

RECEIVED
DEC 02 2022

TOWN OF AYER
TOWN CLERK

12:30pm

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



Tuesday December 6, 2022

Open Session In-Person and Zoom 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 (Board and Committee Vacancies and Winter Parking Ban)

Public Input

6:05 PM

Ratification of Appointments

1. Finance Manager Appointment, Barbara Tierney, Treasurer/Tax Collector
2. Town Accountant Appointment, Kerry Cooper, Assistant Town Accountant

6:10 PM

Chief Timothy Johnston, Ayer Fire Department

1. A.L.S. Intercept Rate Increase
2. Follow-Up on Mutual Aid Discussion

6:20 PM

Town Manager's Report

1. Administrative Update/Review of Town Warrant(s)
2. Appointments
3. Approval of 2023 License Renewals
4. FY '24 Budget Update
5. January 2023 Meeting Schedule

6:35 PM

New Business/Select Board Member Questions

6:40 PM

Approval of Meeting Minutes

November 15, 2022

6:45 PM**

Executive Session Pursuant to MGL Chapter 30A, Section 21A, Exemption #2 (Non-Union Personnel Negotiations):

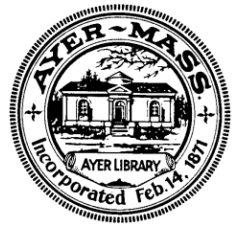
1. Town Accountant Personal Services Contract
2. Finance Manager Contract Amendment

**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 Select Board is Tuesday December 20, 2022 at 6:00 PM, both In Person and via Zoom

**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 2, 2022

TO: Ayer Select Board

FROM: Robert A. Pontbriand
Town Manager

A handwritten signature in blue ink, reading "R.A.P.", is written over the printed name of Robert A. Pontbriand.

SUBJECT: Appointment of Barbara Tierney as Ayer Finance Manager – Treasurer/Tax Collector

Dear Honorable Select Board Members,

In accordance with the provisions of Chapter 79 of the Acts of 2018, I hereby appoint Barbara Tierney as the Ayer Finance Manager-Treasurer/Tax Collector effective November 21, 2022.

I respectfully request that the Select Board vote to ratify this appointment at the December 6, 2022, Ayer Select Board Meeting in accordance with the provisions of Chapter 79 of the Acts of 2018.

Thank you for your time and consideration.

Barbara M Tierney, CMMT, CMMC



EXPERIENCE

Town of Ayer 07/30/2018 - Current **Treasurer/Tax Collector**
Ayer MA

This position has the same duties as my previous position apart from being a Tax Collector and being less involved with payroll and benefits. I am the first appointed Treasurer/Tax Collector for the Town of Ayer. Over the last 4+ years I have successfully merged two departments. This includes merging 2 employees from different departments, training them, scheduling, and helping them adjust to being a combined office. I physically combined the office into a very challenging space. This took a high level of organization as well as creativity. Other accomplishments include, scanning of documents into electronic format as much as possible, implementing the use of e-recording for Registry of Deeds documents, and remote lockbox for collections. General streamlining of my departments' activities, which increased efficient use of time while minimizing paper waste.

Town of Townsend 02/24/2016 – 07/29/2018 **Treasurer/Town Collector**
Townsend MA

Oversee all town collection services relating to Real Estate, Excise, Personal Property, Water, Tax Title, and all other items committed to taxes. Reconcile Tax Receivables. Perform the tax taking process. Meet with taxpayers to resolve tax issues and complaints. Receive and take custody of all town monies. Maintain detailed records of all town cash. Reconciliation of bank accounts to cash book and general ledger. Work closely with the accountant to verify the record of accounts agree. Manage debt service functions including long and short-term borrowing. Perform all required reporting to the Department of Revenue to include statement of indebtedness treasurers cash reconciliation and receivables reconciliation. Prepare treasurer reports for annual town report. Supervise all aspects of payroll processing. Audit and approve benefit invoices. Process and distribute of W2's. Work with the Town Administrator and Town Accountant to prepare and maintain department budgets. Manage the towns trust funds including portfolio management within the investment guidelines. Oversee daily operations of the office. Supervise department staff, determine work procedures, schedules, assign duties.

Town of Groton 01/16/2014 – 02/23/2016 **Assistant to Treasurer/Tax Collector, Payroll Coordinator**
Groton MA

Tax collection duties include the processing of tax payments through to deposit. Answering questions, concerns, and information requests. Prepare MLC's and payoff quotes for tax title and tax deferred properties. Closing out and reconciling receivables to Kelly and Ryan and City Hall Systems. Assist the tax collector with initial and subsequent tax takings. Perform all aspects of payroll processing. Create reports to accommodate public information requests. Assist with retirement and benefit administration. Insure proper benefit deductions. Treasurer duties include processing turnovers through to deposit. Reconciling bank accounts and trust fund accounts. Assist with the preparation of monthly cash book, Posting of

interest and transfers into the accounting system. Assist with preparation of annual reports. Administration of the senior work program.

Academy for Science and Design 10/17/2011 - 01/15/2014 **Accountant**

Nashua, NH

Responsibilities included accounts payable, payroll processing, monthly reconciliations, and month end through to monthly P&L, balance sheet, cash position, and quarterly DOE reports. Fund accounting and tracking of grant funds received to ensure compliance. Borrowing of funds and disbursements. Tracking of donations received making sure all funds are used as directed as well as providing receipts for these contributions. Tracking of lunch accounts for our food service program. Administer the student activities programs. Performed human resource duties and benefits administration. Administered the school's retirement plan. Assisted the business manager with annual contract renewals, budget, reporting and any other items as requested. Main Contact for Auditor.

Consultant

5/01 – 10/17/2011

Financial Record keeper

Pepperell, MA

I provided a variety of services to clients. These services included but were not limited to reconciling accounts and performing mini audits to ensure policies are followed and expenditures are appropriate. Set up formula-based reports in Microsoft Excel or Word documents and prepared sales and income reports that are submitted to the state for monthly and quarterly tax reporting. Provided computer support for computers or printers, internet/online issues, and backing up of documents and critical data. Completed a 501(c)3 application for clients.

Fidelity Bank

3/98 – 2/00

Operations Project Manager

Fitchburg, MA

Performed projects requested by Operations Department Vice President and Bank President. An example was Y2K testing of all the bank software in all departments to ensure data integrity, document the results, and ensure no financial data was lost. My responsibility was to help with a smooth transition so the bank's customers and their monies would not be affected by the year 2000. I was the back up for the Computer/MIS person with general computer duties that included daily backing up and resolution of issues in the main office as well as other branches as needed. Trained staff on daily/monthly balancing of ATM's and assisted on implementing new ATMs in the area.

Shirley Coop/Fidelity Bank

10/97 - 3/98

General Accountant

Shirley/Fitchburg, MA

Balanced the bank branch on daily and monthly basis through closings of books. Performed accounts payable and accounts receivable. Balanced ATM machine and resolved errors as needed. Prepared quarterly reports and submitted to the F.D.I.C. I was an interim accountant while Shirley Cooperative and Fidelity Bank merged. Because of my knowledge of the banks system and computers in general I assisted with branch computer issues to help make the transition a smooth one.

Bemis Company, Inc.
Pepperell, MA

1/95 - 10/97 **Accountant/Site-Pro**

accounting responsibilities included the preparation of monthly closing entries and financial reports, labor, inventory, profit & loss statements, product class statements and a variety of analysis reports. Accounts Payable and Accounts Receivable. General ledger, reserve accounts, projects under construction, property records, depreciation schedules and preparation of annual reports for tax purposes. I was the primary contact for internal audits. Participated in three-year sales plan and budgeting for expenses and projects under construction. Site pro responsibilities were performing computer setups, software installations and support coworkers in using software applications such as Microsoft Excel and Microsoft Word. Work with third party vendors and consultants to purchase equipment and implement new software products through to training of employees.

EDUCATION

University of Massachusetts @ Lowell, Lowell, MA
Degree Bachelor of Science Business Admin., Concentration in Finance

Notre Dame Preparatory of Fitchburg, Fitchburg, MA
Received High School diploma

06/2014 – Attended and certificate earned for Uniform Massachusetts Accounting Standards, (UMAS), classes

09/2015- Treasurer/Tax collector Staff school

10/2014- Completed a Microsoft Excel Course series through ONLC

08/2017 – Became a Massachusetts Municipal Certified Treasurer

08/2021- Became a Certified Massachusetts Municipal Collector

04/2022- Attending Business writing online series at Worcester State University.

12/2022 – Attending Suffolk University Financial Management Seminar Series

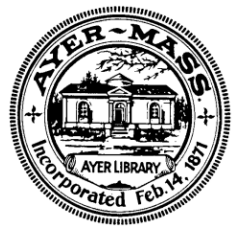
MEMBERSHIP's

Retired member Pepperell Fire Department Women's Auxiliary
Peter Fitzpatrick Elementary School PTA/ PTO treasurer 2003-2004
Current member of MCTA
Current temporary member of MMAAA
Current member of MCTA Legislative Committee

REFERENCES:

Available upon request.

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



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MEMORANDUM

DATE: December 2, 2022

TO: Ayer Select Board

FROM: Robert A. Pontbriand
Town Manager

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

SUBJECT: Appointment of Kerry Cooper as Ayer Town Accountant

Dear Honorable Select Board Members,

In accordance with the provisions of Chapter 79 of the Acts of 2018, I hereby appoint Kerry Cooper as the Ayer Town Accountant effective November 21, 2022.

I respectfully request that the Select Board vote to ratify this appointment at the December 6, 2022, Ayer Select Board Meeting in accordance with the provisions of Chapter 79 of the Acts of 2018.

Thank you for your time and consideration.

Attachment: Resume for Kerry Cooper

Kerry Ann Cooper

Objective

To utilize my educational and software skills in a municipal environment preferably but not limited to financial accounting.

Education

Mount Wachusett Community College Gardner, MA

- **Major:** Business Administration - May 2000
- **Minor:** Certificate - Computerized Accounting – May 1999
- **Related Courses:** Accounting I & II, Computerized Accounting, Macroeconomics, Microcomputer Applications, Business Organization, Business Law, Principles of Management, Marketing.
- **Cumulative GPA:** 3.54; Deans List, Merit List
- **Accounting Tools -Certification of Completion –** Governmental Accounting – Aug 2020
- **MMA - Sessions Tracks 1 & 2 (working towards Certification) -** 2019 - 2022

Employment

Town of Ayer

Assistant Accountant, Ayer, MA

February 2018-Present

- Process State and Federal Reporting (1099, Cares Act, End of Year, MART)
- Accounts Payables / Receivables
- Accountability of the financial accounts
- Data Base Manager of the Munis System
- Assist the Town Accountant with daily operations of the municipality
- Audit Cash Receipts
- Audit Building Based Accounts
- Solar Net Metering – Schedule Z
- Police Detail

Supervisor: Robert Pontbriand, Town Manager (978-772-8220 x149)

Community Relations Associate (Part-time)

Nashoba Park Assisted Living, Ayer, MA

July 2021 - Present

- Answer phones and Greet/Assist Residents and family
- Maintain Resident's Emergency Binders
- Distribute menus and event calendars
- Assist the different departments in the daily operations (events)

Lunenburg Public Schools

Account Services Data Manager, Lunenburg, MA

October 2010 – Feb 2018

- Process State and Federal Reporting (SIMS, EPIMS, SCS, CRDC)
- Accounts Payables / Receivables
- Accountability of the Revolving Accounts
- Administrator of the Food Service Program
- Data Base Manager of the Student Information System and other software in the district
- Manage the grant accounts and file for Grant Revenue.
- Assist the Superintendent and the Town Accountant with daily operations of the municipality
- Daily Bank Deposits / Cash Receipts
- Audit Building Based Student Activities Accounts

Supervisor: Loxi Jo Calmes, Superintendent (978-582-4110)

Concierge (Part-time)

River Court Residence, Groton, MA

January 2013 – February 2017

- Answer phones / Greet and Assist Residents and family
- File billing and maintain resident's charts
- Distribute menus and Daily Event Sheets
- Assist the different departments in the daily operations

Lawrence Academy (Independent School)

AP/AR/ Loan Specialist, Groton MA 01450

Apr 2008 - Oct 2010

- Accounts Payable/Receivables/Loans
 - Assist the Business Manager with daily operations of the office
 - Daily Bank Deposits / Cash Receipts
 - Switchboard Operator
- Supervisor:** Linda Deasy (978-448-6535)

Accounting Specialist

Shirley School District, Shirley, MA

April 2000 –April 2008

- Accounts Payables/Receivables
- Assist with budget preparations and finalizing each fiscal year
- Assist with Payroll and Human Resources
- Bid advertising, preparation and award letters
- Control Student Activities Account
- Coordinate Grants, file for the revenue and finalize each fiscal year
- Create and maintain all accounts for school expenditures
- File Medicaid Administration Claims
- Maintain all Vendor Files including updating all service contracts
- Order all Supplies for the School District

Referral Correspondence Secretary

Lunenburg Family Practice, Lunenburg, MA

July 1998 – April 2000

- Assisted patients with their health insurance coverage
- Kept track of medical records, including filing lab work and x-rays onto patient's chart
- Maintained records of patient referrals to different specialists
- Scheduled appointments/Verified patient health insurance for upcoming surgeries operations

Assistant Manager

Sudz-It Laundry, Ayer, MA

September 1986 – July 1998

- Assisted customers with laundry and dry-cleaning services
- Employee payroll
- Licensed to maintain and operate a steam boiler
- Maintained both wholesale and retail accounts
- Oversaw amount of cashflow
- Serviced and operated machinery in laundry services
- Supervised production personnel

Residence Assistant (Part-time)

Fairlawn Nursing Home, Fitchburg, MA

June 1987 – February 1988

- Assisted the Residence in their daily routines (showers, meals, feeding, dressing, etc.)
- Cleaning the Residence rooms and changing bedding.
- Assisted the Nurses as needed
- Correspond and entertain the Residence in daily events

Qualifications

- Computer Applications: Microsoft Office, Word, Excel, Access, PowerPoint, QuickBooks, Quicken, Unifund Accounting Software, Senior Systems Accounting Software, First Class Applications, Munis Accounting Software, PowerSchool Student Information System, Revtrak Credit Software
- Excellent numerical aptitude; skilled in reconciliation.
- Excellent telephone communication skills.
- Proven ability to foster good customer relations.
- Work well independently as well as part of a comprehensive team.
- Notary Public – Commission Expires 8/3/2023

References

Business

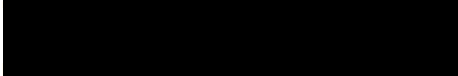
Linda Sheehan
Lawrence Academy/Assistant Business Manager



Liz Petersen
Lunenburg Public Schools/Assistant to the Superintendent

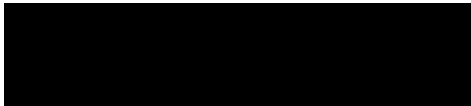


Cindy Martineau
Town of Westford/Human Resources Director

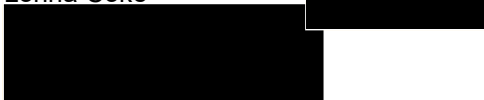


Personal

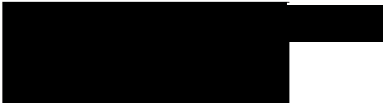
Stacey Gerace



Lonna Coke



Maureen Bechara



MEMO

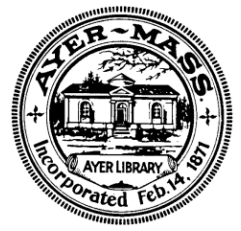


sTo: Mr. Robert Pontbriand, Town Manager
From: Chief Timothy P. Johnston
CC: Carly Antonellis, Assistant Town Manager
Date: November 30, 2022
Re: Brief Select Board on ambulance A.L.S. rates and mutual aid.

Comments: I would like to brief the select Board on the following topics.

1. Our current advanced life support (A.L.S.) intercept rate is \$275.00 set in 2008. I am recommending the rate change to \$350.00 as of January 1, 2023.
2. Follow up discussion on mutual aid. We covered this topic a few months ago at a previous Select Board meeting. I have answers to questions the board members had asked me to investigate.

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 2, 2022

TO: Ayer Select Board

FROM: Robert A. Pontbriand
Town Manager

SUBJECT: Town Manager's Report for the December 6, 2022 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 6, 2022 Select Board Meeting. If you have any questions prior to the meeting. Thank you.

Administrative Update/Review of Town Warrant(s):

- 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 15, 2022.
- I have reviewed, approved, and signed the following Town Warrants since the Select Board last met on November 15, 2022:

Payroll Warrant #23-10 in the amount of \$382,123.60 was reviewed, approved, and signed on November 15, 2022.

Accounts Payable Warrant #23-10 in the amount of \$565,041.35 was reviewed, approved, and signed on November 21, 2022.

Payroll Warrant #23-11 in the amount of \$405,420.90 was reviewed, approved, and signed on November 29, 2022.

Appointments:

- I am respectfully recommending that the Select Board vote to appoint Christopher R. Hillman of Ayer as a citizen representative to the Capital Planning Committee for a term to expire on June 30, 2024.
- I am respectfully recommending that the Select Board vote to appoint Deborah Pelley of Ayer to the Ayer Cultural Council for a term to expire on June 30, 2025.

Approval of 2023 License Renewals:

- Please see the attached memo from the Assistant Town Manager regarding the approval of the 2023 License Renewals (see attached).

FY 2024 Budget Update:

- At the meeting I will provide a brief update to the Select Board on the FY 2024 Budget. Attached is the FY 2024 Budget Directive and Process memo which was issued on December 1, 2022 in accordance with the Town's Budget Calendar (see attached). As we move through the FY 2024 Budget Process all major FY 2024 Budget documents and information will be posted on the Town's website at the following link www.ayer.ma.us/budget Hard copies of budget materials will also be available upon request from the Select Board/Town Manager's Office during regular business hours.

January 2023 Meeting Schedule:

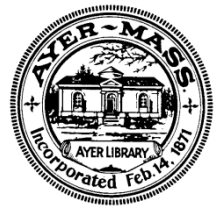
- As in previous years, I would like to discuss with the Select Board the January 2023 Select Board Meeting Schedule. Specifically, the first meeting in January which would be on January 3, 2023. With New Year's falling on a Sunday this year, Monday, January 2, 2023 is a legal holiday, and the Town Offices are closed. Additionally, there is a short week prior to January 3, 2023 with the Christmas holiday. As in the past the Select Board has scheduled an alternative date for the first meeting in January which I would like to discuss with the Select Board.

Thank you.

Attachments: Approval of 2023 License Renewals Memo from the Assistant Town Manager

FY 2024 Budget Directive and Process Memo from the Town Manager (December 1, 2022)

**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 2, 2022
 Re: 2023 License Renewals

The following is a list of License Renewals for 2023. I am recommending approval of all license renewals listed below subject to successfully meeting all requirements as set forth by Ayer Bylaw XLII and relevant Massachusetts General Law(s).

Pursuant to the Town of Ayer Bylaw XLII, 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	License Type
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
Rt 2A Auto Sales, 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
Ultimate Car Care	1 Bishop Road	19-199	Class 2
Harry Schwartz & Sons, Inc.	20 Sandy Pond Road	28-86	Class 3

<u>Business Name</u>	<u>Business Address</u>	<u>Map and Parcel</u>	<u>License Type</u>
Subway	1 Mill Street	26-82	CV
Ayer Convenience	60 Park Street	19-16	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
Yatim Central Convenience	30 Park Street	26-19	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
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
Next Stop Pub & Grill	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



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MEMORANDUM

DATE: December 1, 2022
TO: All Town Boards, Commissions, Committees, and Departments
FROM: Robert A. Pontbriand, Town Manager *R.A.P.*
SUBJECT: **FY 2024 Budget Preparation Directive and Process**

Dear All:

The Town commences the FY 2024 Budget Process during a period of transition as we emerge from the COVID-19 Pandemic coupled with record 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 is 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.

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 2024 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 increases in line item expenses.**

The Town Manager, Assistant Town Manager and Finance Manager will be meeting with all Departments upon submission of the FY 2024 Budget Requests. We will be presenting the proposed FY 2024 Budget to a Special Joint Meeting of the Select Board and Finance Committee to take place on January 25, 2023. **It will be mandatory for all Department Heads to attend this meeting and be prepared to answer any initial questions on their proposed FY 2024 budgets.** The Administration, Select Board, and Finance Committee will then continue to meet and work together for the period of January through early March 2023 to come to a consensus for a final FY 2024 Budget to be presented at a second Special Joint Meeting of the Select Board and Finance Committee to take place on March 8, 2023. **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 2024 Budget and prepare to present the FY 2024 Budget for consideration by the Annual Town Meeting which is scheduled to take place on April 24, 2023.

Therefore, in preparation for the FY 2024 Budget; all Boards, Commission, Committees; and Departments are to follow the following directive and timeline. Please note that all documents related to the FY 2024 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 2024 Budget Schedule as approved by the Select Board:

1. **Prepare and submit a FY 2024 level funded services budget request (based on FY 2023) to the Town Manager by no later than 12pm (noon) on Friday, December 30, 2022.** Please use the Budget Submittal Sheet(s) which will be provided via separate email. **All budget requests for FY 2024 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 personnel raises including cost of living allowances in your FY 2024 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 2024 budget submissions, the Town Manager, Assistant 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 2024 Budget.**
4. **Failure to adhere to these instructions and/or to meet the December 30, 2022, deadline will result in the FY 2023 Budget being used for FY 2024.**

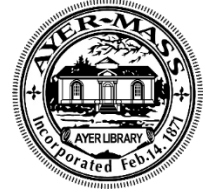
If you have any questions regarding this FY 2024 Budget Directive and/or require assistance with preparing your budget, please do not hesitate to contact me directly at rpontbriand@ayer.ma.us; Carly Antonellis, Assistant Town Manager at cantonellis@ayer.ma.us; or Barbara Tierney, Finance Manager at btierney@ayer.ma.us.

The success of the FY 2024 Budget depends upon timely submission and open and effective communication. I look forward to working with all of you on the FY 2024 Budget. Working together we will successfully develop the FY 2024 Budget which will maintain the Town's essential functions, services, and infrastructure.

Thank you.

Cc: Ayer Select Board
Ayer Finance Committee
Ayer Finance Manager

Town of Ayer FY '24 Budget Calendar



August

- Open Fall Special Town Meeting Warrant (Completed August 16, 2022)

September

- Friday September 30, 2022 at 1pm*
Deadline for all Warrant Articles to the Select Board and all Citizen's Petitions to the Town Clerk

October

**Note: Bi-Board; Capital Planning; Fin Com; and Rate Review Committee to meet monthly in posted open meetings. Please refer to the posting board outside of Town Hall or the Town's website for specific meeting dates and times.*

- Tuesday October 4, 2022*
Select Board Meeting - Review and approve Fall Special Town Meeting Warrant
- Friday October 7, 2022*
The Warrant will be publicly posted on the Town's website and at several locations throughout Town (Town Hall, Library, Police Station, Jack-O-Lantern, Pauline's Variety, Main Street Bank, Transfer Station). Additionally, all Ayer households will receive a hard copy in the mail the week of October 17th or sooner
- Town Manager sends out FY '24 Capital Directive Out
- Tuesday October 11, 2022*
Rate Review Committee meets to discuss Calendar Year 2023 Transfer Station Rates
- Friday October 14, 2022*
This is the last day to register to vote to participate in the Fall Special Town Meeting, if you are not already a registered voter
- Monday October 24, 2022, 7:00 PM, ASRHS Auditorium***
Fall Special Town Meeting

- Friday October 28, 2022**
Capital Requests due from Departments



November

**Note: Bi-Board; Capital Planning; Fin Com; and Rate Review Committee to meet monthly in posted open meetings. Please refer to the posting board outside of Town Hall or the Town's website for specific meeting dates and times.*

- Tuesday November 1, 2022**
Union Negotiations Begin (Town Hall Clerical Union)

- Wednesday November 9, 2022**
Capital Planning Committee Begins to Meet

- Tuesday November 15, 2022**
Select Board Meeting – Public Hearing #1 Transfer Station Rates; Public Hearing #2
FY '23 Tax Classification Hearing



December

**Note: Bi-Board; Capital Planning; Fin Com; and Rate Review Committee to meet monthly in posted open meetings. Please refer to the posting board outside of Town Hall or the Town's website for specific meeting dates and times.*

- Friday December 2, 2022**
Town Manager sends out FY '24 Budget Directive

- Friday December 30, 2022**
FY '24 Budget Requests due from Departments



January

**Note: Bi-Board; Capital Planning; Fin Com; and Rate Review Committee to meet monthly in posted open meetings. Please refer to the posting board outside of Town Hall or the Town's website for specific meeting dates and times.*

- Tuesday January 3, 2023**
Select Board Meeting – Calling of Annual Town Election

- Monday January 9, 2023*
Non-Union Negotiations Begin (Deputy Fire Chief, Fire Chief, Town Clerk)
- Friday January 13, 2023*
DRAFT #1 Budget to Select Board and Finance Committee
- Tuesday January 17, 2023*
Select Board Meeting - Open Annual Town Meeting Warrant
- Wednesday January 25, 2023*
1st Budget Public Forum

February 

**Note: Bi-Board; Capital Planning; Fin Com; and Rate Review Committee to meet monthly in posted open meetings. Please refer to the posting board outside of Town Hall or the Town's website for specific meeting dates and times.*

- Wednesday February 15, 2023*
Target date to end Union and Non-Union Contract Negotiations

March 

**Note: Bi-Board; Capital Planning; Fin Com; and Rate Review Committee to meet monthly in posted open meetings. Please refer to the posting board outside of Town Hall or the Town's website for specific meeting dates and times.*

- Wednesday March 1, 2023*
Regional School Assessments Due
- Wednesday March 8, 2023*
2nd Budget Public Forum
- Tuesday March 21, 2023*
Select Board Meeting – Public Hearing FY '24 Water and Sewer Rates
- Friday March 31, 2023 at 1pm*
Annual Town Meeting Warrant Closes - Deadline for all Warrant Articles to the Select Board and all Citizen's Petitions to the Town Clerk

April

**Note: Bi-Board; Capital Planning; Fin Com; and Rate Review Committee to meet monthly in posted open meetings. Please refer to the posting board outside of Town Hall or the Town's website for specific meeting dates and times.*

- Tuesday April 4, 2023*
Select Board Meeting – Review and Approve Annual Town Meeting Warrant

- Select Board Approves FY '24 IDFA Budget

- Friday April 7, 2023*
The Warrant will be publicly posted on the Town's website and at several locations throughout Town (Town Hall, Library, Police Station, Jack-O-Lantern, Pauline's Variety, Main Street Bank, Transfer Station). Additionally, all Ayer households will receive a hard copy in the mail the week of April 17th or sooner

- Monday April 24, 2023, 7:00 PM, ASRHS Auditorium***
Annual Town Meeting

May

- Tuesday May 9, 2023*
Annual Town Election



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

Broadcast and Recorded by APAC

November 15, 2022
Open Session Meeting Minutes

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

SB Absent: Jannice L. Livingston, Chair

Also 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. S. Copeland stated that 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).

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 S. Houde and seconded by S. Copeland to approve the meeting agenda.

Motion passed 2-0.

Announcements: S. Copeland announced that the Winter Parking Ban is in effect from November 15 through April 15. This Annual Parking Ban prohibits parking any motor vehicle on any street or sidewalk in the Town of Ayer between the hours of 12:00 AM and 6:00 AM. The Winter Parking Ban also prohibits parking any motor vehicle on any street or sidewalk in the Town of Ayer during a snowstorm.

Public Input: None

Alan Manoian, Director, Community and Economic Development - Expansion of Disabilities

Commission from 5 to 7 appointed members: A. Manoian is requesting to expand the number of seats on the Disabilities Commission from 5 to 7 members. He stated that in 2020, the Town successfully formulated, produced, and submitted a detailed/comprehensive “Town of Ayer ADA Self-Evaluation & Transition Plan” – which has been approved/certified by the Massachusetts Office on Disabilities. The extent of work involved with the Self-Evaluation & Transition Plan will require and benefit from additional appointed members to the Commission.

Motion: A motion was made by S. Houde and seconded by S. Copeland to approve the expansion of the Disabilities Commission from five members to seven. **Motion passed 2-0.**

Appointments to Commission (3) – A. Manoian is requesting that the following residents be appointed to the Disabilities Commission: Brenda Boisseau, Mindy Titus, and Russell Anderson.

Motion: A motion was made by S. Houde and seconded by S. Copeland to appoint Brenda Boisseau to the two-year term and Mindy Titus to the one year term on the Disabilities Commission. **Motion passed 2-0.**

Motion: A motion was made by S. Houde and seconded by S. Copeland to appoint Russell Anderson to the vacant seat on the Disabilities Commission. **Motion passed 2-0.**

Approval of Meeting Minutes: A motion was made by S. Houde and seconded by S. Copeland to approve the meeting minutes from November 1, 2022. **Motion passed 2-0.**

S. Houde gave a brief update on the Executive Bi-Board Meeting held earlier today. He noted that the Bi-Board has been reviewing the Town's Financial Policies and will be looking at raising the debt exclusion limit, which is currently at \$350,000.

Public Hearing – FY '23 Tax Classification Hearing with Board of Assessors: S. Houde opened the public hearing at 6:15 PM. Lynda McQuade, Assessing Administrator gave a presentation stating that the purpose of our tax classification hearing is to adopt a residential factor to determine a residential factor which will determine the percentage share of the tax burden to be allocated to each class of property. The Tax Rate Formula is the Tax Levy/Real & Personal Property Total Value. L. McQuade presented four items as it relates to the FY' 23 tax rate, pursuant to MGL c.40 §56: 1) open space discount, 2) residential exemption 3) small commercial exemption 4) and the adoption of a residential factor. She noted that in FY '23 71% of the total valuation was 71% residential, and 29% Commercial Industrial, Personal Property. The Board of Assessor's are recommending a 1.62 or 1.63 CIP shift factor.

There was no public input.

Motion: A motion was made by S. Houde and seconded by S. Copeland to not adopt the open space discount. **Motion passed 2-0.**

Motion: A motion was made by S. Houde and seconded by S. Copeland to not adopt the residential exemption. **Motion passed 2-0.**

Motion: A motion was made by S. Houde and seconded by S. Copeland to not adopt the small commercial exemption. **Motion passed 2-0.**

Motion: A motion was made by S. Houde and seconded by S. Copeland to adopt a 1.63 CIP Shift Factor for FY 2023. **Motion passed 2-0.**

Motion: A motion was made by S. Houde and seconded by S. Copeland to close the Public Hearing at 6:30 PM. **Motion passed 2-0.**

Public Hearing – Calendar Year 23 Solid Waste (Transfer Station) Rates: S. Houde opened the public hearing at 6:31 PM. DPW Director Dan Van Schalkwyk was in attendance on behalf of the Rate Review Committee. D. Van Schalkwyk gave a presentation on current operations, the current fee schedule and proposed permit fees for calendar year 2023. D. Van Schalkwyk stated that 12 different rate scenarios were evaluated for bag and permit fees. The Rate Review Committee is recommending raising the Annual Permit by \$5 dollars to \$105. He is also recommending changes to the fee structure on bulk items.

S. Houde stated that he has concerns with bag and sticker enforcement. He is also looking for additional information on commercial plates accessing the Transfer Station. D. Van Schalkwyk has been addressing the issues with the black bags and will continue to do so. He would like to look at the issue with the commercial plates. S. Houde asked if there was a way to sell permits/stickers at the site. D. Van Schalkwyk stated that he is sure that it has been looked into in the past, but he hasn't looked at it recently. He will look into and noted that during the COVID pandemic, stickers/permits were sold onsite.

Pauline Conley, 40 Cambridge Street asked if there was a need to make the decision this evening. D. Van Schalkwyk stated many people have already been into the office looking to purchase stickers. P. Conley stated that the average contribution to the Solid Waste Enterprise Fund was \$200,000 and she is recommending \$180,000 in a general fund subsidy, rather than \$160,000 which is being proposed. P. Conley asked what the current revenue from the bags is? D. Van Schalkwyk stated it was \$238,000. She is recommending that the subsidy increases to keep the cost of the bags lower. She believes the cost of the bags is the deterrent for residents using the transfer station. S. Houde said he disagreed. He believes that people do not want to transfer their own trash and are generally unfamiliar with the transfer station. He also thinks that marketing the Transfer Station has been an issue.

P. Conley is asking the SB to relook at the numbers before voting on the matter. There was additional discussion.

Motion: A motion was made by S. Houde and seconded by S. Copeland to approve the CY 2023 rates as recommended by the Rate Review Committee and Director Van Schalkwyk. **Motion passed 2-0.**

Motion: A motion was made by S. Houde and seconded by S. Copeland to close the public hearing at 7:05 PM. **Motion passed 2-0.**

Dan Van Schalkwyk, Director, Dept. of Public Works - Mattress and Textile Waste Ban Update: D. Van Schalkwyk stated that MassDEP has updated their waste ban regulations to include mattresses and textiles as of November 1, 2022. These items must now be recycled. He added that MassDEP's 2030 Solid Waste Master Plan establishes goals to reduce trash disposal statewide by 30 percent over the next decade. He provided a list of locations that will recycle mattresses and textiles.

Town Manager's Report - Administrative Update/Review of Town Warrant(s): R. Pontbriand provided a brief Administrative Update to the Select Board on the various activities, initiatives, and projects of the Town since the Select Board last met and referenced the Town Warrants that are in the Select Board's packet that were approved since the Select Board last met. He stated that the FY '24 budget process is well underway and the Capital Planning Committee will be meeting this Thursday.

New Business/Select Board Member Questions: None

Adjournment: A motion was made by S. Houde and seconded by S. Copeland to adjourn at 7:14 PM. **Motion passed 2-0.**

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

Date Minutes Approved by SB: _____

Signature Indicating Approval: _____