

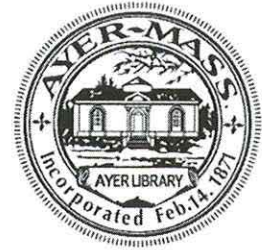
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DEC 01 2023

10:30 am
SC

TOWN OF AYER
TOWN CLERK

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



Tuesday December 5, 2023
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

Continued from November 21, 2023 - Request for Reimbursement for Sewer Connection Fee

236 Snake Hill Road

6:05 PM*

Public Hearing - FY 2024 Tax Classification Hearing

6:25 PM

2024 License Renewals

6:30 PM

Town Manager's Report

1. Administrative Update/Review of Warrants
2. FY 2025 Budget Process Update

6:35 PM

New Business/Select Board Member Questions

6:40 PM

****Executive Session Pursuant to G.L. c.30A, sec. 21A**

Exemption #6 (Consider Acquisition of Real Property) 71 Sandy Pond Road
Exemption #3 (Litigation Strategy) AFFF/PFAS Litigation

Adjournment

**Agenda Times are approximate and do not constitute exact times*

*** The Select Board will adjourn at the conclusion of the Executive Session*

The next regularly scheduled meeting of the Ayer Select Board will be held on Tuesday December 19, 2023 at 6:00 PM, both in-person and via Zoom.

From: [REDACTED]
To: [REDACTED]
Subject: 236 snake hill road
Date: Wednesday, September 27, 2023 11:52:01 AM

Good Morning Carly, Per our conversation regarding the Sewer Hook up for #236 Snake Hill Road. Please put me on the agenda for the board of selectman's next available meeting. I'm not sure how soon that will be, but I will be out of town Oct. 17th through the 21st, [REDACTED]
[REDACTED] [REDACTED] The purpose of my request is that I have already paid \$500.00 for the sewer hookup when the road was paved back in late 80's, as I did for my residence at 234 snake hill road. I shouldn't have to pay it again. Please let me know if you need any other information. Thank You, Mark

From: [Dan Van Schalkwyk](#)
To: [Carly Antonellis](#)
Cc: [Robert Pontbriand](#); [Kimberly Abraham](#)
Subject: RE: 236 snake hill road
Date: Thursday, November 16, 2023 1:45:53 PM
Attachments: [Sewer Record Drawing 3 Snake Hill Rd 1986.pdf](#)
[236 Snake Hill Road-Milestone -M Fermanian # 41-23.pdf](#)

Hi Carly,

In short, DPW could not find records to conclude a payment was made for the sewer connection of 236 Snake Hill Road at the time of installation.

- I have attached a record drawing for the Snake Hill Road and Old Sandy Pond Road Sewage Works Improvement (1986 construction), the record drawing shows a sewer service stub from the sewer main to the property line was installed in 1986 as part of the project.
- DPW could not find any record to indicate advance connection fee payment or betterment for 236 Snake Hill Road or other properties involved in the project.
- Annual Town reports spoke to the project but nothing related to sewer connection payments.

Please note, I'm not aware of any precedent decisions for a situation like this. However, there are properties in the nearby area with a similar scenario (i.e., sewer stubbed to property line as part of sewer installation project).

I've also attached the recent approved and paid for sewer connection permit in the amount of \$6,000.

Thanks,
Dan

Dan Van Schalkwyk, P.E.
Director
Town of Ayer - Public Works Department
25 Brook Street
Ayer, Massachusetts 01432
office: (978) 772-8240
cell: (978) 833-2252
email: dvanschalkwyk@ayer.ma.us

From: Carly Antonellis <cantonellis@ayer.ma.us>
Sent: Wednesday, November 15, 2023 3:56 PM
To: Dan Van Schalkwyk <dVanSchalkwyk@ayer.ma.us>; Kimberly Abraham <kabraham@ayer.ma.us>
Cc: Robert Pontbriand <tm@ayer.ma.us>
Subject: FW: 236 snake hill road

Dan,

Permit # 41-23



TOWN OF AYER
DEPARTMENT OF PUBLIC WORKS
25 Brook Street, Ayer, MA 01432 T: (978) 772-8240 F: (978) 772-8244



APPLICATION FOR WATER / SEWER SERVICE

SERVICE ACCOUNT INFORMATION

Service Address 236 SNAKE HILL Rd
(If no street address, then parcel number and lot number must be provided)

Water Service Request: New Repair Temporary NA

Sewer Service Request: New Repair Temporary NA

As ATTACH
\$6,000.00

Water Service Size/Type: _____ Sewer Service Size/Type: _____

Number of Bedrooms: 3 Estimated Daily Flow (GPD): _____

Authorized Installer: MILESTONE EXCAVATING & LANDSCAPING Tel. (978) 227-2578

CUSTOMER INFORMATION

Property Owner/Representative: (please print)

Name: MARK FERMANIAN

Address: 234 SNAKE HILL RD City: AYER State: MA ZIP: 01432

The undersigned hereby certifies that he/she has read and examined this application and that the proposed connection is accurately represented in the statements made in this application. The undersigned hereby applies for water/sewer service and agrees to conform to all rules and plumbing regulations relative to the water/sewer system and to provide access for purposes of inspection by authorized agents of the Town. The DPW Superintendent must approve all service repairs, construction and water meter locations.

Signature of property OWNER or Owner's Representative is required along with application fee. Checks shall be payable to Town of Ayer.

Signature (Owner or Owner's Representative): [Signature]

Date: 8-2-23 Print name: MARK FERMANIAN

Applications for service must include the Service Sketch, completed by Drain Layer/Water Connector authorized by the Town of Ayer (See Reverse Side).

FOR OFFICE USE ONLY

Amount Paid: \$6,000.00 Check Number: 3857 Date Received: 8/2/2023

Outstanding Account Balances (Water, Sewer and/or Taxes): Yes No

Application Reviewed: Water: _____ Date: _____ Sewer: _____ Date: _____
By Division Initials Initials

Application Approved: Water: Yes No Sewer: Yes No

Authorized Signature: [Signature] Date: 8/2/23
Superintendent

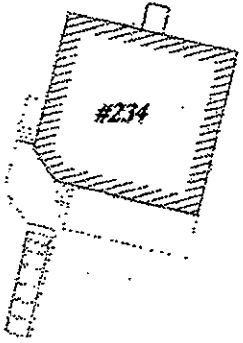
N/E
DAVID A. ROGERS
 #4 PIERCE AVENUE
 ASSESSOR MAP 21
 PARCEL ID: 6
 DEED BOOK- 66045
 PAGE 34
 RECORD LAND AREA-13.5 ACRES
 (LESS PROPOSED PARCEL A)

ZONING DISTRICT: RESIDENCE A-2
 MINIMUM FRONTAGE: 100
 MINIMUM YARD REQUIREMENTS
 SIDE-15'
 FRONT-20'
 REAR-20'
 MINIMUM % OPEN SPACE-50%

N/E
ROBERT & DEBORAH PARE
 ASSESSOR MAP 21
 PARCEL ID: 21
 DEED BOOK- 37801
 PAGE 148

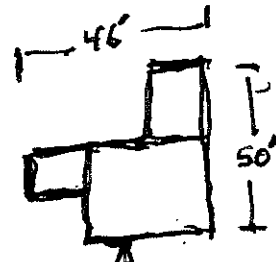
LOT 1
 + PARCEL B (3,474±S.F.)
 AREA = 19,931±S.F.
 (0.46±ACRES)

N/E
MARK FERMANIAN
 ASSESSOR MAP 21
 PARCEL ID: 20
 DEED BOOK- 37429
 PAGE 281



PARCEL A
 AREA = 3,885±S.F.

LOT 2
 + PARCEL A (3,885±S.F.)
 - PARCEL B (3,474±S.F.)
 AREA = 24,113±S.F.
 (0.55±ACRES)



N/E
MARK FERMANIAN
 ASSESSOR MAP 21
 PARCEL ID: 19
 DEED BOOK- 37429
 PAGE 281

N/E
CRAIG FULLERBROWN
 ASSESSOR MAP 21
 PARCEL ID: 7
 DEED BOOK- 36884
 PAGE 583

PLANNING BOARD
 DETERMINATION OF
 THE ZONING B
 APPROVAL UNDER
 AYE

Handwritten signature
 DATE _____

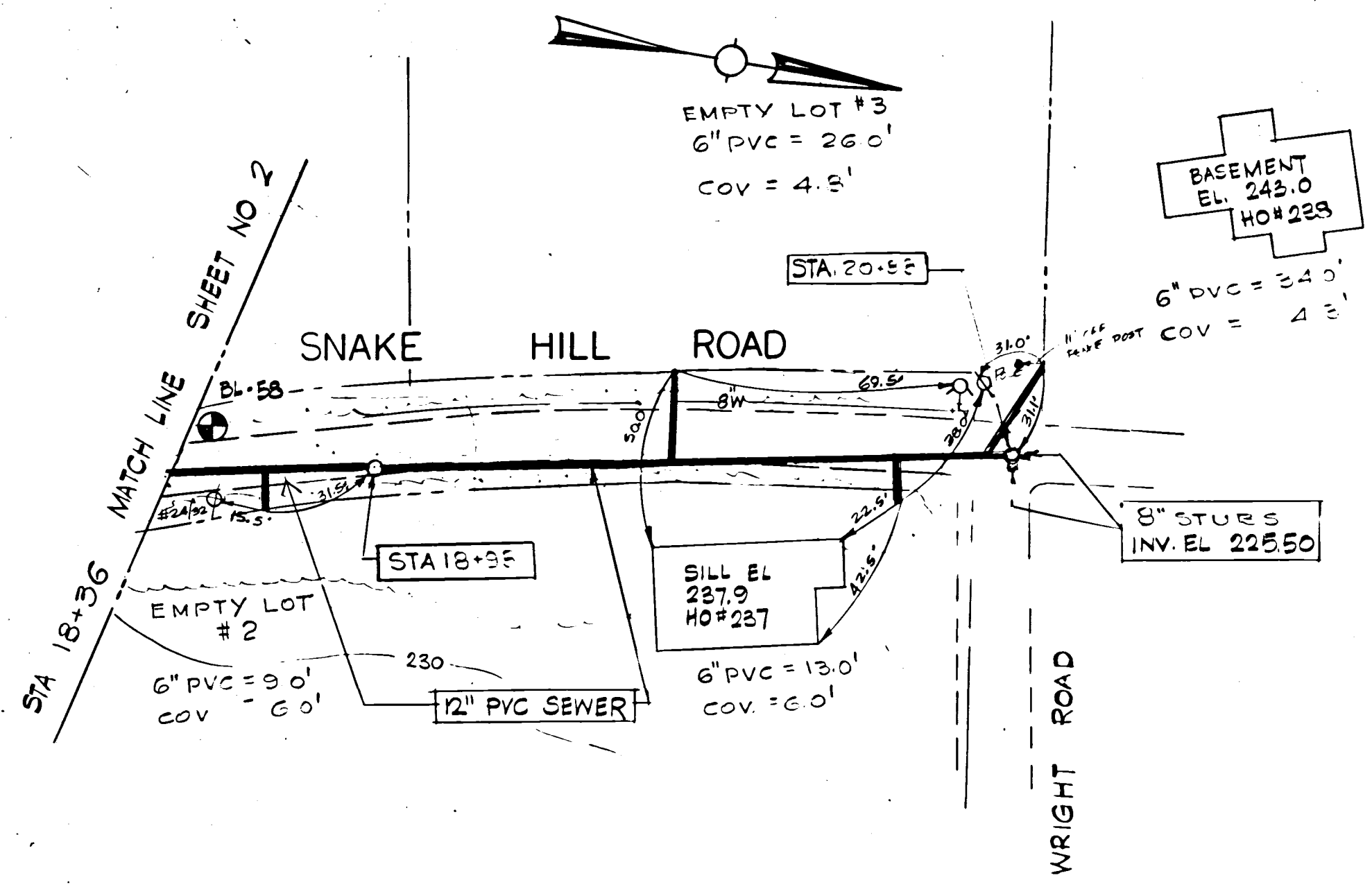
THIS PLAN IS
 CONFORMITY WITH
 REGULATIONS
 DEEDS.



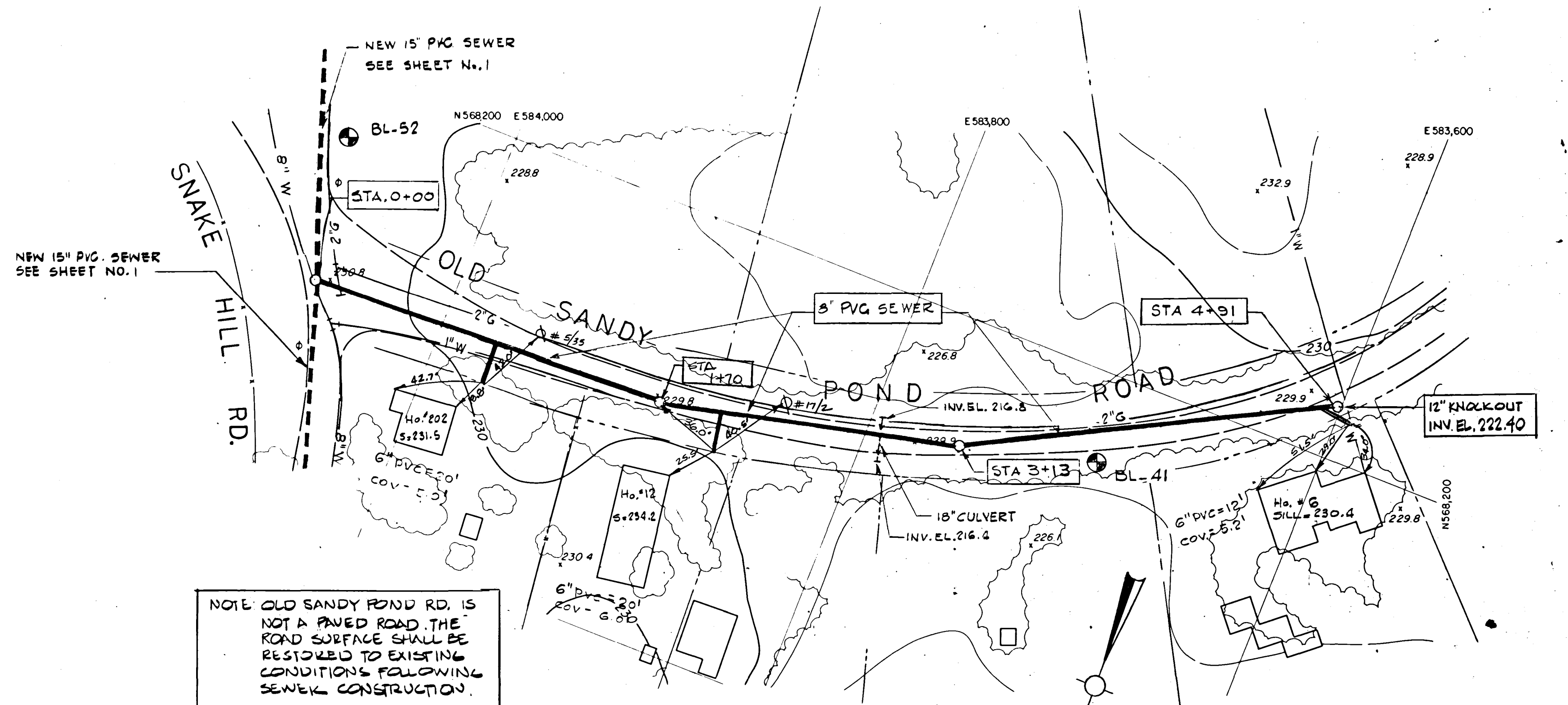
DAVID J. DeBA

GPI

GOLDSMITH
 39 MAIN ST
 CIVIL ENGINEERING
 VOICE 51

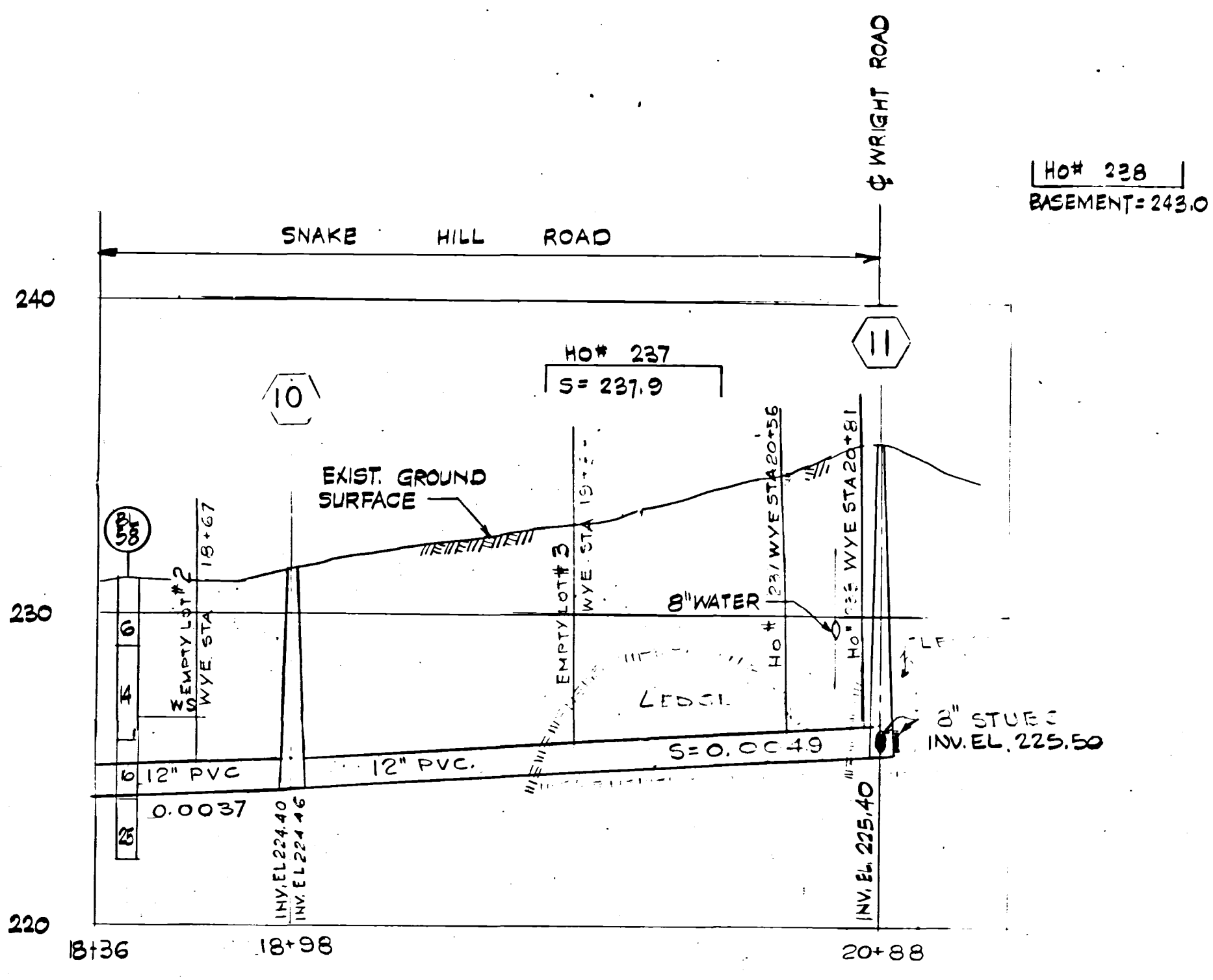


PLAN
SCALE 1"=40'

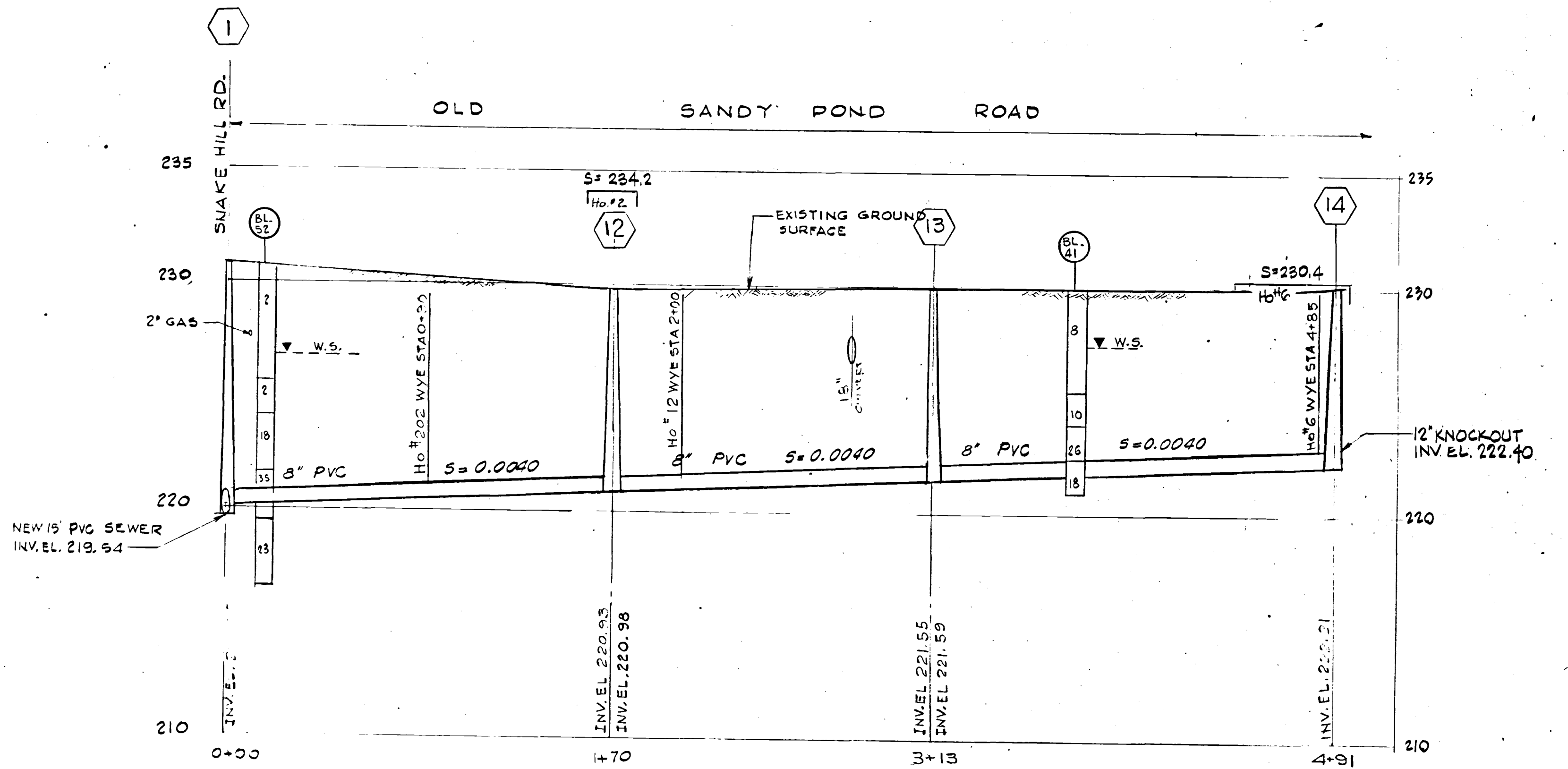


NOTE OLD SANDY POND RD. IS NOT A PAVED ROAD. THE ROAD SURFACE SHALL BE RESTORED TO EXISTING CONDITIONS FOLLOWING SEWER CONSTRUCTION.

PLAN
SCALE: 1"=40'



PROFILE
SCALE HOR 1"=40'
VERT 1"=4'



PROFILE
SCALE: HOR. 1"=40'
VERT. 1"=4'

Approved by:	Date	Name
Structural		
Electrical		
HVAC		
Project Engineer		
Project Manager		

TELEDYNE GEOTRONICS
725 E. 3RD. ST.
LONG BEACH, CALIF. 90802

RECORD DRAWING

11/86	REVISED FOR RECORD DRAWING
6/85	BJK FY 85 LATERAL SEWER
Date	Ch'kd. Revision
Designed by:	H.A.G.
Drawn by:	A.Y.
Checked by:	RCS
Approved by:	W.F.C.
Date:	JUNE, 1978
Scale:	As Noted

TOWN OF AYER, MASSACHUSETTS
DEPARTMENT OF PUBLIC WORKS
SEWAGE WORKS IMPROVEMENTS
CONTRACT NO. 5A

**SNAKE HILL ROAD AND
OLD SANDY POND ROAD**

CAMP DRESSER & McKEE Inc.
Consulting Engineers
Boston, Mass.

SHEET NO.
3
240-37517

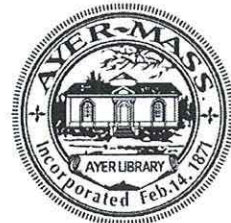
RECEIVED

NOV 13 2023

TOWN OF AYER
TOWN CLERK

3:50pm


**Town of Ayer
Notice of Public Hearing
Ayer Select Board**



FY '24 Tax Classification Hearing

The Ayer Select Board will conduct a Public Hearing on Tuesday December 5, 2023 at 6:05 PM both in-person (Ayer Town Hall, 1 Main Street Ayer, MA) and via remote participation for the Town's FY 2024 Tax Classification. At the Public Hearing, the Ayer Board of Assessors shall provide all information and data relevant to making a decision on allocating the tax burden including the fiscal effect on the available alternatives. For Call-In information prior to the hearing, please contact atm@ayer.ma.us or 978-772-8220 x100.

Date of Public Hearing: Tuesday December 5, 2023

Time of Public Hearing: 6:05 PM

Location of Public Hearing: In Person, Ayer Town Hall, 1 Main Street, Ayer, MA
Remote Participation Meeting held on Zoom

Meeting materials/information may be obtained by contacting Carly Antonellis, Assistant Town Manager at atm@ayer.ma.us or 978-772-8220 x100.

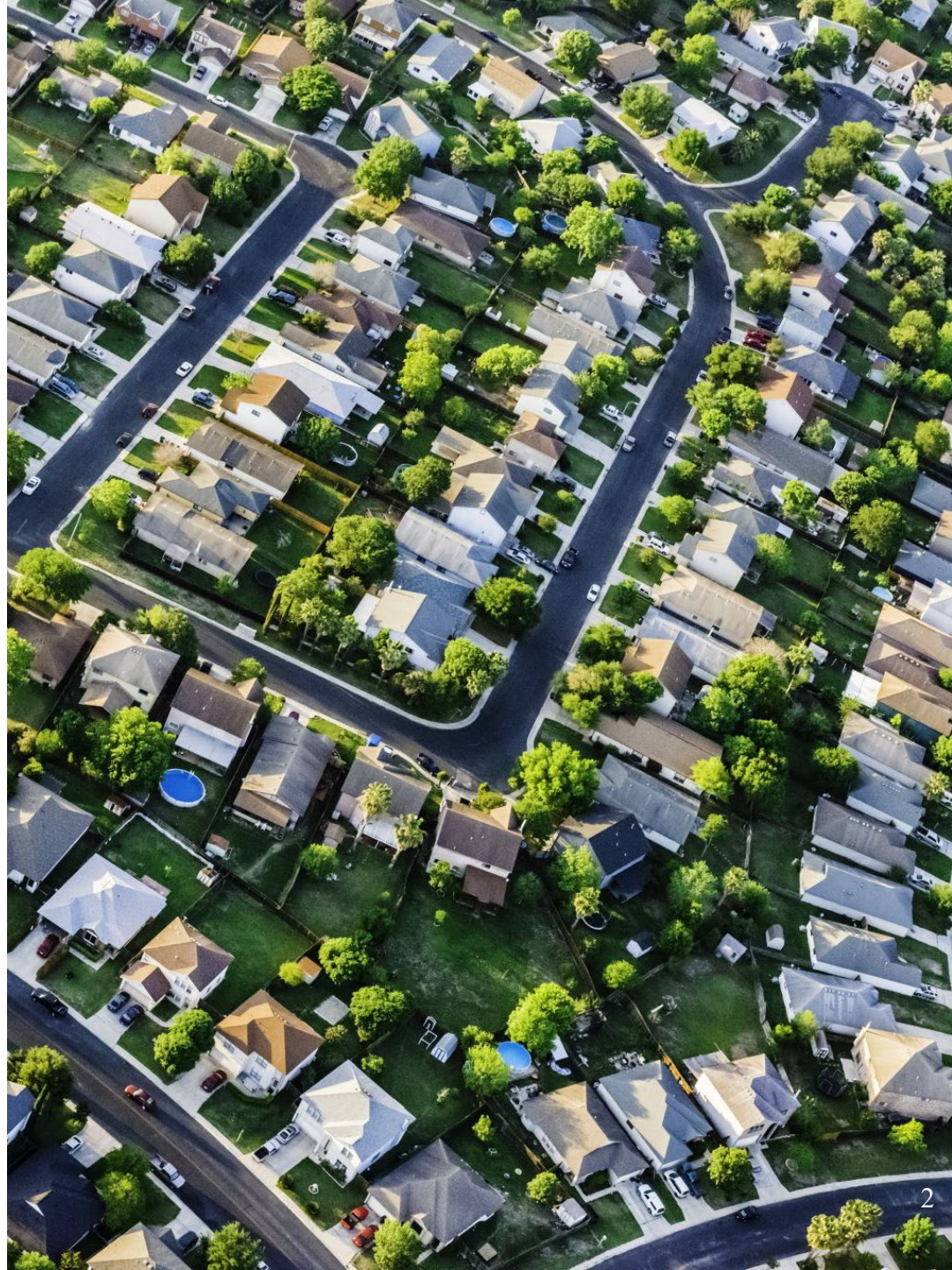


TOWN OF AYER

FY2024 TAX CLASSIFICATION HEARING
December 5, 2023

FISCAL YEAR 2024 TAX CLASSIFICATION HEARING

- The purpose of our tax classification hearing this evening is to adopt a residential factor. I will be asking the Select Board to vote to determine a residential factor which will determine the percentage share of the tax burden to be allocated to each class of property
- There are 5 classes of property:
 - Residential
 - Open Space
 - Commercial
 - Industrial
 - Personal Property



COMMONLY USED TERMS

NEW GROWTH: Additions to the tax base from new constructions and property improvements. It allows the levy to be increased to cover additional services resulting from new construction.

TAX LEVY: This is the dollar amount that our community raises through real and personal property taxes each fiscal year. The Tax Levy is the largest revenue source for most Massachusetts's communities that funds an annual town budget.

LEVY LIMIT CEILING: Maximum dollar amount a town can raise in a fiscal year. (Prior years levy + 2 ½% + New Growth + Debt Exclusion).

EXCESS LEVY CAPACITY: Difference between the levy and the levy limit.

DEBT EXCLUSION : A temporary increase to the levy to pay for capital projects as voted.

CIP: Class that includes Commercial, Industrial & Personal Property.

MINIMUM RESIDENTIAL FACTOR: The factor represents the minimum percentage the Residential Class must pay.

ROLE OF THE ASSESSORS

Who Determines the Tax Rate?

- The role of the Board of Assessors is to value property for the purpose of equitable taxation based on Fair Market Value by what sales have taken place for the prior calendar year. FY24 was a review of the 2022 sales and the 2021 sales were utilized for classes that had limited sales. This review was in accordance with all guidelines established by the Massachusetts Department of Revenue.
- The Board of Assessors does not set the tax rate.
- The tax rate is determined each year as a result of the amount of money the town and the residents decide to spend at town meeting.
- **Residents who attend the Annual Town Meeting decide what services the town of Ayer provides. These decisions may impact the tax rates.**
- **As of a result the Residents of the Town of Ayer play a role of setting the tax rates.**

Tax Rate Formula

Tax Levy/The Real & Personal Property Total Value = Proposed Tax Rate

OPEN SPACE DISCOUNT

❖ What is Open Space?

- Land maintained in an open or natural condition which contributes significantly to the benefit and enjoyment of the public.

❖ Exclusions:

- Land taxable under the provisions of chapter land.
- Land under a permanent conservation restriction.
- Land held for the production of income.

❖ Select Board:

- The Select Board may discount up to 25% of the open space percentage share of the tax levy.



RESIDENTIAL EXEMPTION

❖ What is a Residential Exemption?

- Applied to every residential property which is the principal residence of a taxpayer.
- The exemption is subtracted from the assessed value of eligible parcels.

❖ Exclusions:

- Accessory residential land & seasonal homes.
- Non-owner-occupied residential property.

❖ Select Board:

- The Select Board may adopt a discount of up to 35% of the average residential valuation.



SMALL COMMERCIAL EXEMPTION

❖ What is a Small Commercial Exemption?

- Designed to provide tax relief for small businesses.
- The tax burden is shifted within the C&I class.

❖ Qualifying criteria:

- Eligible properties must be included on the list provided annually to the Assessors by the Department of Labor and Workforce Development.
- Qualifying properties must have a valuation of less than one million dollars and an average annual employment of 10 or fewer people.

❖ Select Board:

- The Select Board may adopt an exemption of up to 10% of the value of eligible parcels.

SMALL COMMERCIAL EXEMPTION (S.C.E.)

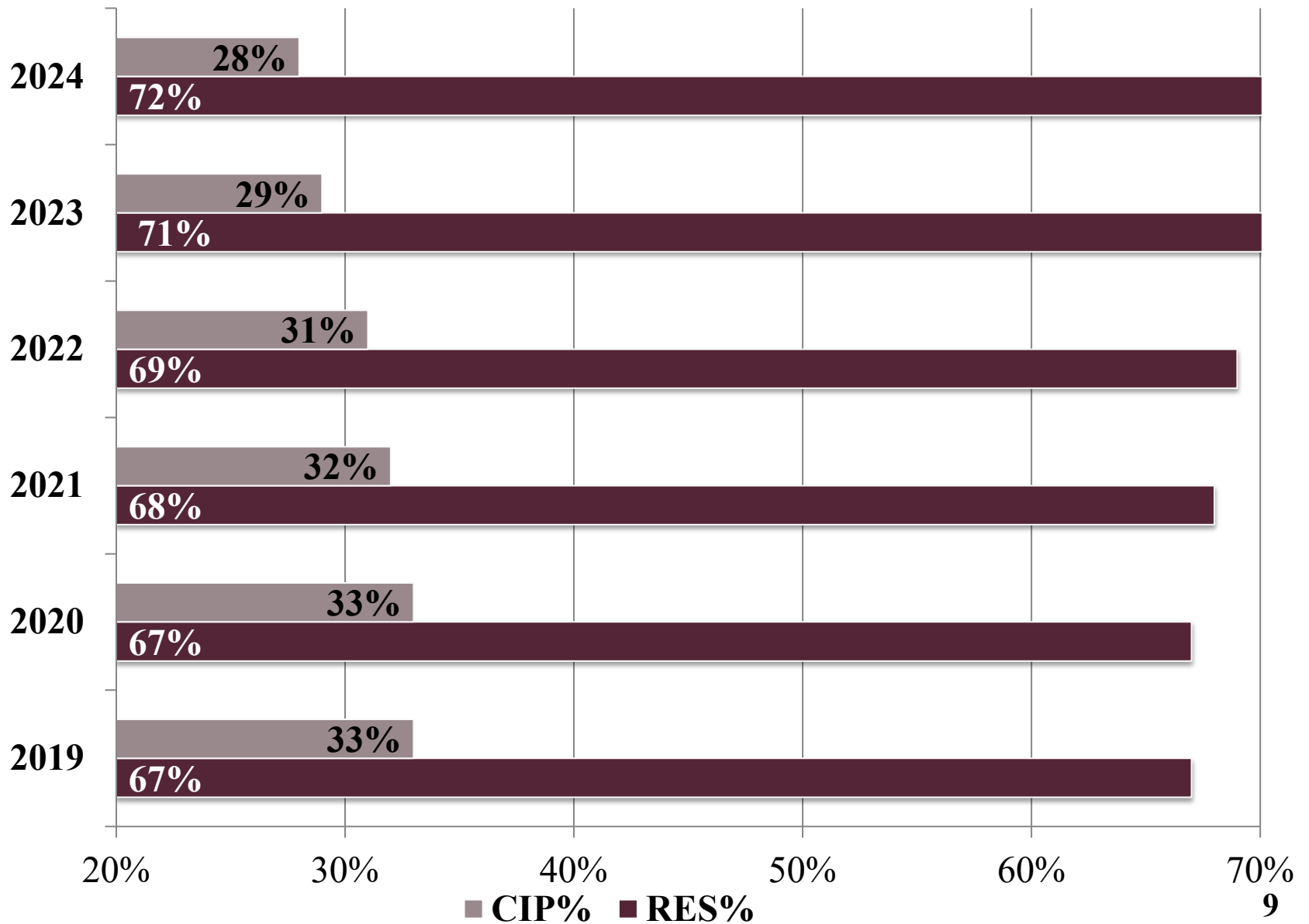
Pros

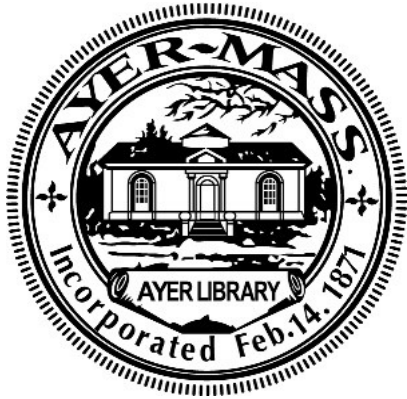
- Local adoption will provide a measure of tax relief to qualifying small businesses.

Cons

- The S.C.E. will increase the CI tax rate.
- The S.C.E. does not provide broad based tax benefit to C&I taxpayers.
- Property taxes will increase on non-qualifying C&I properties.
- The tax benefit may be realized by the property owner & not the small business.
- Adoption of the S.C.E. for the current tax year may lead to a disruption in our tax billing cycle as well as stress the FY24 overlay account.

VALUATION PERCENTAGES



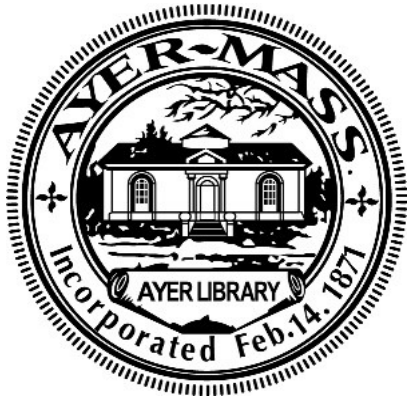


FY2024 VALUATION SUMMARY

<u>Class</u>	<u>Valuation</u>	<u>Percent</u>	<u>% of Tot. Value</u>
Residential	1,246,426,912	71.9%	71.9%
Commercial	144,792,929	8.4%	
Industrial	185,750,200	10.7%	
Personal	<u>155,449,910</u>	<u>9.0%</u>	<u>28.1%</u>
Total Valuation	1,732,419,951	100%	100%

FY2023 Total Value 1,600,217,500
 % Change ↑ 8.3%


<u>Property Type</u>	<u>FY2024</u>	<u>FY2023</u>	<u>%</u>
Avg. Single Family Value	485,123	447,100	8.5%
Median Com/Ind Value	342,565	328,600	4.2%

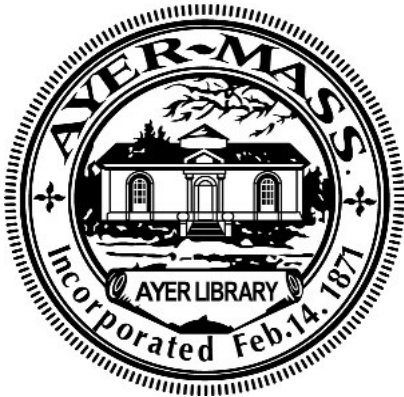


FY2024 TAX LEVY AND TAX LEVY SUMMARY

FY2023 Levy Limit	\$29,225,729 +
Increased 2.5%	\$730,643 +
FY2024 Growth	\$1,128,338 +
FY2024 Debt Exclusions	\$1,341,838 +
FY2024 Maximum Tax Levy	= \$32,426,548

FY2024 Excess Levy Capacity: \$3,841.619

TAX LEVY SUMMARY	
FY2024 Tax Levy	\$28,584,929 -
FY2023 Tax Levy	\$26,947,805
Change (\$)	= \$1,637,124
Levy Change (%)	6.1% 



TAX LEVY 5 YEAR SUMMARY

FISCAL YEAR	LEVY	LEVY % CHG
2020	24,985,750	8.5%
2021	25,605,877	2.5%
2022	26,338,441	2.9%
2023	26,947,805	2.3%
2024	28,584,929	6.1%

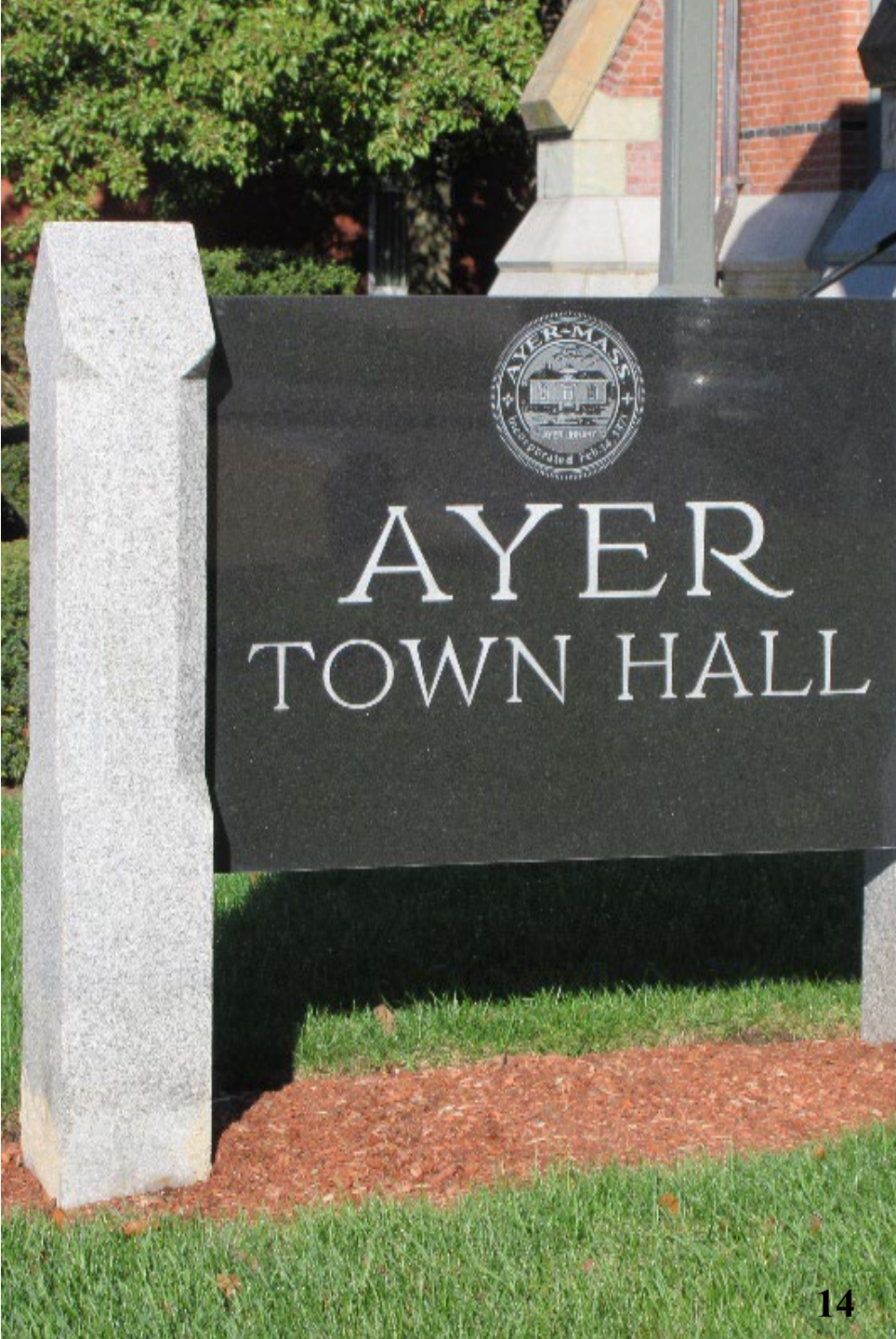


FY2024 SINGLE TAX RATE

FY2024 Tax Levy	<u>\$28,584,929</u>
FY2024 Valuation	$\$1,732,419,951 \times 1,000 = \16.50
Single Tax Rate 2024	\$16.50
Single Tax Rate 2023	\$16.88
% Change	-2.3%

FY2023 CLASSIFICATION DATA

<u>Class</u>	<u>Valuation</u>	<u>%</u>	<u>Levy%</u>	<u>Tax Rate</u>
Residential	1,129,618,443	71.0%	51%	\$12.42
<u>CIP</u>	<u>470,599,057</u>	<u>29.0%</u>	<u>49%</u>	<u>\$27.45</u>
Totals:	1,600,217,500	100%	100%	
* Single Tax Rate	\$16.88			
* CIP Shift Factor	1.63			
* Res. Factor	0.7375	(S.B. vote 11/15/22)		



FY2024 ESTIMATED TAX RATES

CIP SHIFT FACTOR	RESID. FACTOR	CIP LEVY %	RESID. LEVY %	RESID. TAX RATE	CIP TAX RATE	AVG. RES. BILL \$ CHG	MED. C & I BILL \$ CHG	AVG. RES. BILL % CHG	MED. C & I BILL % CHG
1.00	1.0000	28.05%	71.95%	\$16.50	\$16.50	\$2,451.55	-\$3,367.75	44.1%	-37.3%
1.50	0.8050	42.08%	57.92%	\$13.28	\$24.74	\$889.45	-\$545.01	16.0%	-6.0%
1.55	0.7856	43.48%	56.52%	\$12.96	\$25.57	\$734.21	-\$260.68	13.2%	-2.9%
1.56	0.7817	43.76%	56.24%	\$12.89	\$25.73	\$700.25	-\$205.87	12.6%	-2.3%
1.57	0.7778	44.04%	55.96%	\$12.83	\$25.90	\$671.15	-\$147.64	12.1%	-1.6%
1.58	0.7739	44.32%	55.67%	\$12.77	\$26.06	\$642.04	-\$92.83	11.6%	-1.0%
1.59	0.7700	44.60%	55.39%	\$12.70	\$26.23	\$608.08	-\$34.59	11.0%	-0.4%
1.60	0.7661	44.88%	55.12%	\$12.64	\$26.39	\$578.97	\$20.22	10.4%	0.2%
1.61	0.7622	45.17%	54.84%	\$12.57	\$26.56	\$545.01	\$78.46	9.8%	0.9%
1.62	0.7583	45.44%	54.55%	\$12.51	\$26.72	\$515.91	\$133.27	9.3%	1.5%
1.63	0.7544	45.72%	54.27%	\$12.44	\$26.89	\$481.95	\$191.50	8.7%	2.1%
1.64	0.7505	46.01%	53.99%	\$12.38	\$27.05	\$452.84	\$246.31	8.2%	2.7%
1.65	0.7466	46.29%	53.71%	\$12.31	\$27.22	\$418.88	\$304.55	7.5%	3.4%
1.66	0.7427	46.57%	53.43%	\$12.25	\$27.38	\$389.77	\$359.36	7.0%	4.0%
1.67	0.7388	46.85%	53.15%	\$12.19	\$27.55	\$360.67	\$417.60	6.5%	4.6%
1.68	0.7349	47.13%	52.87%	\$12.12	\$27.71	\$326.71	\$472.41	5.9%	5.2%
1.69	0.7310	47.41%	52.59%	\$12.03	\$27.88	\$297.60	\$530.64	5.4%	5.9%
1.70	0.7271	47.69%	52.31%	\$11.99	\$28.04	\$263.64	\$585.45	4.7%	6.5%
1.75	0.7076	49.09%	50.91%	\$11.67	\$28.87	\$108.40	\$869.78	2.0%	9.6%

- FY2023 Residential factor was 0.7375/CIP shift of 1.63.
- Data above was based upon an average single family value of \$485,123 and median C & I value of \$342,565.
- All tax rates will change if the open space discount, the residential exemption and small commercial exemptions are chosen.

FISCAL YEAR TAX RATE HISTORY

FISCAL YEAR	RESIDENTIAL TAX RATE	CIP TAX RATE
2024*	\$12.25	\$27.38
2023	\$12.42	\$27.42
2022	\$13.42	\$28.28
2021	\$14.14	\$29.17
2020	\$14.10	\$29.57

*2024 Estimated/Proposed Split
Tax Rates

CHOOSE RESIDENTIAL FACTOR / CIP

To determine tax share burden for property classes

Hearing Requirement Choice:

- **Single Tax Rate** for all property classes
- **Split Tax Rate** : if chosen, a higher burden of tax amount shifts to commercial, industrial and personal property taxpayers (Class 3,4,and 5 respectively), less tax burden for residential taxpayers; Class 1.

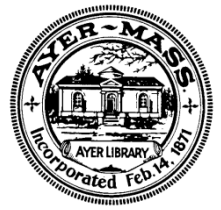
Other Community Options:

- **Small Commercial Exemption:** A small commercial business exemption is an option that can reduce tax burden for qualifying small businesses. (up to 10%)
- **Residential Exemption:** Reduces the tax burden for domicile property owners; adds more tax burden to other residential property owners. (up to 35%)
- **Open Space Discount:** Allows a discount of up to 25% of open space percentage share of the tax levy.



Any questions? Contact Imcquade@ayer.ma.us
Thank You! Ayer Board of Assessors

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



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

Memorandum

To: Select Board
 From: Carly Antonellis, Assistant Town Manager *CA*
 Date: December 1, 2023
 Re: 2024 License Renewals

The following is a list of License Renewals for 2024. I am recommending approval of all license renewals listed below subject to successfully meeting all requirements as set forth by Ayer Bylaw Chapter 185 and relevant Massachusetts General Law(s).

Pursuant to the Town of Ayer Bylaw Chapter 185, this list is currently under review for outstanding bills, taxes, fees, assessments, liens, betterments and any other municipal charges by the Treasurer/Tax Collector and the Department of Public Works.

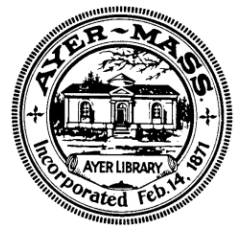
In addition to the full payment due, the following list of requirements must be met before a license will be released.

Code	License Type	Requirements
Class 1	New/Used Motor Vehicle Dealership License	Proof of \$25,000 Surety Bond
Class 2	Used Motor Vehicle License	
Class 3	Junk Auto Dealer's License	n/a
CV	Common Victualler	n/a
BW	Beer/Wine	
AA	All Alcohol	
s15	Off Premise/Package Store	Completion of ABCC Form
s12	On Premise/Restaurant/Club	Completion of ABCC Form, proof of liquor liability insurance, fire inspection by AFD
Amusement	Amusement License	n/a
Sunday Entertainment	Sunday Entertainment License	n/a

Business Name	Business Address	Map and Parcel	License Type
Toreku Tractor & Equipment, Inc.	4 Littleton Road	35-9	Class 1
Gervais Inc.	5 Littleton Road	35-24/25	Class 1
JP Rivard Trailer Sales, Inc.	15 Westford Road	23-16	Class 1
J.C. Madigan, Inc.	8 Shaker Road	43-4 & 43-7	Class 2
Terranova Auto Body	40 Littleton Road	35-15	Class 2
Smart Auto Sales, Inc.	42 Littleton Road	35-16	Class 2
Broadway Motoring, Inc.	77 Fitchburg Road	11-16	Class 2
Power of Honesty, Inc.	179 West Main Street	32-22	Class 2
Ayer Auto Repair, LLC.	85-87 Central Avenue	27-106/107	Class 2
Turbo Lube	21 Fitchburg Road	11-50	Class 2
Harry Schwartz & Sons, Inc.	20 Sandy Pond Road	28-86	Class 3

Business Name	Business Address	Map and Parcel	License Type
Subway	1 Mill Street	26-82	CV
Devens Pizza & Deli	210 West Main Street	32-30	CV
McDonald's Restaurant	2 Sandy Pond Road	35-4	CV
Wendy's Restaurant	2 Barnum Road	35-17	CV
Woo Jung Restaurant	174 West Main Street	32-40	CV
Verona Pizza & Seafood	18 Park Street	26-21	CV
Dunkin Donuts	18 Park Street	26-21	CV
Karyn's Kitchen	200 West Main Street	32-21	CV
The Cottage Restaurant	18 Main Street	26-93	CV
Wok & Roll	49 Park Street	19-31	CV
Lazy Mary's	30 Littleton Road	35-12	CV
Taco Bell	4 Sandy Pond Road	35-3	CV
Ruby Donut Shop	210 West Main Street	32-30	CV
Junction RPD	60 West Main Street	26-72	CV
Digitzal Cloudz, LLC	38 Main Street	26-91	Amusement
Yatim Central Convenience	30 Park Street	26-19	s15BW
Ayer Shop 'n Save	22 Fitchburg Road	18-2	s15BW
Ayer Package Store, Inc.	48 Main Street	26-89	s15AA
The Vineyard	63 Park Street	19-30	s15AA
Traffic Circle Liquors, Inc.	2 Littleton Road	35-7	s15AA
Barnum Road Liquors, Inc.	1 Barnum Road	34-86	s15AA
Alltown Fresh Ayer	28 Harvard Road	35-53	S15BW; CV
Archer's Mobil	70 Main Street	26-87	s15BW; CV
Pauline's Variety	67 1/2 East Main Street	34-42	s15BW; CV
Ayer Gun & Sportsmen's Club	225 Snakehill Road	14-1/14-4/14-7	s12BWC; CV
Pleasant Café	7 Depot Square	26-329	s12AA; CV
Billiard's Café	39 Main Street	26-187	s12AA; CV; Amusement; Sunday Entertain;
Lucia's Tavola Ristorante	31 Main Street	26-187	s12AA; CV
Markoh's on Main	43 Main Street	26-187	s12AA; CV
Shaker Hills Country Club	146 Shaker Road	43-5	s12AA; CV
Tiny's Restaurant	2 Groton School Road	19-7	s12AA; CV; Amusement
Nashoba Club	14 Central Avenue	26-278	s12AA; CV; Amusement
Osawa Bistro	9 Main Street	26-228	s12AA; CV
Bar 25	25 Main Street	26-223	s12AA; CV

Office of the Select Board
Office of the Town Manager



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

MEMORANDUM

DATE: December 1, 2023

TO: Ayer Select Board

FROM: Robert A. Pontbriand
Town Manager

SUBJECT: Town Manager's Report for the December 5, 2023 Ayer Select Board Meeting

Dear Honorable Select Board Members,

I am pleased to transmit to you the following Town Manager's Report for the December 5, 2023 Select Board Meeting. If you have any questions prior to the meeting, please do not hesitate to contact me directly. Thank you.

Administrative Update/Review of Town Warrants:

- At the meeting, I will provide a brief Administrative Update on the various activities, initiatives, and projects of the Town since the Select Board last met on November 21, 2023.
- I have reviewed, approved, and signed the following Town Warrants since the Select Board last met on November 21, 2023:

Accounts Payable Warrant #24-10 in the amount of \$1,587,130.50 was reviewed, approved, and signed on November 20, 2023.

Payroll Warrant #24-11 in the amount of \$412,629.35 was reviewed, approved, and signed on November 28, 2023.

FY 2025 Budget Process Update:

- At the meeting, I will provide a brief update on the FY 2025 Budget Process. The FY 2025 Budget Directive was issued on December 1, 2023 to all Town Departments with their initial budget submissions due by December 29, 2023. A reminder that all relevant FY 2025 Budget materials will be posted on and can be found on the FY 2025 Budget Page on the Town's website at [FY2025 Budget | Town of Ayer MA](#).

Thank you.

Office of the Select Board
Office of the Town Manager



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

MEMORANDUM

DATE: December 1, 2023

TO: All Town Boards, Commissions, Committees, and Departments

FROM: Robert A. Pontbriand, Town Manager

SUBJECT: FY 2025 Budget Preparation Directive and Process

Dear All:

The Town commences the FY 2025 Budget Process during a period of transition for the Town as we continue to experience high inflation; increased energy costs; and supply chain challenges. Though the Town remains in a strong financial position as the result of conservative budgeting, proactive planning, and effective management; this remains a time of transition and uncertainty. As such, the Town must continue to prepare for the potential negative impacts of inflation, rising energy costs and supply chain issues to the local economy, taxpayers, and the municipal budget. Finally, the Town must always prepare for any future unexpected costs or economic impacts to the Town.

All departmental budget submissions will be closely analyzed to identify appropriate budgetary efficiencies and savings. **I want to stress the importance of two major themes for the FY 2025 Budget: reduced spending when possible and a clear demonstration of budgetary efficiencies and savings.** As always, all departmental budget line items will be thoroughly reviewed, including historic spending trends to determine if certain budget line items need to be properly adjusted. **Furthermore, all departments are advised against discretionary, increased line-item expenses and any new personnel positions.**

The Town Manager and Finance Manager will be meeting with all Departments upon submission of the FY 2025 Budget Requests. The Town Manager and Finance Manager will be presenting the proposed FY 2025 Budget to a Special Joint Meeting of the Select Board and Finance Committee to take place on January 24, 2024. **It will be mandatory for all Department Heads to attend this meeting and be prepared to answer any initial questions on their proposed FY 2025 budgets.** The Administration, Select Board, and Finance Committee will then continue to meet and work together for the period of January through early March 2024 to come to a consensus for a final FY 2025 Budget to be presented at a second Special Joint Meeting of the Select Board and Finance Committee to take place in March 2024. **This meeting will also be mandatory for all Departments to attend and participate.** At the conclusion of this second Special Joint Meeting, the Administration, Select Board, and Finance Committee will finalize the FY 2025 Budget and prepare to present the FY 2025 Budget for consideration by the Annual Town Meeting which is scheduled to take place on April 22, 2024.

Therefore, in preparation for the FY 2025 Budget; all Boards, Commission, Committees; and Departments are to follow the following directive and timeline. Please note that all documents related to the FY 2025 Budget including the Budget Schedule can be found at the following Budget Page on the Town's website at www.ayer.ma.us/budget

Please note that the Town will be adhering to all budgetary deadlines set forth in the Town's FY 2025 Budget Calendar as approved by the Select Board:

1. **Prepare and submit a FY 2025 level funded services budget request (based on FY 2024) to the Town Manager by no later than 12pm (noon) on Friday, December 29, 2023.** Please use the Budget Submittal Sheet(s) which will be provided via email. **All budget requests for FY 2025 that are new requests and/or increases MUST be clearly indicated on the budget submission sheet AND accompanied by an explanatory memo for the request demonstrating a cost benefit analysis.**
2. **Do not include any new personnel positions. Do not include any personnel raises including cost of living allowances in your FY 2025 Budget submissions. Only contractual increases are to be included.** The issue of the cost-of- living allowance will be addressed later in the budget process.
3. **Upon receipt of all FY 2025 budget submissions, the Town Manager and Finance Manager will meet with Departments to review and discuss their respective budget submissions. Additionally, the Finance Committee may elect to meet with Departments as part of their review and due diligence of the FY 2025 Budget.**
4. **Failure to adhere to these instructions and/or to meet the December 29, 2023, deadline will result in the FY 2024 Budget being used for FY 2025.**

If you have any questions regarding this FY 2025 Budget Directive and/or require assistance with preparing your budget, please do not hesitate to contact the Town Manager (rponbriand@ayer.ma.us) or the Finance Manager (btierney@ayer.ma.us).

The success of the FY 2025 Budget depends upon timely submission and open and effective communication. I look forward to working with all of you. Working together we will successfully develop the FY 2025 Budget which will maintain the Town's essential functions, services, and infrastructure.

Thank you.

Cc: Ayer Select Board
Ayer Finance Committee
Ayer Finance Manager