


RECEIVED  
APR 01 2022  
TOWN OF AYER  
TOWN CLERK

10:40am  


Town of Ayer  
Select Board  
1 Main Street  
Ayer, MA 01432



**Tuesday April 5, 2022, 6:00 PM**  
**Open Session Meeting Agenda**

*This meeting/hearing of the Ayer Select Board will be held in-person at the location provided on this notice. Members of the public are welcome to attend this in-person meeting. Please note that while an option for remote attendance and/or participation via Zoom is being provided as a courtesy to the public, the meeting/hearing will not be suspended or terminated if technological problems interrupt the virtual broadcast, unless otherwise required by law. Members of the public with particular interest in a specific item on this agenda should make plans for in-person vs. virtual attendance accordingly. This meeting will be live on Zoom and Channel 8. The public may access the proceedings by joining Zoom (Meeting ID# 897 9080 0793) or by calling (929-205-6099). For additional information about remote participation, please contact Carly Antonellis, Assistant Town Manager at atm@ayer.ma.us or 978-772-8220 ext. 100 prior to the meeting.*

- 6:00 PM\* **Call to Order**  
Pledge of Allegiance; Review and Approve Agenda; Announcements
- Public Input**
- 6:05 PM **Susan Copeland, Town Clerk**  
Update on Town Census and 2022 Dog Licenses
- 6:10 PM **Alicia Hersey, Program Manager, Community Development Office**  
Lien Subordination Request, Case Number 11-382
- 6:15 PM **Alan Manoian, Director, Community and Economic Development**  
Approval of FY '22 Economic Development Budget from UDAG Account
- 6:20 PM **Katie Petrossi, Director, Council on Aging**  
Approval of Executive Office of Elder Affairs Formula Grant Contract
- 6:25 PM **DPW Director's Report – Dan Van Schalkwyk**  
1. Execution of Contract for Westford Road Water & Sewer Replacement Project  
2. Agreement for Wastewater Treatment & Disposal Services with MassDevelopment
- 6:30 PM **Review and Approval of April 25, 2022 Annual Town Meeting Warrant**
- 7:00 PM **Town Manager's Report**  
Administrative Update/Review of Town Warrant(s)
- 7:05 PM **New Business/Select Board Member Questions**
- 7:10 PM **Approval of Meeting Minutes**  
March 1, 2022; March 15, 2022; March 16, 2022; March 22, 2022

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

*The next regularly scheduled meeting of the Select Board is April 19, 2022 at 6:00 PM both in-person and remote participation.  
The Annual Town Meeting is Monday April 25, 2022 at 7:00 PM at the Ayer Shirley Regional High School Auditorium*



Date: April 1, 2022  
To: Robert Pontbriand – Town Manager  
From: Susan Copeland – Town Clerk  
RE: Census 2022 and Dog License Update

The long process of the Re-Precincting for the Town of Ayer is complete!

The VRIS (Voter Registration Information System) was updated by the State on March 23rd with the Census being proofed and cleared for printing on Friday, April 1, 2022.

The bottom of the 2022 Census will provide a tear-away feature for voters to be aware of any precinct changes.

Also, a postcard will be mailed to any voters who have been moved to a different precinct as a secondary reminder.

Voting will continue to be at the Town Hall, 2<sup>nd</sup> Floor Great Hall.

The Town Clerk webpage will be updated by April 8<sup>th</sup> with new precinct information.

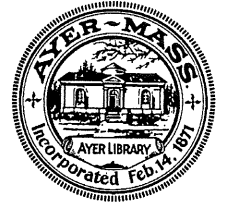
Dog Licenses, per Town By Laws, is due on March 31<sup>st</sup>, 2022. The town has long included the application on the bottom of the census as a reminder for residents.

With Select Board approval I would like to extend a grace period on the late fee to May 2, 2022.

# Town of Ayer

## Community & Economic Development Department

Town Hall ♦ One Main Street ♦ Ayer, MA 01432 ♦ 978-772-8220 ♦ Ext. 142



### MEMORANDUM

TO: Select Board

FR: Alicia Hersey, Community Development Program Manager

RE: Lien Subordination Request **CASE# 11-382,**

DT: March 15, 2022

The property owner of the house at 22 Pleasant St. has requested the Town subordinate its mortgages on their property in favor of a new first mortgage.

Assessed Value of Property (FY22)	\$354,500
Appraised Value of Property (1/31/22)	\$515,000
First Mortgage (to be paid off)	\$338,538
Second Mortgage (to be paid off)	
Amount of Program Assistance (lien balance)	\$17,297
Proposed New Mortgage Amount	\$345,000
Maturity Date of Program Lien	8-22-2027

The borrower is seeking to pay-off their current first mortgage for a new mortgage at a better interest rate. The Town's lien is in force on this property until August 22, 2021.

Based upon the subordination policy approved by the Town and state Department of Housing and Community Development, "if the total of liens on the property are more than 65% but less than 80% of the appraised valuation, a recommendation to approve, or approve with conditions, will be made to the Select Board". In the current case, the outstanding liens will be equal to 70.35% of the appraised value of the property.

**Therefore, in accordance with the Town's subordination policy, I recommend the Select Board approve this subordination of the Town's lien conditioned upon a new mortgage not to exceed \$345,000.**

## Town of Ayer

Office of Community & Economic Development (AOCED)

Town Hall - One Main Street - Ayer, MA 01432 - 978.772.8220 X141



To: Robert Pontbriand, Town Manager

From: Alan S. Manoian, Dir. AOCED

Date: 3/31/2022

Re: Request \$17,000 UDAG Funding for AOCED FY2022 Budget

At the December 17, 2021 Meeting of the Ayer Industrial Development Finance Authority (IDFA), the IDFA Board of Directors voted unanimously to reduce the \$19,000 IDFA-funded portion of the Ayer Office of Community & Economic Development (AOCED) FY2022 Budget by \$17,000, thereby providing a total IDFA-funded sum of \$2,000.

Therefore, the AOCED FY2022 Budget is deficient for the remainder of the current fiscal year in the amount of \$17,000.

As discussed between the Office of the Town Manager, the Office of the Finance Director, and the Ayer Office of Community & Economic Development following the December 17, 2022 vote of the IDFA, it is respectfully requested that the Ayer Select Board authorize the expenditure of UDAG funding in the amount of \$17,000 to fund the AOCED FY 2022 Budget through to the completion of the next fiscal year.

The Ayer Office of Community & Economic Development is prepared to launch and administer the following (proposed) new municipal commercial lending program, which would accommodate a new municipal commercial loan application review committee, for FY 2023:

### **The Town of Ayer**

#### **Targeted New Enterprise Loan Program (Proposed)**

Administered through the Ayer Office of Community & Economic Development (AOCED), the Town of Ayer MA introduces & offers the "Targeted New Enterprise Loan Program".

The "Targeted New Enterprise Loan Program" offers commercial loans up to \$200,000 at a competitive rate of interest as a municipal incentive-based lending program designed to attract sectors of New (Commercial) Enterprise, as proactively identified by the municipality, to locate, operate and expand in the Town of Ayer, Massachusetts.

Identified New Enterprise Sectors:

- Legal Firms
- Engineering/Design Firms
- Financial Service Firms
- Artist Studios
- Music Recording Studios
- Commercial Kitchens
- Marketing & Communications Firms
- Product Design & Branding Firms
- Architectural Firms
- Movie/Film Production Service Firms
- (additional)

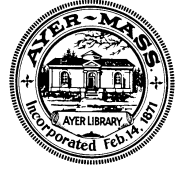
Loan applications for the proposed “Targeted New Enterprise Loan Program” would be submitted to the newly established Ayer Municipal Finance & Loan Review Committee for full review and determination of loan approval/denial and terms/conditions of subject commercial loan.

The Ayer Office of Community & Economic Development is prepared to provide additional material, detail, information and clarification with regard to this request.

# Town of Ayer

## Council on Aging/Senior Center

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18 Pond Street Rear – Ayer, Massachusetts - 01432  
*Katie Petrossi, Ph.D., Director*

978-772-8260  
kpetrossi@ayer.ma.us

### Memorandum

**To:** Ayer Select Board

**CC:** Robert Pontbriand, Town Manager

**From:** Katie Petrossi, Council on Aging Director

**Date:** March 30, 2022

**Subject:** Request to Approve EOEА Formula Grant Contract

The Ayer Council on Aging / Senior Center requests approval from the Select Board to sign and submit the 2021-2032 contract with the Executive Office of Elder Affairs (EOEA) to receive annual Formula Grant funding.

In the past, the contract length was one year. As part of several procedural/operational changes at EOEA designed to simplify the funding process, contracts will now cover 10 years. It is hoped this will expedite the process and allow Councils on Aging to receive their state funding earlier in the fiscal year, rather than at the end.

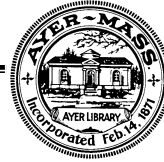
After review by Town Manager Robert Pontbriand and Town Counsel, it was determined that a vote at Town Meeting is not needed for a contract of this length; approval by the Select Board is sufficient.



# COMMONWEALTH OF MASSACHUSETTS ~ STANDARD CONTRACT FORM

This form is jointly issued and published by the Office of the Comptroller (CTR), the Executive Office for Administration and Finance (ANF), and the Operational Services Division (OSD) as the default contract for all Commonwealth Departments when another form is not prescribed by regulation or policy. The Commonwealth deems void any changes made on or by attachment (in the form of addendum, engagement letters, contract forms or invoice terms) to the terms in this published form or to the [Standard Contract Form Instructions and Contractor Certifications](#), the [Commonwealth Terms and Conditions for Human and Social Services](#) or the [Commonwealth IT Terms and Conditions](#) which are incorporated by reference herein. Additional non-conflicting terms may be added by Attachment. Contractors are required to access published forms at CTR Forms: <https://www.macomptroller.org/forms>. Forms are also posted at OSD Forms: <https://www.mass.gov/lists/osd-forms>.

<b>CONTRACTOR LEGAL NAME:</b> TOWN OF AYER (and d/b/a):		<b>COMMONWEALTH DEPARTMENT NAME:</b> Executive Office of Elder Affairs MMARS Department Code: ELD	
Legal Address: (W-9, W-4): 1 MAIN ST, AYER, MA 01432-1365		Business Mailing Address: 1 Ashburton Pl, Boston MA 02108	
Contract Manager: Katie Petrossi	Phone: 978-772-8260	Billing Address (if different):	
E-Mail: kpetrossi@ayer.ma.us	Fax:	Contract Manager: Stacey Anne O'Connell	Phone: 617-222-7419
Contractor Vendor Code: VC6000191709		E-Mail: <a href="mailto:Stacey.oconnell@mass.gov">Stacey.oconnell@mass.gov</a>	Fax: 617-727-9368
Vendor Code Address ID (e.g. "AD001"): AD 001 (Note: The Address ID must be set up for EFT payments.)		MMARS Doc ID(s): 0208220000000000006	
		RFR/Procurement or Other ID Number: MGL c. 40 s. 8B	
<input checked="" type="checkbox"/> <b>NEW CONTRACT</b> <b>PROCUREMENT OR EXCEPTION TYPE: (Check one option only)</b> <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 all Grants - <a href="#">815 CMR 2.00</a> ) (Solicitation Notice or 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"/> Other Procurement Exception (Attach authorizing language, legislation with specific exemption or earmark, and exception justification, scope and budget)		<input type="checkbox"/> <b>CONTRACT AMENDMENT</b> Enter Current Contract End Date <u>Prior</u> to Amendment: _____, 20____. Enter Amendment Amount: \$ _____. (or "no change") <b>AMENDMENT TYPE: (Check one option only. Attach details of amendment changes.)</b> <input type="checkbox"/> Amendment to Date, 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"/> Other Procurement Exception (Attach authorizing language/justification and updated scope and budget)	
The Standard Contract Form Instructions and Contractor Certifications and the following Commonwealth Terms and Conditions document are incorporated by reference into this Contract and are legally binding: (Check ONE option): <input type="checkbox"/> <a href="#">Commonwealth Terms and Conditions</a> <input checked="" type="checkbox"/> <a href="#">Commonwealth Terms and Conditions For Human and Social Services</a> <input type="checkbox"/> <a href="#">Commonwealth IT Terms and Conditions</a>			
<b>COMPENSATION:</b> (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 Commonwealth owed debts under <a href="#">815 CMR 9.00</a> . <input checked="" type="checkbox"/> <b>Rate Contract.</b> (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"/> <b>Maximum Obligation Contract.</b> Enter total maximum obligation for total duration of this contract (or <b>new</b> total if Contract is being amended). \$ _____.			
<b>PROMPT PAYMENT DISCOUNTS (PPD):</b> Commonwealth payments are issued through EFT 45 days from invoice receipt. Contractors requesting <b>accelerated</b> 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: <input checked="" type="checkbox"/> agree to standard 45 day cycle ___ statutory/legal or Ready Payments ( <a href="#">M.G.L. c. 29, § 23A</a> ); ___ only initial payment (subsequent payments scheduled to support standard EFT 45 day payment cycle. See Prompt Pay Discounts Policy.)			
<b>BRIEF DESCRIPTION OF CONTRACT PERFORMANCE or REASON FOR AMENDMENT:</b> This 10-year contract will cover grant funds to municipal Councils on Aging (COA) of the Commonwealth authorized through the annual GAA and other sources. The activity performance period for year one of this contract is 7/1/2021-6/30/2022. The COAs established by MGL provide social and support services to older adults, their families and caregivers. The annual award is determined by the number of elders per municipality as per the most recent census data, at a current rate of \$12 per person. This contract will cover any rate adjustment or increase during the 10-year period. Each municipal COA will complete an annual fiscal report describing how these grant funds were applied. All approved obligations incurred prior to the latest signature date are intended to be part of this agreement and the amount of the prior obligation for year one is funded in the FY22 award. The deadline to submit the signed contract is 6/30/22. MA #1.			
<b>ANTICIPATED START DATE:</b> (Complete ONE option only) The Department and Contractor certify for this Contract, or Contract Amendment, that Contract obligations: ___ 1. may be incurred as of the Effective Date (latest signature date below) and <b>no</b> obligations have been incurred <b>prior</b> to the Effective Date. ___ 2. may be incurred as of _____, 20____, a date <b>LATER</b> than the Effective Date below and <b>no</b> obligations have been incurred <b>prior</b> to the Effective Date. <input checked="" type="checkbox"/> 3. were incurred as of <b>July 1, 2021</b> , a date <b>PRIOR</b> 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 from further claims related to these obligations.			
<b>CONTRACT END DATE:</b> Contract performance shall terminate as of <b>June 30, 2032</b> , 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.			
<b>CERTIFICATIONS:</b> 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 certifies that they have accessed and reviewed all documents incorporated by reference as electronically published and the Contractor makes all certifications required under the Standard Contract Form Instructions and Contractor Certifications under the pains and penalties of perjury, and further 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 applicable Commonwealth Terms and Conditions, this Standard Contract Form, the Standard Contract Form Instructions and Contractor Certifications, the Request for Response (RFR) or other solicitation, the Contractor's Response (excluding any language stricken by a Department as unacceptable, 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 <a href="#">801 CMR 21.07</a> , incorporated herein, provided that any amended RFR or Response terms result in best value, lower costs, or a more cost effective Contract.			
<b>AUTHORIZING SIGNATURE FOR THE CONTRACTOR:</b> X: _____ Date: _____ (Signature and Date Must Be Captured At Time of Signature) Print Name: _____ Print Title: _____		<b>AUTHORIZING SIGNATURE FOR THE COMMONWEALTH:</b> X: _____ Date: _____ (Signature and Date Must Be Captured At Time of Signature) Print Name: _____ Print Title: _____	



## MEMORANDUM

Date: March 31, 2022  
To: Select Board  
From: Dan Van Schalkwyk, P.E., Director  
Subject: **Agenda Items for April 5, 2022, Select Board Meeting**

- 1. Execution of Contract for Westford Road Water and Sewer Replacement Project** – At the March 15, 2022 Select Board meeting, the Board awarded the Contract for the Westford Road Water and Sewer Replacement Project to Joseph P. Cardillo & Son, Inc in the amount of \$572,500.00. Cardillo has provided the insurance, bonds, and signed Agreement required by the Award.

Requested Motion – Vote to execute the contract with Joseph P. Cardillo & Son, Inc. for the Westford Road Water and Sewer Replacement Project (for signature by the Chair).

- 2. Amendment to Agreement for Wastewater Treatment and Disposal Services with MassDevelopment** –

The current Agreement with Devens for the Wastewater Treatment and Disposal Services was extended by amendment to April 1, 2022. Devens has not finalized their review of the new agreement at this time; however, they have agreed to include changes requested by Ayer to the base flow (i.e. daily flow requirement) and reserve capacity in a new amendment. A copy of the new amendment is not available at the time of writing this memo due to staffing issues at Devens but is anticipated to be available at the Town Manager's office by close of business Monday, April 4th. Assuming the amendment is satisfactory upon the Town's review, I recommend the Board execute this Amendment to extend the current Agreement and include the new base flow and reserve capacity as requested by Ayer.



TOWN OF AYER, MASSACHUSETTS  
DEPARTMENT OF PUBLIC WORKS

WESTFORD ROAD WATER AND SEWER REPLACEMENT

AGREEMENT

THIS AGREEMENT is by and between the Town of Ayer acting through its Department of Public Works (hereinafter called Owner) and

Joseph P. Cardillo & Sons, Inc.

\_\_\_\_\_ (hereinafter called Contractor).

Owner and Contractor, in consideration of the mutual covenants hereinafter set forth, agree as follows:

ARTICLE 1 – WORK

1.01 Contractor shall at its own cost and expense furnish all labor, services, tools, materials, equipment, and incidentals necessary to complete all Work as specified or indicated in the Contract Documents to construct the Westford Road Water and Sewer Replacement. The Work is generally described in Section 01 11 13 of the General Requirements.

ARTICLE 2 – PROJECT

2.01 Work to be performed under this Contract includes, but is not limited to, providing all materials, equipment, labor and supervision for replacement of approximately 800 LF of 8-inch asbestos cement water main with new 8-inch ductile iron, including installation of new valves, fittings and appurtenances, service connections, hydrant assemblies, and other associated work; installation of approximately 770 LF of 12-inch PVC sewer main, including installation of new manholes; and abandonment of approximately 770 LF of 12-inch and 15-inch asbestos cement sewer main.

ARTICLE 3 – ENGINEER

3.01 The Project has been designed by Arcadis U.S., Inc., 500 Edgewater Drive, Suite 511, Wakefield, MA 01880, (hereinafter called Engineer), which is to act as Owner's representative, assume all duties and responsibilities and have the rights and authority assigned to Engineer in the Contract Documents in connection with completion of the Work in accordance with the Contract Documents.

## ARTICLE 4 – CONTRACT TIMES

### 4.01 Time of the Essence

- A. All time limits for Milestones, if any, Substantial Completion and completion and readiness for final payment as stated in the Contract Documents are of the essence of the Contract.

### 4.02 Days to Achieve Substantial Completion and Final Payment

- A. The Work will be substantially completed within 120 consecutive calendar days after the date when the Contract Times commence to run as provided in Paragraph 2.03 of the General Conditions or upon the date of the Notice to Proceed.

### 4.03 Liquidated Damages

- A. Owner and Contractor recognize that time is of the essence as stated in Paragraph 4.01 above and that Owner will suffer financial loss, apart from the costs described in Paragraph 4.04.A, if the Work is not substantially completed within the time specified in Paragraph 4.02.A for Substantial Completion, plus any extensions thereof allowed in accordance with Article 12 of the General Conditions. Owner and Contractor also recognize the delays, expense and difficulties involved in proving in a legal or arbitration proceeding the actual loss suffered by Owner if the Work is not substantially completed on time. Accordingly, instead of requiring any such proof, Owner and Contractor agree that as liquidated damages for delay (but not as a penalty) Contractor shall pay Owner \$1,000.00 for each day that expires after the time specified in Paragraph 4.02.A above for Substantial Completion (adjusted for changes thereof, if any, made in accordance with Article 12 of the General Conditions) until the Work is substantially complete.

### 4.04 Special Damages

- A. In addition to the amount provided for liquidated damages, Contractor shall pay Owner the actual costs reasonably incurred by Owner for engineering and inspection forces employed by Owner relative to the Work for each day that expires after the period specified in Paragraph 4.02.A for Substantial Completion (adjusted for changes thereof, if any, made in accordance with Article 12 of the General Conditions) until the Work is substantially complete.
- B. After Substantial Completion, if Contractor shall neglect, refuse or fail to complete the remaining Work within the Contract Time or proper extension thereof, if any, granted by Owner, Contractor shall pay Owner the actual costs reasonably incurred by Owner for engineering and inspection forces employed by Owner relative to the Work for each day that expires after the time specified in Paragraph 4.02.A for Work to be completed and ready for final payment (adjusted for extensions thereof, if any, made in accordance with Article 12 of the General Conditions) until the Work is completed and ready for final payment.

- 4.05 Owner may deduct liquidated damages and special damages as determined by the provisions of this Article 4 from progress payments due Contractor under this Agreement.

#### ARTICLE 5 – CONTRACT PRICE

- 5.01 Owner shall pay Contractor, in current funds, for completion of the Work in accordance with the Contract Documents the prices stated in Contractor's Bid, which Bid is attached hereto and identified as Exhibit 1 of this Agreement. As provided in Paragraph 11.03 of the General Conditions, estimated quantities are not guaranteed, and determinations of actual quantities and classifications are to be made by Engineer as provided in Paragraph 9.07 of the General Conditions. Unit prices have been computed as provided in Paragraph 11.03 of the General Conditions.

#### ARTICLE 6 – PAYMENT PROCEDURES

##### 6.01 Submittal and Processing of Payments

- A. Contractor shall submit Applications for Payment in accordance with Article 14 of the General Conditions. Applications for Payment will be processed as provided in the General Conditions.

##### 6.02 Progress Payments; Retainage

- A. Owner shall make monthly progress payments on account of the Contract Price on the basis of Contractor's Applications for Payment as recommended by Engineer. Contractor's Applications for Payment will be due on the 25<sup>th</sup> day of each month during performance of the Work as provided in Paragraph 6.02.A.1. All progress payments will be on the basis of the progress of the Work measured by the Schedule of Values provided for in Paragraph 2.07.A of the General Conditions (and in the case of Unit Price Work, based on the number of units completed) or, in the event there is no Schedule of Values, as provided in the General Requirements. A progress payment will not be made whenever the value of the Work completed since the last previous progress payment is less than \$5,000.
- B. Prior to Substantial Completion
1. Progress payments will be made in the amount of 95 percent of the Work completed, (with the balance being retainage), less the aggregate of payments previously made and less such amounts as Engineer shall determine, or Owner may withhold, in accordance with Paragraph 14.02 of the General Conditions; and
  2. 90 percent of the cost of materials and equipment not incorporated in the Work but suitably stored (with the balance being retainage).

- C. Upon Substantial Completion, Owner shall pay an amount sufficient to increase total payments to Contractor to 97 percent of the Work completed, less such amounts as Engineer shall determine in accordance with Paragraph 14.02.B.5 of the General Conditions and less 200 percent of Engineer's estimate of the value of Work to be completed or corrected as shown on the tentative list of items to be completed or corrected attached to the certificate of Substantial Completion.

#### 6.03 Final Payment

- A. Upon final completion and acceptance of the Work in accordance with Paragraph 14.07 of the General Conditions, Owner shall pay the remainder of the Contract Price as recommended by Engineer as provided in said Paragraph 14.07.

### ARTICLE 7 – INTEREST

- 7.01 All moneys not paid when due hereunder shall bear interest at the maximum rate allowed by law at the place of the Project.

### ARTICLE 8 – CONTRACTOR'S REPRESENTATIONS

- 8.01 As part of the inducement for Owner to enter into this Agreement, Contractor makes the following representations:
  - A. Contractor has examined and carefully studied the Contract Documents and the other related data identified in the Bidding Documents.
  - B. Contractor has visited the Site and become familiar with and is satisfied as to the general, local, and Site conditions that may affect cost, progress, and performance of the Work.
  - C. Contractor is familiar with and is satisfied as to the Laws and Regulations that may affect cost, progress, and performance of the Work.
  - D. Contractor has carefully studied all: (1) reports of explorations and tests of subsurface conditions at or contiguous to the Site and all drawings of physical conditions relating to existing surface or subsurface structures at the Site (except Underground Facilities); if any, that have been identified in Paragraph SC-4.02 of the Supplementary Conditions as containing reliable "technical data", and (2) reports and drawings of Hazardous Environmental Conditions, if any, at the Site that have been identified in Paragraph SC-4.06 of the Supplementary Conditions as containing reliable "technical data".
  - E. Contractor has considered the information known to Contractor; information commonly known to contractors doing business in the locality of the Site; information and observations obtained from visits to the Site; the Contract

Documents; and the Site-related reports and drawings identified in the Contract Documents, with respect to the effect of such information, observations, and documents on:

1. the cost, progress, and performance of the Work;
  2. the means, methods, techniques, sequences and procedures of construction to be employed by Contractor, including applying the specific means, methods, techniques, sequences, and procedures of construction expressly required by the Contract Documents, and;
  3. Contractor's safety precautions and programs.
- F. Based on the information and observations referred to in Paragraph 8.01.E above, Contractor does not consider that further examinations, investigations, explorations, tests, studies or data are necessary for the performance of the Work at the Contract Price, within the Contract Times and in accordance with the other terms and conditions of the Contract Documents.
- G. Contractor is aware of the general nature of work to be performed by Owner and others at the Site that relates to the Work as indicated in the Contract Documents.
- H. Contractor has given Engineer written notice of all conflicts, errors, ambiguities, or discrepancies that Contractor has discovered in the Contract Documents and the written resolution thereof by Engineer is acceptable to Contractor.
- I. The Contract Documents are generally sufficient to indicate and convey understanding of all terms and conditions for the performance of the Work.

## ARTICLE 9 – CONTRACT DOCUMENTS

9.01 The Contract Documents consist of the following:

- A. This Agreement
- B. Performance Bond, Section 00 61 13.13.
- C. Payment Bond, Section 00 61 13.16.
- D. Other bonds:
- E. General Conditions, Section 00 72 13.
- F. Supplementary Conditions, Section 00 73 01.
- G. Specifications, as listed in the table of contents of the Project Manual.
- H. The Drawings comprising a set entitled “Westford Road Water and Sewer Replacement”, dated February 2022 and including the following:

1. Title Sheet
  2. Sheets numbered 1 through 6, inclusive
  - I. Addenda consisting of Numbers 1 to 3, inclusive.
  - J. Exhibits to this Agreement enumerated as follows:
    1. Exhibit 1, Contractor's Bid.
  - K. The following, which may be delivered or issued on or after the Effective Date of the Agreement, and are not attached hereto:
    1. Notice to Proceed
    2. Work Change Directive(s)
    3. Change Order(s)
- 9.02 The documents listed in Paragraph 9.01 above are attached to this Agreement (except as expressly noted otherwise above). Documents not attached are incorporated by reference. There are no Contract Documents other than those listed in this Article 9.
- 9.03 The Contract Documents may only be amended or supplemented as provided in Paragraph 3.04 of the General Conditions.

## ARTICLE 10 – MISCELLANEOUS

### 10.01 Terms

- A. Terms used in this Agreement will have the meanings indicated in the General Conditions and the Supplementary Conditions.

### 10.02 Assignment of Contract

- A. No assignment by a party hereto of any rights under or interests in the Contract will be binding on another party hereto without the written consent of the party sought to be bound; and, specifically but without limitation, moneys that may become due and moneys that are due may not be assigned without such consent (except to the extent that the effect of this restriction may be limited by law), and unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under the Contract Documents.

#### 10.03 Successors and Assigns

- A. Owner and Contractor each binds itself, its partners, successors, assigns, and legal representatives to the other party hereto, its partners, successors, assigns, and legal representatives in respect to all covenants, agreements, and obligations contained in the Contract Documents.

#### 10.04 Severability

- A. Any provision or part of the Contract Documents, held to be void or unenforceable under any Law or Regulation shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon Owner and Contractor, who agree that the Contract Documents shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision.

#### 10.05 Waiver

- A. The waiver by the Owner of any breach or violation of any term, covenant, or condition of this Agreement or of any Law or Regulation shall not be deemed to be a waiver of any other term, covenant, condition, or Law or Regulation, or of any subsequent breach or violation of the same or of any other term, covenant, condition, or Law or Regulation. The subsequent payment of any monies or fee by the Owner which may become due hereunder shall not be deemed to be a waiver of any preceding breach or violation by Contractor of any term, covenant, condition of this Agreement or of any applicable Law or Regulation.

#### 10.06 Contractor's Certifications

- A. Contractor certifies that it has not engaged in corrupt, fraudulent, collusive, or coercive practices in competing for or in executing the Contract. For the purposes of this Paragraph 10.06:
  1. "corrupt practice" means the offering, giving, receiving, or soliciting of anything of value likely to influence the action of a public official in the bidding process or in the Contract execution;
  2. "fraudulent practice" means an intentional misrepresentation of facts made to:
    - a. influence the bidding process or the execution of the Contract to the detriment of Owner,
    - b. establish Bid or Contract prices at artificial non-competitive levels, or
    - c. deprive Owner of the benefits of free and open competition.
  3. "collusive practice" means a scheme or arrangement between two or more Bidders, with or without the knowledge of Owner, a purpose of which is to establish Bid prices at artificial, non-competitive levels; and
  4. "coercive practice" means harming or threatening to harm directly or indirectly persons or their property to influence their participation in the bidding process or affect the execution of the Contract.

IN WITNESS WHEREOF, Owner and Contractor have signed this Agreement. Counterparts have been delivered to Owner and Contractor. All portions of the Contract Documents have been identified by Owner and Contractor or on their behalf.

This Agreement will be effective on \_\_\_\_\_, 20\_\_\_\_ (which is the Effective Date of the Agreement).

Owner: Town of Ayer, MA

Contractor: \_\_\_\_\_

By: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Attest: \_\_\_\_\_

Attest: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Address for giving notices:

Address for giving notices:

25 Brook Street

\_\_\_\_\_

Ayer, MA 01432

\_\_\_\_\_

License No. \_\_\_\_\_  
(where applicable)

Agent for service of process: \_\_\_\_\_

(If Contractor is a corporation, partnership, or limited liability company, attach evidence of authority to sign.)

Designated Representative:

Designated Representative:

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Phone No.: \_\_\_\_\_

Phone No.: \_\_\_\_\_

Fax No.: \_\_\_\_\_

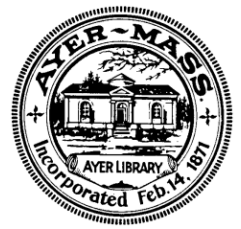
Fax No.: \_\_\_\_\_

++ END OF AGREEMENT ++



**Office of the Select Board  
Office of the Town Manager**

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Town of Ayer | Ayer Town Hall | 1 Main Street | Ayer, MA 01432 | 978-772-8220 | [www.ayer.ma.us](http://www.ayer.ma.us)

**MEMORANDUM**

**DATE:** April 1, 2022

**TO:** Ayer Select Board

**FROM:** Robert A. Pontbriand

**SUBJECT: Review and Approval of the April 25, 2022 Annual Town Meeting Warrant and the FY 2023 Budget**

Dear Honorable Select Board Members,

I am pleased to transmit to you the FINAL DRAFT of the April 25, 2022, Annual Town Meeting Warrant for your review and approval at your meeting on Tuesday, April 5, 2022, at 6pm (See attached). Please note that the FINAL DRAFT of the FY 2023 Omnibus Budget for Article 6 is attached at the end of the FINAL DRAFT Warrant (See attached). Town Counsel have reviewed the FINAL DRAFT Warrant.

The 2022 Annual Town Meeting Warrant contains a total of thirty-one (31) Warrant Articles including the FY 2023 Omnibus Budget (Article 6) and one Citizens Petition Article submitted by Mr. Theodore Maxant.

At the meeting, I will provide a brief overview of the Annual Town Meeting Warrant and the FY 2023 Budget. The Select Board is respectfully requested to review and vote to approve the April 25, 2022, Annual Town Meeting Warrant and the FY 2023 Budget.

Upon approval by the Select Board, the Annual Town Meeting Warrant will be publicly posted by Friday, April 8, 2022, at the following physical locations in Town: Town Hall; Post Office; Library; "Pauline's Variety"; "Jack-o-Lantern"; and Police Station as well as on the Town's Website. The Warrant will also be sent to the printer and prepared to be mailed to all Ayer households in advance of Town Meeting on April 25, 2022. Hard copies will be available upon request at Town Hall during normal business hours and will be provided at Town Meeting.

Additionally, as of April 8, the Town will begin the following to promote Town Meeting: "Articles of the Day" in which each day leading up to Town Meeting, the Town will highlight two or three Warrant Articles providing a summary of the Article as well as additional information; the Town Clerk will place physical signs at various locations throughout Town promoting Town Meeting; the Town will have periodic social media and website updates promoting Town Meeting; the electronic sign board on the Fire Station will promote Town Meeting; and the Town will post all materials related to Town Meeting and the Budget on a special webpage on the Town's website. Finally, if the Public has any questions about the Warrant or the Budget, we welcome and encourage you to contact the Select Board/Town Manager's Office at (978) 772-8220 x100 or at [tm@ayer.ma.us](mailto:tm@ayer.ma.us)

Thank you.

Attachment(s): FINAL DRAFT of the April 25, 2022 Annual Town Meeting Warrant  
FINAL DRAFT of the FY 2023 Omnibus Budget (April 1, 2022)



# Town of Ayer

## ANNUAL TOWN MEETING WARRANT

**\*\*\*\*DRAFT\*\*\*\***

Ayer Shirley Regional High School Auditorium

141 Washington Street

Ayer, MA 01432

April 25, 2022 at 7:00 PM

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 in the Auditorium at the Ayer Shirley Regional High School located at 141 Washington Street, Ayer, Massachusetts on Monday, the twenty-fifth (25<sup>th</sup>) day of April 2022, at seven o'clock (7:00 PM) in the evening 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 5<sup>th</sup> day of April AD 2022.

\_\_\_\_\_  
Shaun C. Copeland, Chair

\_\_\_\_\_  
Scott A. Houde, Vice Chair

\_\_\_\_\_  
Jannice L. Livingston, Clerk

**The Ayer Select Board**

Any persons needing disability related assistance (such as signing, etc.) at the Town Meeting please contact the Select Board's Office at 978-772-8220 before April 22, 2022. We shall make every reasonable effort to assist you. Large print version of the text of this warrant is available upon request.

For more information, please visit the Town's website: [www.ayer.ma.us/townmeeting](http://www.ayer.ma.us/townmeeting)

**ARTICLE 1: 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 of the General Laws, as amended; or take any action thereon or in relation thereto.

	<u>FY-22 SALARY</u>	<u>FY-23 SALARY</u>	<u>% OF CHANGE</u>
Moderator	\$552	\$563	2%
Select Board: Chair	\$2,767	\$2,822	2%
Select Board: Members (2)	\$2,468	\$2,517	2%
Assessors: Chair	\$2,740	\$2,795	2%
Assessors: Members (2)	\$2,440	\$2,489	2%

Sponsor: Select Board  
Finance Committee: Simple Majority Vote Required

*Explanatory Note: This Article is required as Town Meeting sets the salaries of elected officials pursuant to MGL Chapter 41, Section 108. The two percent (2%) increase is the FY 2023 Cost of Living Adjustment approved by the Select Board on February 15, 2022 on recommendation of the Town Manager and Benefits & Payroll Manager in accordance with the Town's Financial Policies.*

**ARTICLE 2: CONTRACT FUNDING: AYER INTERNATIONAL FIREFIGHTERS ASSOCIATION – LOCAL #2544**

To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to fund the first-year cost items of a collective bargaining agreement between the Town of Ayer and the Ayer International Firefighters Association, Local #2544 for the period of July 1, 2022, through June 30, 2025; or take any action thereon or in relation thereto.

Sponsor: Select Board  
Finance Committee: Simple Majority Vote Required

*Explanatory Note: Per MGL Chapter 150E, Union Contracts are subject to the appropriation of funds by Town Meeting. The FY 2023 estimated total cost of the Contract is \$46,052. Contract Memorandum of Agreement is available on the Town's website ([www.ayer.ma.us](http://www.ayer.ma.us)). Presentation to be made at Town Meeting.*

**ARTICLE 3: CONTRACT FUNDING: AYER POLICE SUPERIOR OFFICERS – NEPBA #32**

To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to fund the first-year cost items of a collective bargaining agreement between the Town of Ayer and the Ayer Police Superior Officers, NEPBA #32 for the period of July 1, 2022, through June 30, 2025; or take any action thereon or in relation thereto.

Sponsor: Select Board  
Finance Committee: Recommends Simple Majority Vote Required

*Explanatory Note: Per MGL Chapter 150E, Union Contracts are subject to the appropriation of funds by Town Meeting. The FY 2023 estimated total cost of the Contract is \$29,857. Contract Memorandum of Agreement is available on the Town's website ([www.ayer.ma.us](http://www.ayer.ma.us)). Presentation to be made at Town Meeting.*

For more information, please visit the Town's website: [www.ayer.ma.us/townmeeting](http://www.ayer.ma.us/townmeeting)

**ARTICLE 4: CONTRACT FUNDING: AYER DEPARTMENT OF PUBLIC WORKS UNION – LOCAL #1703**

To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to fund the first-year cost items of a collective bargaining agreement between the Town of Ayer and the Ayer Department of Public Works Union, AFSCME 93, Local #1703 for the period of July 1, 2022, through June 30, 2025; or take any action thereon or in relation thereto.

Sponsor: Select Board  
Finance Committee:

Simple Majority Vote Required

*Explanatory Note: Per MGL Chapter 150 E, Union Contracts are subject to the appropriation of funds by Town Meeting. The FY 2023 estimated total cost of the Contract is \$60,253 (including enterprise fund wages). Contract Memorandum of Agreement is available on the Town's website ([www.ayer.ma.us](http://www.ayer.ma.us)). Presentation to be made at Town Meeting.*

**ARTICLE 5: AUTHORIZATION TO ENTER INTO A 5-YEAR CONTRACT FOR POLICE DEPARTMENT TASER EQUIPMENT**

To see if the Town will vote to authorize the Town to enter into a five (5) year service contract with Axon Enterprises Inc. for the purposes of upgrading the Police Department's taser equipment for the period of July 1, 2022 through June, 30, 2027; or take any action thereon or in relation thereto.

Sponsor: Select Board

Finance Committee:

Simple Majority Vote Required

*Explanatory Note: Per Massachusetts General Law (G.L. c. 30B, sec. 12(b)), any contract with a term greater than three years requires Town Meeting authorization. The five-year service contract with Axon Enterprises Inc. would reduce the annual costs associated with upgrading the necessary equipment from \$23,255 per year (3-year contract) to \$13,950 a year (5-year contract). This Article would authorize the 5-year contract at a cost savings to the Town.*

**ARTICLE 6: FY 2023 OMNIBUS BUDGET**

To see if the Town will vote to raise and appropriate a sum of money for the FY 2023 Omnibus Budget 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: Management Support

Sponsor: Select Board  
Finance Committee:

Simple Majority Vote Required

*For more information, please visit the Town's website: [www.ayer.ma.us/townmeeting](http://www.ayer.ma.us/townmeeting)*

*Explanatory Note: Please see insert for the FY 2023 Omnibus Budget. Presentation on the budget to be made at Town Meeting. The FY 2023 Omnibus Budget includes a 2% Cost of Living Adjustment (COLA) for Non-Union Personnel as recommended by the Town Manager and Benefits & Payroll Manager in accordance with the Town's Financial Policies and approved by the Select Board on February 15, 2022. For all materials related to the FY 2023 Budget are available on the Town's website at [www.ayer.ma.us/budget](http://www.ayer.ma.us/budget) or by contacting the Town Manager's Office at 978-772-8220 x100 or by email at [tm@ayer.ma.us](mailto:tm@ayer.ma.us)*

**ARTICLE 7:           FY 2023 AYER SHIRLEY REGIONAL SCHOOL DISTRICT  
ASSESSMENT**

To see if the Town will vote to raise and appropriate the sum of \$12,244,196 as required to fund the Town's FY 2023 assessment for the Ayer Shirley Regional School District and to raise and appropriate the sum of \$889,150 for the Town's portion of the ASRSD high school building project; or take any action thereon or in relation thereto.

Sponsor: Ayer Shirley Regional School Committee

Select Board:

Finance Committee:

Simple Majority Vote Required

*Explanatory Note: This Article will fund the FY 2023 Ayer Shirley Regional School District Assessment and the Town's portion of the ASRSD high school building project.*

**ARTICLE 8:           FY 2023 NASHOBA VALLEY TECHNICAL VOCATIONAL SCHOOL  
ASSESSMENT**

To see if the Town will vote to raise and appropriate the sum of \$1,010,957 required to fund the Town's FY 2023 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

Select Board:

Finance Committee:

Simple Majority Vote Required

*Explanatory Note: This Article will fund the FY 2023 Nashoba Valley Regional Technical High School Assessment.*

**ENTERPRISE FUND ARTICLES**

**The Annual Budget Book will be provided at Town Meeting with further detail on  
Articles No. 9 – 12**

**ARTICLE 9:           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 \$445,264 of which \$336,180 is to come from solid waste revenue, \$37,360 is to come from solid waste retained earnings and \$71,724 is to come from the tax levy, and indirect costs of \$125,276 is to come from the tax levy; or take any action thereon or in relation thereto.

*For more information, please visit the Town's website: [www.ayer.ma.us/townmeeting](http://www.ayer.ma.us/townmeeting)*

Sponsor: Select Board  
Finance Committee:

Simple Majority Vote Required

**ARTICLE 10: 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 \$175,580 is to come from ambulance revenue, and indirect costs of \$367,523 of which \$262,420 is to come from ambulance revenue, \$42,000 is to come from ambulance retained earnings and \$63,103 is to come from the tax levy; or take any action thereon or in relation thereto.

Sponsor: Select Board  
Finance Committee:

Simple Majority Vote Required

**ARTICLE 11: 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 \$3,016,889 of to come from sewer revenue and indirect costs of \$431,717 is to come from sewer revenue; or take any action thereon or in relation thereto.

Sponsor: Select Board  
Finance Committee:

Simple Majority Vote Required

**ARTICLE 12: 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 \$2,116,081 to come from water revenue and indirect costs of \$311,705 to come from water revenue; or take any action thereon or in relation thereto.

Sponsor: Select Board  
Finance Committee:

Simple Majority Vote Required

**BORROW ARTICLE**

**ARTICLE 13: CAPITAL BUDGET REQUESTS**

To see if the Town will vote to authorize the Treasurer, with the approval of the Select Board, 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, and all costs incidental or related thereto, as contained in the Capital Budget, each sum hereafter to be voted on separately; or take any action thereon or in relation thereto.

*For more information, please visit the Town's website: [www.ayer.ma.us/townmeeting](http://www.ayer.ma.us/townmeeting)*

<u>Department</u>	<u>Item</u>	<u>Amount</u>
DPW-Highway	Road Paving	\$85,000
	Barnum Road Bridge Repairs	\$70,000
	1-Ton Pick-Up Truck w/Plow	\$60,000

<u>Department</u>	<u>Item</u>	<u>Amount</u>
Facilities	VOIP Phone Upgrades and Wiring for Buildings	\$65,000
Fire	Fire Department Vehicle	\$65,000
Parks	Pirone Park Playground Project	\$320,000
Police	Redesign Patrol Workspace	\$63,238
Sewer Enterprise	Portable Generator (50% of cost split with Water)	\$75,000
Water Enterprise	New Well Source Approval	\$120,000
	Portable Generator (50% of cost split with Sewer)	\$75,000

**Total: \$998,238**

Sponsor: Select Board  
Finance Committee:

Two-Thirds Majority Vote Required

*Explanatory Note: All of the above Capital Budget requests and amounts were reviewed by and recommended by the Town's Capital Planning Committee.*

### **DEBT EXCLUSION ARTICLE**

#### **ARTICLE 14: AUTHORIZATION FOR DEBT EXCLUSION FOR THE FIRE DEPARTMENT – FIRE ENGINE (PUMPER)**

To see if the Town will vote to appropriate the sum of \$805,000 to purchase and equip a fire engine (pumper), including any incidental and related costs and expenses; and to meet this appropriation, to authorize the Treasurer, with the approval of the Select Board, to borrow said sum pursuant to the provisions of MGL c. 44, Section 7 or any other enabling authority, and to issue bonds or notes of the Town therefor; provided that any borrowing or expenditure hereunder shall be

*For more information, please visit the Town's website: [www.ayer.ma.us/townmeeting](http://www.ayer.ma.us/townmeeting)*

contingent upon passage of a debt exclusion ballot question pursuant to the provisions of MGL c. 59, Section 21C; said funds to be expended under the direction of the Select Board; or take any action thereon or in relation thereto.

Sponsor: Select Board  
Finance Committee:

Two-Thirds Majority Vote Required

*Explanatory Note: The Fire Chief submitted an FY 2023 Capital Requests for funding to replace the Fire Engine (Pumper). The Capital Planning Committee voted to recommend this capital project including the funding of \$805,000 subject to a debt exclusion per the Town's Financial Policies. A debt exclusion requires the authorization of Town Meeting (this Article) and requires a majority vote by ballot at the Annual Town Election to be held on May 10, 2022. Presentation to be made at Town Meeting.*

### **TRANSFER ARTICLES**

#### **ARTICLE 15: 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, and all costs incidental or related thereto, as contained in the Capital Budget, each sum hereafter to be voted on separately, or take any action thereon or in relation thereto:

<b><u>Department</u></b>	<b><u>Item</u></b>	<b><u>Amount</u></b>
DPW – Admin.	Hybrid SUV	\$35,000
DPW-Highway	Sandy Pond Road Sidewalk Design	\$25,000
	Highway Garage Roof Repair	\$20,000
DPW-Stormwater	Stormwater Biofiltration/Outfall Improvements	\$50,000
Facilities	Town Hall Slate Roof & Gutter Repair – Phase 1	\$30,000
Fire	Office Furniture	\$25,000
	Training Room Audio/Visual Upgrade	\$16,500
Information Technology	Replace Town Hall Copier	\$13,000
Library	Reading Room Plaster Ceiling Repair	\$48,500
Police	Haz Mat Gear	\$29,546
Town Clerk	Vault Repairs	\$10,000
	Election Poll Pads	\$10,150
	<b>Total:</b>	<b>\$312,696</b>

For more information, please visit the Town's website: [www.ayer.ma.us/townmeeting](http://www.ayer.ma.us/townmeeting)



Sponsor: Select Board  
Finance Committee:

Two-Thirds Majority Vote Required

*Explanatory Note: All of the above Capital Budget requests and amounts were reviewed by and recommended by the Town's Capital Planning Committee.*

**ARTICLE 16: GASB-45/OPEB (Post-Employment Benefits) FUND**

To see if the Town will vote to raise and appropriate \$119,000 and transfer \$181,000 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: Select Board  
Finance Committee:

Simple Majority Vote Required

*Explanatory Note: This Article funds the Town's GASB-45/OPEB, Post-Employment Benefits in the total sum of \$300,000 with \$119,000 derived from the Town's Local Meals Tax and \$181,000 from Free Cash as recommended by the Town's OPEB Board of Trustees.*

**RAISE & APPROPRIATE ARTICLES**

**ARTICLE 17: FIRST YEAR'S INTEREST-GENERAL FUND BORROWING**

To see if the Town will vote to raise and appropriate the sum of \$61,900 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: Select Board  
Finance Committee:

Simple Majority Vote Required

*Explanatory Note: This Article will fund the first-year interest charges associated with the administrative expenses on all General Fund borrowing/bonding authorized by this Town Meeting.*

**ARTICLE 19: FUNDING FOR AQUATIC WEED CONTROL FOR TOWN PONDS**

To see if the Town will vote to raise and appropriate the sum of \$30,000 for the purpose of funding the aquatic weed control program for the Town's ponds, and any incidental and related costs and expenses; or take any action thereon or in relation thereto. Funds are to be spent by June 30, 2024; unexpended funds on June 30, 2024, to close and revert to general fund balance.

Sponsor: Select Board  
Finance Committee: Recommends

Simple Majority Vote Required

*For more information, please visit the Town's website: [www.ayer.ma.us/townmeeting](http://www.ayer.ma.us/townmeeting)*

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

**ARTICLE 19: MATCHING FUNDING FOR FIREFIGHTERS GRANT**

To see if the Town will vote to raise and appropriate the sum of \$2,376.19 as matching funds (5%) for a Federal Assistance to Firefighters Grant; or take any action thereon or in relation thereto.

Sponsor: Select Board

Finance Committee: Recommends

Simple Majority Vote Required

*Explanatory Note: This Article would fund the required \$2,376.19 in matching funds (5%) for a FY 2023 Federal Assistance to Firefighters Grant. These funds will only be required if the grant submission is successful.*

**TRANSFER ARTICLES**

**ARTICLE 20: FUNDING OF THE RESERVE FUND FOR FUTURE PAYMENTS OF ACCRUED LIABILITIES FOR COMPENSATED ABSENCES**

To see if the Town will vote to transfer from free cash the sum of \$63,837 for funding the Town's reserve fund established in accordance with MGL Chapter 40, Section 13D for future payments of accrued liability for compensated absences due to employees of the Town of Ayer upon termination of their employment; or take any action thereon or in relation thereto.

Sponsor: Select Board

Finance Committee: Recommends

Simple Majority Vote Required

*Explanatory Note: This Article would fund the reserve fund previously established by the 2020 Annual Town Meeting in the amount of \$63,837. Compensated absences include planned and unplanned retirements from the Town; as well as separation from the Town in which the employee is due certain accrued benefits such as unused vacation time.*

**ARTICLE 21: FORWARD FUNDING OF THE TOWN'S PENSION ASSESSMENT**

To see if the Town will vote to transfer the sum of \$300,000 from free cash for the purposes of forward funding the Town's pension assessment from the Middlesex County Retirement System; or take any action thereon or in relation thereto.

Sponsor: Select Board

Finance Committee: Recommends

Simple Majority Vote Required

*Explanatory Note: This Article would forward fund the Town's pension assessment from the Middlesex County Retirement System in the amount of \$300,000 for the purposes of realizing estimated future savings. Additional payments of \$300,000 for two successive years (of which this is the second) will provide an estimated savings of \$1.3 million dollars through full funding in 2035.*

*For more information, please visit the Town's website: [www.ayer.ma.us/townmeeting](http://www.ayer.ma.us/townmeeting)*

**ARTICLE 22: UDAG FUND REPLENISHMENT – DEPOT SQUARE**

To see if the Town will vote to transfer the sum of \$65,000 from free cash for the purposes of replenishing the Urban Development Action Grant (UDAG) account for the following:

Final Phase of Depot Square Improvement Project: \$65,000

Or take any action thereon or in relation thereto.

Sponsor: Select Board  
Finance Committee:

Simple Majority Vote Required

**ARTICLE 23: STABILIZATION FUND**

To see if the Town will vote to transfer \$1,919,090 from Free Cash or such other sum or sums of money, with \$400,000 to be credited to the Stabilization Fund under the provisions of Chapter 40, Section 5B of the General Laws, and \$1,519,090 to be credited to the Capital Stabilization Fund per the Town’s Financial Policies; or take any action thereon or in relation thereto.

Sponsor: Select Board  
Finance Committee:

Simple Majority Vote Required

*Explanatory Note: This Article transfers \$400,000 from Free Cash into the Town’s Stabilization Fund for the purposes of covering the future Year-4 costs of the SAFER Grant for the four firefighter positions; and transfers \$1,519,090 into the Town’s Capital Stabilization Fund for a total transfer of \$1,919,090.*

**COMMUNITY PRESERVATION ACT ARTICLES**

**ARTICLE 24: COMMUNITY PRESERVATION ACT**

To see if the Town will hear and act on the report of the Community Preservation Committee on the Fiscal Year 2023 Community Preservation Act budget, and appropriate from the estimated FY 2023 Community Preservation Fund revenues:

- A sum of money equal to five percent, and not to exceed \$10,000 to meet the administrative expenses and all other necessary and proper expenses of the Community Preservation Committee for Fiscal Year 2023.

And further, to reserve for future appropriation from the estimated FY 2023 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 \$110,370, more or less, for acquisition, creation, and preservation of open space excluding land for recreational use, and
- A sum of money equal to \$110,370, more or less, for acquisition, preservation, restoration, and rehabilitation of historic resources, and
- A sum of money equal to \$110,370, more or less, for acquisition, creation and preservation

For more information, please visit the Town’s website: [www.ayer.ma.us/townmeeting](http://www.ayer.ma.us/townmeeting)

and support of community housing.

And the remainder sum of \$742,588 for the Undesignated Fund Balance.

Or take any action thereon or in relation thereto.

Sponsor: Community Preservation Committee

Select Board:

Finance Committee:

Simple Majority Vote Required

*Explanatory Note: Disbursement required by the Commonwealth of Massachusetts under M.G.L. Chapter 44B for the estimated FY 2023 Community Preservation Fund revenues.*

**ARTICLE 25: COMMUNITY PRESERVATION FUND FY 2023 TRANSFER OF FUNDS**

To see if the Town will vote to transfer from Community Preservation Fund FY 2023 estimated annual revenues, the sum of \$20,000 to be added to the amount appropriated for the Community Preservation Committee FY 2023 administrative expenses under Article 24 of this Annual Town Meeting, such sum to be used for due diligence, including title searches and related administrative tasks, for potential open space acquisitions; or take any action thereon or in relation thereto.

Sponsor: Community Preservation Committee

Select Board: Recommends

Finance Committee: Recommends

Simple Majority Vote Required

*Explanatory Note: This Article is for the due diligence for future appropriations by the Community Preservation Committee for general open space purposes.*

**ARTICLE 26: PIRONE PARK PLAYGROUND PROJECT**

To see if the Town will vote to transfer from the Community Preservation Fund (FY 2023) Balance Reserve from the Open Space Category the sum of money not-to-exceed \$400,000 to support the Pirone Park Playground Project; or take any action thereon or in relation thereto.

Sponsor: Community Preservation Committee

Select Board:

Finance Committee:

Simple Majority Vote Required

*Explanatory Note: This Article would fund \$400,000 for the Pirone Park Playground Project which includes the demolition and site remediation of the existing "Kidde Junction Playground" and the construction of a new playground structure.*

**ARTICLE 27: AYER AFFORDABLE HOUSING TRUST**

To see if the Town will vote to transfer from the Community Preservation Fund (FY 2023) Balance from the Community Housing Category the sum of money not-to-exceed \$60,000 to support the Ayer Affordable Housing Trust; or take any action thereon or in relation thereto.

Sponsor: Community Preservation Committee

For more information, please visit the Town's website: [www.ayer.ma.us/townmeeting](http://www.ayer.ma.us/townmeeting)

Select Board:  
Finance Committee:

Simple Majority Vote Required

*Explanatory Note: This Article would fund up to \$60,000 for the Ayer Affordable Housing Trust for use with the continuation of rental assistance for Town of Ayer residents.*

**ARTICLE 28: AYER LIBRARY DIGITIZATION OF RECORDS**

To see if the Town will vote to transfer from the Community Preservation Fund (FY 2023) Balance from the Historical Preservation Category the sum of money not-to-exceed \$25,000 to support the Ayer Library's digitization of the original hard copies or the microfilm of "The Nashoba Valley Voice" (formerly "Turner's Public Spirit", then "The Public Spirit"), dating from 1869 to the present; or take any action thereon or in relation thereto.

Sponsor: Community Preservation Committee  
Select Board:  
Finance Committee:

Simple Majority Vote Required

*Explanatory Note: This Article would fund up to \$25,000 for the Ayer Library to digitize "The Nashoba Valley Voice (formerly "Turner's Public Spirit", then "The Public Spirit") dating from 1869 to the present, from the original hardcopies or microfilm, in order to ensure their historical preservation as well as to create a searchable database that will be accessible to the public.*

**ARTICLE 29: COMMUNITY PRESERVATION FUND – FLANNAGAN POND PUBLIC ACCESS FEASIBILITY STUDY**

To see if the Town will vote to transfer from the Community Preservation Fund (FY 2023) Balance from the Open Space Category the sum of money not-to-exceed \$25,000 to support the Flannagan Pond Public Access Feasibility Study; or take any action thereon or in relation thereto.

Sponsor: Community Preservation Committee  
Select Board:  
Finance Committee:

Simple Majority Vote Required

*Explanatory Note: This Article would fund \$25,000 to study/research several possible locations for the creation of public access to Flannagan Pond and prepare, for future funding consideration, a conceptual design of a selected site that would provide canoe and kayak access, be ADA compliant, and offer parking.*

**BYLAW ARTICLES**

**ARTICLE 30: ZONING BYLAW AMENDMENT – MINIMUM LOT SIZE IN LIGHT INDUSTRY ZONING DISTRICT (SECTION 6.2 – SCHEDULE OF DIMENSIONAL REQUIREMENTS)**

To see if the Town will vote to amend the Ayer Zoning Bylaw, Section 6.0, Density & Dimensional Regulations, Sub- Section 6.2, Schedule of Dimensional Requirements, by deleting from the first column titled "District & Minimum Lot Area" in the category "Light Industry" thereunder the figure 120,000 as it appears therein and inserting in place thereof the figure 20,000, so as to correct the

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minimum lot size in the Light Industry (LI) zoning district; or take any action thereon or in relation thereto.

Planning Board: To report at Town Meeting  
Select Board:

Two-thirds Majority Vote Required

*Explanatory Note: In the course of reviewing a Site Plan recently submitted in the Light Industrial (LI) District, the Ayer Planning Board discovered that the 2018 revised Ayer Zoning Bylaw inadvertently carried over an incorrect reference in its Table of Dimensional Requirements referring to the minimum lot size in said district. Rather than 120,00 square feet, the correct minimum lot size in the LI District is 20,000 square feet, as written in the textual part of the pre-2018 Ayer Zoning Bylaw and as confirmed by researching actual Site Plan approved in that period. This warrant article would correct that error by restoring the minimum lot size in the LI District to 20,000 square feet. The Planning Board held a Public Hearing on March 22, 2022 and issued a positive recommendation. Planning Board to report at Town Meeting.*

### **ARTICLE 31: ZONING BYLAW AMENDMENT – SECTION 2.0: DEFINITIONS**

To see if the Town will vote to amend the Ayer Zoning Bylaw, Section 2.0, Definitions, by (a) listing the Definitions in correct alphabetical order, (b) indenting the sub-definitions for “Adult Bookstore”; “Adult Entertainment Establishment”; “Adult Live Entertainment Establishment”; “Adult Motion Picture Theater”; “Adult Mini Motion Pictures Theater”; and “Substantial or Significant Portion” as they appear under the defined term “Adult Use”, (c) deleting from the definition of “Dwelling Unit” the strikethrough bold text and inserting the **underlined bold text** as follows:

**DWELLING UNIT: A building designed and occupied as the living quarters of one (1) or more families. that contains one or more dwelling units used, intended or designed to be used, rented, leased, let or hired out to be occupied for living purposes.**

**DWELLING UNIT: a single unit providing complete independent living facilities for one or more persons, including permanent provisions for living, sleeping, eating, cooking and sanitation.**

**ACCESSORY APARTMENT: a dwelling unit subordinate in size and accessory to a detached single-family dwelling, which may be located within an owner-occupied single-family dwelling or in a structure accessory thereto, such as in an attached or detached garage or barn, upon the issuance of a Special Permit from the Zoning Board of Appeals (ZBA).**

DETACHED SINGLE-FAMILY DWELLING: A detached residential dwelling unit designed or intended or used exclusively as a single housekeeping unit for one family, with common cooking and living facilities. As used in this Bylaw, single-family dwelling shall not include a mobile home or trailer.

TWO-FAMILY DWELLING: A detached residential building **with two dwelling units**, designed or intended or used exclusively as the home or residence of two families, **with two separate entrances and egresses.**

MULTI-FAMILY DWELLING: A building designed or intended or used as the home or residence of three (3) or more families, each occupying a separate dwelling unit, living independently of

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each other and which may have a common right in halls and stairways; with the number of families in residence not exceeding the number of dwelling units provided.

TOWNHOUSE: A dwelling unit in a multi-unit building with units separated by party walls, with each unit not more than three rooms deep front to back and with separate entrances and stairways serving each unit exclusively.

Or take any action thereon or in relation thereto.

Planning Board: To report at Town Meeting  
Select Board:

Two-Thirds Majority Vote Required

*Explanatory Note: This Article would correct the listed order of all definitions in Section 2.0 of the Ayer Zoning Bylaw by putting them in correct alphabetic order; the Article would also indent the sub-definition under the defined term 'Adult Use' to make it clear that they fall under 'Adult Use'. The Article would also add and/or modify the definitions for 'Dwelling', 'Dwelling Unit', and 'Two-Family Dwelling' as indicated in the Article. The Planning Board held a Public Hearing on March 22, 2022 and issued a positive recommendation. Planning Board to report at Town Meeting.*

### **CITIZENS PETITIONS**

**CITIZEN'S PETITION: TO REZONE 27 HARVARD ROAD (LOT 35-21) FROM  
GENERAL RESIDENCE TO GENERAL BUSINESS:**

To see if the Town will vote to rezone 27 Harvard Road (LOT 35-21) from GR to GB.

*Explanatory Note: This Citizens Petition was submitted by Theodore Maxant on January 19, 2022, signed by 14 Ayer Voters with all signatures certified by the Town Clerk on January 26, 2022. To view a copy of the Citizens Petition and supporting documents, please visit the Town's website at [www.ayer.ma.us](http://www.ayer.ma.us) or contact the Office of the Ayer Town Clerk.*

Sponsor: By Petition  
Planning Board: To Report at Town Meeting

Two-Thirds Majority Vote Required

A True Copy Attest: \_\_\_\_\_

**Date: April \_\_, 2022**

**Susan E. Copeland  
Town Clerk**

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 seven (7) days before said meeting, all as herein directed.

\_\_\_\_\_  
**Constable**

**Date: April \_\_, 2022**

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**FY 2023 OMNIBUS BUDGET  
FINAL DRAFT - APRIL 1, 2022**

ACCOUNTS FOR: GENERAL FUND			2019 ACTUALS	2020 ACTUALS	2021 ACTUALS	2022 ACTUALS	2022 BUDGET	2023 BUDGET DEPT REQUEST	Dollar Incr (Decr)	Percent Incr (Decr)	COMMENTS
<b>TOTAL</b>	<b>COMPUTER SUPPORT</b>		<b>44,240.30</b>	<b>46,293.70</b>	<b>49,111.18</b>	<b>21,534.35</b>	<b>50,213.00</b>	<b>51,942.00</b>	<b>1,729.00</b>	<b>3.44%</b>	
1141	BOARD OF ASSESSORS										
1141	51100	ASSESSORS, STIPENDS	7,155.38	7,299.12	6,672.56	3,174.95	7,618.00	7,773.00	155.00	2.03%	
1141	51110	SECRETARY WAGES	48,900.96	51,309.87	53,674.64	20,208.40	55,920.00	58,329.00	2,409.00	4.31%	
1141	51120	ASSESSING ADMINISTRATOR, WAGES	105,532.16	107,628.61	109,906.75	29,596.84	111,932.00	87,566.00	(24,366.00)	-21.77%	Grade 13, step 3 + \$2,000 MAA stipend
1141	53010	MAP UPDATE	0.00	4,697.61	2,981.74	0.00	4,500.00	4,500.00	0.00	0.00%	
1141	53020	CONSULTING SERVICES	16,461.75	3,500.00	10,220.00	38,000.00	19,200.00	40,150.00	20,950.00	109.11%	
1141	54000	SUPPLIES	157.43	0.00	202.98	39.00	416.00	416.00	0.00	0.00%	
1141	54200	OFFICE SUPPLIES	249.94	339.37	248.58	211.93	675.00	675.00	0.00	0.00%	
1141	57000	OTHER CHARGES & EXPENSES	1,980.90	5,860.00	6,588.67	2,562.49	6,525.00	6,525.00	0.00	0.00%	
<b>TOTAL</b>	<b>BOARD OF ASSESSORS</b>		<b>180,438.52</b>	<b>180,634.58</b>	<b>190,495.92</b>	<b>93,793.61</b>	<b>206,786.00</b>	<b>205,934.00</b>	<b>(852.00)</b>	<b>-0.41%</b>	
01145C	TREASURER/TAX COLLECTOR										
01145C	51100	TREASURER/TAX COLLTR WAGES	74,202.17	77,488.84	80,947.00	30,825.60	84,573.00	90,573.00	6,000.00	7.09%	Step and stipend
01145C	51110	ASSIST COLLECTOR WAGES	49,047.12	52,381.08	55,899.15	21,204.02	58,555.00	61,432.00	2,877.00	4.91%	Step, stipends, longevity per contract
01145C	51130	PART-TIME STAFF WAGES	17,209.25	18,507.15	23,835.00	8,280.73	24,966.00	35,720.00	10,754.00	43.07%	Step, stipends, longevity per contract; 6 add'l hours moved to Benefits & Payroll)
01145C	52000	SERVICES	6,170.86	12,988.30	12,018.46	2,164.52	14,000.00	14,000.00	0.00	0.00%	
01145C	54000	SUPPLIES	1,620.70	1,648.57	1,889.33	97.00	2,100.00	2,000.00	(100.00)	-4.76%	
01145C	54200	OFFICE SUPPLIES	810.95	654.15	828.66	811.85	750.00	1,000.00	250.00	33.33%	To reflect adding toner to budget
01145C	57000	OTHER CHARGES & EXPENSES	1,922.22	877.93	1,052.44	1,620.94	3,500.00	3,500.00	0.00	0.00%	
01145C	58000	TREASURER OFFICE REN/FURNITURE	0.00	0.00	5,596.26	0.00	0.00	0.00	0.00	0.00%	
<b>TOTAL</b>	<b>TREASURER/TAX COLLECTOR</b>		<b>150,983.27</b>	<b>164,546.02</b>	<b>182,066.30</b>	<b>65,004.66</b>	<b>188,444.00</b>	<b>208,225.00</b>	<b>19,781.00</b>	<b>10.50%</b>	
1147	FINANCE COMMITTEE										
1147	57000	OTHER CHARGES & EXPENSES	280.00	280.00	180.00	180.00	500.00	500.00	0.00	0.00%	Per email dated 1/5/2022 from P Diamond
<b>TOTAL</b>	<b>FINANCE COMMITTEE</b>		<b>280.00</b>	<b>280.00</b>	<b>180.00</b>	<b>180.00</b>	<b>500.00</b>	<b>500.00</b>	<b>0.00</b>	<b>0.00%</b>	
1148	PARKING TICKETS										
1148	52000	SERVICES	1,197.28	1,347.71	688.83	217.55	1,500.00	1,250.00	(250.00)	-16.67%	Reduction for new parking ticket company
<b>TOTAL</b>	<b>PARKING TICKETS</b>		<b>1,197.28</b>	<b>1,347.71</b>	<b>688.83</b>	<b>217.55</b>	<b>1,500.00</b>	<b>1,250.00</b>	<b>(250.00)</b>	<b>-16.67%</b>	
1151	TOWN COUNSEL										
1151	53090	LEGAL SERVICES	60,862.96	58,335.89	51,196.92	23,121.27	80,000.00	80,000.00	0.00	0.00%	Level funded per TM
<b>TOTAL</b>	<b>TOWN COUNSEL</b>		<b>60,862.96</b>	<b>58,335.89</b>	<b>51,196.92</b>	<b>23,121.27</b>	<b>80,000.00</b>	<b>80,000.00</b>	<b>0.00</b>	<b>0.00%</b>	
1154	MANAGEMENT SUPPORT										
1154	51000	WAGES, BOH & ZBA	45,585.18	52,283.52	55,706.47	21,087.00	57,577.00	60,820.00	3,243.00	5.63%	Grade 4, step 8 plus \$1,000 ed stipend + \$200 training + \$300 longevity
	NEW	WAGES, PLANNING & CONSERVATION						45,000.00	45,000.00	100.00%	
1154	51300	MANAGEMENT SUPPORT, OVERTIME	770.47	1,164.36	911.35	41.72	2,500.00	0.00	(2,500.00)	-100.00%	Depending on Parks Dept - staff request
1154	52000	SERVICES	1,381.42	642.96	0.00	115.00	5,000.00	5,000.00	0.00	0.00%	
1154	52100	CLEAR GOV BUDGET BOOK	0.00	0.00	5,250.00	7,000.00	7,000.00	7,000.00	0.00	0.00%	
1154	52420	GENERAL CODE ANNUAL MAINTENANC	0.00	0.00	5,240.00	5,705.00	5,000.00	6,000.00	1,000.00	20.00%	Per Assist TM
1154	53200	MANAGEMENT SUPPORT TRAINING	0.00	0.00	0.00	0.00	2,000.00	2,000.00	0.00	0.00%	
1154	53410	PRINTING SERVICES	8,639.78	10,651.81	7,582.02	2,260.90	8,000.00	8,000.00	0.00	0.00%	
1154	54000	SUPPLIES	452.39	410.96	0.00	0.00	1,500.00	1,500.00	0.00	0.00%	
1154	54200	OFFICE SUPPLIES	536.64	767.23	1,662.50	205.68	0.00	0.00	0.00	0.00%	
1154	57000	OTHER CHARGES & EXPENSES	0.00	119.97	708.59	278.12	500.00	500.00	0.00	0.00%	
		LAND APPRAISALS						5,000.00	5,000.00	100.00%	Moved from Select Board per TM
<b>TOTAL</b>	<b>MANAGEMENT SUPPORT</b>		<b>57,365.88</b>	<b>66,040.81</b>	<b>77,060.93</b>	<b>36,693.42</b>	<b>89,077.00</b>	<b>140,820.00</b>	<b>51,743.00</b>	<b>58.09%</b>	
1158	TAX TITLE FORECLOSURE										
1158	52000	TAX TITLE FORECLOSURE SERVICE	13,139.58	12,904.33	5,530.06	4,778.94	15,000.00	15,000.00	0.00	0.00%	

**FY 2023 OMNIBUS BUDGET  
FINAL DRAFT - APRIL 1, 2022**

ACCOUNTS FOR: GENERAL FUND			2019 ACTUALS	2020 ACTUALS	2021 ACTUALS	2022 ACTUALS	2022 BUDGET	2023 BUDGET DEPT REQUEST	Dollar Incr (Decr)	Percent Incr (Decr)	COMMENTS
<b>TOTAL</b>	<b>TAX TITLE FORECLOSURE</b>		<b>13,139.58</b>	<b>12,904.33</b>	<b>5,530.06</b>	<b>4,778.94</b>	<b>15,000.00</b>	<b>15,000.00</b>	<b>0.00</b>	<b>0.00%</b>	
1161	TOWN CLERK										
1161	51100	TOWN CLERK SALARY	67,475.36	70,512.08	74,538.08	27,968.00	78,628.00	82,187.00	3,559.00	4.53%	
1161	51110	ASSISTANT WAGES	54,752.80	55,817.72	57,038.64	21,964.42	58,072.00	48,277.00	(9,795.00)	-16.87%	
1161	51300	OVERTIME	0.00	0.00	395.39	0.00	0.00	0.00	0.00	0.00%	
1161	52000	SERVICES	0.00	0.00	611.24	169.19	2,000.00	2,000.00	0.00	0.00%	
1161	54000	SUPPLIES	82.29	155.04	345.91	0.00	400.00	2,400.00	2,000.00	500.00%	\$2,000 for new desks
1161	54200	OFFICE SUPPLIES	205.37	596.45	149.99	44.62	0.00	400.00	400.00	100.00%	
1161	57000	OTHER CHARGES & EXPENSES	1,027.29	255.00	385.00	1,196.87	2,000.00	3,000.00	1,000.00	50.00%	
<b>TOTAL</b>	<b>TOWN CLERK</b>		<b>123,543.11</b>	<b>127,336.29</b>	<b>133,464.25</b>	<b>51,343.10</b>	<b>141,100.00</b>	<b>138,264.00</b>	<b>(2,836.00)</b>	<b>-2.01%</b>	
1162	ELECTIONS & REGISTRATIONS										
1162	51000	ELECTIONS STIPEND (ASST CLERK)	0.00	1,000.00	1,000.00	0.00	1,000.00	0.00	(1,000.00)	-100.00%	No longer valid
1162	51100	REGISTRARS SALARIES	1,000.00	324.00	500.00	0.00	1,296.00	1,296.00	0.00	0.00%	
1162	51130	ELECTION WORKERS WAGES	7,594.19	9,129.80	9,728.21	135.00	5,000.00	11,000.00	6,000.00	120.00%	Increase in elections
1162	51300	OVERTIME	735.62	0.00	228.91	0.00	0.00	0.00	0.00	0.00%	
1162	52000	CENSUS SERVICES	815.00	0.00	2,347.04	0.00	2,500.00	3,000.00	500.00	20.00%	
1162	52100	SERVICE-ELECTION WORKERS	407.84	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	
1162	53040	COMPUTER SERVICES	7,969.89	5,837.62	5,271.78	0.00	5,500.00	7,500.00	2,000.00	36.36%	Includes election maintenance
1162	54000	ELECTION SUPPLIES	502.24	2,156.10	2,821.05	179.00	0.00	3,000.00	3,000.00	100.00%	
1162	54200	OFFICE SUPPLIES	1,166.53	351.06	232.09	179.99	500.00	500.00	0.00	0.00%	
1162	57000	OTHER CHARGES & EXPENSES	754.69	164.71	769.16	0.00	500.00	500.00	0.00	0.00%	
<b>TOTAL</b>	<b>ELECTIONS &amp; REGISTRATION</b>		<b>20,946.00</b>	<b>18,963.29</b>	<b>22,898.24</b>	<b>493.99</b>	<b>16,296.00</b>	<b>26,796.00</b>	<b>10,500.00</b>	<b>64.43%</b>	
1164	TOWN HALL POSTAGE FUND										
1164	53400	POSTAGE	19,814.06	17,925.61	19,811.75	6,173.43	21,000.00	23,100.00	2,100.00	10.00%	Postage costs running about 10% higher in FY22
<b>TOTAL</b>	<b>TOWN HALL POSTAGE FUND</b>		<b>19,814.06</b>	<b>17,925.61</b>	<b>19,811.75</b>	<b>6,173.43</b>	<b>21,000.00</b>	<b>23,100.00</b>	<b>2,100.00</b>	<b>10.00%</b>	
1166	INFORMATION TECHNOLOGY										
1166	51000	IT ZOOM STIPEND	0.00	0.00	545.73	3,250.65	0.00	0.00	0.00	0.00%	
1166	51100	INFO TECH, WAGES	90,106.64	94,229.17	98,754.71	36,814.80	100,532.00	102,608.00	2,076.00	2.07%	
1166	51130	IT OTHER WAGES	0.00	0.00	4,860.75	2,281.50	8,200.00	8,200.00	0.00	0.00%	
1166	52000	IT SERVICES	36,135.69	39,177.57	54,421.41	23,734.45	48,016.00	48,016.00	0.00	0.00%	
1166	52100	WEBSITE DESIGN & MAINTENANCE	3,700.00	4,525.00	4,016.25	3,000.00	4,200.00	4,200.00	0.00	0.00%	
1166	53200	TRAINING	2,123.47	2,438.71	1,788.75	1,856.25	3,000.00	3,000.00	0.00	0.00%	
1166	53400	COMMUNICATIONS	1,011.49	737.88	737.88	304.57	828.00	828.00	0.00	0.00%	
1166	54000	IT SUPPLIES	4,843.02	4,375.08	4,321.81	2,048.47	5,000.00	5,000.00	0.00	0.00%	
1166	54200	OFFICE SUPPLIES	12.40	94.92	218.52	38.86	50.00	50.00	0.00	0.00%	
1166	57000	OTHER CHARGES & EXPENSES	1,275.40	911.86	444.65	442.66	1,000.00	1,000.00	0.00	0.00%	
1166	58000	HARDWARE & SOFTWARE	13,087.52	7,814.25	19,159.24	7,534.03	15,000.00	15,000.00	0.00	0.00%	
<b>TOTAL</b>	<b>INFORMATION TECHNOLOGY</b>		<b>152,295.63</b>	<b>154,304.44</b>	<b>189,269.70</b>	<b>81,306.24</b>	<b>185,826.00</b>	<b>187,902.00</b>	<b>2,076.00</b>	<b>1.12%</b>	
1171	CONSERVATION COMMISSION										
1171	51000	CONSERVATION AGENT, WAGES	54,889.26	56,697.86	61,570.75	23,247.70	63,985.00	59,445.00	(4,540.00)	-7.10%	Position currently vacant; Per TM use Grade 5, step 3
1171	52000	SERVICES	621.13	919.13	619.13	186.67	870.00	10,870.00	10,000.00	1149.43%	Per TM, add \$10,000 for add'n consulting services
1171	52400	CONSERVATION BEAVER DECEIVER	0.00	0.00	2,845.00	1,161.00	2,180.00	2,180.00	0.00	0.00%	
1171	54000	SUPPLIES	0.00	268.11	84.63	90.00	450.00	450.00	0.00	0.00%	
1171	54100	BEAVER DECEIVER SUPPLIES	0.00	0.00	0.00	729.81	1,000.00	1,000.00	0.00	0.00%	
1171	54200	OFFICE SUPPLIES	71.56	35.28	146.57	235.31	0.00	0.00	0.00	0.00%	
1171	55801	PUBLIC HEARINGS EXPENSE	0.00	1,200.00	136.92	376.50	400.00	400.00	0.00	0.00%	
1171	57000	OTHER CHARGES & EXPENSES	1,721.10	1,203.13	742.21	413.00	2,225.00	2,225.00	0.00	0.00%	
<b>TOTAL</b>	<b>CONSERVATION COMMISSION</b>		<b>57,303.05</b>	<b>60,323.51</b>	<b>66,145.21</b>	<b>26,439.99</b>	<b>71,110.00</b>	<b>76,570.00</b>	<b>5,460.00</b>	<b>7.68%</b>	

**FY 2023 OMNIBUS BUDGET  
FINAL DRAFT - APRIL 1, 2022**

ACCOUNTS FOR: GENERAL FUND			2019 ACTUALS	2020 ACTUALS	2021 ACTUALS	2022 ACTUALS	2022 BUDGET	2023 BUDGET DEPT REQUEST	Dollar Incr (Decr)	Percent Incr (Decr)	COMMENTS
1175	TOWN PLANNER										
1175	51000	TOWN PLANNER	79,427.52	83,039.84	85,877.09	30,820.23	90,765.00	94,920.00	4,155.00	4.58%	Grade 13, step 8
1175	53400	COMMUNICATIONS	614.88	617.88	644.12	169.19	500.00	450.00	(50.00)	-10.00%	
1175	54000	SUPPLIES	673.44	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	
1175	54200	OFFICE SUPPLIES	0.00	10.11	210.31	546.32	100.00	150.00	50.00	50.00%	
1175	55801	PUBLIC HEARINGS EXPENSE	2,072.75	2,863.92	195.36	546.48	1,500.00	1,500.00	0.00	0.00%	
1175	57000	OTHER CHARGES & EXPENSES	560.77	570.00	259.00	0.00	400.00	400.00	0.00	0.00%	
<b>TOTAL</b>	<b>TOWN PLANNER</b>		<b>83,349.36</b>	<b>87,101.75</b>	<b>87,185.88</b>	<b>32,082.22</b>	<b>93,265.00</b>	<b>97,420.00</b>	<b>4,155.00</b>	<b>4.46%</b>	
1181	URBAN DEVELOPMENT(MRPC)										
1181	56600	REGIONAL PLANNING ASSESS	2,449.29	2,510.52	2,573.28	2,637.62	2,638.00	2,889.00	251.00	9.51%	Waiting on Assessment letter
<b>TOTAL</b>	<b>URBAN DEVELOPMENT(MRPC)</b>		<b>2,449.29</b>	<b>2,510.52</b>	<b>2,573.28</b>	<b>2,637.62</b>	<b>2,638.00</b>	<b>2,889.00</b>	<b>251.00</b>	<b>9.51%</b>	
1188	PLANNING & DEVELOPMENT										
1188	51000	DIRECTOR-PLN & DEV, WAGES	37,052.00	38,680.32	39,982.26	15,393.86	42,407.00	44,344.00	1,937.00	4.57%	Half of Program Manager wages moved here at request of Ayer Affordable Housing
1188	51110	COMMUNITY DEV PROGRAM MGR WAI	0.00	0.00	0.00	0.00	0.00	37,085.00	37,085.00	100.00%	Committee
1188	53400	COMMUNICATIONS	0.00	0.00	28.24	0.00	200.00	200.00	0.00	0.00%	
1188	54000	SUPPLIES	37.19	0.00	194.30	0.00	250.00	250.00	0.00	0.00%	
<b>TOTAL</b>	<b>PLANNING &amp; DEVELOPMENT</b>		<b>37,089.19</b>	<b>38,680.32</b>	<b>40,204.80</b>	<b>15,393.86</b>	<b>42,857.00</b>	<b>81,879.00</b>	<b>39,022.00</b>	<b>91.05%</b>	
1192	PUBLIC BLDGS & PROP MAINT										
1192	51000	FACILITIES DIRECTOR	68,716.08	71,848.08	75,294.32	28,591.20	78,550.00	90,333.00	11,783.00	15.00%	Step and 1st year of longevity \$200; plus new contract
1192	51100	CUSTODIAN	38,526.88	40,043.52	22,681.46	476.88	43,305.00	43,284.00	(21.00)	-0.05%	
1192	51300	OVERTIME	307.36	7,175.18	18,891.49	9,790.61	1,000.00	1,000.00	0.00	0.00%	
1192	52000	SERVICES (TOWN HALL)	5,066.52	5,824.81	7,006.02	2,298.73	6,500.00	6,500.00	0.00	0.00%	Second comcast router service
1192	52000F	SERVICES (FIRE)	1,551.50	2,162.53	1,707.70	964.87	3,000.00	2,000.00	(1,000.00)	-33.33%	
1192	52000P	SERVICES (POLICE)	1,553.00	1,085.00	2,591.37	639.99	1,000.00	2,000.00	1,000.00	100.00%	
1192	52100	HEAT (TOWN HALL)	20,459.01	15,707.64	9,950.58	216.68	20,000.00	18,500.00	(1,500.00)	-7.50%	Energy savings from boiler replacement
1192	52100F	HEAT (FIRE)	15,569.98	14,900.00	13,729.77	926.07	15,600.00	15,600.00	0.00	0.00%	
1192	52100P	HEAT (POLICE)	12,842.80	7,399.18	10,512.77	324.32	13,000.00	13,000.00	0.00	0.00%	
1192	52200	ELECTRIC (TOWN HALL)	12,729.46	8,220.11	13,846.55	5,843.64	14,000.00	14,000.00	0.00	0.00%	No increase needed; LED lighting installed/possible savings in FY24
1192	52200F	ELECTRIC (FIRE)	15,942.94	16,720.94	19,898.49	7,675.25	19,000.00	19,000.00	0.00	0.00%	No increase needed; LED lighting installed/possible savings in FY24
1192	52200P	ELECTRIC (POLICE)	11,436.50	12,584.82	18,228.53	6,153.29	20,000.00	20,000.00	0.00	0.00%	
1192	52400	VENDOR R&M -TOWN HALL	32,111.82	29,516.95	32,307.83	7,627.67	35,000.00	35,000.00	0.00	0.00%	Front step repairs/carpet/wall bubbling
1192	52400F	VENDOR R&M-FIRE	22,183.39	15,863.28	23,160.30	11,316.06	23,000.00	26,000.00	3,000.00	13.04%	Replacement bedroom windows
1192	52400P	VENDOR R&M-POLICE	15,691.33	10,758.02	32,679.42	11,665.62	18,600.00	18,600.00	0.00	0.00%	Lobby/youth RM repairs/cell repairs
1192	52420	MAINTENANCE SERV (TOWN HALL)	3,005.25	4,804.92	2,505.27	4,204.32	6,000.00	6,000.00	0.00	0.00%	
1192	52420F	MAINTENANCE SERV (FIRE)	4,236.50	4,760.83	4,002.75	4,705.25	6,000.00	6,000.00	0.00	0.00%	
1192	52420P	MAINTENANCE SERV (POLICE)	2,166.75	3,938.31	2,975.74	2,415.98	3,800.00	3,800.00	0.00	0.00%	
1192	524DP	VENDOR R&M DPW	0.00	0.00	0.00	416.66	0.00	0.00	0.00	0.00%	
1192	52600	GROUNDSKEEP'G SERVICE TOWN HAL	3,600.50	3,110.00	1,775.00	715.00	4,000.00	4,000.00	0.00	0.00%	Trees and brush trimming/depot sq
1192	52600D	GROUNDSKEEPING DEPOT SQ	0.00	0.00	608.50	98.50	0.00	0.00	0.00	0.00%	
1192	52600P	GROUNDSKEEPING-POLICE	4,605.22	89.00	1,467.00	1,700.00	3,000.00	3,000.00	0.00	0.00%	Mid summer parking lot vegetation trimming
1192	52900P	WASTE REMOVAL POLICE	1,209.74	1,465.93	2,125.35	837.93	2,400.00	2,400.00	0.00	0.00%	
1192	53041	PHONE (TOWN HALL)	4,123.20	4,042.35	4,153.19	1,525.18	5,000.00	5,000.00	0.00	0.00%	
1192	53400	COMMUNICATIONS	1,347.03	1,195.44	1,329.20	373.33	1,300.00	1,300.00	0.00	0.00%	
1192	54000	SUPPLIES (TOWN HALL)	7,536.62	4,812.85	8,554.03	2,054.56	6,000.00	6,000.00	0.00	0.00%	
1192	54000F	SUPPLIES (FIRE)	1,942.36	3,058.73	2,619.07	233.74	2,700.00	2,700.00	0.00	0.00%	
1192	54000P	SUPPLIES (POLICE)	5,956.54	4,919.91	8,399.80	2,648.36	5,000.00	5,000.00	0.00	0.00%	
1192	54100	CLOTHING SUPPLIES	213.37	0.00	597.82	435.17	600.00	600.00	0.00	0.00%	
1192	54200	OFFICE SUPPLIES	47.48	359.37	41.32	230.45	200.00	200.00	0.00	0.00%	
1192	54300	TOOLS	0.00	1,636.86	2,234.38	264.82	1,000.00	1,000.00	0.00	0.00%	
1192	54320	BLDG RPR SUPPLIES (TOWN HALL)	8,072.60	3,960.65	6,031.72	933.88	7,500.00	6,500.00	(1,000.00)	-13.33%	Wall repairs
1192	54320D	R&M SUPPLIES, DEPOT SQ	0.00	0.00	686.94	0.00	0.00	0.00	0.00	0.00%	

**FY 2023 OMNIBUS BUDGET  
FINAL DRAFT - APRIL 1, 2022**

ACCOUNTS FOR:		2019	2020	2021	2022	2022	2023 BUDGET	Dollar Incr	Percent Incr	COMMENTS
GENERAL FUND		ACTUALS	ACTUALS	ACTUALS	ACTUALS	BUDGET	DEPT REQUEST	(Decr)	(Decr)	
1192	54320F	BLDG RPR SUPPLIES (FIRE)	2,368.34	2,595.86	1,842.91	0.00	2,500.00	2,000.00	(500.00)	-20.00%
1192	54320P	BLDG RPR SUPPLIES (POLICE)	2,029.83	3,287.75	3,984.09	3,971.21	2,500.00	3,000.00	500.00	20.00%
1192	57000	OTHER CHARGES	1,633.20	2,410.15	2,541.63	1,340.53	2,800.00	2,800.00	0.00	0.00%
1192	57000F	OTHER CHARGES (FIRE)	0.00	0.00	300.00	0.00	0.00	0.00	0.00	0.00%
1192	57000P	OTHER CHARGES (POLICE)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
1192	58100	BOS MEETING RM CHAIRS	0.00	1,598.00	0.00	0.00	0.00	0.00	0.00	0.00%
1192	58600	FIRE COMMAND/DAY ROOM CARPET	3,502.60	1,654.50	0.00	0.00	0.00	0.00	0.00	0.00%
1192	58650	FIRE FLOOR ENTRY AREA	0.00	5,600.00	0.00	0.00	0.00	0.00	0.00	0.00%
1192	58800	TH-LED MAIN DIRECTORY	2,959.47	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
1192	58900	TH-VARIOUS PAINTING	4,917.20	4,136.71	0.00	0.00	0.00	0.00	0.00	0.00%
1192	58950	TH-HVAC SYSTEM UPDATE	0.00	4,000.00	0.00	0.00	0.00	0.00	0.00	0.00%
<b>TOTAL</b>	<b>PUBLIC BLDGS &amp; PROP MA</b>	<b>340,162.37</b>	<b>327,248.18</b>	<b>361,262.31</b>	<b>123,615.75</b>	<b>373,855.00</b>	<b>386,117.00</b>	<b>12,262.00</b>	<b>3.28%</b>	
1193	GENERAL INSURANCE									
1193	57400	WORKERS COMPENSATION INS	46,132.00	54,533.00	56,616.00	54,397.00	65,000.00	71,500.00	6,500.00	10.00% Per TM, use 10% for now (Waiting on final number)
1193	57410	FIRE/POLICE ACC LIAB INS	37,762.00	43,247.00	60,078.08	48,484.76	49,000.00	53,900.00	4,900.00	10.00% (Waiting on final number)
1193	57430	FIRE, CASUALTY & LIAB INS	108,017.58	120,859.68	129,979.00	151,676.36	153,000.00	168,300.00	15,300.00	10.00% (Waiting on final number)
<b>TOTAL</b>	<b>GENERAL INSURANCE</b>	<b>191,911.58</b>	<b>218,639.68</b>	<b>246,673.08</b>	<b>254,558.12</b>	<b>267,000.00</b>	<b>293,700.00</b>	<b>26,700.00</b>	<b>10.00%</b>	
1210	POLICE DEPARTMENT									
1210	51100	POLICE DEPT-SALARIES	2,011,607.24	2,195,238.89	2,207,501.20	915,165.16	2,524,724.00	2,544,333.00	19,609.00	0.78%
1210	51300	POLICE DEPT-OVERTIME	209,960.00	144,763.28	233,847.58	102,449.47	367,459.00	374,808.00	7,349.00	2.00%
1210	51310	POLICE DEPT-COURT TIME	14,178.97	10,433.06	5,371.53	3,082.79	16,000.00	16,000.00	0.00	0.00%
1210	51320	TRAINING OVERTIME	24,827.09	9,615.11	13,933.73	14,694.61	12,000.00	25,000.00	13,000.00	108.33%
1210	51900	CLOTHING	0.00	0.00	0.00	0.00	400.00	400.00	0.00	0.00%
1210	51901	CLOTHING- CRUMPTON	1,241.79	695.88	1,190.90	585.09	1,250.00	1,300.00	50.00	4.00%
1210	51902	CLOTHING- GAMBREL	990.00	1,248.46	0.00	0.00	1,250.00	1,300.00	50.00	4.00%
1210	51903	CLOTHING - CHIEF	1,537.74	764.47	513.84	2,678.39	3,000.00	1,750.00	(1,250.00)	-41.67%
1210	51904	CLOTHING- MACIEL (WAS HADLEY)	289.90	395.00	382.33	213.00	400.00	450.00	50.00	12.50%
1210	51905	CLOTHING-DAVIS	804.00	1,250.00	1,250.00	0.00	1,250.00	1,300.00	50.00	4.00%
1210	51906	CLOTHING- KULARSKI	1,555.93	1,478.34	1,563.00	168.00	1,563.00	1,400.00	(163.00)	-10.43%
1210	51907	CLOTHING- NEW OFFICER (WAS CUNNI	1,229.00	1,247.95	1,250.00	384.00	1,250.00	1,300.00	50.00	4.00%
1210	51908	CLOTHING-HERRSTROM	400.00	378.83	385.95	0.00	400.00	450.00	50.00	12.50%
1210	51909	CLOTHING-BRISSETTE	286.99	373.96	386.42	249.50	400.00	450.00	50.00	12.50%
1210	51910	CLOTHING- IALEGGIO	0.00	353.19	1,101.50	0.00	1,250.00	1,300.00	50.00	4.00%
1210	51911	CLOTHING-REYNOSO (WAS HARTY)	1,263.89	1,206.99	0.00	0.00	1,250.00	1,300.00	50.00	4.00%
1210	51912	CLOTHING-PEARSON	1,168.90	1,119.99	1,334.23	181.90	1,400.00	1,400.00	0.00	0.00%
1210	51913	CLOTHING-BARHIGHT	1,563.00	1,560.00	1,563.00	1,400.20	1,563.00	1,625.00	62.00	3.97%
1210	51914	CLOTHING-FICHTER	1,250.00	1,046.68	1,030.42	133.86	1,250.00	1,300.00	50.00	4.00%
1210	51915	CLOTHING- NEW SERGEANT (WAS COTI	1,232.47	1,242.66	1,312.15	158.00	1,400.00	1,400.00	0.00	0.00%
1210	51916	CLOTHING-HARNDEN	0.00	400.00	0.00	0.00	400.00	450.00	50.00	12.50%
1210	51917	CLOTHING-ROGERS	1,328.16	1,082.84	1,250.00	34.98	1,250.00	1,300.00	50.00	4.00%
1210	51918	CLOTHING- NICOLO	0.00	1,249.38	1,069.43	279.87	1,250.00	1,300.00	50.00	4.00%
1210	51919	CLOTHING- MACDONALD	1,250.00	1,292.07	1,350.00	884.24	1,400.00	1,400.00	0.00	0.00%
1210	51920	CLOTHING-SCOTT	1,128.95	250.00	1,250.00	453.00	1,250.00	1,300.00	50.00	4.00%
1210	51921	CLOTHING-BIGELOW	1,250.00	1,242.21	1,250.00	130.00	1,250.00	1,300.00	50.00	4.00%
1210	51922	CLOTHING- PT NON REGION	96.00	0.00	0.00	0.00	150.00	200.00	50.00	33.33%
1210	51923	CLOTHING-NEW DEPUTY CHIEF (WAS G	1,250.00	1,241.39	1,744.84	0.00	1,750.00	1,750.00	0.00	0.00%
01210R	51924	CLOTHING-PROVIDAKES	90.00	348.50	263.00	0.00	400.00	450.00	50.00	12.50%
1210	51925	CLOTHING-NEW DETECTIVE	1,172.75	1,207.00	354.00	0.00	1,400.00	1,625.00	225.00	16.07%
1210	51926	CLOTHING-MCNULTY	316.99	358.48	308.99	80.00	400.00	450.00	50.00	12.50%
1210	51927	CLOTHING-LEBEL (WAS GOODWIN)	0.00	265.45	0.00	0.00	400.00	450.00	50.00	12.50%
1210	51928	CLOTHING-LANSING	791.09	416.92	1,189.47	313.95	1,250.00	1,300.00	50.00	4.00%
01210R	51930	CLOTHING-CAULEY	0.00	235.96	287.00	74.99	400.00	450.00	50.00	12.50%
01210R	51931	CLOTHING-BUELOW	101.99	384.79	370.99	283.50	400.00	450.00	50.00	12.50%
01210R	51932	CLOTHING-MACKIE	37.00	0.00	0.00	0.00	400.00	450.00	50.00	12.50%
1210	52000	SERVICES	25,419.31	2,781.74	4,849.95	1,198.31	2,000.00	3,200.00	1,200.00	60.00% National Grid electricity (radio shelter) \$250/month, one cell cleaning \$200

**FY 2023 OMNIBUS BUDGET  
FINAL DRAFT - APRIL 1, 2022**

ACCOUNTS FOR:			2019	2020	2021	2022	2022	2023 BUDGET	Dollar Incr	Percent Incr	COMMENTS
GENERAL FUND			ACTUALS	ACTUALS	ACTUALS	ACTUALS	BUDGET	DEPT REQUEST	(Decr)	(Decr)	
1210	52400	POLICE-VEHIC MAINT/REPAIR	13,053.06	15,406.71	18,798.65	4,969.33	13,000.00	13,000.00	0.00	0.00%	
1210	52440	EQUIPMENT REPAIR	5,065.66	1,765.47	3,329.83	651.25	7,000.00	7,000.00	0.00	0.00%	
1210	53021	POLICE-PHYSICAL EXAM	2,958.94	0.00	4,441.98	2,626.14	1,000.00	3,050.00	2,050.00	205.00%	\$850 per physical; \$425 per psychological (2 officers)
1210	53040	POLICE-COMPUTER	0.00	497.64	0.00	0.00	0.00	0.00	0.00	0.00%	
1210	53200	POLICE-TRAINING	10,632.00	4,754.83	15,710.75	5,981.00	9,000.00	12,000.00	3,000.00	33.33%	To reflect FY22 annualized actual cost
1210	53400	POLICE-COMMUNICATIONS	17,131.37	17,391.18	17,890.53	6,179.71	17,500.00	17,700.00	200.00	1.14%	
1210	53402	POLICE-MAINT AGREEMENT	34,393.94	64,412.70	52,798.12	42,152.74	75,643.00	94,562.00	18,919.00	25.01%	
1210	53800	POLICE-PHOTOGRAPHY	0.00	0.00	0.00	0.00	1,000.00	1,000.00	0.00	0.00%	
1210	54000	SUPPLIES	35,236.49	19,968.51	68,915.82	11,841.10	18,535.00	15,100.00	(3,435.00)	-18.53%	
1210	54200	OFFICE SUPPLIES	2,196.41	3,507.87	3,287.76	1,629.37	3,800.00	3,800.00	0.00	0.00%	
1210	54800	VEHICLE SUPPLIES	1,666.33	5,778.82	3,932.81	36.40	5,000.00	5,000.00	0.00	0.00%	
1210	54900	PRISONER SUPPLIES	0.00	38.99	0.00	1,465.16	800.00	800.00	0.00	0.00%	
1210	55821	DUES/SUBSCRIPTIONS	13,998.02	10,718.00	12,785.99	10,856.00	10,800.00	12,600.00	1,800.00	16.67%	
1210	55890	CONFERENCES	3,586.20	894.93	325.00	964.81	5,100.00	10,000.00	4,900.00	96.08%	
1210	57000	OTHER CHARGES & EXPENSES	3,051.09	638.77	0.00	21.50	0.00	0.00	0.00	0.00%	
1210	57410	COLLEGE REIMBURSEMENT	23,629.00	18,638.50	13,059.80	0.00	28,800.00	39,400.00	10,600.00	36.81%	
01210R	58200	COMPUTER AIDED DISPATCH	1,303.63	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	
1210	58590	CRUISER	45,064.50	44,363.69	50,321.62	2,807.19	53,700.00	56,000.00	2,300.00	4.28%	
1210	58700	ADD'L COST RADIO INFRASTRUCTURE	6,770.97	11,698.63				0.00	0.00	0.00%	
	NEW	VESTS	0.00					5,100.00	5,100.00	100.00%	
	NEW	NEW HIRE, TRAINING, CLTHING, EQUIP	0.00					7,200.00	7,200.00	100.00%	
<b>TOTAL</b>	<b>POLICE DEPARTMENT</b>		<b>2,529,356.76</b>	<b>2,607,644.71</b>	<b>2,755,054.11</b>	<b>1,137,458.51</b>	<b>3,205,887.00</b>	<b>3,299,703.00</b>	<b>93,816.00</b>	<b>2.93%</b>	
1220 FIRE DEPARTMENT											
1220	51000	FIRE CALL PAY	54,296.95	52,302.22	54,920.88	19,218.02	74,917.00	76,415.00	1,498.00	2.00%	
1220	51100	FIRE DEPT, WAGES	1,241,051.55	1,287,561.94	1,376,443.31	559,703.32	1,430,102.00	1,473,183.00	43,081.00	3.01%	
1220	51300	FIRE DEPT-OVERTIME	242,830.95	254,876.96	248,052.40	80,324.95	299,014.00	298,030.00	(984.00)	-0.33%	
1220	51310	CALL OVERTIME	55,915.03	57,467.14	58,588.89	12,641.26	70,087.00	71,489.00	1,402.00	2.00%	
1220	51320	TRAINING OVERTIME	11,222.60	18,365.30	30,891.65	10,981.19	30,600.00	35,600.00	5,000.00	16.34%	Increased per contract language by \$5,000
1220	52000	SERVICES	40,230.37	33,538.55	35,509.20	21,220.57	46,893.00	52,775.00	5,882.00	12.54%	
1220	53020	OSHA SERVICES	0.00	4,187.17	4,735.11	791.20	10,173.00	12,173.00	2,000.00	19.66%	
1220	54000	SUPPLIES	25,832.81	34,493.29	58,216.13	12,659.17	37,565.00	41,839.00	4,274.00	11.38%	
1220	54200	OFFICE SUPPLIES	530.22	195.48	106.40	0.00	0.00	0.00	0.00	0.00%	
1220	57000	OTHER CHARGES & EXPENSES	16,098.94	9,374.27	11,731.89	1,904.80	19,120.00	29,185.00	10,065.00	52.64%	Increase Union contract w/Education Reim.
1220	58000	TURN OUT GEAR	12,633.92	13,462.54	15,009.60	390.00	5,000.00	5,000.00	0.00	0.00%	
		SAFER NON-GRANT COSTS						96,743.00	96,743.00	100.00%	SAFER costs not covered by grant
1220	58300	PRESSURE WASHER & ELECTRIC	2,490.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	
<b>TOTAL</b>	<b>FIRE DEPARTMENT</b>		<b>1,703,133.34</b>	<b>1,765,824.86</b>	<b>1,894,205.46</b>	<b>719,834.48</b>	<b>2,023,471.00</b>	<b>2,192,432.00</b>	<b>168,961.00</b>	<b>8.35%</b>	
1241 BUILDING INSPECTION											
1241	51100	INSPECTOR WAGES	85,253.05	89,136.72	93,617.47	35,461.60	97,426.00	103,592.00	6,166.00	6.33%	new contract
1241	51110	ASSIST BUILDING INSPECTOR	0.00	0.00	840.00	3,030.00	2,400.00	31,200.00	28,800.00	1200.00%	20 hours per week for Zoning/Code Enforcement
1241	52000	SERVICES	614.88	617.88	617.88	226.82	1,000.00	1,000.00	0.00	0.00%	
1241	52100	BUILDING COMMISSIONER SERVICES	550.00	2,650.00	850.00	0.00	0.00	0.00	0.00	0.00%	
1241	54000	SUPPLIES	3,028.45	521.06	1,049.83	128.75	500.00	500.00	0.00	0.00%	
1241	54200	OFFICE SUPPLIES	28.54	172.39	32.41	0.00	500.00	500.00	0.00	0.00%	
1241	54201	WEIGHTS/MEASURES-SUPPLIES	3,996.00	3,996.00	3,996.33	1,665.00	4,500.00	6,500.00	2,000.00	44.44%	Need to purchase 2 containers
1241	57000	OTHER CHARGES & EXPENSES	796.10	2,005.21	1,192.61	1,193.31	3,000.00	4,000.00	1,000.00	33.33%	Increase in training and memberships
<b>TOTAL</b>	<b>BUILDING INSPECTION</b>		<b>94,267.02</b>	<b>99,099.26</b>	<b>102,196.53</b>	<b>41,705.48</b>	<b>109,326.00</b>	<b>147,292.00</b>	<b>37,966.00</b>	<b>34.73%</b>	
1247 BARN INSPECTOR											
1247	51100	BARN INSPECTOR-STIPEND	2,600.00	2,600.00	2,600.00	0.00	2,600.00	2,652.00	52.00	2.00%	
<b>TOTAL</b>	<b>BARN INSPECTOR</b>		<b>2,600.00</b>	<b>2,600.00</b>	<b>2,600.00</b>	<b>0.00</b>	<b>2,600.00</b>	<b>2,652.00</b>	<b>52.00</b>	<b>2.00%</b>	
1291 EMERGENCY MANAGEMENT											

**FY 2023 OMNIBUS BUDGET  
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ACCOUNTS FOR: GENERAL FUND			2019 ACTUALS	2020 ACTUALS	2021 ACTUALS	2022 ACTUALS	2022 BUDGET	2023 BUDGET DEPT REQUEST	Dollar Incr (Decr)	Percent Incr (Decr)	COMMENTS
1291	51100	EMERGENCY MGMT, STIPEND	12,260.04	12,505.48	12,609.19	4,614.72	12,382.00	13,140.00	758.00	6.12%	Increase 10% per contract for new chief
1291	52000	SERVICES	6,740.00	6,740.00	6,740.00	6,740.00	7,000.00	7,000.00	0.00	0.00%	
1291	54000	SUPPLIES	2,073.07	881.00	1,795.43	0.00	3,000.00	3,000.00	0.00	0.00%	
1291	57000	OTHER CHARGES & EXPENSES	0.00	0.00	0.00	0.00	100.00	100.00	0.00	0.00%	
<b>TOTAL</b>	<b>EMERGENCY MANAGEMENT</b>		<b>21,073.11</b>	<b>20,126.48</b>	<b>21,144.62</b>	<b>11,354.72</b>	<b>22,482.00</b>	<b>23,240.00</b>	<b>758.00</b>	<b>3.37%</b>	
1292	51100	ANIMAL CONTROL OFFICER									
1292	51100	ANIMAL CONTROL OFF-SALARY	12,809.88	13,367.38	13,975.92	5,296.44	14,552.00	15,178.00	626.00	4.30%	
1292	52000	SERVICES	0.00	175.00	226.50	174.17	908.00	908.00	0.00	0.00%	
1292	54000	SUPPLIES	621.26	338.70	277.85	115.09	374.00	374.00	0.00	0.00%	
1292	54200	OFFICE SUPPLIES	28.81	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	
1292	57000	OTHER CHARGES & EXPENSES	0.00	0.00	0.00	0.00	200.00	200.00	0.00	0.00%	
<b>TOTAL</b>	<b>ANIMAL CONTROL OFFICER</b>		<b>13,459.95</b>	<b>13,881.08</b>	<b>14,480.27</b>	<b>5,585.70</b>	<b>16,034.00</b>	<b>16,660.00</b>	<b>626.00</b>	<b>3.90%</b>	
1294	51110	TREE WARDEN									
1294	51110	TREE WARDEN, WAGES	10,000.12	10,200.32	10,608.24	3,877.52	10,612.00	10,824.00	212.00	2.00%	
1294	52000	SERVICES	34,890.37	31,234.88	25,440.88	2,570.44	28,000.00	50,600.00	22,600.00	80.71%	\$50,000 for contractor and \$600 for Verizon bill
1294	53100	POLICE DETAILS	2,081.10	1,401.84	1,908.68	0.00	2,500.00	4,000.00	1,500.00	60.00%	Adding details for tree maintenance work
1294	54000	SUPPLIES	139.88	856.63	270.15	0.00	1,000.00	1,000.00	0.00	0.00%	
1294	55111	TREE MANAGEMENT REPORT	0.00	0.00	10,000.00	0.00	0.00	0.00	0.00	0.00%	
1294	55400	EQUIPMENT/SUPPLIES	0.00	0.00	0.00	0.00	2,000.00	2,000.00	0.00	0.00%	
1294	57000	OTHER CHARGES & EXPENSES	85.00	85.00	85.00	0.00	500.00	1,000.00	500.00	100.00%	Add'l training and arborist certification
<b>TOTAL</b>	<b>TREE WARDEN</b>		<b>47,196.47</b>	<b>43,778.67</b>	<b>48,312.95</b>	<b>6,447.96</b>	<b>44,612.00</b>	<b>69,424.00</b>	<b>24,812.00</b>	<b>55.62%</b>	
1410	51000	DPW-ADMINISTRATION									
1410	51000	DPW ADMIN, TEMPORARY CLERICAL	0.00	2,415.00	2,181.40	265.00	2,000.00	2,000.00	0.00	0.00%	
1410	51100	DPW ADMIN, WAGES	341,583.12	357,817.51	371,417.33	122,096.97	378,589.00	418,634.00	40,045.00	10.58%	Includes new position of Junior Engineer
1410	51300	OVERTIME	1,442.74	118.08	973.57	27.31	500.00	500.00	0.00	0.00%	
1410	52000	SERVICES	1,412.20	1,930.24	2,622.37	1,334.42	1,700.00	1,700.00	0.00	0.00%	
1410	52100	UTILITIES	10,425.02	2,360.10	2,707.69	3,848.18	15,000.00	15,000.00	0.00	0.00%	
1410	52400	REPAIR & MAINTENANCE	1,323.57	1,641.00	1,641.00	1,074.00	2,500.00	2,500.00	0.00	0.00%	
1410	52700	RENTALS	2,613.33	2,914.40	2,942.42	956.50	2,800.00	2,800.00	0.00	0.00%	
1410	53000	PROF/TECH SERVICES	0.00	8,300.00	2,695.61	(350.00)	3,000.00	3,000.00	0.00	0.00%	
1410	53400	COMMUNICATIONS	12,063.67	13,134.31	11,838.72	7,153.86	15,000.00	15,000.00	0.00	0.00%	
1410	54000	SUPPLIES	376.13	0.00	0.00	164.95	0.00	0.00	0.00	0.00%	
1410	54200	OFFICE SUPPLIES	2,702.08	4,225.66	6,713.98	1,912.41	4,000.00	4,000.00	0.00	0.00%	
1410	54320	BLDG & EQPT REP/MAINT SUPPLIES	331.70	0.00	0.00	1,561.66	1,000.00	1,000.00	0.00	0.00%	
1410	54500	CUSTODIAL SUPPLIES	89.64	179.99	0.00	54.06	500.00	500.00	0.00	0.00%	
1410	54600	SAFETY SUPPLIES	3.49	0.00	0.00	0.00	500.00	500.00	0.00	0.00%	
1410	54800	VEHICULAR SUPPLIES	0.00	0.00	0.00	0.00	500.00	500.00	0.00	0.00%	
1410	57000	TRAINING, DUES, MEMBERSHIPS	4,255.44	3,468.53	1,610.95	1,371.73	5,000.00	5,000.00	0.00	0.00%	
1410	58000	CAPITAL EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	
1410	58100	DPW OPER'NS CENTER ADD'L COSTS	9,531.45	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	
1410	58200	ADD'L COST DOG PARK	1,932.67	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	
<b>TOTAL</b>	<b>DPW-ADMINISTRATION</b>		<b>390,086.25</b>	<b>398,504.82</b>	<b>407,345.04</b>	<b>141,471.05</b>	<b>432,589.00</b>	<b>472,634.00</b>	<b>40,045.00</b>	<b>9.26%</b>	
1420	51100	DPW-HIGHWAY DEPARTMENT									
1420	51100	HIGHWAY, WAGES	308,867.64	308,986.71	303,511.92	110,105.52	328,183.00	336,143.00	7,960.00	2.43%	Union contract
1420	51300	OVERTIME	8,772.43	15,272.37	13,691.62	2,293.82	14,000.00	14,500.00	500.00	3.57%	Union contract
1420	51900	CLOTHING REIMBURSEMENT	3,500.00	3,733.32	3,500.00	1,400.00	3,500.00	3,500.00	0.00	0.00%	Union contract
1420	52100	SERVICE	0.00	6,096.46	8,204.73	1,302.91	2,000.00	2,000.00	0.00	0.00%	
1420	52200	LINE PAINTING	10,338.31	13,252.64	11,671.95	2,643.02	14,000.00	14,000.00	0.00	0.00%	
1420	52310	CROSSWALKS	0.00	0.00	1,517.36	0.00	2,500.00	2,500.00	0.00	0.00%	
1420	52400	BLDGS & GROUNDS UPKEEP	3,299.73	0.00	5,885.72	783.30	5,000.00	5,000.00	0.00	0.00%	
1420	52410	ROAD MAINTENANCE	12,475.52	0.00	8,500.00	0.00	8,000.00	8,000.00	0.00	0.00%	

**FY 2023 OMNIBUS BUDGET  
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ACCOUNTS FOR: GENERAL FUND			2019 ACTUALS	2020 ACTUALS	2021 ACTUALS	2022 ACTUALS	2022 BUDGET	2023 BUDGET DEPT REQUEST	Dollar Incr (Decr)	Percent Incr (Decr)	COMMENTS
1420	52440	VEHICLE REPAIR	0.00	0.00	1,352.98	0.00	500.00	500.00	0.00	0.00%	
1420	52700	RENTALS	1,828.17	2,305.29	1,756.96	813.76	1,000.00	1,000.00	0.00	0.00%	
1420	53000	PROF/TECH SERVICES	2,447.42	4,716.83	14,018.20	14,520.69	10,000.00	14,000.00	4,000.00	40.00%	Projected increase
1420	53100	POLICE DETAILS	5,805.26	6,363.66	4,431.12	477.80	8,000.00	8,000.00	0.00	0.00%	
1420	53400	COMMUNICATIONS	377.58	607.68	307.91	433.46	1,000.00	1,000.00	0.00	0.00%	
1420	54000	RAIL TRAIL SUPPLIES	0.00	0.00	0.00	18.56	0.00	0.00	0.00	0.00%	
1420	54200	OFFICE SUPPLIES	128.25	716.23	257.22	68.91	1,000.00	1,000.00	0.00	0.00%	
1420	54310	CROSSWALK SUPPLIES	0.00	57.00	1,954.50	0.00	0.00	0.00	0.00	0.00%	
1420	54320	BLDG & EQPT REPAIRS SUPPLIES	480.26	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	
1420	54600	SAFETY SUPPLIES	1,074.88	1,224.74	958.93	124.51	2,000.00	2,000.00	0.00	0.00%	
1420	54800	VEHICULAR SUPPLIES	3,649.51	226.43	256.96	0.00	2,600.00	2,600.00	0.00	0.00%	
1420	55400	PUBLIC WORKS SUPPLIES	14,273.64	20,588.36	9,209.81	4,916.96	25,000.00	25,000.00	0.00	0.00%	
1420	55460	LINE PAINTING SUPPLIES	1,674.53	2,295.51	0.00	0.00	2,000.00	2,000.00	0.00	0.00%	
1420	55465	CROSSWALK SUPPLIES	0.00	0.00	150.51	0.00	0.00	0.00	0.00	0.00%	
1420	55470	TRAFFIC SIGNS	3,949.20	6,726.09	176.20	2,298.25	5,000.00	5,000.00	0.00	0.00%	
1420	57000	TRAINING,DUES,MEMEBERSHIPS	947.75	1,069.63	334.85	0.00	1,200.00	1,200.00	0.00	0.00%	
1420	58000	LANDSCAPING NEW ADMIN BLDG	6,923.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	
1420	58200	ADD'L COST DOG PARK	806.83	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	
1420	58300	DEPOT SQ STREETScape	0.00	9,500.00	0.00	0.00	0.00	0.00	0.00	0.00%	
1420	58400	ADD'L COST HIGHWAY GARAGE	0.00	7,523.21	0.00	0.00	0.00	0.00	0.00	0.00%	
<b>TOTAL</b>	<b>DPW-HIGHWAY DEPARTMENT</b>		<b>391,619.91</b>	<b>411,262.16</b>	<b>391,649.45</b>	<b>142,201.47</b>	<b>436,483.00</b>	<b>448,943.00</b>	<b>12,460.00</b>	<b>2.85%</b>	
1421	DPW-STORMWATER MANAGEMENT										
1421	51100	STORM WATER, WAGES	7,046.25	9,410.94	6,401.52	8,113.65	8,000.00	0.00	(8,000.00)	-100.00%	Assumes Junior Engineer position is budgeted (see DPW Admin above)
1421	52000	STORMWATER, SERVICES	5,700.00	6,040.27	1,000.00	0.00	12,000.00	12,000.00	0.00	0.00%	
1421	52300	CATCH BASIN CLEANING	9,730.80	9,995.18	14,335.50	0.00	12,000.00	12,000.00	0.00	0.00%	
1421	52310	DEBRIS DISPOSAL	0.00	6,255.20	0.00	10,834.32	5,000.00	5,000.00	0.00	0.00%	
1421	52400	REPAIRS & MAINTENANCE	611.67	4,987.00	5,200.00	2,100.00	8,000.00	8,000.00	0.00	0.00%	
1421	53000	MISC PROF/TECH SERVICES	4,595.78	3,561.84	21,592.63	1,924.69	20,000.00	15,000.00	(5,000.00)	-25.00%	Decrease, MS4 year 4 reports required in FY23
1421	53100	POLICE DETAILS	7,087.48	21,439.48	3,192.46	454.40	5,000.00	5,000.00	0.00	0.00%	
1421	53400	COMMUNICATIONS	479.88	673.88	490.86	104.49	500.00	500.00	0.00	0.00%	
1421	54800	VEHICULAR SUPPLIES	0.00	0.00	215.05	0.00	0.00	0.00	0.00	0.00%	
1421	55400	PUBLIC WORKS SUPPLIES	4,586.49	11,249.93	13,561.99	2,931.83	12,500.00	12,500.00	0.00	0.00%	
1421	58000	STORM DRAIN UPGRADES	75,000.00	100,000.00	65,438.00	3,586.89	100,000.00	100,000.00	0.00	0.00%	
1421	58100	CULVERT REPLACEMENTS	54,851.51	84,300.00	8,915.60	0.00	100,000.00	100,000.00	0.00	0.00%	
<b>TOTAL</b>	<b>DPW-STORMWATER MANAGEMENT</b>		<b>169,689.86</b>	<b>257,913.72</b>	<b>140,343.61</b>	<b>30,050.27</b>	<b>283,000.00</b>	<b>270,000.00</b>	<b>(13,000.00)</b>	<b>-4.59%</b>	
1422	SNOW REMOVAL										
1422	51100	SNOW REMOVAL, WAGES	2,091.17	3,045.84	2,016.66	0.00	3,000.00	3,000.00	0.00	0.00%	
1422	51300	OVERTIME	75,634.33	69,830.04	75,629.87	0.00	77,000.00	77,000.00	0.00	0.00%	
1422	52000	SNOW, SERVICES	23,011.91	28,492.98	31,485.59	0.00	30,000.00	30,000.00	0.00	0.00%	
1422	52440	VEHICLE REPAIR	2,783.48	4,938.91	0.00	0.00	10,000.00	10,000.00	0.00	0.00%	
1422	53000	PROFESSIONAL SERVICES	0.00	144.00	0.00	0.00	0.00	0.00	0.00	0.00%	
1422	53100	POLICE DETAILS	0.00	808.48	1,374.84	0.00	3,000.00	3,000.00	0.00	0.00%	
1422	54800	VEHICULAR SUPPLIES	19,146.71	12,699.56	30,311.06	6,113.41	22,000.00	22,000.00	0.00	0.00%	
1422	54810	FUEL	33,700.77	31,481.18	23,701.60	0.00	40,000.00	40,000.00	0.00	0.00%	
1422	54820	SNOW-REGIONAL SCHOOL	0.00	0.00	0.00	0.00	10,000.00	10,000.00	0.00	0.00%	
1422	55400	PUBLIC WORKS SUPPLIES	4,061.23	7,762.36	4,981.20	3,573.90	6,000.00	6,000.00	0.00	0.00%	
1422	55410	SALT & SAND	115,998.26	87,784.90	85,375.21	0.00	120,000.00	120,000.00	0.00	0.00%	Note: commodity price up 30% 2021-22 winter
<b>TOTAL</b>	<b>SNOW REMOVAL</b>		<b>276,427.86</b>	<b>246,988.25</b>	<b>254,876.03</b>	<b>9,687.31</b>	<b>321,000.00</b>	<b>321,000.00</b>	<b>0.00</b>	<b>0.00%</b>	
1424	STREET LIGHTING										
1424	52100	STREET LIGHTS	5,630.92	10,967.42	17,201.00	2,266.52	25,000.00	23,000.00	(2,000.00)	-8.00%	Projected decrease
1424	52400	REPAIRS & MAINTENANCE	5,000.00	21,583.00	10,442.83	975.37	10,000.00	10,000.00	0.00	0.00%	
1424	53100	STREET LIGHTING POLICE DETAILS	0.00	0.00	2,552.52	0.00	4,000.00	4,000.00	0.00	0.00%	
1424	55400	PUBLIC WORKS SUPPLIES	0.00	0.00	1,721.96	0.00	5,000.00	5,000.00	0.00	0.00%	

**FY 2023 OMNIBUS BUDGET  
FINAL DRAFT - APRIL 1, 2022**

ACCOUNTS FOR: GENERAL FUND			2019 ACTUALS	2020 ACTUALS	2021 ACTUALS	2022 ACTUALS	2022 BUDGET	2023 BUDGET DEPT REQUEST	Dollar Incr (Decr)	Percent Incr (Decr)	COMMENTS
1424	58000	ADD'L COST LED ST LIGHT CONVER	339.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	
<b>TOTAL</b>	<b>STREET LIGHTING</b>		<b>10,970.52</b>	<b>32,550.42</b>	<b>31,918.31</b>	<b>3,241.89</b>	<b>44,000.00</b>	<b>42,000.00</b>	<b>(2,000.00)</b>	<b>-4.55%</b>	
1425	DPW-FUEL										
1425	52400	REPAIRS & MAINTENANC	1,326.25	1,256.50	1,324.55	372.00	1,500.00	1,500.00	0.00	0.00%	
1425	54810	FUEL-DPW	47,755.79	38,335.83	31,980.43	31,132.77	18,500.00	18,500.00	0.00	0.00%	
1425	54820	FUEL-POLICE	0.00	0.00	0.00	0.00	24,000.00	24,000.00	0.00	0.00%	
1425	54830	FUEL-FIRE	0.00	0.00	0.00	0.00	11,000.00	11,000.00	0.00	0.00%	
1425	54840	FUEL-AYER HOUSING	(1,933.55)	(1,006.19)	(689.97)	(218.27)	0.00	0.00	0.00	0.00%	
1425	54850	FUEL-PARK	(1,346.88)	(929.35)	(898.95)	0.00	0.00	0.00	0.00	0.00%	
1425	54860	FUEL-BUILDING INSPECTOR	(299.94)	(316.34)	(201.84)	(115.46)	0.00	0.00	0.00	0.00%	
1425	54870	FUEL-SENIOR VAN (MART)	(1,348.33)	(1,922.94)	(1,787.99)	(1,115.53)	0.00	0.00	0.00	0.00%	
1425	58000	FUEL-SPILL CONTAINMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	
<b>TOTAL</b>	<b>DPW-FUEL</b>		<b>44,153.34</b>	<b>35,417.51</b>	<b>29,726.23</b>	<b>30,055.51</b>	<b>55,000.00</b>	<b>55,000.00</b>	<b>0.00</b>	<b>0.00%</b>	
1429	DPW-EQUIPMENT REPAIR										
1429	51100	EQUIP REPAIR, WAGES	60,199.78	61,607.00	56,678.80	23,195.20	63,507.00	64,938.00	1,431.00	2.25%	Union contract
1429	51300	OVERTIME	843.33	2,588.59	1,768.02	137.34	1,900.00	1,900.00	0.00	0.00%	Union contract
1429	51900	CLOTHING REIMBURSEMENT	700.00	700.00	700.00	350.00	700.00	700.00	0.00	0.00%	Union contract
1429	52400	REPAIRS & MAINTENANCE	2,171.84	264.00	1,555.45	690.30	4,700.00	4,700.00	0.00	0.00%	
1429	52440	VEHICLE REPAIR	14,262.06	2,212.11	18,976.90	2,686.11	7,000.00	7,000.00	0.00	0.00%	
1429	52700	RENTALS	1,938.20	1,754.70	1,839.86	1,063.48	1,500.00	1,500.00	0.00	0.00%	
1429	52900	WASTE REMOVAL	0.00	258.19	354.50	406.63	500.00	500.00	0.00	0.00%	
1429	53000	MISC PROF/TECH SERVICES	44.14	7.50	71.25	6.25	500.00	500.00	0.00	0.00%	
1429	53400	COMMUNICATION	0.00	31.39	37.00	0.00	0.00	0.00	0.00	0.00%	
1429	54320	BLDG & EQPT REP/MAINT	290.00	455.83	0.00	0.00	500.00	500.00	0.00	0.00%	
1429	54600	SAFETY SUPPLIES	175.00	292.00	220.00	0.00	250.00	250.00	0.00	0.00%	
1429	54800	VEHICULAR SUPPLIES	26,848.31	34,304.25	17,264.33	5,976.07	30,000.00	30,000.00	0.00	0.00%	
1429	55400	PUBLIC WORKS SUPPLIES	2,999.39	3,165.47	5,147.95	1,191.49	5,000.00	5,000.00	0.00	0.00%	
1429	57000	OTHER CHARGES & EXPENSES	100.00	164.95	100.00	100.00	100.00	100.00	0.00	0.00%	
<b>TOTAL</b>	<b>DPW-EQUIPMENT REPAIR</b>		<b>110,572.05</b>	<b>107,805.98</b>	<b>104,714.06</b>	<b>35,802.87</b>	<b>116,157.00</b>	<b>117,588.00</b>	<b>1,431.00</b>	<b>1.23%</b>	
1491	CEMETERY DEPARTMENT										
1491	52000	SERVICES	2,500.00	3,750.00	3,950.00	0.00	3,950.00	1,200.00	(2,750.00)	-69.62%	
<b>TOTAL</b>	<b>CEMETERY DEPARTMENT</b>		<b>2,500.00</b>	<b>3,750.00</b>	<b>3,950.00</b>	<b>0.00</b>	<b>3,950.00</b>	<b>1,200.00</b>	<b>(2,750.00)</b>	<b>-69.62%</b>	
1495	WOODLAWN CEMETERY										
1495	51100	WAGES					33,000.00	33,000.00	0.00	0.00%	
1495	52000	SERVICES					1,000.00	1,000.00	0.00	0.00%	
1495	52400	REPAIRS & MAINTENANCE					5,000.00	5,000.00	0.00	0.00%	
1495	55400	CEMETERY SUPPLIES					2,000.00	2,000.00	0.00	0.00%	
<b>TOTAL</b>	<b>WOODLAWN CEMETERY</b>						<b>41,000.00</b>	<b>41,000.00</b>	<b>0.00</b>	<b>0.00%</b>	
1512	BOARD OF HEALTH										
1512	51000	BOH, SECRETARY WAGES	11,206.60	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	
1512	52000	SERVICES	423.79	163.68	0.00	0.00	1,000.00	4,000.00	3,000.00	300.00%	\$1,000 per BOH Member for Training per BOH Chair
1512	54000	SUPPLIES	0.00	0.00	0.00	0.00	100.00	200.00	100.00	100.00%	\$100 for at home office supply reimbursement per BOH Chair
1512	54200	OFFICE SUPPLIES	79.05	0.00	149.83	1,980.22	425.00	2,500.00	2,075.00	488.24%	
1512	57000	OTHER CHARGES & EXPENSES	150.00	150.00	0.00	0.00	850.00	600.00	(250.00)	-29.41%	
<b>TOTAL</b>	<b>BOARD OF HEALTH</b>		<b>11,859.44</b>	<b>313.68</b>	<b>149.83</b>	<b>1,980.22</b>	<b>2,375.00</b>	<b>7,300.00</b>	<b>4,925.00</b>	<b>207.37%</b>	
1513	NASHOBA BOARD OF HEALTH										
1513	53050	NASHOBA-NURSING SERVICES	8,788.48	9,227.92	9,689.28	5,086.88	10,174.00	12,125.00	1,951.00	19.18%	Per assessment from NABOH



**FY 2023 OMNIBUS BUDGET  
FINAL DRAFT - APRIL 1, 2022**

ACCOUNTS FOR: GENERAL FUND			2019 ACTUALS	2020 ACTUALS	2021 ACTUALS	2022 ACTUALS	2022 BUDGET	2023 BUDGET DEPT REQUEST	Dollar Incr (Decr)	Percent Incr (Decr)	COMMENTS
1513	53055	NASHOBA BOARD OF HEALTH	19,258.16	20,221.08	21,232.12	11,146.86	22,294.00	26,454.00	4,160.00	18.66%	Per assessment from NABOH
<b>TOTAL</b>	<b>NASHOBA BOARD OF HEALTH</b>		<b>28,046.64</b>	<b>29,449.00</b>	<b>30,921.40</b>	<b>16,233.74</b>	<b>32,468.00</b>	<b>38,579.00</b>	<b>6,111.00</b>	<b>18.82%</b>	
1520	SOCIAL WORKER										
1520	51000	SOCIAL WORKER, WAGES	0.00	0.00	0.00	0.00	0.00	65,000.00	65,000.00	100.00%	NEW Position (subject to classificatoin in progress)
1520	52000	SERVICES	0.00	0.00	0.00	0.00	0.00	1,000.00	1,000.00	100.00%	
1520	54000	SUPPLIES	0.00	0.00	0.00	0.00	0.00	1,500.00	1,500.00	100.00%	Includes computer
<b>TOTAL</b>	<b>SOCIAL WORKER</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>67,500.00</b>	<b>67,500.00</b>	<b>100.00%</b>	
1540	DISABILITIES COMMISSION										
1540	51000	ADMINISTRATOR WAGES						2,500.00	2,500.00	100.00%	New stipend in FY2023 to assist in organizing/administration of town's updated ADA plan improvements and staff support to the ADA Commission
1540	52000	SERVICES	460.60	265.30	0.00	0.00	500.00	500.00	0.00	0.00%	
<b>TOTAL</b>	<b>DISABILITIES COMMISSIO</b>		<b>460.60</b>	<b>265.30</b>	<b>0.00</b>	<b>0.00</b>	<b>500.00</b>	<b>3,000.00</b>	<b>2,500.00</b>	<b>500.00%</b>	
1541	COUNCIL ON AGING										
1541	51000	COUNCIL ON AGING, WAGES	133,073.38	141,550.69	98,867.56	27,496.59	125,810.00	144,261.00	18,451.00	14.67%	Restore nutrition coordinator
1541	51300	COA OVERTIME	0.00	244.72	199.50	0.00	0.00	0.00	0.00	0.00%	
1541	52000	SERVICES	13,311.26	10,888.41	10,649.08	4,745.31	12,100.00	12,100.00	0.00	0.00%	
1541	53065	AROBICS INSTRUCTOR	6,000.00	4,200.00	0.00	0.00	6,000.00	6,000.00	0.00	0.00%	
1541	54000	SUPPLIES	4,746.85	4,843.22	2,829.12	2,801.26	3,700.00	4,900.00	1,200.00	32.43%	Same, but tentative
1541	54200	OFFICE SUPPLIES	249.46	209.28	0.00	0.00	300.00	1,900.00	1,600.00	533.33%	Add: toner for in-house printing, van,quarterly bulk mail
1541	54900	FOOD SUPPLIES	2,284.50	493.96	0.00	50.32	900.00	35,850.00	34,950.00	3883.33%	(\$6K for existing kitchen)
1541	57000	OTHER CHARGES & EXPENSES	1,825.37	2,151.66	1,815.05	1,067.76	2,600.00	2,600.00	0.00	0.00%	
1541	57100	COA PROGRAMS	3,852.56	2,587.90	0.00	275.75	5,000.00	8,000.00	3,000.00	60.00%	Increases for new/more programs
1541	58000	LAPTOP	0.00	0.00	0.00	0.00	0.00	1,000.00	1,000.00	100.00%	
1541	58100	BUILDING REPAIRS	0.00	0.00	0.00	16,615.91	0.00	0.00	0.00	0.00%	
<b>TOTAL</b>	<b>COUNCIL ON AGING</b>		<b>165,343.38</b>	<b>167,169.84</b>	<b>114,360.31</b>	<b>53,052.90</b>	<b>156,410.00</b>	<b>216,611.00</b>	<b>60,201.00</b>	<b>38.49%</b>	
1543	VETERANS AGENT										
1543	51100	VETERANS AGENT, WAGES	19,182.98	19,566.65	19,980.50	7,408.21	20,383.00	20,791.00	408.00	2.00%	
1543	54000	SUPPLIES	0.00	0.00	162.34	0.00	200.00	100.00	(100.00)	-50.00%	
1543	54200	OFFICE SUPPLIES	0.00	35.51	0.00	57.87	100.00	100.00	0.00	0.00%	
1543	57000	OTHER CHARGES & EXPENSES	0.00	0.00	0.00	0.00	100.00	0.00	(100.00)	-100.00%	
<b>TOTAL</b>	<b>VETERANS AGENT</b>		<b>19,182.98</b>	<b>19,602.16</b>	<b>20,142.84</b>	<b>7,466.08</b>	<b>20,783.00</b>	<b>20,991.00</b>	<b>208.00</b>	<b>1.00%</b>	
1547	VETERANS BENEFITS										
1547	53170	VETERANS SERVICES	120,181.49	119,527.61	112,471.77	52,833.75	125,000.00	125,000.00	0.00	100.00%	
<b>TOTAL</b>	<b>VETERANS BENEFITS</b>		<b>120,181.49</b>	<b>119,527.61</b>	<b>112,471.77</b>	<b>52,833.75</b>	<b>125,000.00</b>	<b>125,000.00</b>	<b>0.00</b>	<b>100.00%</b>	
1610	LIBRARY DEPARTMENT										
1610	51100	LIBRARY, WAGES	360,271.88	377,652.47	384,267.83	145,986.51	397,044.00	423,075.00	26,031.00	6.56%	
1610	52000	SERVICES	87,864.70	92,484.63	90,466.02	55,704.21	95,403.00	95,403.00	0.00	0.00%	
1610	54000	LBY-BOOKS,A-V,PERIODICALS	126,187.42	120,786.20	106,191.85	46,999.04	118,797.00	124,902.00	6,105.00	5.14%	
1610	54100	LIBRARY PATRON COMPUTERS	2,445.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	
1610	54200	OFFICE SUPPLIES	13,280.90	8,400.51	5,759.18	3,044.42	8,000.00	8,000.00	0.00	0.00%	
1610	54300	LIBRARY SUPPLIES	3,040.93	3,268.02	7,096.80	2,651.72	5,000.00	5,000.00	0.00	0.00%	
1610	58000	OTHER CAPITAL OUTLAY	2,185.97	2,000.00	1,374.45	629.50	1,000.00	1,000.00	0.00	0.00%	
<b>TOTAL</b>	<b>LIBRARY DEPARTMENT</b>		<b>595,277.00</b>	<b>604,591.83</b>	<b>595,156.13</b>	<b>255,015.40</b>	<b>625,244.00</b>	<b>657,380.00</b>	<b>32,136.00</b>	<b>5.14%</b>	
1650	PARK DEPARTMENT										
1650	51000	LIFEGUARD WAGES	36,306.64	38,885.31	17,149.94	27,246.02	45,828.00	52,228.00	6,400.00	13.97%	

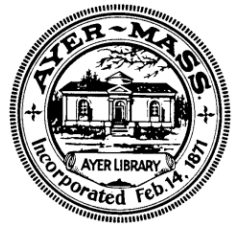


**FY 2023 OMNIBUS BUDGET  
FINAL DRAFT - APRIL 1, 2022**

ACCOUNTS FOR: GENERAL FUND			2019 ACTUALS	2020 ACTUALS	2021 ACTUALS	2022 ACTUALS	2022 BUDGET	2023 BUDGET DEPT REQUEST	Dollar Incr (Decr)	Percent Incr (Decr)	COMMENTS
1751	59150	LONG-TERM INTEREST	131,757.50	264,803.12	219,119.00	114,736.09	214,111.00	181,820.00	(32,291.00)	-15.08%	
<b>TOTAL</b>	<b>INTEREST</b>		<b>131,757.50</b>	<b>264,803.12</b>	<b>219,119.00</b>	<b>114,736.09</b>	<b>214,111.00</b>	<b>181,820.00</b>	<b>(32,291.00)</b>	<b>-15.08%</b>	
1752	INTEREST-SHORT TERM DEBT										
1752	59250	INTEREST-SHORT-TERM OTHER	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00%	
<b>TOTAL</b>	<b>INTEREST-SHORT TERM DE</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>100.00%</b>	
1911	RETIREMENT & PENSION CON										
1911	51730	COUNTY RETIREMENT ASSESS	1,450,939.00	1,687,582.00	1,787,745.00	1,934,480.00	1,934,480.00	2,058,373.00	123,893.00	6.40%	Per MCRS evaluation Forward funding savings impact to be realized in next valuation for FY2024 and FY2025
<b>TOTAL</b>	<b>RETIREMENT &amp; PENSION C</b>		<b>1,450,939.00</b>	<b>1,687,582.00</b>	<b>1,787,745.00</b>	<b>1,934,480.00</b>	<b>1,934,480.00</b>	<b>2,058,373.00</b>	<b>123,893.00</b>	<b>6.40%</b>	
1913	UNEMPLOYMENT COMPENSATION										
1913	51710	UNEMPLOYMENT COMPENSATION	2,718.82	10,912.28	12,831.09	7,623.06	11,200.00	11,200.00	0.00	0.00%	
<b>TOTAL</b>	<b>UNEMPLOYMENT COMPENSAT</b>		<b>2,718.82</b>	<b>10,912.28</b>	<b>12,831.09</b>	<b>7,623.06</b>	<b>11,200.00</b>	<b>11,200.00</b>	<b>0.00</b>	<b>0.00%</b>	
1919	OTHER EMPLOYEE BENEFITS										
1919	51740	FICA MEDICARE	112,188.12	121,574.42	119,626.12	49,043.40	140,000.00	158,000.00	18,000.00	12.86%	
<b>TOTAL</b>	<b>OTHER EMPLOYEE BENEFIT</b>		<b>112,188.12</b>	<b>121,574.42</b>	<b>119,626.12</b>	<b>49,043.40</b>	<b>140,000.00</b>	<b>158,000.00</b>	<b>18,000.00</b>	<b>12.86%</b>	
1940	GROUP HEALTH & LIFE INSUR										
1940	57420	HEALTH INSURANCE	1,491,236.64	1,576,421.41	1,563,196.40	531,153.00	1,726,588.00	1,844,382.00	117,794.00	6.82%	
1940	57422	REGION DISPATCH HEALTH	43,080.00	38,734.83	52,297.42	21,588.75	53,048.00	56,175.00	3,127.00	5.89%	
1940	57425	LIFE INSURANCE	16,461.30	15,669.15	15,259.35	6,192.75	16,300.00	16,400.00	100.00	0.61%	
1940	57439	HSA ADMIN FEES	35.75	88.00	162.25	125.00	450.00	825.00	375.00	83.33%	
1940	57440	HSAQ BENEFITS	0.00	0.00	0.00	0.00	0.00	15,000.00	15,000.00	0.00%	
1940	57445	HRA ADMINISTRATION FEES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	
1940	57446	FSA ADMIN FEES	2,814.50	2,153.25	2,096.75	737.50	2,000.00	2,000.00	0.00	0.00%	
1940	57447	FSA BENEFITS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	
1940	57450	WELLNESS COORDINATOR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	
1940	57460	HEALTH INSURANCE W/H CREDIT	10,709.60	9,878.28	7,665.92	1,365.76	10,000.00	1,675.00	(8,325.00)	-83.25%	
1940	57480	MEDICARE PENALTIES	2,749.80	2,435.20	2,463.00	1,248.00	3,000.00	3,000.00	0.00	0.00%	
1940	57490	HEALTH BUY-OUT PROGRAM	61,054.61	63,185.43	58,554.58	20,500.27	62,400.00	62,400.00	0.00	0.00%	
<b>TOTAL</b>	<b>GROUP HEALTH &amp; LIFE IN</b>		<b>1,628,142.20</b>	<b>1,708,565.55</b>	<b>1,701,695.67</b>	<b>582,911.03</b>	<b>1,873,786.00</b>	<b>2,001,857.00</b>	<b>128,071.00</b>	<b>6.83%</b>	
<b>TOTAL BEFORE SCHOOL ASSESSMENTS</b>			<b>13,327,740.94</b>	<b>14,314,951.15</b>	<b>14,477,920.41</b>	<b>6,957,067.77</b>	<b>16,293,201.00</b>	<b>16,962,924.00</b>	<b>669,723.00</b>	<b>4.11%</b>	
1331	SCHOOL DEPT-VOCATIONAL ED										
1331	52000	VOCATIONAL EDUCATION TUITIONS	680,545.00	764,256.00	870,317.00	477,077.50	954,155.00	1,010,957.00	56,802.00	5.95%	
<b>TOTAL</b>	<b>SCHOOL DEPT-VOCATIONAL</b>		<b>680,545.00</b>	<b>764,256.00</b>	<b>870,317.00</b>	<b>477,077.50</b>	<b>954,155.00</b>	<b>1,010,957.00</b>	<b>56,802.00</b>	<b>5.95%</b>	
1335	ASRSD ASSESSMENT										
1335	52000	ART 8 REGIONAL SCHOOL ASSESSMT	11,670,890.00	11,113,083.03	11,525,813.04	5,884,903.98	11,769,808.00	12,244,196.00	474,388.00	4.03%	
1335	52100	ASRSD DEBT ASSESSMENT	0.00	952,315.00	933,512.00	683,205.75	910,941.00	889,150.00	(21,791.00)	-2.39%	
<b>TOTAL</b>	<b>ASRSD ASSESSMENT</b>		<b>11,670,890.00</b>	<b>12,065,398.03</b>	<b>12,459,325.04</b>	<b>6,568,109.73</b>	<b>12,680,749.00</b>	<b>13,133,346.00</b>	<b>452,597.00</b>	<b>3.57%</b>	

**Office of the Select Board  
Office of the Town Manager**

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Town of Ayer | Ayer Town Hall | 1 Main Street | Ayer, MA 01432 | 978-772-8220 | [www.ayer.ma.us](http://www.ayer.ma.us)

**MEMORANDUM**

**DATE:** April 1, 2022

**TO:** Ayer Select Board

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

**SUBJECT: Town Manager's Report for the April 5, 2022 Ayer Select Board Meeting**

Dear Honorable Select Board Members,

I am pleased to transmit to you the following Town Manager's Report for your meeting on April 5, 2022. Please do not hesitate to contact me directly if you have any questions prior to the meeting. Thank you.

**Administrative Update/Review of Town Warrants:**

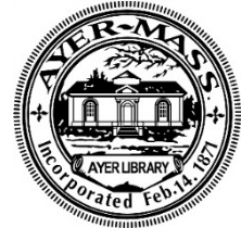
- At the meeting I will provide a brief update on the various activities, initiatives, and projects of the Town since the Select Board last met on March 15, 2022.
- I have reviewed, approved, and signed the following Town Warrants since the Select Board last met on March 15, 2022:

Payroll Warrant #22-19 in the amount of \$326,689.56 was reviewed, approved, and signed on March 22, 2022.

Accounts Payable Warrant #22-19 in the amount of \$815,007.99 was reviewed, approved, and signed on March 28, 2022.

Thank you.

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



*Broadcast and Recorded by APAC*

**Tuesday March 1, 2022**  
**Open Session Meeting Minutes**

**SB Remotely Present:** Shaun C. Copeland, Chair; Scott A. Houde, Vice-Chair

**SB Absent:** Jannice L. Livingston, Clerk

**Also Remotely Present:** Robert A. Pontbriand, Town Manager  
Carly M. Antonellis, Assistant Town Manager

**Call to Order:** S. Copeland called the meeting to order at 6:00 PM. Due to the ongoing COVID-19 Pandemic, in accordance with Chapter 20 of the Acts of 2021, suspending certain provisions of the Open Meeting Law (OML), public bodies otherwise governed by the OML are temporarily relieved from the requirement that meetings be held in public places, open and physically accessible to the public, so long as measures are taken to ensure public access to the bodies' deliberations "through adequate, alternative means." This meeting will be live on Zoom and Channel 8. S. Copeland stated that all votes will be taken by Roll Call.

**Pledge of Allegiance:** Select Board members and meeting attendees stood and recited the Pledge of Allegiance.

**Announcements:** None

**Approval of Meeting Agenda:** R. Pontbriand asked to amend the agenda by tabling the approval of the February 15, 2022, meeting minutes.

**Motion:** A motion was made by S. Houde and seconded by S. Copeland to approve the meeting agenda, as amended. **By Roll Call Vote:** S. Copeland, aye; S. Houde, aye; **Motion passed 2-0.**

**Recognition of Lisa Gabree, Finance Manager/Town Accountant:** The Select Board and R. Pontbriand recognized Finance Manager/Town Accountant Ms. Lisa A. Gabree who recently retired after 28 years of service to the Town. The Board and others thanked Ms. Gabree and wished her well on her well-deserved retirement.

**Public Input:** None

**Ratification of Appointment for Finance Manager/Town Accountant:** R. Pontbriand introduced Mr. Fred Aponte and is requesting ratification of the appointment of Mr. Aponte as Ayer Finance Manager/Town Accountant effective April 4, 2022. Mr. Aponte brings twenty-six years of municipal accounting and finance experience. He is currently the Town Accountant/Operations Manager for the Town of Sterling. He is a Certified Governmental Accountant and brings a wealth of technical experience with MUNIS. The Town received six applicants for the position. Of the six applicants, Mr. Aponte was the most qualified and the top choice of the Screening Committee, which consisted of the Town Manager, Assistant Town Manager, Finance Manager, Treasurer/Tax Collector, Benefits & Payroll Manager, and DPW Director. Mr. Aponte thanked the Select Board for the opportunity and is looking forward to beginning in April.

**Motion:** A motion was made by S. Houde and seconded by S. Copeland to ratify the appointment of Mr. Fred Aponte as the Town of Ayer's Finance Manager/Town Account effective April 4, 2022. **By Roll Call Vote:** S. Copeland, aye; S. Houde, aye; **Motion passed 2-0.**

**Dan Van Schalkwyk, Director, Department of Public Works:** *Approval of Change Order 2 Spectacle Pond Water Treatment Plant – PFAS Treatment Facilities* - D. Van Schalkwyk presented Change Order 2 for the construction of the Spectacle Pond Wellfield PFAS Treatment Plant. The change order adds 45 calendar days to substantially complete the project and \$4,488 to install plywood subflooring on the mezzanine level. He is asking for approval with signature by the Board.

**Motion:** A motion was made by S. Houde and seconded by S. Copeland to approve Change Order #2 as presented. **By Roll Call Vote:** S. Copeland, aye; S. Houde, aye; **Motion passed 2-0.**

*Execution of Contract – Main Street Streetlight Improvements* – D. Van Schalkwyk presented a contract for execution for improvements to the Main Street streetlights. The Town received 6 bids for the project ranging from \$54,010 to \$84,995. The low bidder is Mass Bay Electrical Corp. The project included an add alternate to include an additional streetlight and he is recommending approval, for a total contract amount of \$60,310.

**Motion:** A motion was made by S. Houde and seconded by S. Copeland to approve Change Order #2 as presented. **By Roll Call Vote:** S. Copeland, aye; S. Houde, aye; **Motion passed 2-0.**

**FY '23 Budget Update (DRAFT #2 of the FY '23 Budget):** R. Pontbriand gave an update on DRAFT #2 of the FY '23 budget. He noted that the second public budget forum is being held on March 16, 2022, at 6:00 PM. He noted that in FY '22, the budget increased 4.26%. The annual average since FY '14 is 4.77%. As of right now, in DRAFT #2 of the FY '23 budget there will be a 3.07% increase over last year, but that is subject to change as the process continues. There were \$186,000 in net reductions from DRAFT #1 to DRAFT #2. There were several significant increases from DRAFT #1 to DRAFT #2, including an adjustment in the police department overtime and Conservation Commission consulting services. The remaining variables for the budget are the Non-Union COLA, DPW Contract Impacts, 3 Personal Service Contracts and the amounts for the Town's general insurances. R. Pontbriand stated that the Annual Town Meeting Warrant closes on Friday April 1, 2022, at 12:00 PM. The Select Board and Finance Committee will review and approve the warrant at the April 5, 2022, Select Board Meeting. M. Smith and L. Conrad from the Finance Committee were in attendance, neither had questions.

**Town Manager's Report:** *Administrative Update/Review of Town Warrant(s)* - R. Pontbriand provided the Select Board with an update on the various activities, initiatives, and projects of the Administration since the Select Board last met. He also provided a list of signed Town Warrants in the meeting packet. R. Pontbriand stated that the main focus has been the FY'23 budget and Town Meeting preparations. The FY '23 Water and Sewer Rate Hearing will be held on Tuesday March 15, 2022. At the next SB meeting, he will be bringing forth a consulting agreement for the ARPA funds.

*License Agreement – Woodlawn Cemetery* – R. Pontbriand stated that the Town was legally required to conduct a title search report to ensure there is legal title to the Cemetery. That process was started after the Town Meeting in the Fall of 2021 and normally takes about six weeks to complete. In the process of the title work, it was discovered that there is an issue with the deed/title for the western portion of the Cemetery. He stated to resolve this deed/title issue, the Town's title examiner needs to physically access the historic records at the Registry of Deeds in Cambridge. Unfortunately, due to COVID-19, the Registry of Deeds in Cambridge is closed to the public and we have been unable to date to get physical access to resolve this issue. Once this issue is resolved we can they proceed with the official transfer of the Cemetery. In the meantime, Town Counsel has drafted a license agreement whereby the Town assumes operation on April 4, 2022. This license agreement will be in effect until the deed/title issue is resolved.

P. Conley, 40 Cambridge Street asked when the last time that the Town met with the Woodlawn Cemetery Committee. P. Conley then asked how the Woodlawn Cemetery has agreed to the license agreement if they haven't met. R. Pontbriand stated that she would have to ask them and that he has been dealing with Ms. Ginny Matthews, the Woodlawn Cemetery's point person on the transfer. He noted that he also met with Rick Skoczylas and Ted Maxant who are also in agreement with the license agreement.

**Motion:** A motion was made by S. Houde and seconded by S. Copeland to approve the license agreement for Woodlawn Cemetery going into effect April 4, 2022. **By Roll Call Vote:** S. Copeland, aye; S. Houde, aye; **Motion passed 2-0.**

*Determination and Consent Pursuant to the Massachusetts Rules of Professional Conduct, Rule 1.7 –Representation of Towns of Ayer, Boxborough, Groton, Littleton, Pepperell, Stow, and Westford Re: Memorandum of Agreement—Nashoba Area Police Anti-Crime Task* – R. Pontbriand stated that Town Counsel, KP Law, P.C. has been asked by another Town to review a memorandum of agreement and related policy regarding the Nashoba Area Police Anti-Crime ["NAPAC"] Task Force. The Town of Ayer is also listed as a signatory to this MOA, and as KP Law, P.C., also represents Ayer, Town Counsel has an obligation to review this matter for potential conflicts of interest and to receive consent from each signatory to this MOA to perform the review in question.

**Motion:** A motion was made by S. Houde and seconded by S. Copeland to approve the determination as presented. **By Roll Call Vote:** S. Copeland, aye; S. Houde, aye; **Motion passed 2-0.**

**New Business/Select Board Member Questions:** *Plan for Resuming In-Person Meetings* (Select Board Member S. Copeland) - S. Copeland stated that he would like to talk about returning to in-person meetings now that the COVID-19 numbers are trending downward in the right direction. R. Pontbriand stated that emergency remote participation provisions of the Open Meeting Law, set to expire on April 15, 2022, were extended to July 15, 2022. R. Pontbriand is suggesting that the Town return to in-person meetings on April 1, 2022. He is also recommending a mask be optional, per CDC guidance. He is working with the IT Office to determine how to allow for remote participation moving forward. S. Copeland asked if the Town could return to in-person meetings and still offer remote participation. R. Pontbriand said yes. S. Houde stated that April 1, 2022, is a good benchmark for returning in-person. He stated that last time the Town was in a hybrid model, there was a lot of sounds quality issues and he would like those resolved prior to April 1, 2022.

James O’Conor, 12A Turtle Hill Road asked if the SB meeting on March 15, 2022 to reappoint the members to the Nashoba Valley Technical School Committee could be moved to 5:30 PM instead of 6:00 PM due to a scheduling conflict.

Pauline Conley, 40 Cambridge Street stated that she has become a convert to Zoom. She likes that one person can participate at a time and allows for more people to participate. She also likes that it is easier to hear on Zoom.

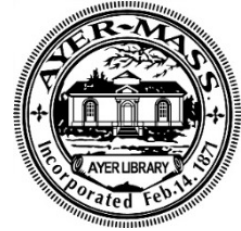
**Executive Session:** At 7:07 PM, a motion was made by S. Houde and seconded by S. Copeland to enter into Executive Session, pursuant to MGL c.30A, sec. 21A Exemption #2 (Non-Union Personnel) Finance Manager/Town Accountant; Assistant Town Manager; Town Manager and Exemption #3 (Collective Bargaining) DPW Contract Update and to adjourn from Executive Session. S. Houde further stated that the discuss these items in Open Session would be detrimental to the Town’s negotiating strategy. **By Roll Call Vote:** S. Copeland, aye; S. Houde, aye. **Motion passed 2-0.**

Minutes Recorded and Submitted by Carly M. Antonellis, Assistant Town Manager

**Date Minutes Approved by SB:** \_\_\_\_\_

**Signature Indicating Approval:** \_\_\_\_\_

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



*Broadcast and Recorded by APAC*

**Tuesday March 15, 2022**  
**Open Session Meeting Minutes**

**SB Remotely Present:** Shaun C. Copeland, Chair; Jannice L. Livingston, Clerk; Scott A. Houde, Vice-Chair

**Also Remotely Present:** Robert A. Pontbriand, Town Manager  
Carly M. Antonellis, Assistant Town Manager

**Call to Order:** S. Copeland called the meeting to order at 6:00 PM. Due to the ongoing COVID-19 Pandemic, in accordance with Chapter 20 of the Acts of 2021, suspending certain provisions of the Open Meeting Law (OML), public bodies otherwise governed by the OML are temporarily relieved from the requirement that meetings be held in public places, open and physically accessible to the public, so long as measures are taken to ensure public access to the bodies' deliberations "through adequate, alternative means." This meeting will be live on Zoom and Channel 8. S. Copeland stated that all votes will be taken by Roll Call.

**Pledge of Allegiance:** Select Board members and meeting attendees stood and recited the Pledge of Allegiance.

**Approval of Meeting Agenda:**

**Motion:** A motion was made by J. Livingston and seconded by S. Houde to approve the meeting agenda. **By Roll Call**

**Vote:** S. Copeland, aye; S. Houde, aye; J. Livingston, aye. **Motion passed 3-0.**

**Public Input:** None

**Reappointment of the Ayer NVTSH School Committee Representatives by the NVTSH Appointing Committee - Mr. Chris Prehl, Representative and Mr. Cory Prehl, Alternate Representative:** Town Moderator James O'Conor convened the NVTSH Appointing Committee to consider the reappointment of Mr. Chris Prehl, Representative and Mr. Corey Prehl, Alternate Representative both for 3-year terms effective April 1, 2022 – March 31, 2025. In addition to the Select Board and Moderator the appointing committee was joined by Ayer Shirley Regional School Committee Member Michelle Granger. Representative Chris Prehl stated that the Town of Ayer has made great strides at Nashoba Tech, and he enjoys serving on the Committee. He is part of the Budget Finance Committee, Facilities Committee and Contract Negotiating Committee. He noted that enrollment was up this year and urged residents to take advantage of the open houses and tours. Alternate Representative Corey Prehl is a 2021 graduate of Nashoba Tech and recently joined the Curriculum Subcommittee. There were no other candidates for consideration.

**Motion:** J. O'Conor stated that the Appointing Committee could take a vote for reappointment. **By Roll Call Vote:** S. Copeland, aye; S. Houde, aye; J. Livingston, aye; M. Granger, aye; J. O'Conor, aye. **Motion passed 5-0.**

J. O'Conor adjourned the NVTSH Appointing Committee at 6:12 PM.

**Public Hearing: FY 2023 Water and Sewer Rate Recommendations:** J. Livingston opened the public hearing at 6:15 PM by reading the Public Hearing Notice. DPW Director Dan Van Schalkwyk was in attendance and gave a presentation on the FY '23 Water and Sewer Rates. D. Van Schalkwyk recognized the members of the Rate Review Committee. He stated that the meeting goals were to set both the water and sewer rates for FY '23. Relating to water rates, D. Van Schalkwyk stated that the PFAS treatment costs are very large, and that the overall cost for the Grove Pond and Spectacle Pond Treatment facilities has been about \$11.5M. Relating to sewer rates, he noted an aging system and the strict adherences to water quality standards set by the federal and state governments. He said that the overall goal in setting rates is to recover costs and avoid significant fluctuations. D. Van Schalkwyk also presented both the Water and Sewer Department's 5-year capital plans. The proposed water rates for FY '23 are Step 1 at



\$3.01/hundred cubic feet (increase of \$.06); Step 2 at \$3.72/hundred cubic feet (increase of \$.07); Step 3 and Conservation Rate \$4.42/hundred cubic feet (increase of \$.09). The proposed sewer rates for FY '23 are Step 1 at \$8.78/hundred cubic feet (increase of \$.21); Step 2 at \$10.06/hundred cubic feet (increase of \$.25); Step 3 at \$11.44/hundred cubic feet (increase of \$.28). This will impact an average Ayer resident by about \$10.44 total in FY '23.

S. Houde asked about the cost of hauling sludge and an aerobic digester at the Wastewater Treatment Plant. D. Van Schalkwyk referred the question to DPW Project Manager Mark Wetzel. M. Wetzel stated that wastewater sludge does not produce enough energy to make it efficient, so it needs to be augmented with food waste. He stated that the project cost would exceed \$15 million dollars. He has looked into privatizing the service, but it needs to be looked at further.

**Motion:** A motion was made by S. Houde and seconded by J. Livingston to approve the FY '23 Water and Sewer Rates as presented. **By Roll Call Vote:** S. Copeland, aye; S. Houde, aye; J. Livingston, aye. **Motion passed 3-0.**

**Motion:** A motion was made by J. Livingston and seconded by S. Houde to close the Public Hearing at 6:33 PM. **By Roll Call Vote:** S. Copeland, aye; S. Houde, aye; J. Livingston, aye. **Motion passed 3-0.**

**Alan Manoian, Director, Office of Community and Economic Development:** *Inclusion in the MRPC Regional Trucking/Freight Impact Study* – A. Manoian stated that he has been in conversations with Montachusett Regional Planning Commission regarding the possibility of Ayer being included in the Towns of Shirley and Lunenburg Regional Trucking/Freight Impact Study. He is requesting that the Select Board support the inclusion of Ayer in the study, due to the increase in intensity of heavy trucking in the downtown. There is no direct cost to the Town.

S. Copeland asked how this was different than a traditional traffic study. A. Manoian stated that this study is to establish baseline data on the amount of trucking in our downtown.

Dennis Curran, 51 Pleasant Street asked how long the study would take. A. Manoian anticipated between 12-18 months. A. Manoian also noted that the study will also look at air quality.

**Motion:** A motion was made by J. Livingston and seconded by S. Houde to approve the Town of Ayer's inclusion in the Lunenburg Shirley Trucking/Freight Study. **By Roll Call Vote:** S. Copeland, aye; S. Houde, aye; J. Livingston, aye. **Motion passed 3-0.**

**Dan Van Schalkwyk, Director, Department of Public Works:** *Award of Westford Road Water and Sewer Replacement Project* – D. Van Schalkwyk stated that the Town received 7 bids on the project ranging from \$572,500 - \$950,050. The low bidder is Joseph P. Cardillo & Son, Inc. He is recommending that the contract be awarded to Cardillo and Son, Inc. in the amount of \$572,500.

J. Livingston asked when the project would start. D. Van Schalkwyk stated that it would start and end during this upcoming construction season.

**Motion:** A motion was made by S. Houde and seconded by J. Livingston to execute the contract between the Town of Ayer and Joseph P. Cardillo and Son, Inc. in the amount of \$572,500 with signature by the Chair. **By Roll Call Vote:** S. Copeland, aye; S. Houde, aye; J. Livingston, aye. **Motion passed 3-0.**

*Execution of Contract - Birch & McDowell St. Water and Drain Improvements* – D. Van Schalkwyk stated that this project is part of the DPW's annual improvements for water infrastructure. He presented a contract for execution for water and drain improvements on Birch and McDowell Streets. The Town received 9 bids for the project ranging from \$168,845 to \$277,356. The low bidder is CHB Excavating of Westford, MA. He is recommending that the contract with CHB Excavating in the amount of \$168,845.

**Motion:** A motion was made by J. Livingston and seconded by S. Houde to execute the contract between the Town of Ayer and CHB Excavating in the amount of \$168,845. **By Roll Call Vote:** S. Copeland, aye; S. Houde, aye; J. Livingston, aye. **Motion passed 3-0.**

*West Main Street Bridge Replacement Update* – DPW Special Projects Manager Mark Wetzel gave a presentation to the Select Board on the status of the West Main Street Bridge replacement. Town Meeting appropriated \$1.2 million at the 2018 Annual Town Meeting. The Town also received a grant under the Small Bridge Program from MassDOT in the amount of \$500,000. The Town went out to bid in October of 2020 and the low bid was \$2.5 million; the Town only has \$1.7 million in available funding. After the bids were received, DPW did a peer review to determine the disparities in cost differences. The neighboring Shirley Street Bridge has been closed for some time and is unable to be used as a detour. Detouring traffic through Devens/McPherson Road could reduce the project cost by \$750,000, however it would add substantial length and time to public safety vehicles and travelers.

J. Livingston asked how long the Shirley Street bridge had been closed, thinking it had been about 6 years. Then asked if anyone missed it? M. Wetzel stated that the Town couldn't just close the bridge but would have to put in a pedestrian bridge and possibly some bank restoration. J. Livingston stated she is very concerned about delaying either bridge any longer.

M. Wetzel would like to wait until the federal infrastructure money is available, hoping that at least one of the bridges would qualify for funding.

S. Copeland asked how long construction would take on the West Main Street Bridge? M. Wetzel stated with a total detour through Devens/McPherson, it would be about one construction season. With the staged construction having one lane open at a time would be two construction seasons.

Dennis Curran, 51 Pleasant Street asked when the Shirley Street bridge was closed were the abutters upset or out of sorts. M. Wetzel said that some neighbors were happy there was no through traffic, and several were upset about the road closing.

Police Chief Gill stated that as far as a detour he prefers the one lane closure with the traffic lights.

S. Houde asked if the Shirley Street bridge replacement and the West Main Street bridge replacement would cost about the same. M. Wetzel said that Shirley St. would be less money because it is smaller.

There was additional discussion about the both the Shirley Street Bridge and the West Main Street bridge. R. Pontbriand stated that we'll look at the federal infrastructure money and then determine if there is a need for additional local funds.

Pauline Conley, 40 Cambridge Street, said she agreed with Robert's plan and Dennis' comments. She would like the Town to explore the cost of replacing the Shirley Street Bridge while also working on the West Main Street Bridge plan.

J. Livingston stated that she thinks there may be an estimate for Shirley Street from when the Town looked at it previously. J. Livingston stated that because the Town already appropriated money for the West Main Street Bridge, it would be possible to reauthorize the funding for Shirley Street bridge, if the Town chose to take that route.

There was additional discussion on options for the two bridges. R. Pontbriand and DPW will put together a plan/options for both bridges and come back to the Select Board.

**Town Manager's Report:** *Administrative Update/Review of Town Warrant(s)* - R. Pontbriand provided the Select Board with an update on the various activities, initiatives, and projects of the Administration since the Select Board last met. He also provided a list of signed Town Warrants in the meeting packet. Relating to the Woodlawn Cemetery, the Registry of Deeds has reopened, and the title examiner has begun working on the remaining title issues. Additionally, the members of the Woodlawn Cemetery have signed the license agreement and the Town is ready to take over the cemetery on April 4, 2022.

*FY 2023 Budget Update* – R. Pontbriand stated that the 2<sup>nd</sup> presentation of the FY '23 budget will be held tomorrow night March 16, 2022, at 6:00 PM. He will be presenting DRAFT #3 of the budget.

*Town Meeting Warrant Update* – R. Pontbriand stated that he included an outline of the Annual Town Meeting Warrant in the meeting packet. The deadline for all warrant article submissions and citizen’s petitions is Friday April 1, 2022, at 12:00 PM. He is anticipating about 31 articles.

*Authorization for ARPA Funds for ARPA Consultant - \$15,000* – R. Pontbriand is seeking authorization to use ARPA funding, up to \$15,000 to hire an ARPA consultant to assist with all federal reporting requirements. He is recommending entering a contract with CliftonLarsonAllen LLP (CLA) to provide professional financial assistance for the Town’s ARPA Funds.

S. Copeland asked if the Town looked at several different firms. R. Pontbriand stated that he and Lisa Gabree did look over several companies and both felt comfortable moving forward with CLA.

Pauline Conley, 40 Cambridge Street asked about the omission of an article on the ATM warrant for revolving funds. R. Pontbriand stated that with the passage of the Municipal Modernization Act several years ago, the Town only has to act on revolving funds if the limit is changed or a new fund is added or deleted.

**Motion:** A motion was made by J. Livingston and seconded by S. Houde to authorize the use of ARPA funds to hire an ARPA consultant, CliftonLarsonAllen, LLP not to exceed \$15,000. **By Roll Call Vote:** S. Copeland, aye; S. Houde, aye; J. Livingston, aye. **Motion passed 3-0.**

*Proposed Plan for Public Meetings* – R. Pontbriand reported that effective April 1, 2022, public bodies may choose to return to in-person meetings or continue to conduct remote meetings in accordance with the emergency provisions of the Open Meeting Law, which have been extended to July 15, 2022. The I.T. Director will be surveying all Boards, Commissions, and Committees regarding their preference to either return to in-person meetings or to remain remote until July 15, 2022. Public Bodies who opt to continue remote meetings until July 15, 2022 must continue to follow all of the Emergency Open Meeting Law Requirements with respect to posting and reading the notice on all meeting agendas; as well as reading the notice at the beginning of the remote meeting and conducting all votes by roll-call vote. Public Bodies who opt to return to in-person meeting must continue to follow all the requirements of the Open Meeting Law. Members of the Public Bodies are not required to wear masks but may choose to continue. Members of the Public attending in-person meetings cannot be required to wear masks and they may also choose to continue to wear masks.

J. Livingston stated she would like to see microphones in the first-floor meeting room for in-person attendees. Scott Kurland from APAC said that they have ordered a microphone and speakers for the room that will be in place by April 5, 2022.

Dennis Curran, 51 Pleasant Street said it was an unreasonable request to have a single zoom line for all Boards and Committees. He said that having the Zoom feature helps enhance the democratic process.

James O’Conor, 12A Turtle Hill Road asked about having meetings in the Great Hall because there is additional space. J. Livingston stated that the acoustics in the Great Hall make it hard to have meetings up there.

**New Business/Select Board Member Questions:** None

**Approval of Meeting Minutes:**

**Motion:** A motion was made by S. Houde and seconded by J. Livingston to approve the meeting minutes of February 15, 2022. **By Roll Call Vote:** S. Copeland, aye; S. Houde, aye; J. Livingston, aye. **Motion passed 3-0.**

**Executive Session:** At 8:03 PM, a motion was made by J. Livingston and seconded by S. Houde to enter into Executive Session, pursuant to MGL c.30A, sec. 21A Exemption #3 (Union Contract Negotiations) Review/Ratification of DPW Contract MOA and to adjourn from Executive Session. J. Livingston further stated that the discuss these items in Open Session would be detrimental to the Town’s negotiating strategy. **By Roll Call Vote:** S. Copeland, aye; S. Houde, aye; J. Livingston, aye. **Motion passed 3-0.**

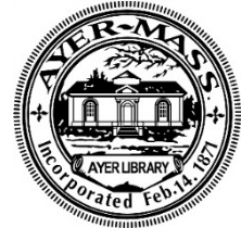
Minutes Recorded and Submitted by Carly M. Antonellis, Assistant Town Manager

**Date Minutes Approved by SB:** \_\_\_\_\_

**Signature Indicating Approval:** \_\_\_\_\_

DRAFT

**Town of Ayer**  
**Joint Meeting of the Ayer Select Board and**  
**Ayer Finance Committee**  
**Ayer Town Hall – 1<sup>st</sup> Floor Meeting Room**  
**Ayer, MA 01432**



*Broadcast and Recorded by APAC*

**Wednesday March 16, 2022**  
**Open Session Meeting Minutes**

**SB Remotely Present:** Shaun C. Copeland, Chair; Scott A. Houde, Vice-Chair

**SB Not in Attendance:** Jannice L. Livingston, Clerk

**Fin Com Remotely Present:** Patrick Diamond, Chair; Mark Smith, Vice-Chair

**Fin Com Not in Attendance:** Lou Conrad

**Also Remotely Present:** Robert A. Pontbriand, Town Manager  
Carly M. Antonellis, Assistant Town Manager

**SB Call to Order:** S. Copeland called the meeting to order at 6:00 PM. Due to the ongoing COVID-19 Pandemic, in accordance with Chapter 20 of the Acts of 2021, suspending certain provisions of the Open Meeting Law (OML), public bodies otherwise governed by the OML are temporarily relieved from the requirement that meetings be held in public places, open and physically accessible to the public, so long as measures are taken to ensure public access to the bodies' deliberations "through adequate, alternative means." This meeting will be live on Zoom and Channel 8. S. Copeland stated that all votes will be taken by Roll Call.

**Fin Com Call to Order:** The Finance Committee did not call to order, due to lack of quorum.

**Second FY '23 Budget Public Presentation:** R. Pontbriand thanked both boards for their attendance and noted that most department heads were in attendance. He also thanked Lisa Gabree, Finance Manager/Town Accountant for her assistance with the budget, noting that this will be her last public budget forum. He thanked Carly Antonellis, Assistant Town Manager for her help with the presentation. He will be presenting DRAFT #3 of the budget, which is on the Town's budget page at [ayer.ma.us/budget](http://ayer.ma.us/budget). R. Pontbriand reviewed the budget process and calendar. He then highlighted the fund balances of the following accounts: 2021 Free Cash Balance at \$2,528,927; the 2021 Stabilization Fund Balance at \$2,684,322; the Capital Stabilization Fund Balance at \$2,787,812. R. Pontbriand stated that he is proposing that the FY '23 Reserve Fund be budgeted at \$300,000, which is the same as last year. He is recommending this due to current economic uncertainty, specifically inflation. He also noted the current increasing costs for fuel and the volatility in commodity costs and supply chain delays. R. Pontbriand presented the percentage increases of the omnibus budget over the past eight fiscal years, noting that the average was 4.77%. As of DRAFT #3 the proposed increase over last year is 4.06%, which includes new personnel; a 2% COLA for non-union staff, compensated elected officials and call firefighters; cost impacts for DPW, Fire and Police Sergeants union contracts and cost impacts for Town Manager, Assistant Town Manager, Building Commissioner and Facilities Director non-union contracts.

R. Pontbriand then presented recommended uses for the FY '22 Free Cash, which totals \$2.5 million. The Executive Bi-Board discussed the proposed uses and is recommending the following amounts and uses: \$65,000 UDAG replenishment; \$181,000 GASB-45 OPEB fund; \$300,000 forward funding of pension assessment; \$63,837 compensated absences reserve fund; \$1.5 million in Capital Stabilization and \$400,000 in stabilization. R. Pontbriand presented all FY '23 Capital Budget items which will be borrowed for in the amount of \$998,000 and items that will be purchased from Capital Stabilization totaling \$350,000. He also presented information on a needed Debt Exclusion for the purchase of a fire engine pumper truck.

There were no questions from the Select Board nor the Finance Committee.

Pauline Conley, 40 Cambridge Street, asked if the Town Social Worker was available to residents or just Town employees and what the cost would be. R. Pontbriand stated that the intent is to provide services to any resident with a social service issue. He stated that he is not envisioning a fee structure at this time. P. Conley asked if Free Cash could be earmarked for certain items or expenses? L. Gabree stated that yes it can, but there hasn't been the need to do that recently. P. Conley asked if the Finance Committee has met independently to review the budget and prepare their report for Town Meeting? P. Diamond stated no but that when a quorum was available, they would do so in a public session. She stated that the Finance Committee is required to provide a report at Town Meeting. P. Diamond said that there is information after each warrant article with the Finance Committee's recommendation.

Dennis Curran, 51 Pleasant Street asked what the rationale of the federal government was in providing funds from the SAFER grant for 4 additional firefighters per shift in the first 3 years of the grant program. Chief Johnston stated that the 3 years is what the federal government can provide for funding. The Town has an increase in calls, with a decrease of Call firefighters responding. The Town would be responsible for funding in year 4. D. Curran asked if the Town is anticipating an increase in calls for service that would warrant the additional staffing. Deputy Chief Jeremy Januskiewicz stated that fire department manning hasn't been adjusted since 1998 when the Town went from 2 firefighters per shift to 3. Since that time, call volume has doubled at 1,600 medical calls per year. The increased staffing meets National Fire Protection Agency standards. D. Curran then stated that his understanding is that the Town Social Worker wouldn't be providing individual clinical work but more referring clients to other available services.

Sara Withee, 11 Groton Shirley Road asked what the department structure of the DPW will look like after the junior engineer is hired. DPW Director Dan Van Schalkwyk stated that the Junior Engineer would be under the Town Engineer.

P. Conley asked D. Van Schalkwyk asked about the civil engineer vs. the Town engineer. D. Van Schalkwyk stated that the Town would be adding one new position of junior civil engineer. The Town Engineer position that is already funded in the budget is currently vacant.

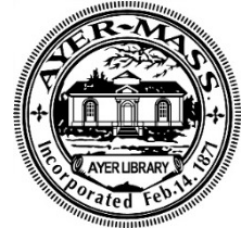
**SB Adjournment:** A motion was made by S. Houde and seconded by S. Copeland to adjourn at 7:00 PM. **By Roll Call Vote:** S. Copeland, aye; S. Houde, aye. **Motion passed 2-0.**

Minutes Recorded and Submitted by Carly M. Antonellis, Assistant Town Manager

**Date Minutes Approved by SB:** \_\_\_\_\_

**Signature Indicating Approval:** \_\_\_\_\_

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



*Broadcast and Recorded by APAC*

**Tuesday, March 22, 2022**  
**Open Session Meeting Minutes**

**SB Remotely Present:** Shaun C. Copeland, Chair; Scott A. Houde, Vice-Chair; Jannice L. Livingston, Clerk

**Also Remotely Present:** Robert A. Pontbriand, Town Manager  
Carly M. Antonellis, Assistant Town Manager  
Susan E. Copeland, Town Clerk  
Chief Tim Johnston, Fire Chief  
Jeremy Januskiewicz, Deputy Fire Chief

**SB Call to Order:** S. Copeland called the meeting to order at 6:00 PM. Due to the ongoing COVID-19 Pandemic, in accordance with Chapter 22 of the Acts of 2022, suspending certain provisions of the Open Meeting Law (OML), public bodies otherwise governed by the OML are temporarily relieved from the requirement that meetings be held in public places, open and physically accessible to the public, so long as measures are taken to ensure public access to the bodies' deliberations "through adequate, alternative means." This meeting will be live on Zoom and Channel 8. S. Copeland stated that all votes will be taken by Roll Call.

**Consideration and Vote on Form of Ballot Question for the Annual Town Election on May 10, 2022 – Fire Engine (Pumper) Debt Exclusion and Submission of Question to Town Clerk for Inclusion on Annual Election Ballot:** R. Pontbriand provided an overview of the issue. As the Select Board is aware the Capital Planning Committee has recommended the Fire Chief's request to purchase a new Fire Engine (Pumper). Additionally, the Capital Planning Committee has recommended a debt exclusion for the Fire Engine (Pumper) since the cost exceeds \$350,000 and per the Town's Financial Policies any Capital expenditure over \$350,000 requires a debt exclusion. As the Board is aware, a debt exclusion is a two-part process. The first part will be at Town Meeting on April 25 at which there will be a Warrant Article seeking Town Meeting's approval of the debt exclusion. There will also be a presentation on the Fire Engine (Pumper) at Town Meeting. The second part of the debt exclusion approval process is that the debt exclusion must also be approved by ballot by the voters at the Annual Election on May 10.

R. Pontbriand continued that as the Select Board is aware the Select Board must approve a debt exclusion ballot question and notify the Town Clerk at least thirty-five (35) days before the date of the Annual Election and that is the purpose of tonight's meeting. Finally, if the debt exclusion does not pass Town Meeting, the ballot question will still appear on the Annual Town Election Ballot for May 10, but it will be null and void since the authorization of the debt exclusion requires both Town Meeting approval and approval at the ballot by the voters.

**Motion:** A motion was made by J. Livingston and seconded by S. Houde that the Select Board approve the following ballot question for a debt exclusion for a fire engine (pumper) for inclusion on the Annual Town Election ballot to be held on May 10, 2022 as follows:

*Shall the Town of Ayer be allowed to exempt from the provisions of proposition two and one-half, so-called, the amounts required to pay for the bond issued in order to purchase and equip a Fire Engine (Pumper)?*

*Yes\_\_ or No\_\_*

And that the Select Board direct the Town Manager to notify the Town Clerk of this vote in writing and request that the subject ballot questions be place on the Annual Town Election to be held on Tuesday, May 10, 2022.

**By Roll Call Vote:** S. Copeland, aye; S. Houde, aye; J. Livingston, aye. **Motion passed 3-0.**

**SB Adjournment:** A motion was made by S. Houde and seconded by J. Livingston to adjourn at 6:05 PM. **By Roll Call Vote:** S. Copeland, aye; S. Houde, aye; J. Livingston, aye. **Motion passed 3-0.**

Minutes Recorded and Submitted by Carly M. Antonellis, Assistant Town Manager

**Date Minutes Approved by SB:** \_\_\_\_\_

**Signature Indicating Approval:** \_\_\_\_\_

DRAFT