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DEC 03 2021



TOWN OF AYER  
TOWN CLERK

11:45AM

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



**Tuesday December 7, 2021, 6:00 PM**

**Open Session Remote Participation Meeting Agenda**

*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. The public may participate remotely 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**
- 6:10 PM **Alicia Hersey, Program Manager, Community Development Office**  
1. Overview of Ayer Rental Assistance Program
- 6:15 PM **Public Hearing – FY '22 Tax Classification Hearing**
- 6:40 PM **Dan Van Schalkwyk, Director, DPW**  
1. Vote to Authorize Usage of ARPA Funds for Westford Road Sewer Project
- 6:45 PM **Town Manager's Report**  
1. Administrative Update/Review of Town Warrant(s)  
2. FY '23 Budget Update  
3. Authorization for Burial in Town Section of Woodlawn Cemetery  
4. 2022 Annual License Renewals  
5. Discussion on January 2023 Meeting Schedule
- 7:00 PM **New Business/Select Board Member Questions**
- 7:05 PM **Approval of Meeting Minutes**  
November 16, 2021
- 7:10 PM **Adjournment**

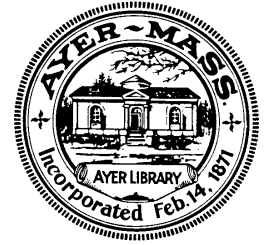
*\*Agenda times are for planning purposes only and do not necessarily constitute exact time.*

# Town of Ayer

## Office of Community & Economic Development

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



### MEMORANDUM

TO: Ayer Select Board & Ayer Planning Board

FROM: Jake Driscoll, Ayer Affordable Housing Committee, Chair  
Alicia Hersey, Community Development Program Manager

DATE: December 8, 2021

RE: Ayer Rental Assistance Program Guidelines

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The Ayer Affordable Housing Trust (AAHT) with input from the Ayer Affordable Housing Committee (AAHC) has developed an Ayer Rental Assistance Program. The first phase of this program will assist five of Ayer's most vulnerable families with rental assistance of \$500 per month for one year. The funding for this first year comes from Ayer CPA funds. On November 8<sup>th</sup> at the joint meeting of the AAHT and AAHC the Affordable Housing Trust voted to approve the Ayer Rental Assistance guidelines. We have brought these guidelines to the Select Board for their review, comment, and guidance.

Over the past year the Town's, State's and even Country's rental housing emergency has intensified. The emergency is reflected in both the escalating cost of rental units and in the lack of available rental units in general. Many families have been on State and Federal housing assistance wait lists for years. After studying several other municipal rental assistance programs, the Ayer Affordable Housing Trust has developed these program guidelines for an Ayer Rental Assistance Program as presented to you tonight.

The Office of the Town Manager has submitted the program guidelines to Town Council for review.

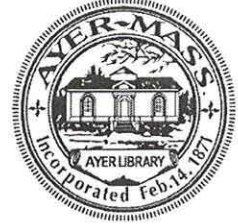
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NOV 12 2021

TOWN OF AYER  
TOWN CLERK

9:45am



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



**FY '22 Tax Classification Hearing**

The Ayer Select Board will conduct a Public Hearing on Tuesday December 7, 2021 at 6:15 PM via remote participation due to COVID-19 for the Town's FY 2022 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](mailto:atm@ayer.ma.us) or 978-772-8220 x100.

**Date of Public Hearing:** Tuesday December 7, 2021

**Time of Public Hearing:** 6:15 PM

**Location of Public Hearing:** Remote Participation Meeting held on Zoom  
Zoom ID # 897 9080 0793

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

*Advertised the Nashoba Valley Voice November 19, 2021 & November 26, 2021*

# **TOWN OF AYER**

## **FY2022 TAX CLASSIFICATION HEARING**

**December 7, 2021**

# 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 DLWD.
- 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 II

## Pros

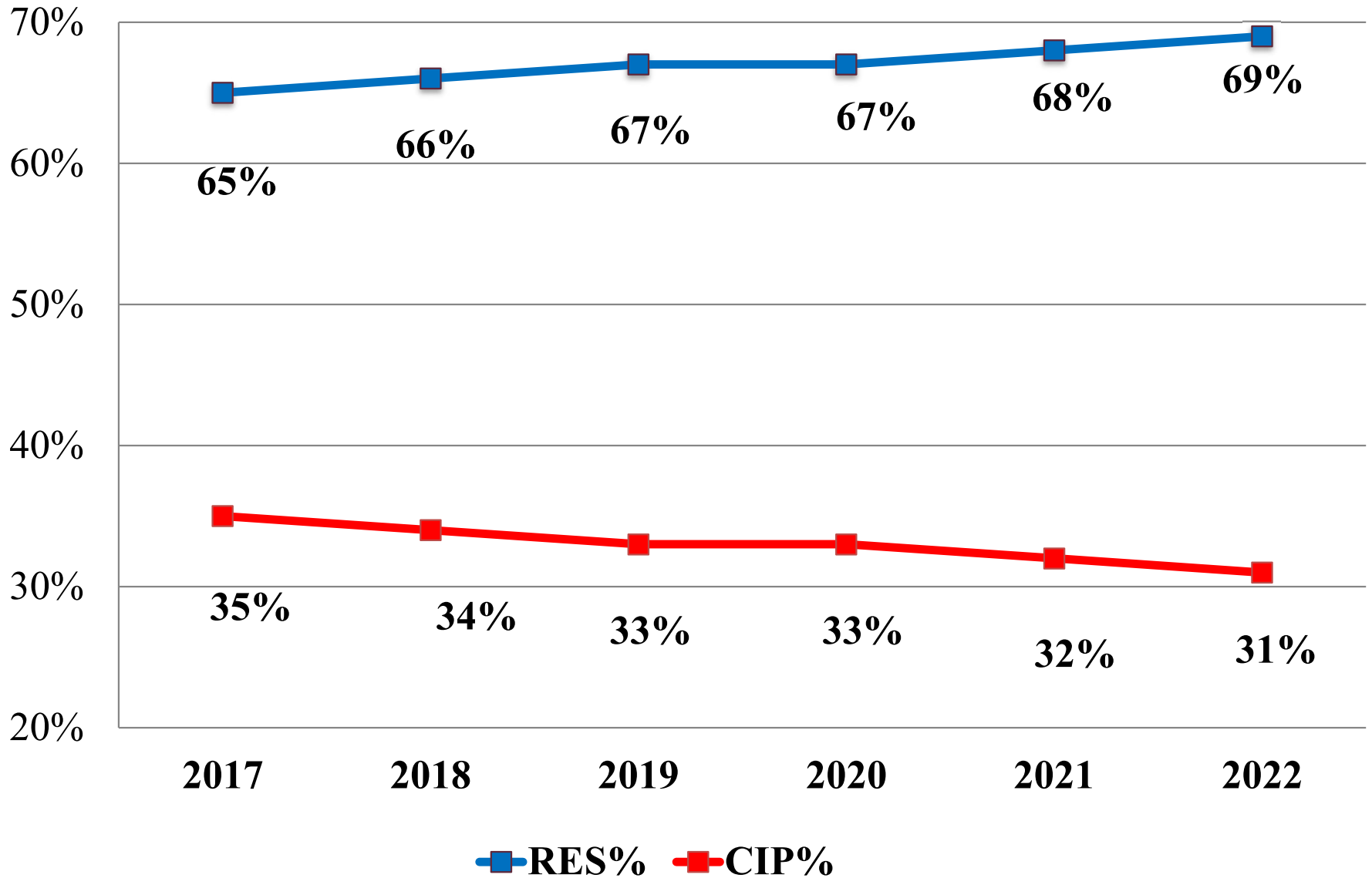
- Local adoption will provide a measure of tax relief to qualifying small businesses.

## Cons

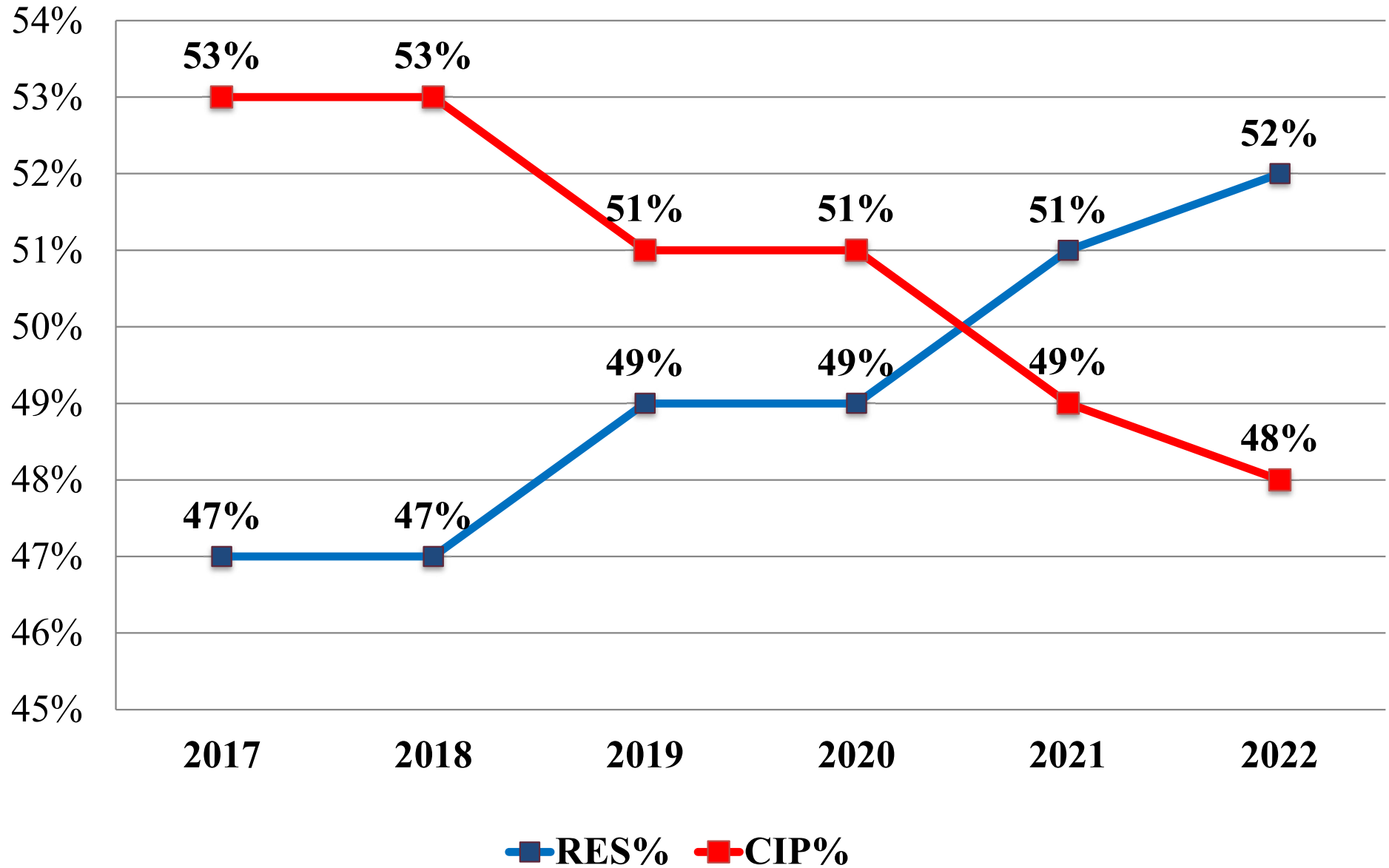
- The S.C.E. will increase the CI tax rate.
- The S.C.E. does not provide broad based tax benefit to C&I taxpayers.
- Property taxes will increase on non-qualifying C&I properties.
- The tax benefit may be realized by the property owner & not the small business.
- Adoption of the S.C.E. for the current tax year may lead to a disruption in our tax billing cycle as well as stress the FY22 overlay account.



# FY2022 VALUATION PERCENTAGES



# FY2022 TAX LEVY PERCENTAGES



# FY2022 VALUATION SUMMARY

<u>Class</u>	<u>Valuation</u>	<u>Percent</u>	<u>%</u>
Residential	1,009,870,200	69%	69%
Commercial	132,316,100	9.1%	
Industrial	167,419,300	11.5%	
Personal	<u>152,385,660</u>	<u>10.4%</u>	<u>31%</u>
Total Valuation	1,461,991,260	100%	100%
FY2021 Total Value	1,351,769,650		
% Change	8.2%		
<u>Property Type</u>	<u>FY2022</u>	<u>FY2021</u>	<u>%</u>
Avg. Single Family Value	399,800	367,900	8.7%
Median Com/Ind Value	310,700	291,500	6.6%

# FY2022 TAX LEVY SUMMARY

FY2021 Levy Limit	\$26,504,411
Increased 2.5%	\$662,610
FY2022 Growth	\$760,824
FY2022 Debt Exclusions	<u>\$1,499,033</u>
FY2022 Maximum Tax Levy	\$29,426,878
FY2022 Actual Tax Levy	\$26,336,665
Excess Levy Capacity	\$3,090,213
FY2021 Tax Levy	\$25,605,877
Levy Change (\$)	\$730,788
Levy Change (%)	2.9%

# FY2022 SINGLE TAX RATE

FY2022 Tax Levy	<u>\$26,336,665</u>
FY2022 Valuation	$\$1,461,991,260 \times 1,000 = \$18.01$
Single Tax Rate 2022	\$18.01
Single Tax Rate 2021	\$18.94
% Change	-4.9%

# FY2021 CLASSIFICATION DATA

<u>Class</u>	<u>Valuation</u>	<u>%</u>	<u>Levy%</u>	<u>Tax Rate</u>
Residential	919,843,200	68%	51%	\$14.14
<u>CIP</u>	<u>431,926,450</u>	<u>32%</u>	<u>49%</u>	\$29.17
Totals:	1,351,769,650	100%	100%	

\* Single Tax Rate

\$18.94

\* CIP Shift Factor

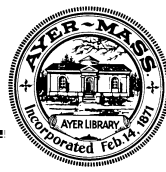
1.54

\* Res. Factor

0.746434 (S.B. vote 12/1/20)

# FY2022 ESTIMATED TAX RATES

<u>CIP Shift Factor</u>	<u>Res. Factor</u>	<u>CIP Levy%</u>	<u>Res Levy%</u>	<u>Res. Tax Rate</u>	<u>CIP Tax Rate</u>	<u>Avg. Res Bill \$Ch</u>	<u>Med. C&amp;I Bill \$Ch</u>	<u>Avg. Res Bill %Ch</u>	<u>Med. C&amp;I Bill %Ch</u>
1.00	1.000000	30.9%	69.1%	\$18.01	\$18.01	\$1,998	(\$2,907)	38.4%	-34.2%
1.10	0.955230	34.0%	66.0%	\$17.21	\$19.82	\$1,678	(\$2,345)	32.3%	-27.6%
1.20	0.910460	37.1%	62.9%	\$16.40	\$21.62	\$1,355	(\$1,786)	26.0%	-21.0%
1.30	0.865689	40.2%	59.8%	\$15.59	\$23.42	\$1,031	(\$1,226)	19.8%	-14.4%
1.40	0.820919	43.3%	56.7%	\$14.79	\$25.22	\$711	(\$667)	13.7%	-7.8%
1.50	0.776149	46.4%	53.6%	\$13.98	\$27.02	\$387	(\$108)	7.4%	-1.3%
1.51	0.771672	46.7%	53.3%	\$13.90	\$27.20	\$355	(\$52)	6.8%	-0.6%
1.52	0.767195	47.0%	53.0%	\$13.82	\$27.38	\$323	\$4	6.2%	0.0%
1.53	0.762718	47.3%	52.7%	\$13.74	\$27.56	\$291	\$60	5.6%	0.7%
1.54	0.758241	47.6%	52.4%	\$13.66	\$27.74	\$259	\$116	5.0%	1.4%
1.55	0.753764	47.9%	52.1%	\$13.58	\$27.92	\$227	\$172	4.4%	2.0%
1.56	0.749287	48.2%	51.8%	\$13.50	\$28.10	\$195	\$228	3.8%	2.7%
1.57	0.744810	48.6%	51.4%	\$13.42	\$28.28	\$163	\$284	3.1%	3.3%
1.58	0.740333	48.9%	51.1%	\$13.34	\$28.46	\$131	\$339	2.5%	4.0%
1.59	0.735856	49.2%	50.8%	\$13.26	\$28.64	\$99	\$395	1.9%	4.7%
1.60	0.731379	49.5%	50.5%	\$13.18	\$28.82	\$67	\$451	1.3%	5.3%
1.70	0.686609	52.6%	47.4%	\$12.37	\$30.62	(\$257)	\$1,011	-4.9%	11.9%
1.75	0.664223	54.1%	45.9%	\$11.97	\$31.52	(\$416)	\$1,290	-8.0%	15.2%



Dan Van Schalkwyk, P.E. Director  
Pamela J. Martin, Business Manager

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

## MEMORANDUM

Date: December 1, 2021  
To: Select Board  
From: Dan Van Schalkwyk, P.E., Director  
Subject: **Agenda Items for December 7, 2021, Select Board Meeting**

1. **Vote to Authorize Usage of ARPA Funds for Westford Road Sewer Replacement Project** – The Executive Bi-Board met on October 12, 2021 and passed a motion to recommend the Select Board utilize American Rescue Plan Act (ARPA) funds for the Westford Road Sewer Replacement Project. I will provide a brief overview of the project, ARPA funds, and request the Select Board act on the recommendation from the Bi-Board.

Requested Motion – Vote to authorize the usage of up to \$700,000 of ARPA funds for the Westford Road Sewer Replacement Project.



# Westford Road Sewer Repair

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- Sewer in Westford Road collapsed on March 25, 2021 resulting in costly repair, sewer overflow and property impacts
- Pipe is asbestos cement (AC) installed in 1978
- Pipe services Mulberry Circle, Loon Hill, Nemco Way, New England Way and Groton interconnection, including Stony Brook pumping station discharge
- Flow is between 150,000 and 220,000 gallons per day
- AC pipe showed significant internal corrosion due to hydrogen sulfide sewer gas



# Westford Road Sewer Repair

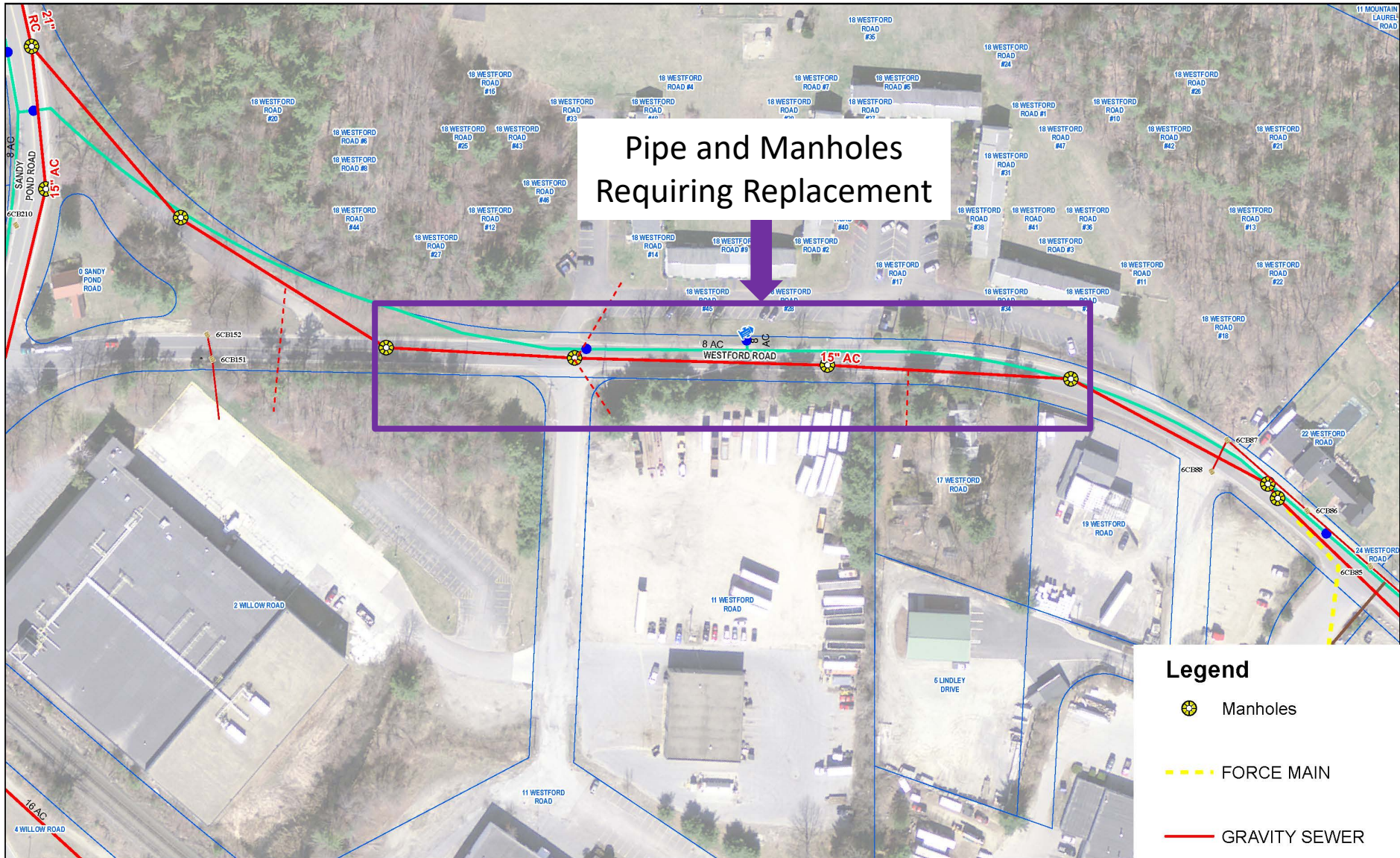


# Westford Road Sewer Repair

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- Replaced entire pipe segment where collapse occurred from manhole to manhole. CIPP lining not possible in location of break.
- Prepared to CIPP line the remaining pipe segments but learned manholes are severely deteriorated, unsafe for entry.
- Replacement required (approximately 770 LF)
- \$1.3M project cost based on engineer's preliminary estimate.

# Westford Road Sewer Repair



# Funding

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- Total Project Cost: \$1.3M
- Current Available Funds = FY22 Infiltration/Inflow Capital \$600,000
- Need funding for remaining \$700,000
- Executive Bi-Board met on October 12, 2021 to discuss uses of American Rescue Plan Act (ARPA) funds
  - Board passed a motion to recommend the Select Board utilize \$700,000 of ARPA funds for the project

# American Rescue Plan Act (ARPA)

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Federal stimulus to aid public health and economic recovery from the COVID-19 pandemic

Potential uses of ARPA funds:

- Supporting public health expenditures
- Addressing negative economic impacts
- Premium pay for essential workers
- **Water, wastewater, and broadband infrastructure**
- Replace lost public sector revenue

Total Ayer ARPA Funds = \$2,449,840\*

**Executive Bi-Board voted to recommend to Select Board:**

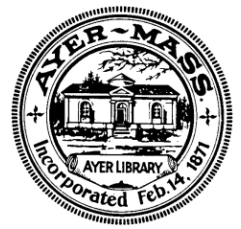
- Authorize usage of \$700,000 for Westford Road Sewer Replacement.
- Include in Capital Planning directive for possible source of funds for eligible projects.



\*Must be committed by December 31, 2024 and spent by December 31, 2026

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:** December 3, 2021

**TO:** Ayer Select Board

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

**SUBJECT: Town Manager's Report for the December 7, 2021, Ayer Select Board Meeting**

Dear Honorable Select Board,

I am pleased to transmit to you the following Town Manager's Report for the December 7, 2021, Ayer 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 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 16, 2021.
- I have reviewed, approved, and signed the following Town Warrants since the Select Board last met on November 16, 2021:

Payroll Warrant #22-10 in the amount of \$365,355.64 was reviewed, approved, and signed on November 17, 2021.

Accounts Payable Warrant #22-10 in the amount of \$397,813.38 was reviewed, approved, and signed on November 23, 2021.

Payroll Warrant #22-11 in the amount of \$370,185.39 was reviewed, approved, and signed on November 30, 2021.

**FY 2023 Budget Update:**

- As the Select Board is aware, the FY 2023 Budget Process is well underway. The Capital Planning Committee continues to meet on a weekly basis reviewing the FY 2023 Capital Plans and Requests from the various Town Departments. All materials related to the Capital Planning Committee can be found on the Capital Planning Committee's webpage on the Town's website ([www.ayer.ma.us](http://www.ayer.ma.us))
- Additionally, in accordance with the FY 2023 Budget Schedule as set by the Select Board, I issued the FY 2023 Budget Directive and Preparation Memo on December 1, 2021, to all Town Departments (see attached). Initial budget submissions are due back no later than December 30, 2021. The initial draft of the



FY 2023 Budget will be transmitted to the Select Board and Finance Committee on January 14, 2022, per the Town's Budget Schedule. Additionally, the first public budget forum will take place on January 26, 2022, at 6pm on Zoom. All information and documents related to the FY 2023 Budget can be accessed at the following link on the Town's website: [www.ayer.ma.us/budget](http://www.ayer.ma.us/budget)

- At the meeting, I would like to make a brief presentation to the Select Board regarding proposed FY 2023 Budget Requests to address various staffing needs of the Town. Over the last twenty months, several factors which include the impacts and challenges of the ongoing COVID-19 Pandemic; unprecedented building and land development in Town; a series of personnel retirements; and an increased need in various Departments for customer service and assistance, I will be making formal budgetary requests in the FY 2023 Budget as follows:

Town Social Worker:

- Over the last several years, the various social challenges facing our residents including issues of the affordable housing crisis; homelessness; the opioid crisis; challenges facing our Seniors and elderly; mental health issues; substance abuse; and a host of new issues brought upon by the COVID-19 Pandemic, many Town Departments have expressed the need for a professional Town Social Worker.
- This would be a full-time benefitted position that would work with all Town Departments, area agencies and resources, and interface with federal and state resources to effectively work with individuals and groups impacted by these issues.
- The estimated cost impact for FY 2023 for this position is estimated to be between \$50,000 to \$65,000.
- I am proposing a working group to further develop the job description, scope of the position, and hiring process for further consideration during the FY 2023 Budget Process.

Administrative Support/Benefits Specialist:

- Over the last several years the Office of the Town Manager/Office of the Select Board has grown in scope of services provided and expected from the public. Currently, in addition to providing all of the professional administrative management and oversight of the 105 employees of the Town; the Office is also responsible for all of the compliance related to the Town's purchasing and procurement under Chapter 30B; responsible for the majority of the Town's public records requests including the management of the Town's public records in accordance with the Massachusetts Public Records Law; serves as the central point of contact for the majority of public inquiries, complaints, and requests for service; manages the Town's Parking Ticket System; and over the last twenty-month and ongoing serves as the central point of contact and assistance with respect to the Town's COVID-19 preparedness and responses.
- There is an immediate need for additional administrative support. Additionally with the retirement of the Benefits and Payroll Manager scheduled for April, I will be proposing that the payroll function of that position be transferred to the Town Treasurer's Office and the Benefits Administration component of that position (which handles all current employee benefits, health insurance, retiree benefits, personnel development) be assigned to this Administrative Support/Benefits Specialist Position.
- This would be a full-time benefitted position housed in the Office of the Town Manager and reporting to the Town Manger/Assistant Town Manager.

- The estimated cost impact for FY 2023 would be \$40,000 to \$50,000.
- The job description, scope of the position, and hiring process for this position, are under development by my Office and the Benefits & Payroll Manager for further consideration.

Administrative Support for the Conservation Office and Planning Office:

- As the Board is aware, the Conservation Commission previously appeared before the Select Board with a request for additional administrative support for the Conservation Office, which is currently staffed by one, full-time Conservation Agent position. An unprecedented increase in building development in Town over the last several years has increased the workload of the Conservation Commission.
- Additionally, the Town Planner and Planning Board have experienced a similar increase in workload and required additional administrative support.
- This proposal would be for one full-time position which would provide up to 20 hours of Administrative Support to the Conservation Commission and up to 20 hours of Administrative Support to the Town Planner.
- The estimated cost impact for FY 2023 would be \$40,000 to \$45,000.
- I will be meeting with the Conservation Commission and the Town Planner regarding the further development of this proposal for consideration.

Administrative Support for the Building Department and ZBA:

- Currently the Building Department is served by the Administrative Coordinator Position which also provides administrative support to the Planning Board and Board of Health. Additionally, the administrative support for the ZBA has been provided by the Assistant Town Manager. Due to a significant increase in building and land use development this is no longer a viable approach.
- This proposal would be for one full-time position which would provide the administrative support to the Building Department and the administrative support to the ZBA.
- The estimated cost impact for FY 2023 would be \$40,000 to \$45,000.
- I will be meeting with the Building Commissioner, Assistant Town Manager, and Administrative Coordinator regarding the further development of this position.

Additional Funding Dedicated to Zoning Enforcement for the Assistant Building Inspector:

- As the Board is aware from discussions earlier this year regarding an increased need for dedicated zoning enforcement in Town, the current position of Assistant Building Inspector is only funded to cover the Building Commissioner when he is out.
- I will be proposing with the Building Commissioner that funding for up to 19 hours of dedicated zoning enforcement for the Assistant Building Inspector. This will provide dedicated resources to addressing the various zoning violations and issues across Town.
- The estimated cost impact for FY 2023 would be \$30,000.

- This complete staffing proposal for FY 2023 would be a total of three (3) new-full time positions for the Town as follows:

Benefits & Payroll Manager (Existing Position) will retire.

Administrative Coordinator (Existing Position) will be integrated into new proposal.

***Town Social Worker (New Position)***

***Administrative Support/Benefits Specialist (New Position)***

***Administrative Support for Conservation and Planning (New Position)***

19 hours of dedicated Zoning Enforcement added to existing Assistant Building Inspector.

- I look forward to making a brief presentation on this proposal at the Select Board Meeting and to further discussing this proposal with the Select Board as we move forward in the FY 2023 Budget Process.

#### **Authorization for Burial in Town Section of Woodlawn Cemetery:**

- The Trustees of the Woodlawn Cemetery have received a request for an individual to be buried in the Town Section of the Woodlawn Cemetery. This section of Woodlawn Cemetery is reserved for certain hardship burials and per the Woodlawn Cemetery Trustees requires authorization from the Town. The Woodlawn Cemetery Trustees have asked that the Select Board vote to authorize one burial in the Town Section of the Woodlawn Cemetery.

#### **2022 Annual License Renewals:**

- The Select Board is respectfully requested to vote to approve the 2022 Annual License Renewals. Please see the attached memo prepared by the Assistant Town Manager (see attached).

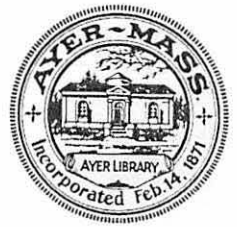
#### **Discussion on the January 2023 Meeting Schedule:**

- At the meeting, I would like to discuss with the Select Board, the January 2022 meeting schedule. In past years because the first meeting of the Select Board would take place on January 4, 2022, close to the holidays, the Select Board has historically agreed to meet once in January 2022. There are often no matters requiring the Select Board's attention for what would be this first meeting in January. The Select Board would meet the third Tuesday of January (for 2022 that would be January 18). Additionally, the First Public Budget Forum will be on Wednesday, January 26, 2022, which is a joint meeting of the Select Board and Finance Committee. If there are matters requiring the Select Board to meet, an additional meeting can be scheduled.

Thank you.

Attachment(s):           FY 2023 Budget Directive and Preparation Memo from the Town Manager (12-1-2021)  
                                  2022 Annual License Renewals Memo from the Assistant Town Manager

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, 2021

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

FROM: Robert A. Pontbriand, Town Manager

*R.A.P.*

SUBJECT: FY 2023 Budget Preparation Directive and Process

Dear All:

The Town commences the FY 2023 Budget Process during the second year of the COVID-19 Pandemic. Though the Town remains in a strong financial position as a result of conservative budgeting, proactive planning, and effective management; this is a time of great uncertainty. The full economic impacts of the pandemic have yet to be realized at a time when the pandemic lingers. Additionally, various COVID-19 relief measures such as CARES Act funding have expired. As such, the Town must continue to prepare for the potential negative impacts of COVID-19 to the local economy, taxpayers, and the municipal budget. Additionally, unemployment and inflation continue to impact the overall economy; and the level of fiscal certainty remains unclear. Finally, future unexpected costs to the Town due to the ongoing COVID-19 Pandemic remain unknown. It remains unclear how long the COVID-19 Pandemic will continue, and this may have negative impacts to Town services and programs in the Spring of 2022, Fiscal Year 2023, and beyond.

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 2023 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.**

The Town Manager and Finance Manager will be meeting with all Departments upon submission of the FY 2023 Budget Requests. The Town Manager and Finance Manager will be presenting the proposed FY 2023 Budget to a Special Joint Meeting of the Select Board and Finance Committee to take place on January 26, 2022. **It will be mandatory for all Department Heads to attend this meeting and be prepared to answer any initial questions on their proposed FY 2023 budgets.** The Administration, Select Board, and Finance Committee will then continue to meet and work together for the period of January through early March 2022 to come to a consensus for a final FY 2023 Budget to be presented at a second Special Joint Meeting of the Select Board and Finance Committee to take place on March 30, 2022. **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 2023 Budget and prepare to present the FY 2023 Budget for consideration by the Annual Town Meeting which is scheduled to take place on April 25, 2022.

Therefore, in preparation for the FY 2023 Budget; all Boards, Commission, Committees; and Departments are to follow the following directive and timeline. Please note that all documents related to the FY 2023 Budget including the Budget Schedule can be found at the following Budget Page on the Town's website at [www.ayer.ma.us/budget](http://www.ayer.ma.us/budget) Please note that the Town will be adhering to all budgetary deadlines set forth in the Town's FY 2023 Budget Schedule as approved by the Select Board:

1. **Prepare and submit a FY 2023 level funded services budget request (based on FY 2022) to the Finance Manager by no later than 12pm (noon) on Thursday, December 30, 2021.** Please use the Budget Submittal Sheet(s) provided by the Town Finance Manager. **All budget requests for FY 2023 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 2023 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 2023 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 2023 Budget.**
4. **Failure to adhere to these instructions and/or to meet the December 30, 2021, deadline will result in the FY 2022 Budget being used for FY 2023.**

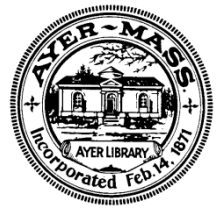
If you have any questions regarding this FY 2023 Budget Directive and/or require assistance with preparing your budget, please do not hesitate to contact the Finance Manager ([lgabree@ayer.ma.us](mailto:lgabree@ayer.ma.us)) and/or the Town Manager ([rpontbriand@ayer.ma.us](mailto:rpontbriand@ayer.ma.us)).

The success of the FY 2023 Budget depends upon timely submissions and open and effective communication. I look forward to working with all of you during these unprecedented and challenging times. Working together we will successfully develop the FY 2023 Budget which will maintain the Town's essential functions, services, and infrastructure.

Thank you.

Cc: Ayer Select Board  
Ayer Finance Committee  
Ayer Finance Manager

**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  
Date: December 3, 2021  
Re: 2022 License Renewals

The following is a list of the 2021 License Renewals for 2022. 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.

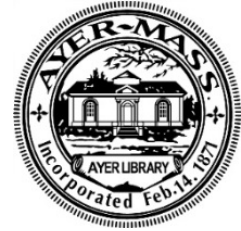
In addition to the full payment due, the following list of requirements must be met before a license will be released.

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
Don's Auto Sales	9 Bishop Road	19-9	Class 2
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

<b>Business Name</b>	<b>Business Address</b>	<b>Map and Parcel</b>	<b>License Type</b>
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
Ayer Gulf	26 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
Union Coffee	25 Main Street #1	26-223	CV
Tipo Taco's	35 Main Street	26-187	CV
Ruby Donut Shop	210 West Main Street	32-30	CV
Junction RPD	60 West Main Street	26-72	CV
Alltown Fresh Ayer	28 Harvard Road	35-53	CV
Digitzal Cloudz, LLC	38 Main Street	26-91	Amusement
Ayer Shop 'n Save	22 Fitchburg Road	18-2	s15BW
Ayer Beer and Wine	210D West Main St.	32-30	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
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

**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 November 16, 2021**  
**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

**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 S. Houde and seconded by J. Livingston to approve the meeting agenda. **By Roll Call**

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

**Recognition of Lauri J. Fritz, Assistant Town Clerk:** The Select Board and Town Clerk Susan Copeland recognized retiring Assistant Town Clerk Lauri Fritz who is retiring after 31 years. The Select Board wished Lauri well on her well-deserved retirement!

**Public Input:** None

**Discussion on Future of Town Fireworks:** R. Pontbriand was joined by Police Chief Brian Gill, Fire Chief Tim Johnston and Deputy Fire Chief Jeremy Januskiewicz to have a discussion on the future of the Town's fireworks. No decisions are being made tonight, as this is more informational. To recap this issue, he stated that the former Police Chief and Fire Chief raised significant safety concerns following the 2019 Fourth of July event held at Pirone Park due to Pirone Park being very small and the very large crowd that attends the event. On October 15, 2019, the Select Board voted to support any necessary changes to the Fourth of July event, as recommended by the Chiefs for public safety purposes. On November 5, 2019, the SB hosted a meeting at the Ayer Shirley Regional High School and presented the public safety concerns at Pirone Park and made the decision to cancel the long-standing event. He noted that in March of 2020, COVID-19 happened, and the Commonwealth was shutdown and large crowds were prohibited from gathering. In 2021, COVID-19 crowd limits were supposed to be in effect until August and the Governor in May made a surprise announcement, stating that all restrictions would be lifted at the end of May, thereby not leaving enough time to purchase fireworks and/or plan for a community event. R. Pontbriand stated that he asked both Chiefs to look at the issue. Chief Gill and Deputy Chief Januskiewicz made a presentation, presenting various scenarios related to launching fireworks, crowd capacity and public safety access. After consulting with the State Fire Marshall's Office, it was determined that either Willard Field or Rogers Field at Devens could safely accommodate the fireworks launching, the crowd size with multiple entrances and exits for attendees and public safety. R. Pontbriand stated that he and the Chiefs are meeting with MassDevelopment and Fort Devens in early December to discuss a joint event between Ayer and Devens.



S. Copeland asked if there was a way to limit the number of attendees at Pirone Park. B. Gill said it would be a challenge. J. Livingston stated they had discussed, in the past, making the event resident only but it would be impossible to police.

S. Houde thanked everyone for spending time working on the presentation. He also noted that parking at Pirone Park is very limited. He thinks the best option is to pursue a joint event with MassDevelopment.

Chief Johnston added that he was born and raised in Ayer and that it is upsetting that the event has outgrown the area.

**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 thanked Ayer Fire Department for hosting the upcoming annual turkey party. He said that the Annual Holiday Stroll will be held on December 4, 2021. The ice sculptures will be at Town Hall on December 18, 2021. He noted that the FY '22 Tax Classification Hearing will happen at the next SB meeting on December 7, 2021.

*FY '23 Budget Update* - R. Pontbriand noted that the Capital Planning process is well under way and the next meetings are tomorrow, December 1<sup>st</sup>, and December 8<sup>th</sup>. The FY '23 Budget Directive will go out on December 1, 2021. He will be presenting FY '23 budget needs. R. Pontbriand then wished the SB a Happy Thanksgiving!

**New Business/Selectmen's Questions:** None

**Approval of Meeting Minutes:**

**Motion:** A motion was made by J. Livingston and seconded by S. Houde to approve the meeting minutes from November 2, 2021. **By Roll Call Vote:** J. Livingston, aye; S. Houde, aye; S. Copeland, aye. **Motion passed 3-0.**

**Executive Session pursuant to MGL Chapter 30A, Section 21A Exemption #3 (Contract Negotiations) Fire Contract; DPW Contract; Police Superiors Contract:** A motion was made at 6:48 PM by J. Livingston and seconded by S. Houde to enter into Executive Session pursuant to MGL Chapter 30A, Section 21A Exemption #3 (Contract Negotiations) Fire, DPW and Police Superiors Contract and to adjourn from Executive Session. J. Livingston further stated to discuss these items in Open Session would be detrimental to the Town's negotiating strategy. **By Roll Call:** J. Livingston, aye; S. Houde, aye; S. Copeland, aye. **Motion passed 3-0.**

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

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

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