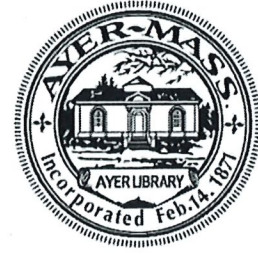


RECEIVED
JAN 11 2024

TOWN OF AYER
TOWN CLERK

12:50pm

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



Tuesday January 16, 2024
Open Session Meeting Agenda

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

6:00 PM

Call to Order

Pledge of Allegiance; Review and Approve Agenda; Announcements

Public Input

6:05 PM*

Alicia Hersey, Community Development, Program Manager

1. Approval of FY '24 Community Development Block Grant (CDBG) Application

6:10 PM*

Susan Copeland, Town Clerk

1. Town Clerk Office Updates
2. 2024 Election – Vote to Open Nomination Process for the Annual Town Election & Vote to Authorize Police Chief to Assign Police Details for 2024 Elections

6:20 PM

Dan Van Schalkwyk, Director, Department of Public Works

1. Execution of Contract for Pulpit Rock Drainage and Pathway Improvements
2. Award of Spectacle Pond Filter Media Replacement Project
3. Water Supply Update
4. Stormwater Utility Advisory Workgroup Update

6:30 PM

Opening of the 2024 Annual Town Meeting Warrant for April 22, 2024

6:35 PM

Town Manager's Report

1. Administrative Update/Review of Warrants
2. FY 2025 Budget Process Update
3. March 2024 Meeting Schedule

6:45 PM

New Business/Select Board Member Questions

6:50 PM

Approval of Meeting Minutes

December 19, 2023

7:00 PM**

Executive Session Pursuant to MGL Chapter 30A, Section 21A

Exemption #6 (Consideration for Purchase of Real Estate) 71 Sandy Pond Road

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

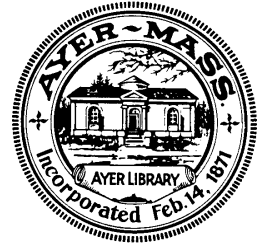
*** The Select Board will adjourn at the conclusion of the Executive Session*

The next regularly scheduled meeting of the Ayer Select Board will be Tuesday February 6, 2024 both in-person and via Zoom.

Town of Ayer

Department of Planning & Development

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



MEMORANDUM

TO: Board of Selectmen, Robert Pontbriand

FROM: Alicia Hersey, Community Dev. Program Manager

DATE: January 8, 2024

RE: Select Board Approval of FY24 CDBG Grant Application

This past October the Affordable Housing Committee held a public input session, “Future of Housing in Ayer” to look at the housing needs of our community. One of the takeaways from this session was the importance of supporting our current low to moderate income households. The Ayer Housing Rehabilitation Program has had over a 25-year history of doing exactly that, renovating low to moderate housing units within our community. In preparation for the 2024 CDBG grant cycle, the Community Development office will be holding a Public Hearing reviewing and listening for input on the CDBG grant program and our Housing Rehabilitation program. This public hearing will be held on Thursday January 18th at 6:30 pm. The Ayer Office of Community & Economic Development is requesting the support of the Ayer Select Board to pursue a CDBG FY24 grant to fund the Ayer Housing Rehabilitation program.

Request the Select Board approve by vote the FY24 CDBG Grant Application for the Ayer Housing Rehabilitation Program.

Office of The Town Clerk
1 Main Street
Ayer, Massachusetts 01432
(978) 772-8220 ext 153

To: Scott Houde, Chairman of Select Board
From: Susan Copeland, Town Clerk
RE: Town Clerk Office Updates and 2024 Election Action Items
Date: January 10, 2024

I am requesting time on the January 16, 2024, agenda to discuss the following office updates and complete several action items.

- Announcement of Annual Town Election May 14, 2024
- Police Details at 2024 Elections
- Post Card Mailings for Mail in Ballots from Secretary of State's Elections Division
- Annual Street Listing/ Town Census 2024
- Dog Tags – 2024 Increased Rates and Change of Deadline (October 2023 TM)

Chair:

The Annual Town Election will be held on Tuesday, May 14th, 2024 from 7am – 8pm in the 2nd Floor Great Hall at 1 Main Street in Ayer, Massachusetts.

Nomination Papers for the following offices are now available as they will appear on the ballot:

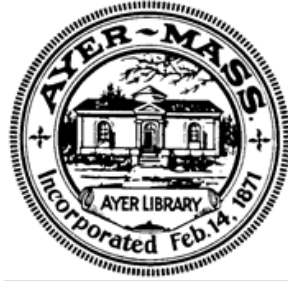
Assessor	(1)	3-year term
Board of Health	(1)	3-year term
Commissioner of Trust Funds	(1)	3-year term
Constable	(1)	3-year term
Library Trustee	(1)	3-year term
Park Commissioner	(2)	3-year term
Planning Board	(2)	3-year term
Regional School		
District Committee	(1)	3-year term
Select Board	(1)	3-year term

Nomination papers can be requested from and submitted to the Town Clerk’s Office; 1 Main Street; Ayer, Massachusetts during regular business hours.

The last day to request nomination papers is Friday, March 22, 2024, at 12:00 PM.

The last day to submit nomination papers is Tuesday, March 26, 2024, at 5:00 PM.

Motion: Motion to open the nomination process for the Annual Town Election offices to appear on the ballot as read by the chair. (Moved, Seconded. Voice Vote)



To: Scott Houde, Chairman of Select Board
Jannice Livingston
Shaun Copeland

From: Susan E. Copeland, Town Clerk
Brian P. Gill, Chief of Police

RE: Police Detail at 2024 Elections

Date: January 3, 2024

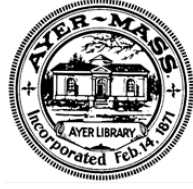
This is to advise you that in accordance with the Votes Act of 2022, it is required that the Select Board authorize the Police Chief to assign Police Details for Elections in 2024. Please put this item on a Select Board meeting agenda for Tuesday, January 16th, 2024.

Motion:

I move that the Select Board vote to authorize the Chief of Police to assign the following police details for the 2024 calendar year elections.

Presidential Primary	March 5, 2024	6:00am – 10:00pm
Annual Town Election	May 14, 2024	6:00am – 10:00pm
State Primary Election	September 3, 2024	6:00am – 10:00pm
General Election	November 5, 2024	6:00am – 10:00pm

Thank you for taking this matter into consideration for action by your Board.



2024

Important Dates for Annual Town Meeting and Annual Town Election

Town Meeting: April 22, 2024 7:00pm

Town Election: May 14, 2024 7:00am – 8:00pm

Last Day to Obtain Nomination Papers:
Friday, March 22, 2024 12:00pm

Last Day to Submit Nomination Papers to Registrars:
Tuesday, March 26, 2024 5:00pm

Last Day to Object/Withdraw from the Ballot:
Thursday, April 11, 2024 at 4:00pm

Last Day to Register to Vote for Annual Town Meeting:
Friday, April 12, 2024 at 5:00pm.

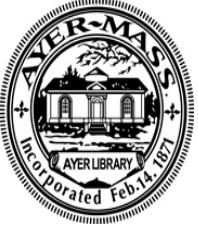
Last Day to Register to Vote for Annual Town Election:
Friday, May 3, 2024 at 5:00pm.

Last Day to Post Election Warrant:
Friday, April 12, 2024

Last Day to request an absentee Ballot, by mail,
for Annual Town Election:
Tuesday, May 7, 2024 at 5:00pm.

Last Day to request an absentee Ballot, in person,
for Annual Town Election:
Monday, May 13, 2024 at 12:00pm.

Ayer Votes in 2024

	Voting (In Person) on Election Day 7am – 8pm 1 Main Street 2 nd Floor Great Hall	In Person Early Voting 1 Main Street 2 nd Floor Great Hall	Vote by Mail Ballots	Absentee Ballots
Tuesday, March 5th Presidential Primary	YES	YES Sat 2/24; Monday 2/26 – Friday 3/1	YES	YES
Tuesday, May 14th Annual Town Election	YES	NO	YES	YES
Tuesday, September 3rd State Primary	YES	YES Sat 8/24; Monday 8/26 – Friday 8/30	YES	YES
Tuesday, November 5th General Election	YES	YES Sat 10/19; Monday 10/21 – Friday 10/25 Sat 10/26; Monday 10/28 – Friday 11/1	YES	YES

Ayer Votes in 2024

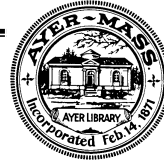
Unless otherwise noted, all elections and in person voting will take place at

Ayer Town Hall

1 Main Street

on the 2nd floor in the Great Hall.

If you have any questions,
please feel free to contact the Town Clerk
at (978) 772-8220 ext. 153 or clerk@ayer.ma.us



MEMORANDUM

Date: January 11, 2024
To: Select Board
From: Dan Van Schalkwyk, P.E., Director
Kimberly Abraham, Water and Sewer Superintendent
Matt Herson, P.E., Town Engineer
Subject: **Agenda Items for January 16, 2024, Select Board Meeting**

1. Execution of Contract for Pulpit Rock Drainage and Pathway Improvements

Attached is a contract for execution of drainage and pathway improvements at the intersection of Third Street and Marshall Street. This area is also known as “Pulpit Rock”. The project proposes to correct a deficient drainage condition with the installation of a bioretention basin. The project includes installation of granite curb, installation of a crushed stone path, grading, and landscaping improvements. The project was designed, permitted, and bid by DPW Engineering. A total of 19 (nineteen) bids were opened on December 20th. Bids ranged from \$74,500 to \$228,000. The low bidder is Belko Landscaping of Salem, NH. I recommend executing the contract with Belko Landscaping in the amount of \$74,500.

Requested Motion – Vote to execute the contract for the Pulpit Rock Drainage and Pathway Improvements project in the amount of \$74,500 (for signature by the Board).

2. Award of Spectacle Pond Filter Media Replacement Project

This project would replace the Greensand Filter Media at the Spectacle Pond Water Treatment Facility. Bids were received on December 13, 2023, at the DPW and the bid prices exceeded the appropriated amount. The attached memo summarizes the issue. The DPW recommends that the Select Board authorize the use of ARPA funds and award the project to the lowest and responsible bidder.

Requested Motion 1. Vote to authorize up to \$100,000.00 of ARPA funds for Spectacle Pond Filter Media Replacement.

Requested Motion 2. Vote to award the Spectacle Pond Filter Media Replacement project to Winston Builders Corporation in the amount of \$408,889.00.

3. Water Supply Update

As discussed at previous Board meetings, the DPW will provide status updates of the Town’s water supply.

- Since the last update, water production continues to face challenges meeting demand. During the month of December and early January, the treatment facilities

did not rest for more than a few hours on 4 of the 4 weekends. This also includes a break during both the Christmas and New Years Holidays.

- The tank levels, which is an indication of our ability to meet demand, were generally full or nearly full most mornings during this last update period.

We now firmly believe that have entered into a winter demand pattern. The trend that the tanks are generally full each morning indicates that we are meeting demand. However, the wells get little to no break to satisfy that demand. This was not the case in the pre-PFAS era. What also helps is the occurrence of major Holidays in which demand traditionally is low and we are heading into a stretch of no major Holidays. The continued help we are receiving from our large customers who have made production adjustments can't be understated. It is with their support that we are able to meet demand with our current capacity issues.

At this time, we do not recommend any changes to the existing water use restrictions or other directive from the Water and Sewer Commissioners.

4. Stormwater Utility Advisory Workgroup Update

The Director will give a brief update on the stormwater utility evaluation being performed by the Stormwater Utility Advisory Workgroup. Please note, all materials for the Workgroup can be found on the Workgroup's website: <https://www.ayer.ma.us/storm-water-utility-advisory-workgroup>

SECTION 00510

AGREEMENT

THIS AGREEMENT is by and between The Town of Ayer, Massachusetts (“Owner”) and
Belko Landscaping, LLC (“Contractor”).

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

ARTICLE 1 – WORK

1.01 Contractor shall complete all Work as specified or indicated in the Contract Documents. The Work is generally described as follows:

The work consists of the installation of drainage piping, a stormwater bioretention basin, landscaping, plantings, granite curbing, and a crushed stone pathway.

ARTICLE 2 – THE PROJECT

2.01 The Project for which the Work under the Contract Documents may be the whole or only a part is generally described as follows:

The Base Bid and accepted add alternates in accordance with the Contract Documents for the Project.

ARTICLE 3 – ENGINEER

3.01 The Project has been designed by Ayer DPW (Engineer), who is to act as Owner’s representative, assume all duties and responsibilities, and have the rights and authority assigned to Engineer in the Contract Documents in connection with the completion of the Work in accordance with the Contract Documents.

ARTICLE 4 – CONTRACT TIMES

4.01 *Time of the Essence*

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

4.02 *Days to Achieve Substantial Completion and Final Payment*

A. The Work will be substantially completed within 100 days after the date when the Contract Times commence to run as provided in Paragraph 3 of the General Conditions, and completed and ready for final payment in accordance with Paragraph 3.9 of the General Conditions within 130 days after the date when the Contract Times commence to run.

4.03 *Liquidated Damages*

A. Contractor and Owner recognize that time is of the essence of this Agreement and that Owner will suffer financial loss if the Work is not completed within the times specified in Paragraph 4.02 above, plus any extensions thereof allowed in accordance with the General Conditions. The parties also recognize the delays, expense, and difficulties involved in proving in a legal or arbitration proceeding the actual loss suffered by Owner if the Work is not completed on time. Accordingly, instead of requiring any such proof, Owner and Contractor agree that as liquidated damages for delay (but not as a penalty), Contractor shall pay Owner \$500 for each day that expires after the time specified in Paragraph 4.02 for Substantial Completion until the Work is substantially complete. After Substantial Completion, if Contractor shall neglect, refuse, or fail to complete the remaining Work within the Contract Time or any proper extension thereof granted by Owner,

Contractor shall pay Owner \$500 for each day that expires after the time specified in Paragraph 4.02 for completion and readiness for final payment until the Work is completed and ready for final payment.

ARTICLE 5 – CONTRACT PRICE

5.01 Owner shall pay Contractor for completion of the Work in accordance with the Contract Documents an amount in current funds equal to the sum of the amounts determined pursuant to Paragraph 5.01A.

A. For all Work, at the prices stated in Contractor's Bid, attached hereto as an exhibit.

ARTICLE 6 – PAYMENT PROCEDURES

6.01 *Submittal and Processing of Payments*

A. Contractor shall submit Applications for Payment in accordance with Article 5 of the General Conditions. Applications for Payment will be processed by Engineer as provided in the General Conditions.

6.02 *Progress Payments; Retainage*

A. Owner shall make progress payments on account of the Contract Price on the basis of Contractor's Applications for Payment on or about the 30th day of each month during performance of the Work as provided in Paragraphs 6.02.A.1 and 6.02.A.2 below. All such payments will be measured by the schedule of values established as provided in Paragraph 2.07.A of the General Conditions (and in the case of Unit Price Work based on the number of units completed) or, in the event there is no schedule of values, as provided in the General Requirements:

1. Prior to Substantial Completion, progress payments will be made in an amount equal to the percentage indicated below but, in each case, less the aggregate of payments previously made and less such amounts as Engineer may determine or Owner may withhold, including but not limited to liquidated damages, in accordance with the General Conditions:

a. 95 percent of Work completed (with the balance being retainage); and

b. 95 percent of cost of materials and equipment not incorporated in the Work (with the balance being retainage).

2. Upon Substantial Completion, Owner shall pay an amount sufficient to increase total payments to Contractor to 98 percent of the Work completed, less such amounts as Engineer shall determine in accordance with the General Conditions.

6.03 *Final Payment*

A. Upon final completion and acceptance of the Work in accordance with the General Conditions and the Supplementary Conditions, Owner shall pay the remainder of the Contract Price as recommended by the Engineer and as provided in the General Conditions, less any sum Owner is entitled to set off against Engineer's recommendation, including but not limited to liquidated damages.

ARTICLE 7 – INTEREST

7.01 Not Applicable

ARTICLE 8 – CONTRACTOR'S REPRESENTATIONS

8.01 In order to induce Owner to enter into this Agreement Contractor makes the following representations:

A. Contractor has examined and carefully studied the Contract Documents and the other related data identified in the Bidding Documents.

B. Contractor has visited the Site and become familiar with and is satisfied as to the general, local, and Site conditions that may affect cost, progress, and performance of the Work.

- C. Contractor is familiar with and is satisfied as to all federal, state, and local Laws and Regulations that may affect cost, progress, and performance of the Work.
- D. Contractor has carefully studied all: (1) reports of explorations and tests of subsurface conditions at or contiguous to the Site and all drawings of physical conditions in or relating to existing surface or subsurface structures at or contiguous to the Site (except Underground Facilities).
- E. Contractor has obtained and carefully studied (or assumes responsibility for doing so) all additional or supplementary examinations, investigations, explorations, tests, studies, and data concerning conditions (surface, subsurface, and Underground Facilities) at or contiguous to the Site which may affect cost, progress, or performance of the Work or which relate to any aspect of the means, methods, techniques, sequences, and procedures of construction to be employed by Contractor, including any specific means, methods, techniques, sequences, and procedures of construction expressly required by the Bidding Documents, and safety precautions and programs incident thereto.
- F. Contractor does not consider that any further examinations, investigations, explorations, tests, studies, or data are necessary for the performance of the Work at the Contract Price, within the Contract Times, and in accordance with the other terms and conditions of the Contract Documents.
- G. Contractor is aware of the general nature of work to be performed by Owner and others at the Site that relates to the Work as indicated in the Contract Documents.
- H. Contractor has correlated the information known to Contractor, information and observations obtained from visits to the Site, reports and drawings identified in the Contract Documents, and all additional examinations, investigations, explorations, tests, studies, and data with the Contract Documents.
- I. Contractor has given Engineer written notice of all conflicts, errors, ambiguities, or discrepancies that Contractor has discovered in the Contract Documents, and the written resolution thereof by Engineer is acceptable to Contractor.
- J. The Contract Documents are generally enough to indicate and convey understanding of all terms and conditions for performance and furnishing of the Work.

ARTICLE 9 – CONTRACT DOCUMENTS

9.01 *Contents*

- A. The Contract Documents consist of the following:
 - 1. This Agreement (pages 1 to 5, inclusive).
 - 2. Performance bond and Payment bond
 - 3. General Conditions
 - 4. Supplementary Conditions
 - 5. Specifications as listed in the table of contents of the Project Manual.
 - 6. Drawings consisting of 6 sheets with each sheet bearing the following general title: Pulpit Rock Drainage and Pathway Improvements.
 - 7. Addenda (numbers 1 to 1, inclusive).
 - 8. Exhibits to this Agreement (enumerated as follows):
 - a. Contractor's Bid (pages 00300-1 to 00308-5, inclusive).
 - b. Documentation submitted by Contractor prior to Notice of Award (pages _____ to _____, inclusive).
 - c. _____.
 - 9. The following which may be delivered or issued on or after the Effective Date of the Agreement and are not attached hereto:

- a. Notice to Proceed (pages ____ to ____, inclusive).
 - b. Work Change Directives.
 - c. Change Order(s).
- B. The documents listed in Paragraph 9.01.A are attached to this Agreement (except as expressly noted otherwise above).
- C. There are no Contract Documents other than those listed above in this Article 9.
- D. The Contract Documents may only be amended, modified, or supplemented as provided in the General Conditions.

ARTICLE 10 – MISCELLANEOUS

10.01 *Terms*

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

10.02 *Assignment of Contract*

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

10.03 *Successors and Assigns*

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

10.04 *Severability*

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

IN WITNESS WHEREOF, Owner and Contractor have signed this Agreement in four copies. One counterpart each has been delivered to Owner, Contractor, Engineer, and Agency. All portions of the Contract Documents have been signed, initialed, or identified by Owner and Contractor or identified by Engineer on their behalf.

This Agreement is dated 12/28/23

OWNER:

Select Board
Town of Ayer
Ayer, Massachusetts

By: _____

Title: Chair

By: _____

Title: Member

By: _____

Title: Member

CONTRACTOR BELKO LANDSCAPING, LLC
242 LAWRENCE RD
SALEM, NH 03079

By: _____

JOHN BELKO

Title: OWNER

[CORPORATE SEAL]

[CORPORATE SEAL]

Approved: _____

Title: Treasurer

Attest: _____

Title: Clerk

Address for giving notices:

Attest: _____

Title: _____

Address for giving notices:

Agent for service of process:

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

SECTION 00300

FORM FOR GENERAL BID

Ayer Department of Public Works
Ayer, Massachusetts
Pulpit Rock Drainage and Pathway Improvements

The following Bid is submitted to: Town of Ayer Department of Public Works
25 Brook Street
Ayer, MA 01432

By (Contractor Name): BELKO LANDSCAPING, LLC
(Address for Giving Notice): 242 LAWRENCE RD
SALEM, NH 03079

A. The Undersigned proposes to furnish all labor and materials required for the Pulpit Rock Drainage and Pathway Improvements in Ayer, Massachusetts, in accordance with the accompanying plans and specifications prepared by The Ayer DPW for the contract price specified below, subject to additions and deductions according to the terms of the specifications.

B. This bid includes addenda

Number 1
Dated _____

C. BASE BID -The proposed contract price for the **Base Bid including Bid** is

SEVENTY FOUR THOUSAND FIVE HUNDRED
_____ dollars (\$ 74,500).
(in Words) (in Figures)

- D. The undersigned agrees that, if selected as general contractor, he/she will within five days, Saturdays, Sundays and legal holidays excluded, after presentation thereof by the awarding authority, execute a contract in accordance with the terms of this bid and furnish a performance bond and also a labor and materials or payment bond, each of a surety company qualified to do business under the laws of the commonwealth and satisfactory to the awarding authority and each in the sum of the contract price, the premiums for which are to be paid by the general contractor and are included in the contract price.

The undersigned declares that the only persons or parties interested in this Bid as principals are as stated; that the Bid is made without any collusion with other persons, firms, or corporations; that all, the Contract Documents as prepared by The Ayer Department of Public Works and dated December 2023 have been carefully examined; that the undersigned is fully informed in regard to all conditions pertaining to the Work and the place where it is to be done, and from them the undersigned makes this Bid. These prices shall cover all expenses incurred in performing the Work required under the Contract Documents, of which this Bid Form is a part.

The time period for holding bids, where Federal approval is not required is 30 days, Saturdays, Sundays and legal holidays excluded, after the opening of bids.

The Bid Security accompanying this Bid shall be in the amount of 5 percent of the Bid. The Bid Security shall be sealed in a separate envelope from the Bid and then attached to the envelope containing the Bid.

If a Notice of Award accompanied by at least six unsigned copies of the Agreement and all other applicable Contract Documents is delivered to the undersigned within thirty days, excluding Saturdays, Sundays, and legal holidays after the actual date of the opening of the General Bids, the undersigned will within five days, excluding Saturdays, Sundays, and legal holidays, after the date of receipt of such notification, execute and return all copies of the Agreement and all other applicable Contract Documents to OWNER. The premiums for all Bonds required shall be paid by CONTRACTOR and shall be included in the Contract Price. The undersigned Bidder further agrees that the Bid Security accompanying this Bid shall become the property of OWNER if the Bidder fails to execute the Agreement as stated above.

The undersigned hereby agrees that the Contract Time shall commence twenty days following the Effective Date of the Agreement and that the Work will be substantially complete and completed and ready for final payment in accordance with paragraph the General Conditions on or before the dates or within the number of calendar days indicated in the Agreement. Work will be substantially complete within 100 calendar days after the date when the Contract Time commences to run provided in the General Conditions and completed and ready for final payment within 130 calendar days after the date when the Contract Time commences to run. The undersigned further understands that delays in completion of the Work will cause the OWNER to suffer damages and incur substantial costs, and will expose the OWNER to other substantial

liabilities, and that if the selected Contractor shall neglect, fail or refuse to achieve Substantial Completion or final completion of the Work within the times specified above, as such times may be extended pursuant to the provisions of the Contract Documents, the OWNER will hold the selected Contractor strictly liable for all such damages and any other damages, costs, expenses or liabilities sustained or incurred by the OWNER arising out of such delays, as further provided in the Agreement, or for any delay in achieving any other milestones set forth in the Contract Documents in accordance with the terms of the Agreement. The undersigned accepts the provisions of the Agreement as to liquidated damages in the event of failure to complete the Work on time in the amount of \$500 per day after substantial completion time limits and \$500 per day after final completion time limits.

In accordance with the above understanding, the undersigned proposes to perform the Work, furnish all materials, and complete the work in its entirety in the manner and under the conditions required.

In comparison of Bids, alternates will be applied in the same order of priority as listed in the Bid Form. After determination of the Successful Bidder based on the responsiveness, responsibility, and other Factors set forth in the Instructions, the award may be made to said Successful Bidder on its Base Bid and any combination of its additive alternate Bids for which Owner determines funds will be available at the time of award.

The undersigned agrees that extra work, if any, will be performed in accordance with Article 10 of the General Conditions of the Contract and will be paid for in accordance with Article 11 of the General Conditions of the Contract.

The bidding and award of this Contract will be in accordance with M.G.L. Chapter 30, Section 39M.

The undersigned must furnish a 100 percent Performance Bond and a 100 percent Payment Bond with a surety company acceptable to OWNER.

Where indicated for amounts to be shown in both words and figures, in case of discrepancy, the amount shown in words shall govern.

The following documents are attached to and made a condition of this Bid:

- (a) This Bid Form in its Entirety.
- (b) Required Bid Security.
- (c) Required Experience Statement (Section 00405) with supporting data.

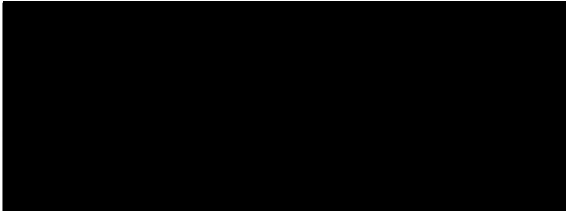
CERTIFICATIONS

Pursuant to M.G.L. Ch. 62C, sec. 49A, I certify under the penalties of perjury that I, to my best knowledge and belief, have filed all state tax returns and paid all state taxes required under law.

The undersigned hereby certifies that he/she is able to furnish labor that can work in harmony with all other elements of labor employed or to be employed on the work and that he/she will comply fully with all laws and regulations.

The undersigned further certifies under the penalties of perjury that this bid is in all respects bona fide, fair and made without collusion or fraud with any other person. As used in this subsection the word "person" shall mean any natural person, joint venture, partnership, corporation or other business or legal entity.

The undersigned further certifies under penalty of perjury that the said undersigned is not presently debarred from doing public construction work in the Commonwealth under the provisions of Section Twenty-nine F of Chapter Twenty-nine, or any other applicable debarment provisions of any other chapter of the General Laws or any rule or regulation promulgated thereunder.



BELKO LANDSCAPING, LLC.
Individual or Corporate Name
(Print or type)

By: _____
(Signature)



Dan Van Schalkwyk, P.E., Director
Kimberly Abraham, Water and Sewer Superintendent
Matt Hernon, P.E., Town Engineer
Pam Martin, Business Manager

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

Memorandum

Date: January 11, 2024

To: Select Board

From Dan Van Schalkwyk, P.E., DPW Director
Kimberly Abraham, Water and Sewer Superintendent

RE: Award of Spectacle Pond Filter Media Replacement Project

Available funds for the project are:
FY21 350,000.00

Although the funding was planned and approved for FY21, the project was delayed for a couple of reasons. First was due to the discovery of PFAS in the drinking water resulting in the PFAS construction project at the Plant. The site is small and constrained, and the PFAS construction project would have conflicted with the greensand media replacement project. Second, inspections of the tank media and its continued performance indicated that we could likely get a few more years out of the product. Furthermore, the project is best conducted in the winter season (lower demand) because greensand vessels need to be taken offline to complete the work, reducing the production at the facility.

Therefore, the amount appropriated in FY21 is a couple of years old and bid prices exceeded this appropriated amount.

Bids were received for the subject project on December 13, 2023, at the DPW. The low bidder has been evaluated and is qualified to perform the work. Based on a review of the bids, the DPW recommends the following award which requires the use of ARPA funds.

1. DPW Recommendation:

Bid Price	\$408,889.00
Contingency	\$ 40,000.00
Total Cost of Recommendation	\$448,889.00

Required ARPA \$ 98,889.00, say \$100,000

Required motions if selected:

1. ARPA – Vote to authorize up to \$100,000.00 of ARPA funds for Spectacle Pond Filter Media Replacement
2. Motion – Vote to award the Spectacle Pond Filter Media Replacement project to Winston Builders Corporation in the amount of \$408,889.00

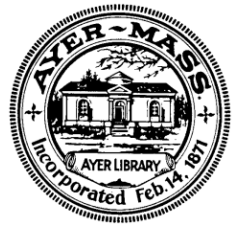
2. No ARPA = Request additional funds through Capital Budget Process

Reject the current bids, wait another year to request the funds through the Capital Budget process and put the project out to bid again.

Note, any unused ARPA funds would be returned. Also, the contingency on this project is important because there is a high potential for unforeseen costs. The project involves opening of the vessels, removal of the media, then inspection of various components (e.g. underdrains, air scour system, etc.), any replacement would be paid from the contingency funds.



**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: January 12, 2024

TO: Ayer Select Board

FROM: Robert A. Pontbriand
Town Manager

SUBJECT: Opening of the April 22, 2024, Annual Town Meeting Warrant

Dear Honorable Select Board Members,

At the January 16, 2024 Select Board Meeting, in accordance with the Town's Budget and Town Meeting Calendar as established by the Select Board, the Select Board is respectfully requested to vote to officially open the 2024 Annual Town Meeting Warrant.

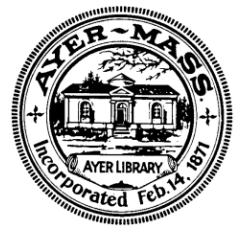
Additionally, I offer the following key dates related to the 2024 Annual Town Meeting as set by the Town's Budget and Town Meeting Calendar:

- The deadline for all Warrant Articles will be 12pm (Noon) on Friday, March 29, 2024.
- The deadline for all Citizen's Petitions to the Town Clerk will be 12pm (Noon) on Friday, March 29, 2024.
- The Select Board will meet to finalize and approve the 2024 Annual Town Meeting Warrant at their meeting on Tuesday, April 2, 2024 at 6pm.
- The 2024 Annual Town Meeting Warrant will be officially posted by Friday, April 5, 2024 and sent for printing and mailing to all Ayer households in advance of the Town Meeting.
- The 2023 Annual Town Meeting will take place on Monday, April 22, 2024 at 7pm in the Auditorium of the Ayer Shirley Regional High School.

Thank you.

Cc: Ayer Town Clerk
Ayer Town Moderator
Ayer Finance Committee

**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: January 12, 2024

TO: Ayer Select Board

FROM: Robert A. Pontbriand
Town Manager

SUBJECT: Town Manager's Report for the January 16, 2024 Ayer Select Board Meeting

Dear Honorable Select Board Members,

I am pleased to transmit to you the following Town Manager's report for the January 16, 2024 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 December 19, 2023.
- I have reviewed, approved, and signed the following Town Warrants since the Select Board last met on December 19, 2023:

Payroll Warrant #24-13 in the amount of \$394,451.47 was reviewed, approved, and signed on December 26, 2023.

Accounts Payable Warrant #24-13 in the amount of \$551,762.00 was reviewed, approved, and signed on January 3, 2024.

Payroll Warrant #24-14 in the amount of \$426,475.31 was reviewed, approved, and signed on January 9, 2024.

FY 2025 Budget Update (DRAFT #1 of the FY 2025 Omnibus Budget)

- At the meeting, I will provide a brief overview and update of DRAFT #1 of the FY 2025 Omnibus Budget for the Town of Ayer. Please see the attached DRAFT #1 of the FY 2025 Omnibus Budget which has been transmitted to the Select Board and the Finance Committee on January 12, 2024, in accordance with the Town of Ayer Budget Calendar as established by the Select Board (See attached). DRAFT #1 of the FY 2025 Budget will also be posted to the Town's website at www.ayer.ma.us/budget and hard copies are available upon request from the Town Manager's Office during normal business hours. Subsequent DRAFTs of the budget as well as budget related materials will also be posted to the Town's website at www.ayer.ma.us/budget as we move through the budget process.

- As the Select Board is aware, DRAFT #1 is just that, a DRAFT. It is the official stating point in the developmental process of the Omnibus Budget. As is the case this year and every year, at this point in the budget process there are still some incomplete and/or estimated budget numbers in DRAFT #1. Additionally, there will be further adjustments and changes made to this budget as we move through the budget process over the next several months leading up to the Annual Town meeting on April 22, 2024 at this time the Voters will be presented the Final FY 2025 Omnibus Budget for their approval.
- I look forward to providing the initial budget presentation using DRAFT #1 at the **Public Budget Forum on Wednesday, January 24, 2024 at 6pm in the First Floor Meeting Room of the Ayer Town Hall**. The Public Budget Forum will be a joint meeting of the Select Board and Finance Committee at which time I will provide a presentation on the budget followed by questions and input from the Select Board and Finance Committee and then most importantly any questions or input on the budget from the Public. All Town Department Heads will be in attendance to answer any budget questions with respect to their Departments and/or FY 2025 Budgets.
- The Public Budget Forum will be in hybrid format in that it will be in-person, but the Public may also participate remotely by Zoom.

March 2024 Select Board Meeting Schedule:

- The Select Board would normally meet on Tuesday, March 5, 2024 at 6pm for the first meeting of March. However, this year, Tuesday, March 5, 2024 is the Presidential Primary Election for Massachusetts with the polls at Town Hall being open from 7am to 8pm for voting. Per guidance from the Secretary of State's Office and in past practice, there are to be no Public Meetings in a polling place (Town Hall) during voting.
- Therefore, it is respectfully requested that the Select Board discuss a different date from March 5, 2024 for the first meeting in March. (Note: the Select Board is already scheduled to meet on March 19, 2024 which is the second Tuesday).
- Thank you.

Attachment: DRAFT #1 of the FY 2025 Omnibus Budget (January 12, 2024)

FISCAL 2025 OMNIBUS BUDGET DRAFT 1 01/12/2024

ACCOUNTS FOR:	MODERATOR	DEPT	FY20 ACTUALS	FY21 ACTUALS	FY22 ACTUALS	FY23 ACTUALS	FY24 ACTUALS AS OF 11/21/23	CURRENT FY24 BUDGET	FY25 BUDGET DEPT REQUEST	\$ INC/(DEC)	% INC/(DEC)	NOTES
01114-51100		MODERATOR STIPEND	530.00	541.00	552.00	563.00	0.00	574.00	574.00	0.00	0.00%	
01114-57000		MODERATOR EXPENSES		0.00	0.00	0.00	40.00	100.00	100.00	0.00	0.00%	
TOTAL		MODERATOR	530.00	541.00	552.00	563.00	40.00	674.00	674.00	0.00	0.00%	

ACCOUNTS FOR:	SELECT BOARD	DEPT	FY20 ACTUALS	FY21 ACTUALS	FY22 ACTUALS	FY23 ACTUALS	FY24 ACTUALS AS OF 11/21/23	CURRENT FY24 BUDGET	FY25 BUDGET DEPT REQUEST	\$ INC/(DEC)	% INC/(DEC)	NOTES
01122-51000		SB SALARY	241,117.98	252,272.18	259,346.37	270,020.96	114,379.70	296,913.00	312,778.00	15,865.00	5.34%	
01122-51100		SB WAGES	7,510.39	11,363.49	9,082.04	11,622.79	2,671.08	61,563.00	66,393.00	4,830.00	7.85%	Admin position; Select Board
01122-52000		SB SERVICES	1,373.24	1,235.76	1,019.72	995.76	331.92	1,250.00	1,250.00	0.00	0.00%	
01222-54000		SB SUPPLIES	567.05	617.43	689.34	273.44	64.43	1,000.00	1,000.00	0.00	0.00%	
01122-57000		SB EXPENSES	2,452.16	3,219.94	2,729.84	3,988.64	1,692.00	3,500.00	3,500.00	0.00	0.00%	
01122-58000		SB CAPITAL	0.00	0.00	2,250.00	0.00	0.00	0.00	0.00	0.00	0.00%	
TOTAL		SELECT BOARD	253,020.82	268,708.80	275,117.31	286,901.59	119,139.13	364,226.00	384,921.00	20,695.00	5.68%	

ACCOUNTS FOR:	BENEFITS AND PAYROLL ADMINISTRATION	DEPT	FY20 ACTUALS	FY21 ACTUALS	FY22 ACTUALS	FY23 ACTUALS	FY24 ACTUALS AS OF 11/21/23	CURRENT FY24 BUDGET	FY25 BUDGET DEPT REQUEST	\$ INC/(DEC)	% INC/(DEC)	NOTES
01126-51000		BENEFITS & P/R - SALARY	69,028.88	71,767.96	71,348.92	69,950.96	27,874.80	72,456.00	74,491.00	2,035.00	2.81%	contractual
01126-51100		BENEFITS & PAYROLL - WAGES	0.00	0.00	0.00	8,243.00	8,823.00	8,243.00	9,231.00	408.00	4.62%	contractual
01126-52000		BENEFITS & P/R- SERVICES	2,060.14	4,792.77	2,023.00	4,108.00	3,434.50	5,280.00	5,500.00	220.00	4.17%	rising costs
01126-54000		BENEFITS & P/R-SUPPLIES	159.25	243.23	219.86	2,219.50	270.56	1,595.00	2,000.00	405.00	25.39%	Benefits/incentives
01126-57000		BENEFITS & P/R- EXPENSES	622.27	232.50	1,575.85	1,659.40	50.00	1,980.00	2,500.00	520.00	26.26%	Memberships/training
TOTAL		BENEFITS & PAYROLL MANAGE	71,870.54	77,036.46	75,167.63	86,180.86	40,452.86	90,134.00	93,722.00	3,588.00	3.98%	

ACCOUNTS FOR:	RESERVE FUND	DEPT	FY20 ACTUALS	FY21 ACTUALS	FY22 ACTUALS	FY23 ACTUALS	FY24 ACTUALS AS OF 11/21/23	CURRENT FY24 BUDGET	FY25 BUDGET DEPT REQUEST	\$ INC/(DEC)	% INC/(DEC)	NOTES
01132-57000		RESERVE FUND APPROP	9,300.00	44,500.00	81,201.00	81,200.00	0.00	175,000.00	175,000.00	0.00	0.00%	
TOTAL		RESERVE FUND	9,300.00	44,500.00	81,201.00	81,200.00	0.00	175,000.00	175,000.00	0.00	0.00%	

ACCOUNTS FOR:	TOWN ACCOUNTANT	DEPT	FY20 ACTUALS	FY21 ACTUALS	FY22 ACTUALS	FY23 ACTUALS	FY24 ACTUALS AS OF 11/21/23	CURRENT FY24 BUDGET	FY25 BUDGET DEPT REQUEST	\$ INC/(DEC)	% INC/(DEC)	NOTES
01135-51000		ACCOUNTANT -SALARY	5,392.41	11,233.25	24,960.95	116,935.17	35,965.08	93,664.00	100,166.00	6,502.00	6.94%	contractual
01135-51100		ACCOUNTANT - WAGES	165,889.10	171,688.04	156,769.63	42,119.30	21,656.39	63,549.00	64,825.00	1,276.00	2.01%	contractual
01135-51300		ACCOUNTANT - OVERTIME		0.00	0.00	1,253.74	0.00	0.00	0.00	0.00	0.00%	
01135-52000		ACCOUNTANT- SERVICES	18,200.88	31,250.00	22,000.00	43,457.50	69.95	34,000.00	34,000.00	0.00	0.00%	
01135-53000		PROFESSIONAL SERVICES	8,625.00	3,706.50	12,425.00	3,500.00	3,725.00	3,675.00	4,000.00	325.00	8.84%	OPEB valuation
01135-54000		ACCOUNTANT - SUPPLIES	402.50	647.26	639.01	4,232.47	241.79	1,000.00	1,200.00	200.00	20.00%	Misc office supply cost increases
01335-57000		ACCOUNTANT - EXPENSES	699.95	850.27	1,379.85	2,565.29	1,326.34	2,560.00	2,700.00	140.00	5.47%	education and other contractual
TOTAL		TOWN ACCOUNTANT	199,209.84	219,375.32	218,174.44	214,063.47	62,984.55	198,448.00	206,891.00	8,443.00	4.25%	

ACCOUNTS FOR:	FINANCIAL COMPUTER SUPPORT	DEPT	FY20 ACTUALS	FY21 ACTUALS	FY22 ACTUALS	FY23 ACTUALS	FY24 ACTUALS AS OF 11/21/23	CURRENT FY24 BUDGET	FY25 BUDGET DEPT REQUEST	\$ INC/(DEC)	% INC/(DEC)	NOTES
01136-51000		COMPUTER SUPPORT STIPEND	5,278.00	5,487.62	4,877.87	3,658.96	1,038.42	3,000.00	3,000.00	0.00	0.00%	
01136-52000		COMPUTER SUPPORT - SERVICES	40,277.39	40,623.56	45,431.50	44,335.23	20,971.92	47,000.00	49,650.00	2,650.00	5.64%	
01136-54000		COMPUTER SUPPORT - SUPPLIES	681.92	0.00	2,411.09	468.68	0.00	950.00	1,000.00	50.00	5.26%	
01136-57000		COMPUTER SUPPORT - EXPENSES	56.39	0.00	0.00	0.00	0.00	2,000.00	2,000.00	0.00	0.00%	
TOTAL		FINANCIAL COMPUTER SUPPORT	46,293.70	46,111.18	52,720.46	48,462.87	22,010.34	52,950.00	55,650.00	2,700.00	5.10%	

ACCOUNTS FOR:	BOARD OF ASSESSORS	DEPT	FY20 ACTUALS	FY21 ACTUALS	FY22 ACTUALS	FY23 ACTUALS	FY24 ACTUALS AS OF 11/21/23	CURRENT FY24 BUDGET	FY25 BUDGET DEPT REQUEST	\$ INC/(DEC)	% INC/(DEC)	NOTES
01141-51000		ASSESSORS - SALARY	107,628.61	109,906.75	89,578.06	99,481.30	37,596.40	97,751.00	100,162.00	2,411.00	2.47%	contractual
01141-51100		ASSESSORS-WAGES	58,044.67	62,517.44	62,906.24	67,249.46	24,661.28	70,650.00	72,478.00	1,828.00	2.59%	contractual
01141-52000		ASSESSORS - SERVICES	13,559.36	13,201.74	43,261.94	40,034.55	21,494.30	35,000.00	55,000.00	20,000.00	57.14%	400 Cyclical Inspections for DOR-\$14,000
01141-54000		ASSESSORS - SUPPLIES	339.37	451.56	402.85	1,075.58	352.95	1,500.00	1,500.00	0.00	0.00%	
01141-57000		ASSESSORS - EXPENSES	5,860.00	6,588.67	7,911.49	14,401.97	1,831.77	12,112.00	12,000.00	(112.00)	-0.92%	
TOTAL		BOARD OF ASSESSORS	185,432.01	192,666.16	204,060.58	222,242.86	85,936.70	217,013.00	241,140.00	24,127.00	11.12%	

ACCOUNTS FOR:	TREASURER/TAX COLLECTOR	DEPT	FY20 ACTUALS	FY21 ACTUALS	FY22 ACTUALS	FY23 ACTUALS	FY24 ACTUALS AS OF 11/21/23	CURRENT FY24 BUDGET	FY25 BUDGET DEPT REQUEST	\$ INC/(DEC)	% INC/(DEC)	NOTES
01145-51000		TREASURER - SALARY	(589.34)	2,199.19	11,838.72	97,624.14	45,994.60	119,266.00	122,048.00	2,782.00	2.33%	contract under negotiation
01145-51100		TREASURER - WAGES	148,377.07	160,681.15	157,795.43	91,195.62	30,788.62	103,074.00	107,842.00	4,768.00	4.63%	contractual
01145-52000		TREASURER - SERVICES	12,747.14	11,634.39	11,264.16	11,371.11	440.02	10,000.00	11,000.00	1,000.00	10.00%	increase service costs
01145-54000		TREASURER - SUPPLIES	2,302.72	2,717.99	2,337.03	2,756.32	482.26	4,000.00	4,000.00	0.00	0.00%	
01145-57000		TREASURER - EXPENSES	877.93	6,648.70	3,349.47	3,009.33	1,217.64	4,500.00	5,500.00	1,000.00	22.22%	increased costs; educational requirements
TOTAL		TOWN TREASURER	163,715.52	183,881.42	186,584.81	205,956.52	78,923.14	240,840.00	250,390.00	9,550.00	3.97%	

ACCOUNTS FOR:	FINANCE COMMITTEE	DEPT	FY20 ACTUALS	FY21 ACTUALS	FY22 ACTUALS	FY23 ACTUALS	FY24 ACTUALS AS OF 11/21/23	CURRENT FY24 BUDGET	FY25 BUDGET DEPT REQUEST	\$ INC/(DEC)	% INC/(DEC)	NOTES
01147-57000		FINANCE COMMITTEE EXPENSES	280.00	180.00	180.00	184.00	190.00	500.00	500.00	0.00	0.00%	
TOTAL		FINANCE COMMITTEE	280.00	180.00	180.00	184.00	190.00	500.00	500.00	0.00	0.00%	

ACCOUNTS FOR:		FY20	FY21	FY22	FY23	FY24	CURRENT FY24	FY25 BUDGET		
PARKING TICKETS	DEPT	ACTUALS	ACTUALS	ACTUALS	ACTUALS	ACTUALS AS OF 11/21/23	BUDGET	DEPT REQUEST	\$ INC/(DEC)	% INC/(DEC)
01148-52000	PARKING TICKETS SERVICES	1,347.71	688.83	607.55	715.00	0.00	1,250.00	1,250.00	0.00	0.00%
TOTAL	PARKING TICKETS	1,347.71	688.83	607.55	715.00	0.00	1,250.00	1,250.00	0.00	0.00%

ACCOUNTS FOR:		FY20	FY21	FY22	FY23	FY24	CURRENT FY24	FY25 BUDGET		
TOWN COUNSEL	DEPT	ACTUALS	ACTUALS	ACTUALS	ACTUALS	ACTUALS AS OF 11/21/23	BUDGET	DEPT REQUEST	\$ INC/(DEC)	% INC/(DEC)
01151-53090	LEGAL SERVICES	58,335.89	51,196.92	59,669.83	73,392.30	13,355.92	75,000.00	75,000.00	0.00	0.00%
TOTAL	TOWN COUNSEL	58,335.89	51,196.92	59,669.83	73,392.30	13,355.92	75,000.00	75,000.00	0.00	0.00%

ACCOUNTS FOR:		FY20	FY21	FY22	FY23	FY24	CURRENT FY24	FY25 BUDGET		
MANAGEMENT SUPPORT	DEPT	ACTUALS	ACTUALS	ACTUALS	ACTUALS	ACTUALS AS OF 11/21/23	BUDGET	DEPT REQUEST	\$ INC/(DEC)	% INC/(DEC)
01154-51000	MGMT SUPPORT - SALARY		56,257.11	49,719.09	0.00		0.00	0.00		
01154-51100	MGMT SUPPORT - WAGES	0.00	0.00	3,776.26	49,799.14	22,939.78	75,820.00	70,000.00	(5,820.00)	-7.68%
01154-51300	MANAGEMENT SUPPORT - OVERTIME	1,164.36	911.35	799.83	1,626.21	683.06	0.00	4,000.00	4,000.00	100.00%
01154-52000	MGMT SUPPORT SERVICES	11,294.77	18,072.02	24,385.01	37,827.41	12,727.07	35,000.00	40,000.00	5,000.00	14.29%
01154 54000	MGMT SUPPORT - SUPPLIES	1,178.19	1,662.50	4,013.19	5,274.11	557.95	1,500.00	1,500.00	0.00	0.00%
01154-57000	MGMT SUPPORT - EXPENSES	119.97	708.59	1,673.66	230.48	0.00	5,500.00	6,000.00	500.00	9.09%
TOTAL	MANAGEMENT SUPPORT	13,757.29	77,611.57	84,367.04	94,757.35	36,907.86	117,820.00	121,500.00	3,680.00	3.12%

ACCOUNTS FOR:		FY20	FY21	FY22	FY23	FY24	CURRENT FY24	FY25 BUDGET		
TAX TITLE	DEPT	ACTUALS	ACTUALS	ACTUALS	ACTUALS	ACTUALS AS OF 11/21/23	BUDGET	DEPT REQUEST	\$ INC/(DEC)	% INC/(DEC)
01158-52000	TAX TITLE FORECLOSURE- SERVICE	12,904.33	5,530.06	10,299.05	8,149.65	15,000.00	15,000.00	17,250.00	2,250.00	15.00%
TOTAL	TAX TITLE FORECLOSURE	12,904.33	5,530.06	10,299.05	8,149.65	15,000.00	15,000.00	17,250.00	2,250.00	15.00%

ACCOUNTS FOR:		FY20	FY21	FY22	FY23	FY24	CURRENT FY24	FY25 BUDGET		
TOWN CLERK	DEPT	ACTUALS	ACTUALS	ACTUALS	ACTUALS	ACTUALS AS OF 11/21/23	BUDGET	DEPT REQUEST	\$ INC/(DEC)	% INC/(DEC)
01161-51000	TOWN CLERK - SALARY	(1,106.48)	2,164.00	11,933.77	79,244.93	35,556.20	95,345.00	97,720.00	2,375.00	2.49%
01161-51100	TOWN CLERK -WAGES	126,329.80	131,576.72	124,672.69	49,228.82	18,456.05	52,982.00	54,518.00	1,536.00	2.90%
01161-51300	TOWN CLERK - OVERTIME	0.00	395.39	0.00	186.59	0.00	0.00	0.00	0.00	0.00%
01161-52000	TOWN CLERK - SERVICES	0.00	611.24	726.74	1,958.82	508.24	2,000.00	2,000.00	0.00	0.00%
01161-54000	TOWN CLERK - SUPPLIES	751.49	495.90	972.94	3,112.88	1,518.85	2,500.00	2,000.00	(500.00)	-20.00%
01161-57000	TOWN CLERK - EXPENSES	255.00	385.00	2,491.14	4,048.87	605.00	3,000.00	2,500.00	(500.00)	-16.67%
TOTAL	TOWN CLERK	126,229.81	135,628.25	140,797.28	137,780.91	56,644.34	155,827.00	158,738.00	2,911.00	1.87%

ACCOUNTS FOR:		FY20	FY21	FY22	FY23	FY24	CURRENT FY24	FY25 BUDGET		
ELECTIONS & REGISTRATIONS	DEPT	ACTUALS	ACTUALS	ACTUALS	ACTUALS	ACTUALS AS OF 11/21/23	BUDGET	DEPT REQUEST	\$ INC/(DEC)	% INC/(DEC)
01162-51000	ELECTIONS & REGISTRARS - SALARY	847.00	1,153.00	500.00	0.00	0.00	0.00	0.00	0.00	0.00%
01162-51100	ELECTIONS - WAGES	9,453.80	10,228.21	2,718.60	11,182.95	0.00	10,000.00	10,000.00	0.00	0.00%
01162-51300	ELECTIONS OVERTIME	0.00	228.91	0.00	897.96	0.00	0.00	0.00	0.00	0.00%
01162-52000	ELECTIONS - SERVICES	5,837.62	7,618.82	6,022.80	6,592.14	0.00	8,000.00	8,000.00	0.00	0.00%
01162-54000	ELECTION - SUPPLIES	2,507.16	3,053.14	1,110.90	4,076.42	0.00	3,500.00	3,500.00	0.00	0.00%
01162-57000	ELECTIONS - EXPENSES	164.71	769.16	0.00	0.00	0.00	1,000.00	1,000.00	0.00	0.00%
TOTAL	ELECTIONS & REGISTRATION	18,810.29	23,051.24	10,352.30	22,749.47	0.00	22,500.00	22,500.00	0.00	0.00%

ACCOUNTS FOR:		FY20	FY21	FY22	FY23	FY24	CURRENT FY24	FY25 BUDGET		
POSTAGE	DEPT	ACTUALS	ACTUALS	ACTUALS	ACTUALS	ACTUALS AS OF 11/21/23	BUDGET	DEPT REQUEST	\$ INC/(DEC)	% INC/(DEC)
01164-53000	POSTAGE	17,925.61	19,811.75	20,997.31	22,923.51	1,504.31	30,000.00	31,100.00	1,100.00	3.67%
TOTAL	TOWN HALL POSTAGE FUND	17,925.61	19,811.75	20,997.31	22,923.51	1,504.31	30,000.00	31,100.00	1,100.00	3.67%

ACCOUNTS FOR:		FY20	FY21	FY22	FY23	FY24	CURRENT FY24	FY25 BUDGET		
INFORMATION TECHNOLOGY	DEPT	ACTUALS	ACTUALS	ACTUALS	ACTUALS	ACTUALS AS OF 11/21/23	BUDGET	DEPT REQUEST	\$ INC/(DEC)	% INC/(DEC)
01166-51000	INFO TECH - SALARY	(359.92)	1,894.21	14,298.87	73,735.73	22,920.00	89,888.00	71,207.00	(18,681.00)	-20.78%
01166-51100	INFO TECH - WAGES	94,229.17	103,615.46	80,957.19	8,776.38	2,752.50	8,640.00	6,500.00	(2,140.00)	-24.77%
01166-52000	INFO TECH - SERVICES	46,879.16	60,964.29	74,236.02	115,933.87	54,015.70	59,045.00	206,284.00	147,239.00	249.37%
01166-54000	INFO TECH - SUPPLIES	4,470.00	4,540.33	3,785.00	13,247.75	5,253.84	5,500.00	5,500.00	0.00	0.00%
01166-57000	INFO TECH - EXPENSES	911.86	444.65	1,055.94	3,330.51	0.00	20,000.00	10,000.00	(10,000.00)	-50.00%
01166-58000	INFO TECH CAPITAL	7,814.25	19,159.24	10,982.90	0.00	0.00	0.00	0.00	0.00	0.00%
TOTAL	INFORMATION TECHNOLOGY	153,944.52	190,618.18	185,315.92	215,024.24	84,942.04	183,073.00	299,491.00	116,418.00	63.59%

ACCOUNTS FOR:		FY20	FY21	FY22	FY23	FY24	CURRENT FY24	FY25 BUDGET		
CONSERVATION	DEPT	ACTUALS	ACTUALS	ACTUALS	ACTUALS	ACTUALS AS OF 11/21/23	BUDGET	DEPT REQUEST	\$ INC/(DEC)	% INC/(DEC)
01171-51000	CONSERVATION - SALARY	56,697.86	61,570.75	41,691.14	0.00	0.00	0.00	0.00	0.00	0.00%
01171-51100	CONSERVATION - WAGES	(219.44)	631.20	6,693.44	62,610.08	25,245.26	68,548.00	71,263.00	2,715.00	3.96%
01171-52000	CONSERVATION - SERVICES	919.13	1,579.13	6,604.57	3,400.38	532.63	10,500.00	12,500.00	2,000.00	19.05%
01171-54000	CONSERVATION - SUPPLIES	303.39	231.20	1,474.11	215.74	173.16	1,200.00	1,200.00	0.00	0.00%
01171-57000	CONSERVATION - EXPENSES	2,403.13	879.13	1,590.99	2,778.48	325.64	2,400.00	2,400.00	0.00	0.00%
TOTAL	CONSERVATION COMMISSION	60,104.07	64,891.41	58,054.25	69,004.68	26,276.69	82,648.00	87,363.00	4,715.00	5.70%

re-org OT to proper line
re-org OT to proper line
Increase cost General Code; extra codification

*multiple rate increases past 5 years

contractual
contractual

position open
new security requirements; outsource IT; upgrades

contractual

ACCOUNTS FOR:		FY20	FY21	FY22	FY23	FY24	CURRENT FY24	FY25 BUDGET		
TOWN PLANNER	DEPT	ACTUALS	ACTUALS	ACTUALS	ACTUALS	ACTUALS AS OF 11/21/23	BUDGET	DEPT REQUEST	\$ INC/(DEC)	% INC/(DEC)
01175-51000	TOWN PLANNER SALARY	82,721.68	86,790.69	86,347.72	81,876.27	28,896.29	89,888.00	85,567.00	(4,321.00)	-4.81% contractual
01175-51100	TOWN PLANNER WAGES		0.00	0.00	0.00	521.69	0.00	0.00	0.00	0.00%
01175-51300	TOWN PLANNER - OVERTIME		0.00	0.00	468.09	97.58	0.00	0.00	0.00	0.00%
01175-52000	TOWN PLANNER SERVICES		644.12	839.03	2,094.06	225.78	450.00	1,300.00	850.00	188.89%
01175-54000	TOWN PLANNER SUPPLIES	0.00	210.31	576.06	304.46	116.39	150.00	1,000.00	850.00	100.00%
01175-57000	TOWN PLANNER EXPENSES	3,433.92	454.36	3,817.23	2,244.70	723.71	1,900.00	3,000.00	1,100.00	57.89%
TOTAL	TOWN PLANNER	86,155.60	88,099.48	91,580.04	86,987.58	30,581.44	92,388.00	90,867.00	(1,521.00)	-1.65%

ACCOUNTS FOR:		FY20	FY21	FY22	FY23	FY24	CURRENT FY24	FY25 BUDGET		
ZONING BOARD OF APPEALS	DEPT	ACTUALS	ACTUALS	ACTUALS	ACTUALS	ACTUALS AS OF 11/21/23	BUDGET	DEPT REQUEST	\$ INC/(DEC)	% INC/(DEC)
01176-52000	ZONING BOARD SERVICES						0.00	670.00	670.00	100.00% new department budget
01176-54000	ZONING BOARD SUPPLIES						0.00	630.00	630.00	100.00%

ACCOUNTS FOR:		FY20	FY21	FY22	FY23	FY24	CURRENT FY24	FY25 BUDGET		
URBAN DEVELOPMENT	DEPT	ACTUALS	ACTUALS	ACTUALS	ACTUALS	ACTUALS AS OF 11/21/23	BUDGET	DEPT REQUEST	\$ INC/(DEC)	% INC/(DEC)
01181-56600	REGIONAL PLANNING ASSESS.	2,510.52	2,573.28	2,637.62	2,888.60	2,960.82	2,961.00	3,257.00	296.00	10.00% estimated
TOTAL	URBAN DEVELOPMENT	2,510.52	2,573.28	2,637.62	2,888.60	2,960.82	2,961.00	3,257.00	296.00	10.00%

ACCOUNTS FOR:		FY20	FY21	FY22	FY23	FY24	CURRENT FY24	FY25 BUDGET		
COMMUNITY & ECONOMIC DEV	DEPT	ACTUALS	ACTUALS	ACTUALS	ACTUALS	ACTUALS AS OF 11/21/23	BUDGET	DEPT REQUEST	\$ INC/(DEC)	% INC/(DEC)
01188-51000	PLAN & DEVELOP - SALARIES	38,680.32	39,982.26	42,495.90	43,183.98	17,780.12	46,373.00	47,548.00	1,175.00	2.53% contractual
01188-51100	PLAN & DEVELOP - WAGES	(148.20)	555.24	0.00	33,871.32	13,339.61	39,872.00	40,670.00	798.00	2.00% contractual
01188-52000	PLAN & DEVELOP - SERVICES	0.00	28.24	0.00	200.00	0.00	200.00	200.00	0.00	0.00%
01188-54000	PLAN & DEVELOP - SUPPLIES	0.00	194.30	0.00	0.00	0.00	250.00	250.00	0.00	0.00%
TOTAL	COMMUNITY & ECONOMIC DEV	38,532.12	40,760.04	42,495.90	77,055.30	31,119.73	86,695.00	88,668.00	1,973.00	2.28%

ACCOUNTS FOR:		FY20	FY21	FY22	FY23	FY24	CURRENT FY24	FY25 BUDGET		
FACILITIES PUBLIC BUILDING & PROP MAIN	DEPT	ACTUALS	ACTUALS	ACTUALS	ACTUALS	ACTUALS AS OF 11/21/23	BUDGET	DEPT REQUEST	\$ INC/(DEC)	% INC/(DEC)
01192-51000	FACILITIES- SALARY	71,420.40	76,933.20	88,458.84	88,309.30	36,324.80	94,444.00	96,567.00	2,123.00	2.25%
01192-51100	FACILITIES - WAGES	40,043.52	22,681.46	7,030.96	43,476.50	11,690.33	47,168.00	48,229.00	1,061.00	2.25%
01192-51300	FACILITIES OVERTIME	7,175.18	18,891.49	16,214.56	497.60	101.67	1,000.00	1,000.00	0.00	0.00%
01192-52000	FACILITIES - SERVICES	72,319.52	106,989.72	106,950.91	49,865.28	41,143.75	49,500.00	49,500.00	0.00	0.00%
01192-52010	SERVICES-OTHER TOWN BUILDINGS	0.00	0.00	0.00	11,527.74	23,827.14	20,000.00	25,000.00	5,000.00	25.00%
01192-52021	FACILITIES SERVICES - APD	0.00	0.00	0.00	7,985.23	11,832.05	20,600.00	20,600.00	0.00	0.00%
01192-52022	FACILITIES SERVICES - AFD	0.00	0.00	0.00	8,084.36	6,982.31	28,000.00	28,000.00	0.00	0.00%
01192-52100	FACILITIES - UTILITIES	78,731.69	90,017.19	93,319.57	44,751.56	2,789.75	35,500.00	35,500.00	0.00	0.00%
01192-52121	FACILITIES UTILITIES - APD	0.00	0.00	0.00	14,083.81	3,763.12	36,000.00	36,000.00	0.00	0.00%
01192-52122	FACILITIES UTILITIES - AFD	0.00	0.00	0.00	19,329.64	4,153.11	35,600.00	35,600.00	0.00	0.00%
01192-52200	FACILITIES GROUNDSKEEPING	0.00	0.00	1,189.72	7,776.91	1,286.21	4,000.00	4,000.00	0.00	0.00%
01192-52221	FACILITIES GROUNDSKEEPING- APD	0.00	0.00	0.00	2,038.85	3,388.66	2,500.00	2,500.00	0.00	0.00%
01192-52222	FACILITIES GROUNDSKEEPING- AFD	0.00	0.00	0.00	253.45	97.26	500.00	500.00	0.00	0.00%
01192-52400	FACILITIES REP & MAINTENANCE	13,504.06	9,483.76	14,937.90	15,080.69	2,813.71	12,208.00	12,818.00	610.00	5.00%
01192-52421	FACILITIES MAINTENANCE - APD	0.00	0.00	0.00	9,189.19	997.44	10,104.00	10,609.00	505.00	5.00%
01192-52422	FACILITIES MAINTENANCE - AFD	0.00	0.00	0.00	15,110.79	1,167.38	10,858.00	12,800.00	1,942.00	17.89% Kitchen Exhaust Cleaning
01192-54000	FACILITIES - SUPPLIES	24,631.98	34,394.26	35,454.78	22,329.12	5,407.16	18,200.00	18,200.00	0.00	0.00%
01192-54021	FACILITIES SUPPLIES - APD	0.00	0.00	0.00	10,092.35	1,137.38	11,500.00	11,500.00	0.00	0.00%
01192-54022	FACILITIES SUPPLIES - AFD	0.00	0.00	0.00	7,013.67	532.34	6,200.00	6,200.00	0.00	0.00%
01192-54100	CLOTHING SUPPLIES	0.00	597.82	575.96	627.72	0.00	600.00	600.00	0.00	0.00%
01192-57000	FACILITIES - EXPENSES	2,410.15	2,841.63	3,782.64	4,781.88	282.16	3,000.00	3,000.00	0.00	0.00%
TOTAL	PUBLIC BLDGS & PROP MAIN	310,236.50	362,830.53	367,915.84	382,205.64	159,717.73	447,482.00	458,723.00	11,241.00	2.51%

ACCOUNTS FOR:		FY20	FY21	FY22	FY23	FY24	CURRENT FY24	FY25 BUDGET		
GENERAL INSURANCE	DEPT	ACTUALS	ACTUALS	ACTUALS	ACTUALS	ACTUALS AS OF 11/21/23	BUDGET	DEPT REQUEST	\$ INC/(DEC)	% INC/(DEC)
01193-57400	WORKERS COMPENSATION INS	54,533.00	56,616.00	54,397.00	51,391.60	58,303.20	74,360.00	81,796.00	7,436.00	10.00% estimate
01193-57410	FIRE/POLICE ACC LIAB INS	43,247.00	58,970.94	57,672.30	62,215.66	57,360.93	64,290.00	70,719.00	6,429.00	10.00% estimate
01193-57430	FIRE, CASUALTY & LIAB INS	120,859.68	129,979.00	153,647.36	166,127.15	151,228.55	175,032.00	192,535.00	17,503.00	10.00% estimate
TOTAL	GENERAL INSURANCE	218,639.68	245,565.94	265,716.66	279,734.41	266,892.68	313,682.00	345,050.00	31,368.00	10.00%

ACCOUNTS FOR:		FY20	FY21	FY22	FY23	FY24	CURRENT FY24	FY25 BUDGET		
POLICE DEPARTMENT	DEPT	ACTUALS	ACTUALS	ACTUALS	ACTUALS	ACTUALS AS OF 11/21/23	BUDGET	DEPT REQUEST	\$ INC/(DEC)	% INC/(DEC)
01210-51000	POLICE DEPT-SALARIES	0.00	0.00	37,520.92	275,603.28	119,289.97	303,466.00	313,220.00	9,754.00	3.21% contractual
01210-51100	POLICE DEPT-WAGES	2,028,904.32	2,239,258.90	2,169,735.12	1,581,120.67	542,493.43	1,976,202.00	1,979,394.00	3,192.00	0.16% Patrol contract under negotiation
01210-51300	POLICE DEPT-OVERTIME	128,475.55	233,485.34	233,102.58	251,614.75	91,764.79	302,808.00	302,808.00	0.00	0.00%
01210-52000	POLICE - SERVICES	114,850.27	117,377.07	138,343.47	116,258.05	75,465.85	123,581.00	141,278.00	17,697.00	14.32% Accreditation, Insurance, Drivetech/IT, Phone System Compliance
01210-52100	POLICE UTILITY SERVICES	0.00	0.00	434.39	2,780.12	904.62	7,900.00	8,300.00	400.00	5.06% Landline and Electric
01210-54000	POLICE - SUPPLIES	32,883.19	67,140.00	63,679.65	107,763.29	3,217.03	27,300.00	26,300.00	(1,000.00)	-3.66% Moved clothing/Equipment from this line to clothing
01210-54100	POLICE - CLOTHING ALLOWANCE	23,368.14	23,030.47	20,895.32	22,129.80	5,891.02	34,075.00	43,875.00	9,800.00	28.76% Moved Dept. clothing/equipment from Supplies, 1 Academy New Hire, and replacement vests
01210-57000	POLICE - EXPENSE	30,890.20	26,170.79	46,247.97	79,917.60	27,147.69	79,552.00	87,771.00	8,219.00	10.33% Training, Professional Development and Memberships
01210-58000	POLICE CAPITAL	56,062.32	50,321.62	53,734.22	180,211.91	0.00	72,715.00	81,153.00	8,438.00	11.60% Budget Estimate from McGovern (cruiser) and Transcor (Computer)
TOTAL	POLICE DEPARTMENT	2,415,433.99	2,756,784.19	2,763,693.64	2,617,399.47	866,174.40	2,927,599.00	2,984,099.00	56,500.00	1.93%

ACCOUNTS FOR:	FIRE DEPARTMENT	DEPT	FY20 ACTUALS	FY21 ACTUALS	FY22 ACTUALS	FY23 ACTUALS	FY24 ACTUALS AS OF 11/21/23	CURRENT FY24 BUDGET	FY25 BUDGET DEPT REQUEST	\$ INC/(DEC)	% INC/(DEC)
01220-51000		FIRE - SALARY	52,302.22	54,920.88	81,480.15	263,765.53	115,834.20	299,041.00	305,678.00	6,637.00	2.22%
01220-51100		FIRE DEPT WAGES	1,340,826.47	1,451,100.76	1,487,049.76	1,339,284.69	524,072.66	1,335,455.00	1,482,157.00	146,702.00	10.99%
01220-51300		FIRE DEPT-OVERTIME	273,242.26	278,944.05	244,114.11	453,076.39	140,979.02	500,961.00	549,805.00	48,844.00	9.75%
01220-52000		FIRE SERVICES	37,725.72	40,244.31	56,297.89	72,209.07	19,885.34	56,056.00	62,207.00	6,151.00	10.97%
01220-53020		FIRE OSHA SERVICES	0.00	0.00	0.00	2,337.12	1,030.97	12,173.00	12,173.00	0.00	0.00%
01220-54000		FIRE SUPPLIES	34,544.67	50,135.39	82,232.33	33,823.06	8,948.38	46,664.00	46,195.00	(469.00)	-1.01%
01220-54100		FIRE CLOTHING ALLOWANCE		0.00	0.00	18,181.27	7,235.22	0.00	0.00	0.00	0.00%
01220-57000		FIRE OTHER CHARGES & EXPENSES	9,374.27	11,731.89	18,670.29	29,044.07	1,734.80	34,135.00	37,610.00	3,475.00	10.18%
01220-58000		FIRE TURN OUT GEAR	13,462.54	15,009.60	2,647.96	2,335.27	858.80	5,000.00	5,000.00	0.00	0.00%
TOTAL		FIRE DEPARTMENT	1,761,478.15	1,902,086.88	1,972,492.49	2,214,056.47	820,579.39	2,289,485.00	2,500,825.00	211,340.00	9.23%

contractual
 10.99% admin, Full Time and Call FF, safer grant
 9.75% OT- FF,training and callback

ACCOUNTS FOR:	DISPATCHERS	DEPT	FY20 ACTUALS	FY21 ACTUALS	FY22 ACTUALS	FY23 ACTUALS	FY24 ACTUALS AS OF 11/21/23	CURRENT FY24 BUDGET	FY25 BUDGET DEPT REQUEST	\$ INC/(DEC)	% INC/(DEC)
01231-51000		REGION DISPATCH-SALARY	0.00	0.00	2,556.30	88,193.07	37,730.75	99,078.00	101,809.00	2,731.00	2.76%
01231-51100		REGION DISPATCHERS - WAGES	194,382.77	18,741.49	72,655.36	347,322.60	135,080.07	345,776.00	352,499.00	6,723.00	1.94%
01231-51300		REGION DISPATCHER - OVERTIME	0.00	0.00	9,688.31	52,420.59	44,220.81	61,000.00	61,000.00	0.00	0.00%
01231-52000		REGIONAL DISPATCH-SERVICES	0.00	0.00	0.00	28,924.97	4,607.08	22,163.00	31,202.38	9,039.38	40.79%
01231-54000		REGIONAL DISPATCH - SUPPLIES	0.00	337.02	0.00	8,176.74	253.44	1,000.00	1,000.00	0.00	0.00%
01231-54100		REGION DISPATCHER - CLOTHING ALLOWAN	969.25	920.99	1,691.92	4,325.57	1,634.73	5,400.00	5,400.00	0.00	0.00%
01231-57000		REGIONAL DISPATCH-EXPENSES	0.00	0.00	440.02	4,652.41	609.37	13,369.00	13,200.00	(169.00)	-1.26%
TOTAL		DISPATCHERS	195,352.02	19,999.50	87,031.91	534,015.95	224,136.25	547,786.00	566,110.38	18,324.38	3.35%

contractual
 1.94% contract under negotiation
 40.79% moved Beltronics Avtec/scoutcare to RECC, equature recorder

ACCOUNTS FOR:	BUILDING INSPECTION	DEPT	FY20 ACTUALS	FY21 ACTUALS	FY22 ACTUALS	FY23 ACTUALS	FY24 ACTUALS AS OF 11/21/23	CURRENT FY24 BUDGET	FY25 BUDGET DEPT REQUEST	\$ INC/(DEC)	% INC/(DEC)
01241-51000		BUILDING INSPECTOR-SALARIES	(342.00)	1,279.36	13,641.19	101,132.04	41,141.21	108,287.00	120,320.00	12,033.00	11.11%
01241-51100		BUILDING INSPECTOR- WAGES	89,137.49	94,457.47	87,248.00	24,420.00	22,827.60	68,967.00	66,500.00	(2,467.00)	-3.58%
01241-51300		BUILDING INSPECTOR-OVERTIME	0.00	0.00	341.68	579.80	0.00	0.00	0.00	0.00	0.00%
01241-52000		BUILDING INSPECTION-SERVICES	3,601.49	1,467.88	1,206.68	1,188.22	2,498.05	1,000.00	1,500.00	500.00	50.00%
01241-54000		BUILDING INSPECTION - SUPPLIES	4,689.00	5,078.57	4,807.34	1,420.75	470.03	1,000.00	1,500.00	500.00	50.00%
01241-54100		WEIGHTS AND MEASURES	0.00	0.00	0.00	5,849.91	1,665.00	6,500.00	6,500.00	0.00	0.00%
01241-57000		BUILDING INSPECTION-EXPENSES	2,005.00	1,192.61	2,010.22	4,554.72	783.48	5,000.00	5,000.00	0.00	0.00%
TOTAL		BUILDING INSPECTION	99,090.98	103,475.89	109,255.11	139,145.44	69,385.37	190,754.00	201,320.00	10,566.00	5.54%

contractual

ACCOUNTS FOR:	BARN INSPECTOR	DEPT	FY20 ACTUALS	FY21 ACTUALS	FY22 ACTUALS	FY23 ACTUALS	FY24 ACTUALS AS OF 11/21/23	CURRENT FY24 BUDGET	FY25 BUDGET DEPT REQUEST	\$ INC/(DEC)	% INC/(DEC)
01247-51100		BARN INSPECTOR STIPEND	2,600.00	2,600.00	2,600.00	0.00	0.00	2,652.00	2,652.00	0.00	0.00%
TOTAL		BARN INSPECTOR	2,600.00	2,600.00	2,600.00	0.00	0.00	2,652.00	2,652.00	0.00	0.00%

ACCOUNTS FOR:	EMERGENCY SERVICES	DEPT	FY20 ACTUALS	FY21 ACTUALS	FY22 ACTUALS	FY23 ACTUALS	FY24 ACTUALS AS OF 11/21/23	CURRENT FY24 BUDGET	FY25 BUDGET DEPT REQUEST	\$ INC/(DEC)	% INC/(DEC)
01291-51000		EMS - SALARIES		0.00	1,746.06	12,850.58	5,763.60	16,650.00	16,733.00	83.00	0.50%
01291-51100		EMERGENCY MGMT WAGES	12,505.00	12,609.19	10,929.60	0.00	0.00	0.00	0.00	0.00	0.00%
01291-52000		EMS SERVICES	7,000.00	6,740.00	6,740.00	9,179.20	7,279.20	7,400.00	7,400.00	0.00	0.00%
01291-54000		EMS SUPPLIES	3,000.00	1,795.43	1,925.00	1,076.10	137.75	3,000.00	3,000.00	0.00	0.00%
01291-57000		EMS OTHER CHARGES & EXPENSES	100.00	0.00	0.00	0.00	0.00	100.00	100.00	0.00	0.00%
TOTAL		EMERGENCY SERVICES	22,605.00	21,144.62	21,340.66	23,105.88	13,180.55	27,150.00	27,233.00	83.00	0.31%

contractual

ACCOUNTS FOR:	ANIMAL CONTROL OFFICER	DEPT	FY20 ACTUALS	FY21 ACTUALS	FY22 ACTUALS	FY23 ACTUALS	FY24 ACTUALS AS OF 11/21/23	CURRENT FY24 BUDGET	FY25 BUDGET DEPT REQUEST	\$ INC/(DEC)	% INC/(DEC)
01292-51100		ANIMAL CONTROL - WAGES	13,316.16	14,169.00	14,549.06	14,787.22	6,336.00	16,474.00	16,810.00	336.00	2.04%
01292-52000		ANIMAL CONTROL - SERVICES	175.00	226.50	924.43	1,021.85	0.00	908.00	908.00	0.00	0.00%
01292-54000		ANIMAL CONTROL - SUPPLIES	338.70	277.85	140.77	28.42	0.00	374.00	374.00	0.00	0.00%
01292-57000		ANIMAL CONTROL - EXPENSES	0.00	0.00	0.00	0.00	0.00	200.00	200.00	0.00	0.00%
TOTAL		ANIMAL CONTROL OFFICER	13,829.86	14,673.35	15,614.26	15,837.49	6,336.00	17,956.00	18,292.00	336.00	1.87%

contractual

ACCOUNTS FOR:	TREE WARDEN	DEPT	FY20 ACTUALS	FY21 ACTUALS	FY22 ACTUALS	FY23 ACTUALS	FY24 ACTUALS AS OF 11/21/23	CURRENT FY24 BUDGET	FY25 BUDGET DEPT REQUEST	\$ INC/(DEC)	% INC/(DEC)
01294-51100		TREE WARDEN STIPEND	10,200.32	10,608.24	10,641.31	10,591.09	4,246.50	11,040.00	11,040.00	0.00	0.00%
01294-52000		TREE WARDEN - SERVICES	31,234.88	15,212.80	34,421.68	38,637.88	5,065.96	63,000.00	55,000.00	(8,000.00)	-12.70%
01294-53100		TREE WARDEN - POLICE DETAILS	1,401.84	1,908.68	1,202.06	4,064.72	0.00	4,000.00	4,000.00	0.00	0.00%
01294-54000		TREE WARDEN - SUPPLIES	856.63	270.15	243.85	17.52	29.94	3,000.00	3,000.00	0.00	0.00%
01294-57000		TREE WARDEN - EXPENSES	85.00	10,085.00	85.00	2,585.00	2,500.00	1,000.00	2,500.00	1,500.00	150.00%
TOTAL		TREE WARDEN	43,778.67	38,084.87	46,593.90	55,896.21	11,842.40	82,040.00	75,540.00	(6,500.00)	-7.92%

ACCOUNTS FOR:	DPW ADMINISTRATION	DEPT	FY20 ACTUALS	FY21 ACTUALS	FY22 ACTUALS	FY23 ACTUALS	FY24 ACTUALS AS OF 11/21/23	CURRENT FY24 BUDGET	FY25 BUDGET DEPT REQUEST	\$ INC/(DEC)	% INC/(DEC)
01410-51000		DPW ADMIN- SALARY	2,415.00	2,181.40	31,976.65	177,858.84	90,064.60	234,168.00	240,358.00	6,190.00	2.64%
01410-51100		DPW ADMIN - WAGES	355,047.87	381,949.62	296,648.34	196,655.88	75,414.25	223,213.00	233,900.00	10,687.00	4.79%
01410-51300		DPW ADMIN OVERTIME	118.08	973.57	102.70	0.00	0.00	500.00	500.00	0.00	0.00%
01410-52000		DPW ADMIN - SERVICES	27,919.95	21,740.12	27,293.65	46,846.21	19,793.91	34,500.00	34,500.00	0.00	0.00%
01410-52100		DPW ADMIN - UTILITIES	2,360.10	2,707.69	6,931.53	(2,021.22)	349.76	16,500.00	20,625.00	4,125.00	25.00%
01410-54000		DPW ADMIN - SUPPLIES	(12,365.77)	23,485.40	9,898.49	9,147.42	2,749.54	7,500.00	7,500.00	0.00	0.00%
01410-57000		DPW ADMIN - EXPENSES	3,468.53	1,610.95	13,942.95	2,502.42	582.64	5,000.00	20,000.00	15,000.00	300.00%
TOTAL		DPW-ADMINISTRATION	378,963.76	434,648.75	386,794.31	430,989.55	188,954.70	521,381.00	557,383.00	36,002.00	6.91%

contract under negotiation
 4.79% contractual
 25.00% Increase due to elec/gas set rate increase
 300.00% Add \$15,000 for Townwide permitting software annual cost

ACCOUNTS FOR:		FY20	FY21	FY22	FY23	FY24	CURRENT FY24	FY25 BUDGET		
HIGHWAY - DPW	DEPT	ACTUALS	ACTUALS	ACTUALS	ACTUALS	ACTUALS AS OF 11/21/23	BUDGET	DEPT REQUEST	\$ INC/(DEC)	% INC/(DEC)
01420-51100	HIGHWAY DEPT - WAGES	308,986.71	303,511.92	300,427.58	321,216.95	129,047.28	341,239.00	361,954.00	20,715.00	6.07% contractual
01420-51300	HIGHWAY DEPT OVERTIME	15,272.37	13,691.62	13,056.24	15,266.71	2,343.55	14,500.00	15,500.00	1,000.00	6.90%
01420-51900	HWY CLOTHING REIMBURSEMENT	3,733.32	3,500.00	3,974.99	2,150.00	1,750.00	3,500.00	3,500.00	0.00	0.00%
01420-52000	HIGHWAY DEPT - SERVICES	20,882.44	45,011.08	40,122.63	35,186.60	22,285.03	43,500.00	43,500.00	0.00	0.00%
01420-52100	HIGHWAY UTILITIES	6,096.46	8,204.73	20,629.20	17,410.71	857.19	2,000.00	2,500.00	500.00	25.00%
01420-52200	DPW HWY - LINE PAINTING	0.00	0.00	0.00	18,972.00	0.00	18,000.00	30,000.00	12,000.00	66.67% increased costs
01420-53100	HIGHWAY DEPT - POLICE DETAILS	6,363.66	4,431.12	8,201.12	3,289.40	1,264.00	8,000.00	8,000.00	0.00	0.00%
01420-54000	HIGHWAY DEPT - SUPPLIES	31,834.36	12,964.13	21,972.96	31,672.86	12,755.31	37,600.00	37,600.00	0.00	0.00%
01420-57000	HIGHWAY DEPT - EXPENSES	1,069.63	334.85	804.80	689.85	0.00	1,200.00	1,200.00	0.00	0.00%
01420-58000	DPW HWY CAPITAL	17,023.21	2,203.24	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
TOTAL	DPW-HIGHWAY DEPARTMENT	411,262.16	393,852.69	409,189.52	445,855.08	170,302.36	469,539.00	503,754.00	34,215.00	7.29%

ACCOUNTS FOR:		FY20	FY21	FY22	FY23	FY24	CURRENT FY24	FY25 BUDGET		
STORM WATER	DEPT	ACTUALS	ACTUALS	ACTUALS	ACTUALS	ACTUALS AS OF 11/21/23	BUDGET	DEPT REQUEST	\$ INC/(DEC)	% INC/(DEC)
01421-51100	STORM WATER - WAGES	9,410.94	6,401.52	32,808.36	0.00	166.67	0.00	0.00	0.00	0.00%
01421-52000	STORMWATER - SERVICES	31,513.37	42,618.99	91,040.45	35,167.37	94,702.22	40,500.00	50,000.00	9,500.00	23.46% consultant services
01421-52300	STORMWATER CATCH BASIN	0.00	0.00	0.00	0.00	0.00	15,000.00	18,500.00	3,500.00	23.33% cost increase for service
01421-53100	STORMWATER POLICE DETAILS	21,439.48	3,192.46	1,354.96	2,541.36	491.84	5,000.00	5,000.00	0.00	0.00%
01421-54000	STORMWATER - SUPPLIES	(7,725.02)	34,279.95	4,254.54	9,250.92	2,834.32	12,500.00	12,500.00	0.00	0.00%
01421-58000	STORM DRAIN UPGRADES	100,000.00	65,438.00	58,433.98	64,450.00	0.00	100,000.00	0.00	(100,000.00)	-100.00% moved to capital
01421-58100	STORMWATER - CULVERT REPLACEMENTS	84,300.00	8,915.60	88,274.00	25,000.00	0.00	30,000.00	0.00	(30,000.00)	-100.00% moved to capital
TOTAL	DPW-STORMWATER MANAGEMENT	238,938.77	160,846.52	276,166.29	136,409.65	98,195.05	203,000.00	86,000.00	(117,000.00)	-57.64%

ACCOUNTS FOR:		FY20	FY21	FY22	FY23	FY24	CURRENT FY24	FY25 BUDGET		
SNOW REMOVAL	DEPT	ACTUALS	ACTUALS	ACTUALS	ACTUALS	ACTUALS AS OF 11/21/23	BUDGET	DEPT REQUEST	\$ INC/(DEC)	% INC/(DEC)
01422-51100	SNOW REMOVAL- WAGES	3,045.84	2,016.66	1,398.31	1,787.00	0.00	3,060.00	3,060.00	0.00	0.00%
01422-51300	SNOW REMOVAL OVERTIME	69,830.04	75,629.87	69,485.48	66,385.66	0.00	77,000.00	77,000.00	0.00	0.00%
01422-52000	SNOW REMOVAL - SERVICES	33,575.89	31,485.59	29,150.55	31,574.16	4,800.00	40,000.00	42,000.00	2,000.00	5.00% Increase in contracts with private plow drivers
01422-53100	SNOW REMOVAL - POLICE DETAILS	808.48	1,374.84	876.72	0.00	0.00	3,000.00	3,000.00	0.00	0.00%
01422-54000	SNOW REMOVAL - SUPPLIES	20,461.92	35,292.26	26,552.20	42,376.45	4,541.42	38,000.00	38,000.00	0.00	0.00%
01422-54810	SNOW REMOVAL FUEL	31,481.18	23,701.60	37,072.11	41,827.68	0.00	53,600.00	53,600.00	0.00	0.00%
01422-55410	SNOW REMOVAL SALT & SAND	87,784.90	85,375.21	109,150.28	121,940.52	29,452.99	144,000.00	144,000.00	0.00	0.00%
TOTAL	SNOW REMOVAL	246,988.25	254,876.03	273,685.65	305,891.47	38,794.41	358,660.00	360,660.00	2,000.00	0.56%

ACCOUNTS FOR:		FY20	FY21	FY22	FY23	FY24	CURRENT FY24	FY25 BUDGET		
STREET LIGHTING	DEPT	ACTUALS	ACTUALS	ACTUALS	ACTUALS	ACTUALS AS OF 11/21/23	BUDGET	DEPT REQUEST	\$ INC/(DEC)	% INC/(DEC)
01424-52000	STREET LIGHT REP & MAINTENANCE	21,583.00	10,442.83	6,985.93	25,561.41	0.00	13,000.00	13,000.00	0.00	0.00%
01424-52100	STREET LIGHTS - SERVICES	10,967.42	17,201.00	6,271.87	11,302.14	3,520.20	23,000.00	23,000.00	0.00	0.00%
01424-53100	STREET LIGHTING POLICE DETAILS	0.00	2,552.52	437.60	0.00	0.00	4,000.00	4,000.00	0.00	0.00%
01424-54000	STREET LIGHTING - SUPPLIES	0.00	1,721.96	4,510.00	627.24	0.00	5,000.00	5,000.00	0.00	0.00%
TOTAL	STREET LIGHTING	32,550.42	31,918.31	18,205.40	37,490.79	3,520.20	45,000.00	45,000.00	0.00	0.00%

ACCOUNTS FOR:		FY20	FY21	FY22	FY23	FY24	CURRENT FY24	FY25 BUDGET		
FUEL	DEPT	ACTUALS	ACTUALS	ACTUALS	ACTUALS	ACTUALS AS OF 11/21/23	BUDGET	DEPT REQUEST	\$ INC/(DEC)	% INC/(DEC)
01425-52000	FUEL - SERVICES	1,256.50	1,324.55	936.50	769.95	0.00	1,500.00	1,500.00	0.00	0.00%
01425-54000	FUEL - OTHER DEPARTMENTS	34,161.01	28,401.68	52,338.49	(10,338.82)	(4,380.17)	0.00	0.00	0.00	0.00%
01425-54810	FUEL - DPW	0.00	0.00	1,725.01	60,274.17	46,043.18	71,690.00	71,690.00	0.00	0.00%
TOTAL	DPW-FUEL	35,417.51	29,726.23	55,000.00	50,705.30	41,663.01	73,190.00	73,190.00	0.00	0.00%

ACCOUNTS FOR:		FY20	FY21	FY22	FY23	FY24	CURRENT FY24	FY25 BUDGET		
DPW EQUIPMENT	DEPT	ACTUALS	ACTUALS	ACTUALS	ACTUALS	ACTUALS AS OF 11/21/23	BUDGET	DEPT REQUEST	\$ INC/(DEC)	% INC/(DEC)
01429-51100	EQUIPMENT REPAIR - WAGES	61,607.00	56,678.80	63,688.00	64,759.20	24,282.00	66,456.00	66,456.00	0.00	0.00%
01429-51300	EQUIPMENT REPAIR OVERTIME	2,588.59	1,768.02	1,693.86	1,943.45	0.00	1,900.00	2,000.00	100.00	5.26%
01429-51900	EQUIP CLOTHING REIMBURSEMENT	700.00	700.00	900.00	500.00	350.00	700.00	700.00	0.00	0.00%
01429-52000	EQUIPMENT REPAIR - SERVICES	4,527.89	22,834.96	10,755.12	7,092.42	6,576.02	14,200.00	14,200.00	0.00	0.00%
01429-54000	EQUIPMENT REPAIR - SUPPLIES	38,217.55	22,632.28	20,430.63	24,496.56	5,794.55	35,750.00	35,750.00	0.00	0.00%
01429-57000	EQUIPMENT REPAIR - EXPENSES	164.95	100.00	100.00	394.85	0.00	100.00	100.00	0.00	0.00%
TOTAL	DPW-EQUIPMENT REPAIR	107,805.98	104,714.06	97,567.61	99,186.48	37,002.57	119,106.00	119,206.00	100.00	0.08%

ACCOUNTS FOR:		FY20	FY21	FY22	FY23	FY24	CURRENT FY24	FY25 BUDGET		
CEMETERY	DEPT	ACTUALS	ACTUALS	ACTUALS	ACTUALS	ACTUALS AS OF 11/21/23	BUDGET	DEPT REQUEST	\$ INC/(DEC)	% INC/(DEC)
01491-52000	CEMETERY - SERVICES	3,750.00	3,950.00	1,440.00	1,200.00	0.00	1,200.00	1,200.00	0.00	0.00% st. marys
TOTAL	CEMETERY	3,750.00	3,950.00	1,440.00	1,200.00	0.00	1,200.00	1,200.00	0.00	0.00%

ACCOUNTS FOR:		FY20	FY21	FY22	FY23	FY24	CURRENT FY24	FY25 BUDGET		
CEMETERY	DEPT	ACTUALS	ACTUALS	ACTUALS	ACTUALS	ACTUALS AS OF 11/21/23	BUDGET	DEPT REQUEST	\$ INC/(DEC)	% INC/(DEC)
01495-51100	CEMETERY - WAGES	0.00	0.00	782.86	3,552.14	1,450.00	10,200.00	15,000.00	4,800.00	47.06% Woodlawn- potential increase with cem Supt leaving
01495-52000	CEMETERY - SERVICES	0.00	0.00	26,360.00	31,877.79	14,728.00	30,500.00	32,000.00	1,500.00	4.92% Increase based on contracts/bids
01495-54000	CEMETERY -SUPPLIES	0.00	0.00	799.98	1,534.15	49.50	3,000.00	3,000.00	0.00	0.00%
TOTAL	CEMETERY	0.00	0.00	27,942.84	36,964.08	16,227.50	43,700.00	50,000.00	6,300.00	14.42%

ACCOUNTS FOR:		FY20	FY21	FY22	FY23	FY24	CURRENT FY24	FY25 BUDGET		
BOARD OF HEALTH	DEPT	ACTUALS	ACTUALS	ACTUALS	ACTUALS	ACTUALS AS OF 11/21/23	BUDGET	DEPT REQUEST	\$ INC/(DEC)	% INC/(DEC)
01512-52000	BOH SERVICES	164.00	0.00	369.60	1,221.11	250.94	4,000.00	4,000.00	0.00	0.00%
01512-54000	BOH SUPPLIES	0.00	149.83	1,945.40	1,376.36	78.07	2,700.00	2,700.00	0.00	0.00%
01512-57000	BOH OTHER CHARGES & EXPENSES	150.00	0.00	60.00	100.34	0.00	600.00	600.00	0.00	0.00%
TOTAL	BOARD OF HEALTH	314.00	149.83	2,375.00	2,697.81	329.01	7,300.00	7,300.00	0.00	0.00%

ACCOUNTS FOR:		FY20	FY21	FY22	FY23	FY24	CURRENT FY24	FY25 BUDGET		
NASHOBA BOARD OF HEALTH	DEPT	ACTUALS	ACTUALS	ACTUALS	ACTUALS	ACTUALS AS OF 11/21/23	BUDGET	DEPT REQUEST	\$ INC/(DEC)	% INC/(DEC)
01513-53505	NASHOBA-NURSING SERVICES	9,227.92	9,689.28	10,173.76	12,124.96	6,517.18	13,095.00	14,405.00	1,310.00	10.00% estimate
01513-53055	NASHOBA BOARD OF HEALTH	20,221.08	21,232.12	22,293.72	26,454.04	14,219.28	28,570.00	31,430.00	2,860.00	10.01% estimate
TOTAL	NASHOBA BOARD OF HEALTH	29,449.00	30,921.40	32,467.48	38,579.00	20,736.46	41,665.00	45,835.00	4,170.00	10.01%

ACCOUNTS FOR:		FY20	FY21	FY22	FY23	FY24	CURRENT FY24	FY25 BUDGET		
SOCIAL WORKER	DEPT	ACTUALS	ACTUALS	ACTUALS	ACTUALS	ACTUALS AS OF 11/21/23	BUDGET	DEPT REQUEST	\$ INC/(DEC)	% INC/(DEC)
01520-51000	SOCIAL WORKER WAGES	0.00	0.00	0.00	0.00	17,635.46	65,000.00	62,660.00	(2,340.00)	-3.60%
01520-52000	SOCIAL WORKER SERVICES	0.00	0.00	0.00	0.00	1,084.47	1,000.00	3,085.00	2,085.00	208.50% new dept estimated growth;supplies;networking;facilitation
01520-54000	SOCIAL WORKER SUPPLIES	0.00	0.00	0.00	0.00	40.00	1,500.00	4,450.00	2,950.00	196.67% accounting for costs that were split or avoided during FY '24
01520-57000	SOCIAL WORKER EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	1,771.00	1,771.00	100.00% costs for maintaining license; professional dev; outreach
TOTAL	SOCIAL WORKER	0.00	0.00	0.00	0.00	18,759.93	67,500.00	71,966.00	4,466.00	6.62%

ACCOUNTS FOR:		FY20	FY21	FY22	FY23	FY24	CURRENT FY24	FY25 BUDGET		
DISABILITIES COMMISSION	DEPT	ACTUALS	ACTUALS	ACTUALS	ACTUALS	ACTUALS AS OF 11/21/23	BUDGET	DEPT REQUEST	\$ INC/(DEC)	% INC/(DEC)
01540-51100	DISABILITIES COMM - WAGES	0.00	0.00	0.00	0.00	0.00	2,500.00	2,500.00	0.00	0.00%
01540-52000	DISABILITIES COMM - SERVICES	265.30	0.00	0.00	0.00	0.00	500.00	500.00	0.00	0.00%
TOTAL	DISABILITIES COMMISSION	265.30	0.00	0.00	0.00	0.00	3,000.00	3,000.00	0.00	0.00%

ACCOUNTS FOR:		FY20	FY21	FY22	FY23	FY24	CURRENT FY24	FY25 BUDGET		
COUNCIL ON AGING	DEPT	ACTUALS	ACTUALS	ACTUALS	ACTUALS	ACTUALS AS OF 11/21/23	BUDGET	DEPT REQUEST	\$ INC/(DEC)	% INC/(DEC)
01541-51000	COUNCIL ON AGING - SALARIES	140,999.84	98,657.96	80,395.05	69,464.48	28,573.50	74,291.00	76,150.00	1,859.00	2.50%
01541-51100	COUNCIL ON AGING - WAGES	0.00	0.00	0.00	26,951.45	24,800.87	71,513.00	69,577.00	(1,936.00)	-2.71%
01541-51300	COA OVERTIME	244.72	199.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
01541-52000	COUNCIL ON AGING - SERVICES	15,088.41	10,649.08	11,213.83	16,597.36	5,259.60	19,220.00	29,825.00	10,605.00	55.18% more fitness instructor stipends, faster internet, add cell phone, VOIP phone
01541-54000	COUNCIL ON AGING - SUPPLIES	5,546.46	2,829.12	11,275.12	42,152.48	19,657.74	43,650.00	50,150.00	6,500.00	14.89% increased meal costs
01541-57000	COUNCIL ON AGING - EXPENSES	4,739.56	1,815.05	3,600.76	9,733.88	6,844.42	12,800.00	14,800.00	2,000.00	15.63% increase on & offsite programs
01541-58000	COA CAPITAL	0.00	0.00	16,615.91	0.00	0.00	0.00	0.00	0.00	0.00%
TOTAL	COUNCIL ON AGING	166,618.99	114,150.71	123,100.67	164,899.65	85,136.13	221,474.00	240,502.00	19,028.00	8.59%

ACCOUNTS FOR:		FY20	FY21	FY22	FY23	FY24	CURRENT FY24	FY25 BUDGET		
VETERANS AGENT	DEPT	ACTUALS	ACTUALS	ACTUALS	ACTUALS	ACTUALS AS OF 11/21/23	BUDGET	DEPT REQUEST	\$ INC/(DEC)	% INC/(DEC)
01543-51000	VETERANS AGENT SALARIES	19,566.65	291.17	2,793.96	20,230.46	0.00	21,207.00	21,207.00	0.00	0.00%
01543-51100	VETERANS AGENT WAGES	0.00	19,980.50	17,545.35	0.00	8,114.90	0.00	0.00	0.00	0.00%
01543-54000	VETERANS AGENT SUPPLIES	300.00	162.34	57.87	177.36	5.48	200.00	200.00	0.00	0.00%
01543-57000	EXPENSES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
TOTAL	VETERANS AGENT	19,866.65	20,434.01	20,397.18	20,407.82	8,120.38	21,407.00	21,407.00	0.00	0.00%

ACCOUNTS FOR:		FY20	FY21	FY22	FY23	FY24	CURRENT FY24	FY25 BUDGET		
VETERANS SERVICES	DEPT	ACTUALS	ACTUALS	ACTUALS	ACTUALS	ACTUALS AS OF 11/21/23	BUDGET	DEPT REQUEST	\$ INC/(DEC)	% INC/(DEC)
01547-53170	VETERANS SERVICES	119,527.61	112,471.77	110,387.10	60,219.64	23,271.85	100,000.00	80,000.00	(20,000.00)	-20.00% per veterans agent
TOTAL	VETERANS SERVICES	119,527.61	112,471.77	110,387.10	60,219.64	23,271.85	100,000.00	80,000.00	(20,000.00)	-20.00%

ACCOUNTS FOR:		FY20	FY21	FY22	FY23	FY24	CURRENT FY24	FY25 BUDGET		
LIBRARY	DEPT	ACTUALS	ACTUALS	ACTUALS	ACTUALS	ACTUALS AS OF 11/21/23	BUDGET	DEPT REQUEST	\$ INC/(DEC)	% INC/(DEC)
01610-51000	LIBRARY-SALARIES	(1,407.54)	5,257.38	0.00	81,795.42	36,194.64	94,455.00	96,465.60	2,010.60	2.13%
01610-51100	LIBRARY - WAGES	377,652.47	384,267.83	357,082.28	267,795.59	106,376.42	367,954.00	359,654.22	(8,299.78)	-2.26%
01610-52000	LIBRARY - SERVICES	92,716.41	90,466.02	115,975.66	122,494.68	39,966.51	76,900.00	108,728.00	31,828.00	41.39%
01610-52100	LIBRARY UTILITY SERVICES	0.00	0.00	848.78	13,055.20	1,907.84	20,000.00	20,000.00	0.00	0.00%
01610-54000	LIBRARY - SUPPLIES	144,063.68	119,804.79	117,382.66	28,391.05	12,198.65	14,000.00	25,000.00	11,000.00	78.57%
01610-54100	LIBRARY - BOOKS PERIODICALS	0.00	0.00	23,111.76	139,102.83	53,512.32	134,715.00	143,285.29	8,570.29	6.36%
01610-57000	LIBRARY - EXPENSES	0.00	0.00	0.00	1,927.47	325.00	1,000.00	1,000.00	0.00	0.00%
01610 58000	LIBRARY CAPITAL	2,000.00	1,374.45	1,994.50	0.00	0.00	0.00	0.00	0.00	0.00%
TOTAL	LIBRARY DEPARTMENT	615,025.02	601,170.47	616,395.64	654,562.24	250,481.38	709,024.00	754,133.11	45,109.11	6.36%

ACCOUNTS FOR:		FY20	FY21	FY22	FY23	FY24	CURRENT FY24	FY25 BUDGET		
PARKS AND RECREATION	DEPT	ACTUALS	ACTUALS	ACTUALS	ACTUALS	ACTUALS AS OF 11/21/23	BUDGET	DEPT REQUEST	\$ INC/(DEC)	% INC/(DEC)
01650-51000	PARKS - SALARIES	38,609.31	18,184.50	38,274.68	80,941.90	33,135.00	86,901.00	86,901.00	0.00	0.00%
01650-51100	PARKS - WAGES	91,405.89	91,813.56	100,930.60	72,511.80	43,798.01	83,482.00	84,000.00	518.00	0.62% contractual
01650-51300	PARKS - OVERTIME	0.00	0.00	0.00	25.88	0.00	0.00	0.00	0.00	0.00%
01650-52000	PARKS - SERVICES	9,971.46	12,890.40	11,593.76	15,292.49	3,009.06	12,000.00	11,000.00	(1,000.00)	-8.33%
01650-52100	PARKS UTILITY SERVICES	0.00	0.00	367.06	970.67	70.82	4,000.00	3,000.00	(1,000.00)	-25.00%
01650-54000	PARKS - SUPPLIES	13,550.76	16,633.32	17,970.70	20,413.84	8,214.31	15,500.00	17,500.00	2,000.00	12.90%
01650-57000	PARKS - EXPENSES	0.00	0.00	39.07	0.00	0.00	0.00	0.00	0.00	0.00%
TOTAL	PARKS DEPARTMENT	153,537.42	139,521.78	169,175.87	191,889.58	89,127.20	201,883.00	202,401.00	518.00	0.26%

ACCOUNTS FOR:		FY20	FY21	FY22	FY23	FY24	CURRENT FY24	FY25 BUDGET	\$ INC/(DEC)	% INC/(DEC)
FOOTBALL	DEPT	ACTUALS	ACTUALS	ACTUALS	ACTUALS	ACTUALS AS OF 11/21/23	BUDGET	DEPT REQUEST		
01652-52000	AYER SHIRLEY FOOTBALL SERVICE	8,000.00	4,000.00	4,000.00	4,000.00	0.00	4,000.00	4,000.00	0.00	0.00%
TOTAL	AYER SHIRLEY FOOTBALL	8,000.00	4,000.00	4,000.00	4,000.00	0.00	4,000.00	4,000.00	0.00	0.00%
ACCOUNTS FOR:		FY20	FY21	FY22	FY23	FY24	CURRENT FY24	FY25 BUDGET	\$ INC/(DEC)	% INC/(DEC)
LITTLE LEAGUE	DEPT	ACTUALS	ACTUALS	ACTUALS	ACTUALS	ACTUALS AS OF 11/21/23	BUDGET	DEPT REQUEST		
01653-52000	LITTLE LEAGUE- SERVICES	4,000.00	4,000.00	4,000.00	4,000.00	0.00	4,000.00	4,000.00	0.00	0.00%
TOTAL	LITTLE LEAGUE	4,000.00	4,000.00	4,000.00	4,000.00	0.00	4,000.00	4,000.00	0.00	0.00%
ACCOUNTS FOR:		FY20	FY21	FY22	FY23	FY24	CURRENT FY24	FY25 BUDGET	\$ INC/(DEC)	% INC/(DEC)
HISTORICAL COMMISSION	DEPT	ACTUALS	ACTUALS	ACTUALS	ACTUALS	ACTUALS AS OF 11/21/23	BUDGET	DEPT REQUEST		
01691-52000	HISTORICAL COMMISSION SERVICES	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00%
01691-57000	HISTORICAL COMMISSION EXPENSES	0.00	0.00	0.00	0.00	0.00	750.00	750.00	0.00	0.00%
TOTAL	HISTORICAL COMMISSION	0.00	0.00	0.00	0.00	0.00	750.00	750.00	0.00	0.00%
ACCOUNTS FOR:		FY20	FY21	FY22	FY23	FY24	CURRENT FY24	FY25 BUDGET	\$ INC/(DEC)	% INC/(DEC)
PUBLIC CELEBRATIONS	DEPT	ACTUALS	ACTUALS	ACTUALS	ACTUALS	ACTUALS AS OF 11/21/23	BUDGET	DEPT REQUEST		
01692-55840	MEMORIAL DAY SUPPLIES	0.00	0.00	0.00	190.00	0.00	500.00	500.00	0.00	0.00%
TOTAL	PUBLIC CELEBRATIONS	0.00	0.00	0.00	190.00	0.00	500.00	500.00	0.00	0.00%
ACCOUNTS FOR:		FY20	FY21	FY22	FY23	FY24	CURRENT FY24	FY25 BUDGET	\$ INC/(DEC)	% INC/(DEC)
AMERICAN LEGION POST 139	DEPT	ACTUALS	ACTUALS	ACTUALS	ACTUALS	ACTUALS AS OF 11/21/23	BUDGET	DEPT REQUEST		
01695-57000	AMERICAN LEGION EXPENSES	600.00	600.00	600.00	600.00	0.00	600.00	600.00	0.00	0.00%
TOTAL	AMERICAN LEGION POST 139	600.00	600.00	600.00	600.00	0.00	600.00	600.00	0.00	0.00%
ACCOUNTS FOR:		FY20	FY21	FY22	FY23	FY24	CURRENT FY24	FY25 BUDGET	\$ INC/(DEC)	% INC/(DEC)
4TH OF JULY CELEBRATION	DEPT	ACTUALS	ACTUALS	ACTUALS	ACTUALS	ACTUALS AS OF 11/21/23	BUDGET	DEPT REQUEST		
01697-52000	4TH OF JULY CELEBRATION SERVICES	5,000.00		0.00	0.00	0.00	15,000.00	10,000.00	(5,000.00)	-33.33%
TOTAL	4TH OF JULY CELEBRATION	5,000.00	0.00	0.00	0.00	0.00	15,000.00	10,000.00	(5,000.00)	-33.33%
ACCOUNTS FOR:		FY20	FY21	FY22	FY23	FY24	CURRENT FY24	FY25 BUDGET	\$ INC/(DEC)	% INC/(DEC)
HOLIDAY LIGHTS	DEPT	ACTUALS	ACTUALS	ACTUALS	ACTUALS	ACTUALS AS OF 11/21/23	BUDGET	DEPT REQUEST		
01698-57000	HOLIDAY LIGHT SERVICES	0.00	15,000.00	15,000.00	15,000.00	0.00	15,000.00	15,000.00	0.00	0.00%
TOTAL	HOLIDAY LIGHTS	0.00	15,000.00	15,000.00	15,000.00	0.00	15,000.00	15,000.00	0.00	0.00%
ACCOUNTS FOR:		FY20	FY21	FY22	FY23	FY24	CURRENT FY24	FY25 BUDGET	\$ INC/(DEC)	% INC/(DEC)
RETIREMENT OF DEBT	DEPT	ACTUALS	ACTUALS	ACTUALS	ACTUALS	ACTUALS AS OF 11/21/23	BUDGET	DEPT REQUEST		
01710-59000	DEBT INTEREST	0.00	0.00	0.00	87,760.00	111,644.40	242,417.00	350,909.74	108,492.74	44.75%
01710-59100	DEBT PRINCIPAL	1,350,443.12	1,188,719.00	1,275,999.69	800,060.00	310,000.00	832,645.00	846,000.00	13,355.00	1.60%
TOTAL	RETIREMENT OF DEBT	1,350,443.12	1,188,719.00	1,275,999.69	887,820.00	421,644.40	1,075,062.00	1,196,909.74	121,847.74	11.33%
ACCOUNTS FOR:		FY20	FY21	FY22	FY23	FY24	CURRENT FY24	FY25 BUDGET	\$ INC/(DEC)	% INC/(DEC)
RETIREMENT AND PENSION	DEPT	ACTUALS	ACTUALS	ACTUALS	ACTUALS	ACTUALS AS OF 11/21/23	BUDGET	DEPT REQUEST		
01911-51730	COUNTY RETIREMENT ASSESS	1,687,582.00	1,787,745.00	1,934,480.00	2,058,373.00	2,096,798.00	2,096,798.00	2,230,909.00	134,111.00	6.40%
TOTAL	RETIREMENT & PENSION CON	1,687,582.00	1,787,745.00	1,934,480.00	2,058,373.00	2,096,798.00	2,096,798.00	2,230,909.00	134,111.00	6.40%
ACCOUNTS FOR:		FY20	FY21	FY22	FY23	FY24	CURRENT FY24	FY25 BUDGET	\$ INC/(DEC)	% INC/(DEC)
UNEMPLOYMENT	DEPT	ACTUALS	ACTUALS	ACTUALS	ACTUALS	ACTUALS AS OF 11/21/23	BUDGET	DEPT REQUEST		
01913-51710	UNEMPLOYMENT COMPENSATION	10,912.28	12,831.09	10,133.06	10,453.94	2,612.00	11,200.00	11,200.00	0.00	0.00%
TOTAL	UNEMPLOYMENT COMPENSATION	10,912.28	12,831.09	10,133.06	10,453.94	2,612.00	11,200.00	11,200.00	0.00	0.00%
ACCOUNTS FOR:		FY20	FY21	FY22	FY23	FY24	CURRENT FY24	FY25 BUDGET	\$ INC/(DEC)	% INC/(DEC)
EMPLOYEE BENEFITS OTHER	DEPT	ACTUALS	ACTUALS	ACTUALS	ACTUALS	ACTUALS AS OF 11/21/23	BUDGET	DEPT REQUEST		
01919-51740	OTHER EMPLOYEE BENEFITS	121,574.42	119,626.12	125,221.19	147,485.80	50,686.08	163,000.00	163,000.00	0.00	0.00%
TOTAL	OTHER EMPLOYEE BENEFITS	121,574.42	119,626.12	125,221.19	147,485.80	50,686.08	163,000.00	163,000.00	0.00	0.00%
ACCOUNTS FOR:		FY20	FY21	FY22	FY23	FY24	CURRENT FY24	FY25 BUDGET	\$ INC/(DEC)	% INC/(DEC)
GROUP HEALTH AND LIFE INSURANCE	DEPT	ACTUALS	ACTUALS	ACTUALS	ACTUALS	ACTUALS AS OF 11/21/23	BUDGET	DEPT REQUEST		
01940-57420	HEALTH INSURANCE	1,576,421.41	1,563,196.40	1,420,165.96	1,719,654.42	974,807.06	2,097,985.00	2,412,682.75	314,697.75	15.00%
01940-57422	REGION DISPATCH HEALTH	38,734.83	52,297.42	38,859.75	58,319.04	0.00	63,899.00	73,483.85	9,584.85	15.00%
01940-57425	LIFE INSURANCE	15,669.15	15,259.35	13,085.85	14,859.44	5,743.15	16,400.00	16,400.00	0.00	0.00%
01940-57439	HSA ADMIN FEES	88.00	162.25	334.25	662.00	332.25	900.00	990.00	90.00	10.00%
01940-57440	HRA BENEFITS	0.00	0.00	0.00	0.00	0.00	24,000.00	30,000.00	6,000.00	25.00%
01940-57446	FSA ADMIN FEES	2,153.25	2,096.75	1,918.75	2,323.50	442.00	2,000.00	2,200.00	200.00	10.00%
01940-57460	HEALTH INSURANCE W/H CREDIT	9,878.28	7,665.92	2,621.03	1,638.11	644.20	1,675.00	1,842.50	167.50	10.00%
01940-57480	MEDICARE PENALTIES	2,435.20	2,463.00	2,677.20	2,814.60	1,616.30	3,000.00	3,000.00	0.00	0.00%
01940-57490	HEALTH BUY-OUT PROGRAM	63,185.43	58,554.58	52,186.41	46,759.22	22,138.75	60,000.00	70,000.00	10,000.00	16.67%
TOTAL	GROUP HEALTH & LIFE INSUR	1,708,565.55	1,701,695.67	1,531,849.20	1,847,030.33	1,005,723.71	2,269,859.00	2,610,599.10	340,740.10	15.01%
0.31										
TOTAL BEFORE SCHOOL ASSESSMENTS		14,060,213.25	14,468,276.56	14,974,760.49	15,871,481.93	7,815,301.14	17,915,331.00	19,056,771.33	1,141,440.33	6.37%

return to historical budgeting 2015-2020

includes bridge and pumper truck;

per valuation

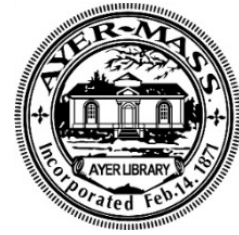
= current/4*12

*15% estimate

*15% estimate

increased participation

increased participation



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

Broadcast and Recorded by APAC

December 19, 2023
Open Session Meeting Minutes

SB Present: Scott A. Houde, Chair; Jannice L. Livingston, Vice-Chair; Shaun C. Copeland, Clerk (Via Remote Participation)

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

Call to Order: S. Houde called the meeting to order at 6:00 PM. S. Houde further stated that this meeting/hearing of the Ayer Select Board (SB) 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). S. Houde announced that since S. Copeland was participating remotely all votes would 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. Copeland and seconded by J. Livingston to approve the meeting agenda. **Motion passed 3-0.**

Announcements: None

Public Input: Pauline Conley, 40 Cambridge Street thanked the Select Board and the DPW for making improvements to the intersection of Adams Street and Central Avenue.

Dan Van Schalkwyk, Director, Department of Public Works - Change Order 2 - Third Street Water and Drainage Improvements Project: D. Van Schalkwyk presented Change Order 2 in the amount of \$39,931.81 for the Third Street Water and Drainage Improvements project, which includes a balancing of the estimated versus actual quantities of bid items installed to complete the project. It also includes additional work performed by the Contractor to remove and dispose of unforeseen asbestos cement pipe in accordance with Mass DEP regulations. S. Houde asked about the length of the time extension in the Change Order. D. Van Schalkwyk reported that the time extension would be about two and a half months.

Motion: A motion was made by S. Copeland and seconded by J. Livingston to approve Change Order No. 2 for the Third Street Water and Drainage with signature by the Chair. **Roll Call Vote:** J. Livingston, aye; S. Copeland, aye; S. Houde, aye. **Motion passed by Roll Call Vote 3-0.**

Water Supply Update – D. Van Schalkwyk reported that water production continues to face challenges meeting demand. He stated that it appears they have entered a winter demand pattern. He is recommending changes to the existing water use restrictions and adjusting the directives from the Water and Sewer Commissioners. The recommendation is to maintain the Declaration of a State of Water Supply Conservation, lift the current ban on outdoor water use, and encourage all customers to observe practical Water Conservation Measures.

Motion: A motion was made by J. Livingston and seconded by S. Copeland to maintain the Declaration of a State of Water Supply Conservation and lift the current mandatory ban on outdoor water use. **Roll Call Vote:** J. Livingston, aye; S. Copeland, aye; S. Houde, aye. **Motion passed by Roll Call Vote 3-0.**

Transfer Station Operational/Financial Analysis Study and Funding Recommendation: D. Van Schalkwyk [referenced a memo in the packet by R. Pontbriand](#). He said that the Rate Review Committee has been looking at the issue of having a third-party, independent professional analysis of the operations and finances of the Transfer Station conducted to make recommendations to the Town for consideration in terms of operational and financial efficiencies. The Rate Review Committee voted unanimously to recommend that the Select Board authorize the proposal from the firm of Tighe and Bond to conduct the study and further voted unanimously to recommend that the Select Board authorize up to \$20,000 from the Town's ARPA Funds for the study. Though the study cost is \$18,500, the Rate Review Committee is requesting up to \$20,000 from ARPA funds for a small contingency if there is the need for additional work or an additional meeting with the consultant. If not used, the funds will revert to the Town's ARPA funds. R. Pontbriand reiterated that this study will not look at the issue of curbside trash collection.

Lauri Sabol, 1 Winthrop Avenue, asked whether Tighe and Bond will look at the promotion of the Transfer Station? She said that costs increases could be less if more users used the Transfer Station. J. Livingston stated that no, the study was looking at operational efficiencies. S. Houde stated that he is hoping that the efficiencies implemented from the study will reduce prices thereby making the Transfer Station more marketable. L. Sabol asked if residents would be a part of the study. D. Van Schalkwyk stated that they will be working with the Rate Review Committee and will be at the Transfer Station collecting data. L. Sabol asked about the timeframe of the study. D. Van Schalkwyk stated that it would be complete in about 3 months.

Motion: A motion was made by J. Livingston and seconded by S. Houde to approve the study cost of up to \$20,000 of ARPA funds for the Transfer Station Study. **Roll Call Vote:** J. Livingston, aye; S. Copeland, aye; S. Houde, aye. **Motion passed by Roll Call Vote 3-0.**

Town Manager's Report - Administrative Update/Review of Warrants: R. Pontbriand presented an administrative update on the various activities, initiatives, and projects of the Town since the Select Board last met. R. Pontbriand thanked the Police and Fire Departments for escorting Santa during the Santa parade over the past weekend. He stated that the quarterly Town newsletter is out from the Town Clerk's Office. The Senior Center Site Selection and Building Committee recently met and was awarded a \$300,000 grant from the State for planning/study purposes.

FY 2025 Budget Process Update – R. Pontbriand noted that all budgets are due from Departments on December 29, 2023. DRAFT #1 of the FY 2025 Budget per the Town's Budget Calendar will be transmitted to the Sb and Finance Committee, as well as available to the public on January 12, 2024. The Town's First Public Budget Forum on DRAFT #1 of the FY 2025 Budget will take place on Wednesday, January 24, 2024 at 6:00 PM at the Ayer Town Hall with a Zoom option for the public to participate remotely. All information and documents related to the FY 2025 Budget will be posted on the Town's website at www.ayer.ma.us/budget.

Final Review and Approval of the Update to the Town's Financial Policies – R. Pontbriand [referenced his memo in the Packet](#), which highlights major changes to the Town's Financial Policies. He noted that the most significant change was the increase to the capital finance threshold from \$300,00 to \$500,000 for debt and/or capital exclusions. The Finance Committee will convene after the new year to consider the updated financial policies. S. Houde thanked Finance Manager B. Tierney and Assistant Town Manager C. Antonellis for their work on the update of the policies.

Pauline Conley, 40 Cambridge Street asked if any more thought was given to including Tax Increment Financing (TIFs) in the Financial Policies. S. Houde that the policies will be reviewed every two years and that the TIFs will be reviewed in the upcoming review period.

Motion: A motion was made by J. Livingston and seconded by S. Copeland to approve the updates to the Town's Financial Policies as presented. **Roll Call Vote:** J. Livingston, aye; S. Copeland, aye; S. Houde, aye. **Motion passed by Roll Call Vote 3-0.**

January 2024 Meeting Schedule – R. Pontbriand stated that the first meeting of the SB would be on Tuesday, January 2, 2024. Due to the proximity of the meeting to the holidays, there is usually no immediate business regarding the Select Boards attention/action. In the event that there are time sensitive matters requiring the Select Board's attention, the Select Board has always called a meeting, if needed. The SB is scheduled to meet on January 16, 2024 and the Budget Forum is scheduled for Wednesday, January 24, 2024 at 6:00 PM.

New Business/Select Board Member Questions - Devens Jurisdiction Framework Committee Update (Board Member J. Livingston): J. Livingston provided the Board with an update on the recent activities of the Devens Jurisdiction Framework Committee. She reported that the Committee continues to work on issuing an RFEI for consultant services to study the issues of jurisdiction and disposition. The Committee is discussing and looking at a Super Town Meeting Warrant Article which would change the zoning of Vicksburg Square prior to the issues of jurisdiction and disposition being resolved so that progress can be made on Vicksburg Square; the Buildings can be saved; and there remains a housing crisis which this could help. There seemed to be a lot of confusion that the proposal would be for Vicksburg Square to become permanently part of Ayer prior to 2033 and final disposition; that was and not the intent of the Warrant Article. The intent was for the three Towns through the Super Town Meeting Process to change the zoning of Vicksburg Square so that we can move forward with developing and saving Vicksburg Square before the year 2033 and before final jurisdiction is resolved. She is also hoping that this discussion and process gets MassDevelopment back to the table. The Committee also discussed creating a subcommittee for the purposes of the future of Vicksburg Square and will discuss this idea more at their next meeting, which is on January 10, 2024. The Committee is also going to further discuss the Super Town Meeting Warrant Article and Vicksburg Square at the next meeting.

Approval of Meeting Minutes:

Motion: A motion was made by S. Copeland and seconded by J. Livingston to approve the meeting minutes of November 21, 2023, and December 5, 2023. **Roll Call Vote:** J. Livingston, aye; S. Copeland, aye; S. Houde, aye. **Motion passed by Roll Call Vote 3-0.**

Adjournment:

Motion: A motion was made by J. Livingston and seconded by S. Copeland to adjourn at 6:39 PM. **Roll Call Vote:** J. Livingston, aye; S. Copeland, aye; S. Houde, aye. **Motion passed by Roll Call Vote 3-0.**

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

Date Minutes Approved by SB: _____

Signature Indicating Approval: _____

DRAFT