.00	\$ 2,048.00	\$ 2,099.20	\$ 2,151.60	\$ 2,205.20	\$ 2,260.40	\$ 2,316.80	\$ 2,374.80	\$ 2,434.00	\$ 2,494.80
	Annual	\$ 101,748.24	\$ 104,295.60	\$ 106,905.60	\$ 109,578.24	\$ 112,313.52	\$ 115,111.44	\$ 117,992.88	\$ 120,936.96	\$ 123,964.56	\$ 127,054.80	\$ 130,228.56
18	Hourly	\$ 53.60	\$ 54.94	\$ 56.31	\$ 57.72	\$ 59.16	\$ 60.64	\$ 62.16	\$ 63.71	\$ 65.30	\$ 66.93	\$ 68.60
	Weekly	\$ 2,144.00	\$ 2,197.60	\$ 2,252.40	\$ 2,308.80	\$ 2,366.40	\$ 2,425.60	\$ 2,486.40	\$ 2,548.40	\$ 2,612.00	\$ 2,677.20	\$ 2,744.00
	Annual	\$ 111,916.80	\$ 114,714.72	\$ 117,575.28	\$ 120,519.36	\$ 123,526.08	\$ 126,616.32	\$ 129,790.08	\$ 133,026.48	\$ 136,346.40	\$ 139,749.84	\$ 143,236.80

10% Between Grades / 2.5% Between Steps
40 Hours Per Week / 52.2 Weeks Per Year

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



Tuesday January 5, 2016
Meeting Minutes

Broadcast and Recorded by APAC

Present: Jannice L. Livingston, Chair; Christopher R. Hillman, Clerk

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

Absent: Gary J. Luca, Vice-Chair

Call to Order: J. Livingston called the meeting to order at 7:00 PM.

Review and Approve Agenda: J. Livingston stated that she would entertain a motion to amend the agenda by removing the Depot Square update. She stated that the Town is making progress with the landowners and that when an update becomes available, she will share it. She also stated that the BOS has received information on the frame work for an eminent domain taking.

Motion: A motion was made by C. Hillman and seconded by J. Livingston to approve the agenda, as amended.

Motion passed 2-0.

Announcements: J. Livingston made the following announcements:

- 3rd Quarters Taxes are due on Monday, February 1st, 2016
- 2016 Dog Tags are available and due by March 31st to avoid any late fees
- 2016 Census is being mailed this week. Please return to the Town Clerk's office within 14 days of receiving
- Last Day to register to vote or to change your party affiliation for the March 1st Primary is on February 10th
- Nomination papers for the Monday, April 25, 2016 Ayer Annual Town Election are now available
- A Winter Parking Ban is in through April 15, 2016

Public Input: None

Joint Public Safety Meeting with Town of Littleton Board of Selectmen: The BOS was joined by the Town of Littleton BOS to discuss needed safety improvements to the Willow Road/2A Intersection.

Littleton BOS Chairman Jim Karr called the meeting to order and introduced his members. In addition to Chairman Karr, BOS members Melissa Hebert, Paul Avella, Joseph Knox and Charles DeCoste were in attendance.

J. Karr explained that after a fatal accident at the intersection, on top of numerous other motor vehicle accidents, he felt it was long overdue for both Town's to engage Mass Highway and the Legislative Delegation to make improvements to the intersection. He also explained that the Littleton BOS will hold a similar public information meeting on January 11, 2016 at 6:45 PM.

Littleton Police Chief Matthew King gave a PowerPoint presentation highlighting the research that has been done by both communities which confirms the high traffic volume and motor vehicle accident history.

Mr. Richard Maimone, 23 Mountain Laurel Road, stated that his wife had an accident at this intersection and that he would like to see it fixed.

J. Karr noted that as part of the Pingry Hill subdivision approval, the developers were responsible for a portion of the mitigation costs.

Mary Spinner, 18 Myrick Street, asked who was going to pay for the improvements.

J. Karr stated that this is a state road and falls within the state's jurisdiction and that the state should be responsible in paying for it.

M. King stated that Mass Highway has reached out to discuss the data that was collected by the Town of Littleton.

Steve Mullaney, Mullaney Engineering, asked if the regional planning agencies have been contacted to put this on the TIP list. Littleton Town Administrator Keith Bergman stated that because projects on the TIP take a long time, both Towns decided that contacting Mass Highway would be the most direct approach.

Motion: A motion was made by C. Hillman and seconded by J. Livingston that the Ayer and Littleton Boards of Selectmen jointly vote to request that MassDOT provide signalization and improvements to the intersection of Littleton-Ayer Road (Rt. 2A/110), Willow Road, and Bruce Street at the Littleton/Ayer town line as an urgent matter of public safety; and further to request the assistance of our state legislative delegations in scheduling a meeting with MassDOT to discuss this joint request. **Motion passed 2-0.**

Littleton Motion: A motion was made by J. Karr and seconded by M. Hebert to request that MassDOT provide signalization and improvements to the intersection of Littleton-Ayer Road (Rt. 2A/110), Willow Road, and Bruce Street at the Littleton/Ayer town line as an urgent matter of public safety; and further to request the assistance of our state legislative delegations in scheduling a meeting with MassDOT to discuss this joint request. **Motion passed 5-0.**

The Littleton BOS adjourned at 7:40 PM.

Town Administrator's Report: R. Pontbriand gave a brief administrative update focusing on the FY' 17 budget process and various calendar year-end requirements.

Appointments – R. Pontbriand presented a memo from Ayer Police Department Chief William A. Murray requesting the appointment of detail officers. These are officers from other communities who work details in the Town of Ayer when needed.

Motion: A motion was made by C. Hillman and seconded by J. Livingston to appoint all detail officers as recommended by Chief Murray in his December 30, 2015 memo effective immediately through December 31, 2016.

Motion passed 2-0.

R. Pontbriand then presented a request from Recycling Committee Chair Lauri Sabol to appoint Ms. Janice Goodrow to the Recycling Committee.

Motion: A motion was made by C. Hillman and seconded by J. Livingston to appoint Ms. Janice Goodrow to the Recycling Committee for an unexpired term ending June 30, 2016. **Motion passed 2-0.**

MMA Voting Delegate – R. Pontbriand explained the request from the Massachusetts Municipal Association to name a voting delegate for the Town of Ayer for the upcoming Annual Meeting.

Motion: A motion was made by C. Hillman and seconded by J. Livingston to name Town Administrator Robert Pontbriand as the Town of Ayer's voting delegate for the 2016 Massachusetts Municipal Association convention to be held on January 22-23, 2016. **Motion passed 2-0.**

Update on 2015-2016 Town Administrator's Goals and Objectives – R. Pontbriand then gave a status update of his FY'16 Goals and Objectives.

New Business/Selectmen's Questions: C. Hillman asked about the status of the trees across from Town Hall. The Town had submitted a request to the MBTA to prune trees to heighten visibility. R. Pontbriand will follow-up.

J. Livingston asked about the status of the windows project at Town Hall. R. Pontbriand explained that the project was reviewed and denied by Massachusetts Historic Commission (MHC) because the window frame materials in the project were not native wood and did not meet MHC requirements. Additionally at the Town's request, the Legislative delegation had advocated for the project to MHC but MHC denied the project because it does not meet their requirements. Town Counsel also reviewed and advised the Town not to proceed with a project not approved by MHC. Finally, in order to meet MHC requirements the project would have cost approximately \$300,000 to \$400,000 dollars and there would be no rate of return or energy savings. Finally the Town has a Massachusetts Historic Commission designation and received a \$100,000 grant from MHC for the Great Hall, thus MHC approval is mandated.

Approval Meeting Minutes:

Motion: A motion was made by J. Livingston and seconded by C. Hillman to approve the minutes of December 15, 2015. **Motion passed 2-0.**

J. Livingston then announced the Ribbon Cutting for the new Family Dollar located on Park Street which will take place Saturday January 9, 2016.

C. Hillman then asked the Town Administrator to reach out to Walgreens to see if they would be interested in coming to Ayer.

J. Livingston announced the All Boards/Committee meeting to be held on January 25, 2016 at 5:30 PM regarding the proposed Zoning Bylaw change.

Adjournment:

Motion: A motion was made by C. Hillman and seconded by J. Livingston to adjourn at 8:18 PM. **Motion passed 2-0.**

Minutes Recorded and Submitted by Carly M. Antonellis

Minutes Approved by BOS: _____

Christopher R. Hillman, Clerk: _____