

RECEIVED
JUL 08 2022

TOWN OF AYER
TOWN CLERK

11:30am


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



****Wednesday** July 13, 2022**
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
- 6:05 PM** **Public Input**
- 6:10 PM** **Petition for Street Acceptance – Crabtree Development, LLC – Portions of Pingry Hill Subdivision**
- 6:15 PM** **Chief Brian P. Gill, Ayer Police Department**
1. Letter of Recognition for Ayer Public Safety Personnel
2. Ayer PD Awarded Accreditation Status
- 6:20 PM** **Katie Petrossi, Director, Ayer Council on Aging**
1. Update on Senior Center Site Selection Process
2. Acceptance of Anonymous Donation
- 6:35 PM** **Dan Van Schalkwyk, Director, Dept. Of Public Works**
1. Agreement for Wastewater Treatment and Disposal Services - MassDevelopment
2. Drought Status
3. Converting the Town's Vehicle Fleet to Electric
4. DPW Project Status Update
- 6:55 PM** **Peter Lowitt, Devens Enterprise Commissions**
Legislation to Eliminate the Devens Commercial Development Cap
- 7:25 PM** **Town Manager's Report**
1. Administrative Update/Review of Town Warrant(s)
2. Appointments: Cemetery Commission and Cable Contract Committee
3. Continued Discussion of FY 2023 Goals and Objectives
- 7:35 PM** **New Business/Select Board Member Questions**
- 7:40 PM** **Approval of Meeting Minutes**
June 21, 2022
- 7:45 PM** **Adjournment**

The next regularly scheduled meeting of the Select Board is Tuesday August 16, 2022

S. J. MULLANEY ENGINEERING, INC.

CIVIL SITE DESIGN & PERMITTING

June 20, 2022

Town Administrator Robert Pontbriand
c/o Ayer Select Board
1 Main Street
Ayer, MA 01432-1365

RECEIVED

JUN 23 2022

TOWN OF AYER
OFFICE OF THE SELECT BOARD

Re: Petition for Street Acceptance – Crabtree Development, LLC – Portions of Pingry Hill Subdivision

Dear Mr. Pontbriand and Members of the Select Board:

Our client, Crabtree Development, LLC, recently completed construction of all or portions of two streets in the Pingry Hill subdivision off Littleton Road: Woodland Way and the cul-de-sac of Hemlock Drive. Crabtree would like a petition for street acceptance to be included in the warrant for the October 2022 fall Special Town Meeting.

Field survey crews are completing an as-built survey of the subdivision infrastructure corresponding to these streets. We are in the process of preparing the as-built plan required by Section III.B.7.a. of the Rules and Regulations Governing the Subdivision of Land in the Town of Ayer.

We will submit the as-built plan to you as soon as it is completed within the next month. Meanwhile, we respectfully request to be placed on the agenda of the July 13, 2022 Select Board meeting to discuss the street layout and acceptance process.

We suggest the following warrant language based on recent Ayer street acceptances:

Article ____.

To see if the Town will vote to accept the layouts of the following streets as public ways, the metes and bounds of which are on file in the office of the Town Clerk, and to authorize the Select Board to acquire by gift, purchase or eminent domain, fee interest or easement in such public ways and any and all easements related thereto, and further, to authorize the Select Board to enter into all agreements and take all related actions necessary or appropriate to carry out this acquisition, on such terms and conditions as the Select Board deems appropriate or take any action thereon or in relation thereto.

1. Woodland Way
2. Hemlock Drive from the intersection of Woodland Way to its end.

Thank you for your consideration in this matter. Please contact us to confirm this course of action and to notify us of the Select Board meeting times.

Very truly yours,
S. J. MULLANEY ENGINEERING, INC.



Mikael A. Lassila, P.E.

Cc: client



AYER POLICE DEPARTMENT

54 Park Street · Ayer, Massachusetts 01432-1161
Tel. (978) 772-8200 · Fax (978) 772-8202



Brian P. Gill
Chief of Police

Jennifer D. Bigelow
Deputy Chief of Police

To: Sgt. John MacDonald, Ptl. Todd Crumpton Ptl. George Fichter, Ptl. Chris Rogers,
Ptl. Timothy Ialeggio, Communications Manager Chris Herrstrom,
Comm. Erin McNulty, Comm. Darlene Buelow, Comm. Janet Providakes,
Office Manager Heather Sherry and Records Clerk Robert Mackie.

From: Chief Brian P. Gill

Date: Friday July 1, 2022

RE: Letter of Recognition

John, Todd, George, Chris H, and Janet (11-7);
Chris R, Tim I, Erin and Darlene (7-3);
Heather and Rob (Admin);

Before I “put a bow” on today, I wanted to reach out to you and let you know how proud I am of all your actions in working the missing elderly person’s case today (Friday 7/1/22). This was a large operation that spanned two shifts and there were many moving parts; it’s not an easy task get off the ground, let alone manage. I saw all our people doing whatever they could to help bring this to a positive conclusion, whether it be managing the event, handling all of the radio and phone traffic, tromping through the woods and fields, partnering with a K-9 unit, coordinating the cell phone ping data, standing on a street keeping a lookout, or making sure everyone was staying hydrated (and caffeinated!) in the brutal heat. I heard from many of the senior level personnel that were out at the command post, praising our collective response to the event and amazed at how well we work with our FD and DPW. I also heard from the son of the missing person, who was amazed and very appreciative at the resources we were using to locate his father; the same was also true from the senior staff at Apple Valley.

I can say without hesitation that today’s wonderful outcome is a direct result of your professionalism and your commitment to the community, and I can’t say thank you enough!

You can hold your head up high... today was a win for everyone involved!

Sincerely,

Brian P. Gill
Chief of Police

Sincerely,



Brian P. Gill
Chief of Police

Please pass on my appreciation for their dedication to their profession and to the people of Ayer!

I can't thank you and your team enough for your willingness to assist in this incident and it is proof positive that the Ayer Fire Department, Ayer Public Works and Ayer Police Department are a strong team, with great people at the center!

You and your team were on scene early on and were instrumental in helping establish a Command Post, provided shelter from the sun and growing heat, the Ayer Firefighters Association provided the first wave of hydrating drinks. Your entire team brought so many resources to the location to help mitigate whatever situation may have presented itself. When time came to conduct area searches, your team was right there. I also want to make sure your Admin Team is recognized because they went out and acquired the much needed hydration / sustenance, as well as keeping the building available and operating.

As you know on the morning on Friday July 1st, 2022, the Ayer Police Department was conducting a large-scale missing person's search, comprised of many agencies.

I wanted to send you this Letter of Recognition to several members of the Ayer Fire Department: Captain Timothy Shea, Capt. David Greenwood, Lt. Frank Fowler, Lt. Brendan Hurley, FF Tyler Schwabe, FF Drew Brassard, Paramedic Chuck Dillon, and Admin Asst. Janet Poitras.

Dear Chief Johnston,

To: Ayer Fire Chief – Timothy Johnston
From: Chief Brian P. Gill
Date: Friday July 1, 2022
RE: Letter of Recognition

Brian P. Gill
Chief of Police

Jennifer D. Bigelow
Deputy Chief of Police



54 Park Street · Ayer, Massachusetts 01432-1161
Tel. (978) 772-8200 · Fax (978) 772-8202

AYER POLICE DEPARTMENT





AYER POLICE DEPARTMENT

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Brian P. Gill
Chief of Police

Jennifer D. Bigelow
Deputy Chief of Police

To: Director of Ayer Public Works – Dan Van Schalkwyk
From: Chief Brian P. Gill
Date: Friday July 1, 2022
RE: Letter of Recognition

Dear Director Van Schalkwyk,

I wanted to send you this Letter of Recognition to several members of the Ayer DPW - Highway Division: Doug Jaspersen, Walter Wood, Bruce Burns, Steve Julius, Tom Bozek and Business Manager Pam Martin.

As you know on the morning on Friday July 1st, 2022, the Ayer Police Department was conducting a large-scale missing person's search, comprised of many agencies.

Early on we had established an Incident Command Post in the parking lot of the Apple Valley Rehab Center and requested assistance in barricading off the parking lot and entrance way. In a matter of minutes, your highway team arrived, positioning the barricades, and offering their assistance any way they could. I believe all of them took a picture of the photo we had of the missing person, in the event they were called away, but could keep a lookout. They remained on scene to assist, and at one point were called upon to join with the Ayer FD to conduct a secondary search of the interior of the Apple Valley Rehab Center. Once the situation had resolved, they helped in breaking down the Command Post. I also want to make sure your Admin Team is recognized, for their work in reviewing security camera footage and prepping GIS mapping.

I can't thank you and your team enough for your willingness to assist in this incident and is proof positive that the Ayer Public Works, Ayer Fire Department and Ayer Police Department are a strong team, with great people at the center!

Please pass on my appreciation for their dedication to their profession and to the people of Ayer!

Sincerely,

Brian P. Gill
Chief of Police

MASSACHUSETTS POLICE ACCREDITATION COMMISSION, INC.



June 21, 2022

BOARD OF DIRECTORS

Russell M. Stevens, *President*
Chief of Police
Hamilton Police Department

Brian A. Kyes, *Vice President*
Chief of Police
Chelsea Police Department

Michael J. Bradley, Jr., *Treasurer*
Chief of Police
Upton Police Department

Scott W. MacDonald, *Secretary*
Chief of Police
Orleans Police Department

Adam Chapdelaine
Town Manager
Town of Arlington

Michael DelGreco
Chief of Police
Merrimack College Police Department

Christopher D. Delmonte
Chief of Police
Bridgewater Police Department

Jody D. Kasper
Chief of Police
Northampton Police Department

James M. Machado
Executive Director
Massachusetts Police Association

Jonathon P. O'Leary
Lieutenant
Brewster Police Department

Scott Showstead
Lieutenant
Wellesley Police Department

Rick Rathbun
Executive Director

Chief Brian P. Gill
Ayer Police Department
54 Park Street
Ayer, MA 01432

Dear Chief Gill:

It is my pleasure to confirm that on this date, June 21, 2022, the Massachusetts Police Accreditation Commission voted to award Accreditation to the Ayer Police Department.

This prestigious status has been awarded for a period of three years ending June 2025. As you know, the integrity vested in your Department presumes functional compliance with program standards in between assessments which includes complying with all new and amended standards adopted by the Commission. In order to assist your Department in its accreditation maintenance efforts, please be advised that a scheduled midpoint review of selected time-sensitive standards will be conducted with your Accreditation Manager during this three-year period.

Achieving Accreditation demonstrates your Department's ongoing commitment to delivering an exemplary level of police service in your community. As you know, it is a lot of hard work and a department-wide effort. Again, we commend your Department for its accomplishments and applaud you personally for your leadership role in the process.

We look forward to working with you in your ongoing pursuit of excellence. On behalf of the Commission, thank you for your participation in the Massachusetts Police Accreditation Program and congratulations on another job well done!

For the Commission:

Rick Rathbun
Executive Director

To: Ayer Select Board

From: Council on Aging

Re: New Senior Center Building

We would like to express our appreciation to the Town Administration and to the members of the Senior Center Building Committee for the work they have been doing in seeking a new site for the Ayer Senior Center. While we are anxious to see a building site acquired and construction begun, prudence dictates we ensure the chosen site and building design can gain Ayer community support. While several sites have been examined in some detail, each has proven inadequate. Sites which may be available for acquisition have had size constraints, contamination hazards, or conservation/wetlands restrictions. Other sites which may be more suitable have not been made available for potential purchase.

During this process, public forums that have been held and conversations that have occurred with members of our community have continued to make clear the ongoing need for a new Senior Center. The current center location in the bottom floor of the Housing Authority on Pond Street is clearly not adequate to meet the current programmatic and social service needs of our senior community. Ayer's hope of broadening programmatic offerings for seniors, improving service delivery, and ensuring a future with a vibrant, engaged, and accessible Center depends on our continuing the work of locating and acquiring a suitable new location.

On behalf of the Ayer Council on Aging Board of Directors, I would like to thank you for your ongoing support as this important work continues. We look forward to engaging with you and the entire Ayer community in the weeks and months ahead.

Respectfully yours,

Dennis Curran

Chair, Ayer Council on Aging

Janine Nichipor, Secretary

Carole Tillis, Member

Sister Paula A. McCrea, Member

Senior Center Building Update to the Ayer Select Board

JULY 13, 2022

Goals for Tonight



A BRIEF RECAP OF WHAT'S
BEEN DONE SO FAR



WHERE WE ARE NOW



MOVING FORWARD
TOGETHER

Senior Center Site Selection Working Group

- ▶ Katie Petrossi, PhD, COA/Senior Center Director
- ▶ Dennis Curran, COA Member, Resident
- ▶ Janine Nichipor, COA Member, Resident
- ▶ Ken Diskin, Planning Board Member, Resident
- ▶ Dan Van Schalkwyk, P.E., DPW Director
- ▶ Alan S. Manoian, Director of Community & Economic Development
- ▶ David Eisen and Julia Patten of Abacus (Consultants)
- ▶ Carly M. Antonellis, Assistant Town Manager
- ▶ Robert A. Pontbriand, Town Manager

Current Senior Center



Senior Center Exterior:

Difficult to Find

Limited Parking

Unwelcoming Entrance

Senior Center Interior

- ▶ Offices do not provide the space or privacy staff needs for planning and collaboration with each other and volunteers.
- ▶ Private areas for discussing finances, health, nutrition, and mental health issues are not available, potentially discouraging requests for support.
- ▶ Lacks office space for staff without sacrificing program space



Senior Center Interior

- ▶ Lack of a commercial kitchen
- ▶ Open kitchen detracts from comfortable dining
- ▶ Living room area is limited in size and use
- ▶ Bathrooms do not meet the needs of all seniors or ADA requirements.
- ▶ The limited size does not allow the diverse range of spaces needed.
- ▶ The low ceilings and limited windows do not provide the kind of warm and welcoming
- ▶ No large event spaces

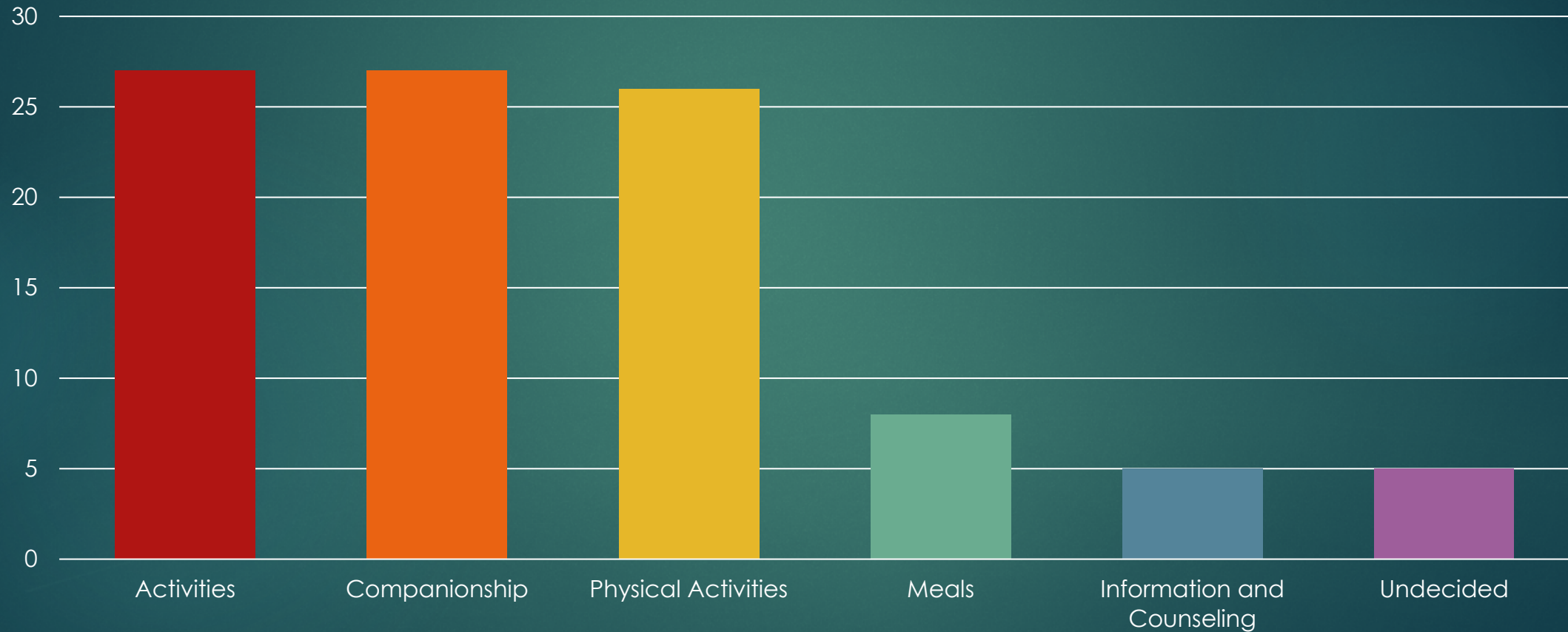


What Seniors Want – We Heard You!

Community Forum, September 2019

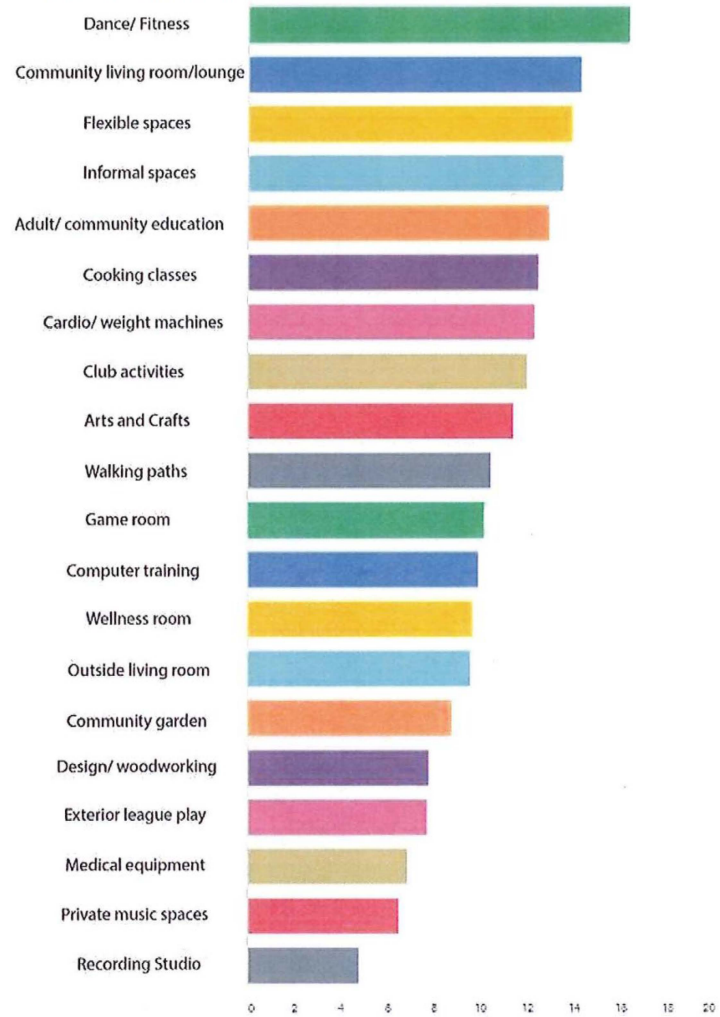


At The New Center, Seniors Want...



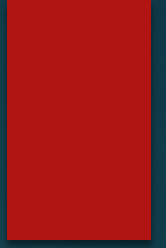
COMMUNITY MEETING ANALYSIS | TOWN OF AYER

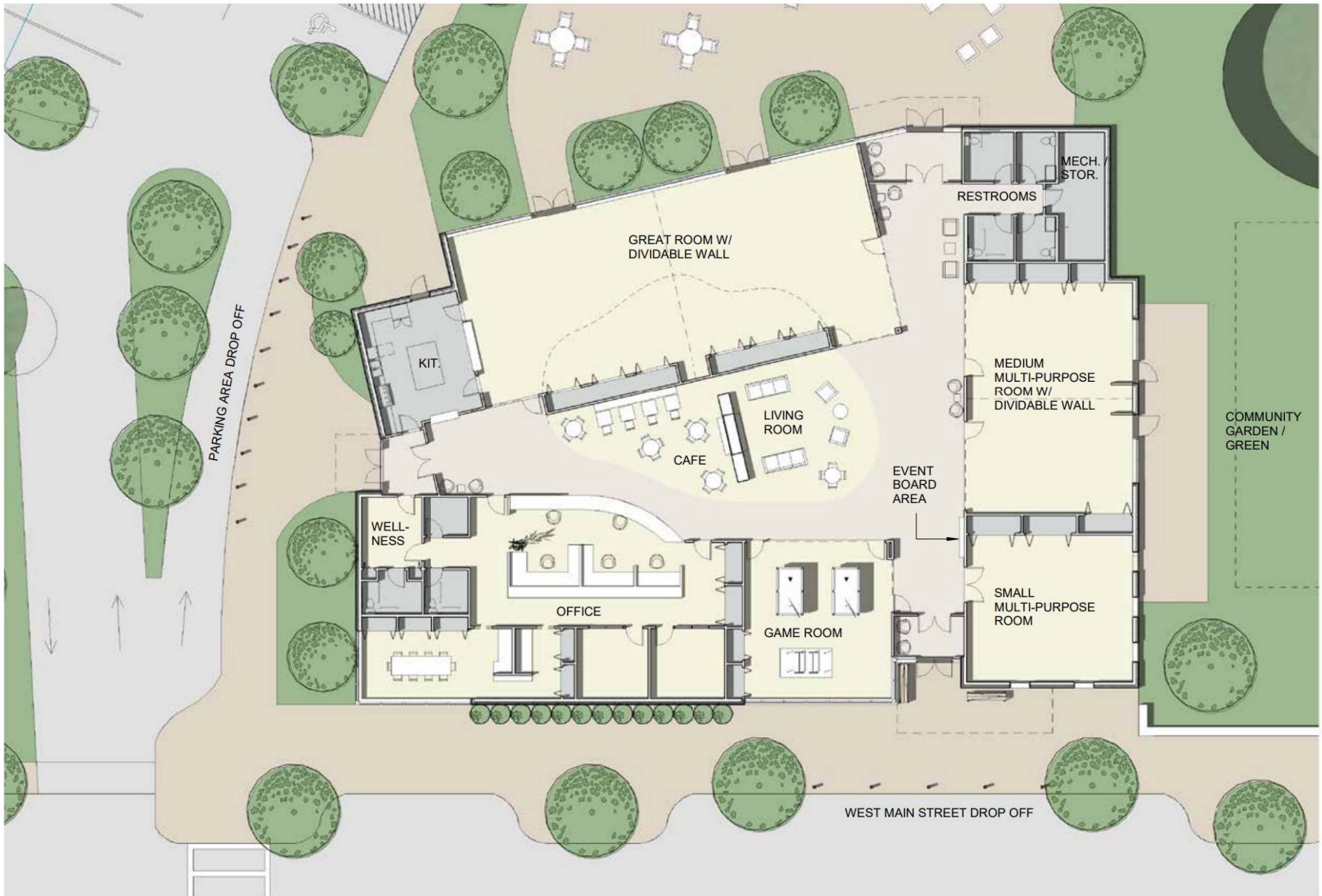
Graphic summary of responses to Question #6: What programs would you most like to see accommodated in a larger center for Active Living?



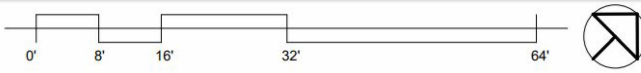


A New “Center for Active Living”





WEST MAIN STREET





Current Challenge: Finding a Suitable Location

Challenges in Ayer Regarding Land and Building Sites

- ▶ Town has no viable municipal land or municipal buildings for the purposes of a Senior Center.
- ▶ At only 9.5 square miles, land is at a premium in Ayer in terms of available/viable sites.
- ▶ Most potential sites have either environmental, conservation, or logistical obstacles.
- ▶ Potential sites that are privately owned are not necessarily for sale.
- ▶ Devens sites are being explored with MassDevelopment with further due diligence to be performed.
- ▶ We have the project and the program...but no where to build it.

Actions Taken Regarding Site Selection

Fall Town Meeting 2020: Town Meeting Presented with West Main Street Site including an Article to authorize the funding for environmental assessment and acquisition. Town Meeting voted to table the Article as a result of incomplete information on environmental conditions of site; remediation concerns; and cost concerns

2021-Present: Town Manager convened a Site Selection Working Group to work with the Consultant to further study the West Main Street Site and identify other potential viable sites for consideration.

Actions Taken (Continued)

West Main Street Site: Environmental LSP contracted to conduct Phase 1 21E Analysis of the site. Site would require additional environmental analysis. Concerns regarding scope and cost. Concerns regarding public perception of the site.

Devens: The Working Group has looked at various potential land and building sites on Devens. Concerns have been location in terms of a viable site adjacent to Ayer. Other concerns have been legal and procedural matters involved in the acquisition of a Devens site. Lack of current staff at MassDevelopment/Devens.

Town-Wide Property RFP Issued: The Working Group issued a Town wide RFP. The RFP generated only one response for a building on Devens which was determined not to be adequate. The RFP could be potentially reissued?

Actions Taken (Continued)

Federated Church Property: In May 2022, the Ayer Office of Economic Development was approached by the owners of the Federate Church Property on Washington Street about a potential partnership regarding the further development of the site. Initial due diligence is currently underway.

Revisiting of Park Street Site from Study Report: Currently underway. Since initially looked at, the possibility of a separate access to the property would address what was the major traffic concern for the site.

Potential Partnership with Parks Department Regarding Park Land at Pirone Park: Discussion currently underway.

Many Sites Have Been Considered

Several sites were studied from a number of perspectives: size, location, availability, possible constraints, and opportunities to support other town goals.

- Current Senior Center Location: 18 Pond Street **TOO SMALL**
- Parcel 1-3: 99 Fitchburg Road **SOLD**
- Parcel 19-8: 106 Park Street **TRAFFIC CONCERNS**
- Parcel 19-13: 0 Brook Street **PARCEL TOO SMALL**
- Parcel 26-97: 6 Groton Road **OWNER NOT SELLING**
- Parcel 20-1: 115 Washington Street **NOT AVAILABLE FOR YEARS**
- Parcels 32-11, 32-13: 211 West Main Street **ENVIRONMENTAL CONCERNS**



PARCEL 1-3



PARCEL 19-8



PARCEL 19-13



PARCEL 20-1



PARCEL 26-97



PARCELS 32-13, 32-11



OPTION 1: PARCEL 19-8



OPTION 2: PARCEL 26-97



SITE OPTION 3: PARCEL 32-13

Many Sites
Have Been
Considered
(Continued)

Next Steps: Where do we go from here?

Identify viable site: We continue to take active steps to find a viable site for this important project. May require some additional funds for consultant services and due diligence costs.

Acquire site: Requires Town Meeting. Once site is identified and available, acquisition will require Town Meeting as well as a series of potential due diligence steps. Timeline and timing is key.

Fund/procure/build project: Once site is acquired by Town, funding for the project must be secured. The project would have to be procured. The project would be constructed.

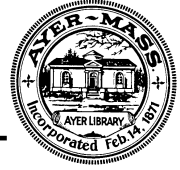


This will be YOUR Center

We need your continued
support & ideas

Town of Ayer

Council on Aging/Senior Center



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

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

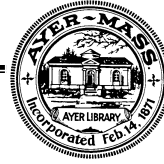
July 5, 2022

Dear Select Board –

Please accept an anonymous donation in the amount of \$1500.00 to the Ayer Council on Aging/Senior Center. This donation will be placed in the COA donation account.

Thanks,

Katie Petrossi, Ph.D.
Director
Ayer Council on Aging
18 Pond Street
Ayer, MA 01432
(978) 772-8260
kpetrossi@ayer.ma.us



MEMORANDUM

Date: July 7, 2022
To: Select Board
From: Dan Van Schalkwyk, P.E., Director
Subject: **Agenda Items for July 13, 2022, Select Board Meeting**

- 1. Agreement for Wastewater Treatment and Disposal Services with MassDevelopment –**
The current Agreement with Devens for the Wastewater Treatment and Disposal Services was extended by amendment through July 31, 2022. I will provide a brief update of the situation and discuss recommendations moving forward.
- 2. Drought Status –**
The current drought status for Ayer is Level 2 – Significant Drought. Note the Commonwealth’s Drought Management Task Force is meeting on July 11th to review current conditions and potential changes to the drought status. I will provide a brief update of what this means and recommendations for the Board.
- 3. Converting the Town’s Vehicle Fleet to Electric –**
The Town recently participated in National Grid Massachusetts Fleet Advisory Services Program. The Program provides a final report with recommendations to convert a vehicle fleet to electric. The DPW, Fire, Police, and Parks Department participated, and a final report was developed. I will give a brief overview of the Program.
- 4. DPW Projects Status Update –**
I will provide a brief update on the following DPW projects:
Spectacle Pond Water Treatment Plant PFAS Treatment System
Wastewater Treatment Plant Improvements
MassWorks – Ayer West Main Street Infrastructure Project
Notification of Transfer Station Hours

**AMENDMENT #5
TO
AGREEMENT FOR WASTEWATER TREATMENT AND DISPOSAL SERVICES
BETWEEN
MASSACHUSETTS DEVELOPMENT FINANCE AGENCY
AND
TOWN OF AYER, MASSACHUSETTS**

This Amendment #5 to Agreement for Wastewater Treatment and Disposal Services (this “Amendment”) is made and entered into as of the 31st day of July, 2022, by and between **Massachusetts Development Finance Agency**, a Massachusetts body politic and corporate created and established under Chapter 23G of the Massachusetts General Laws, having its principal place of business at 99 High Street, 11th Floor, Boston, Massachusetts 02110 (“MassDevelopment” or the “Agency”), and the **Town of Ayer**, a Massachusetts municipal corporation, having a principal place of business at 1 Main Street, Ayer, MA 01432 (“Ayer”).

WHEREAS, Ayer and MassDevelopment entered into that certain Agreement for Wastewater Treatment and Disposal Services Agreement dated as of December 31, 2001, as amended by that certain Amendment #1 to Agreement for Wastewater Treatment and Disposal Services dated as of March 12, 2002 and that certain Amendment #2 to Agreement for Wastewater Treatment and Disposal Services dated as of December 21, 2021 (“Agreement”), certain Amendment #3 to Agreement for Wastewater Treatment and Disposal Services dated as of March 31, 2022 and Amendment #4 to Agreement for Wastewater Treatment and Disposal Services dated as of June 30, 2022; and

WHEREAS, the Agreement, by its terms, is set to expire on July 31, 2022; and

WHEREAS, Ayer will continue to need to collect and deliver wastewater for treatment by the Devens wastewater system; and

WHEREAS, Ayer and Agency are currently negotiating a number of substantive changes to the terms of the Agreement and an extension of the duration thereof; and

WHEREAS, Ayer and Agency desire to make certain changes to the Agreement at this time in addition to extending the duration of the Agreement on a short term basis to, among other things, allow for the completion of said negotiations.

NOW THEREFORE, in accordance with Section 405 of the Agreement in order to continue the services described in the Agreement, and in consideration of the mutual promises, and covenants herein set forth, Ayer and Agency, each binding itself, its respective representatives, successors, and assigns, hereby agree to amend the Agreement as follows.

1. Article IV, Miscellaneous Provisions, Section 416 entitled Effective Date, Duration and Termination is hereby amended by deleting the text of the section in its entirety and replacing it with the following:

“This Agreement shall be effective as of the date of its acceptance by the Agency’s Board of Directors and execution by the parties. This Agreement shall be in full force and effect and shall be binding on Ayer and the Agency until September 9, 2022.”

2. All of the terms of the Agreement, as amended pursuant to the terms hereof, are hereby restated, ratified and confirmed in their entirety as of the date hereof.
3. This Amendment may be signed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. In the event that any signature is delivered by facsimile transmission or by e-mail delivery of a ".pdf" format data file, such signature shall create a valid and binding obligation of the party executing (or on whose behalf such signature is executed) with the same force and effect as if such facsimile or ".pdf" signature page were an original thereof.
4. Each party to this Amendment represents that the individual executing this Amendment on its behalf is duly authorized to bind such party to this Amendment according to its terms.

IN WITNESS WHEREOF, this Amendment has been executed by the Agency and Ayer and is effective as of the date first written above.

**Massachusetts Development
Finance Agency**

By: _____
Jessica Strunkin
Executive Vice President, Devens

Approved as to form:

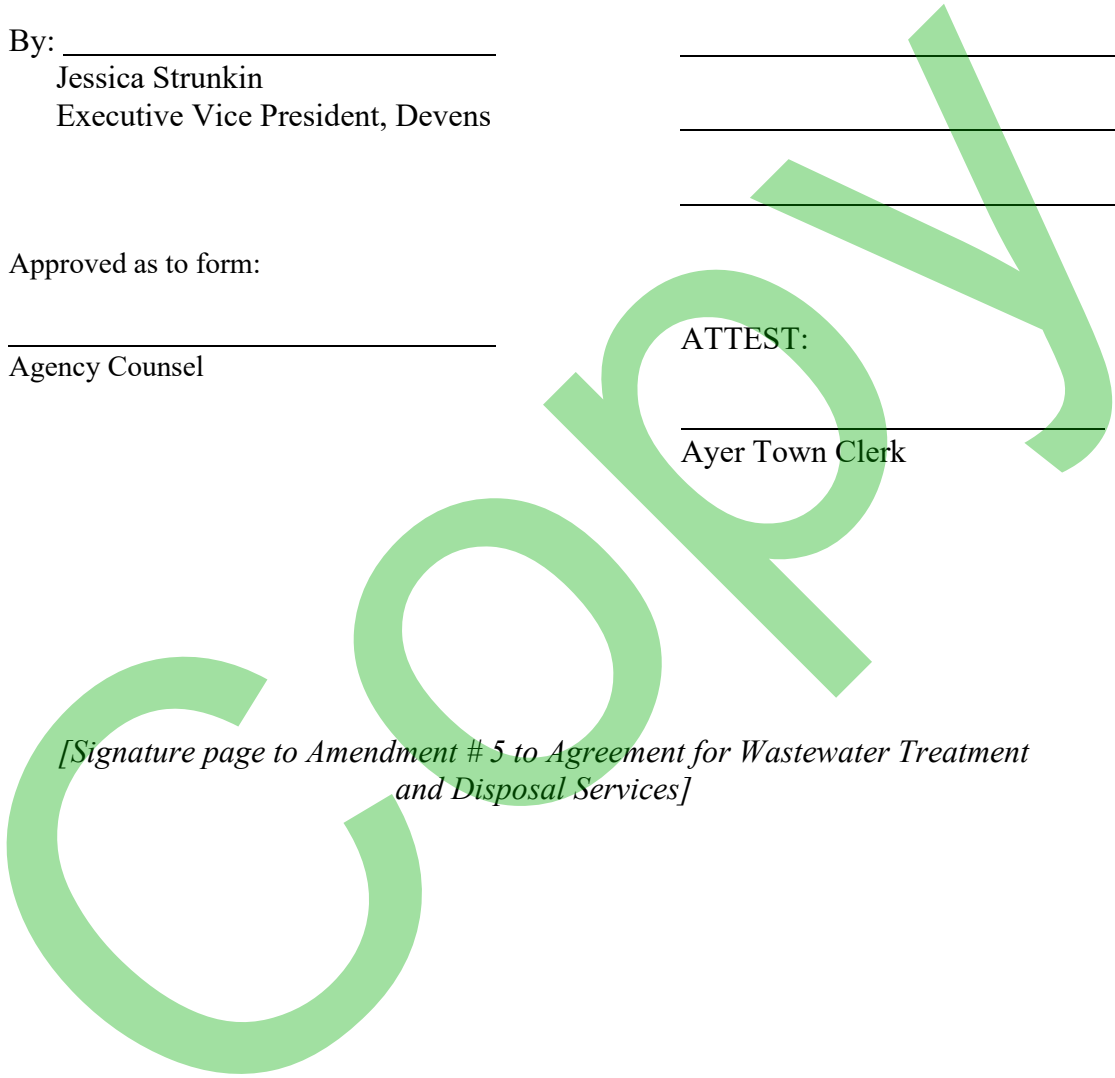
Agency Counsel

Town of Ayer
By its Select Board

ATTEST:

Ayer Town Clerk

*[Signature page to Amendment # 5 to Agreement for Wastewater Treatment
and Disposal Services]*





Drought Status Update

AYER DEPARTMENT OF PUBLIC WORKS

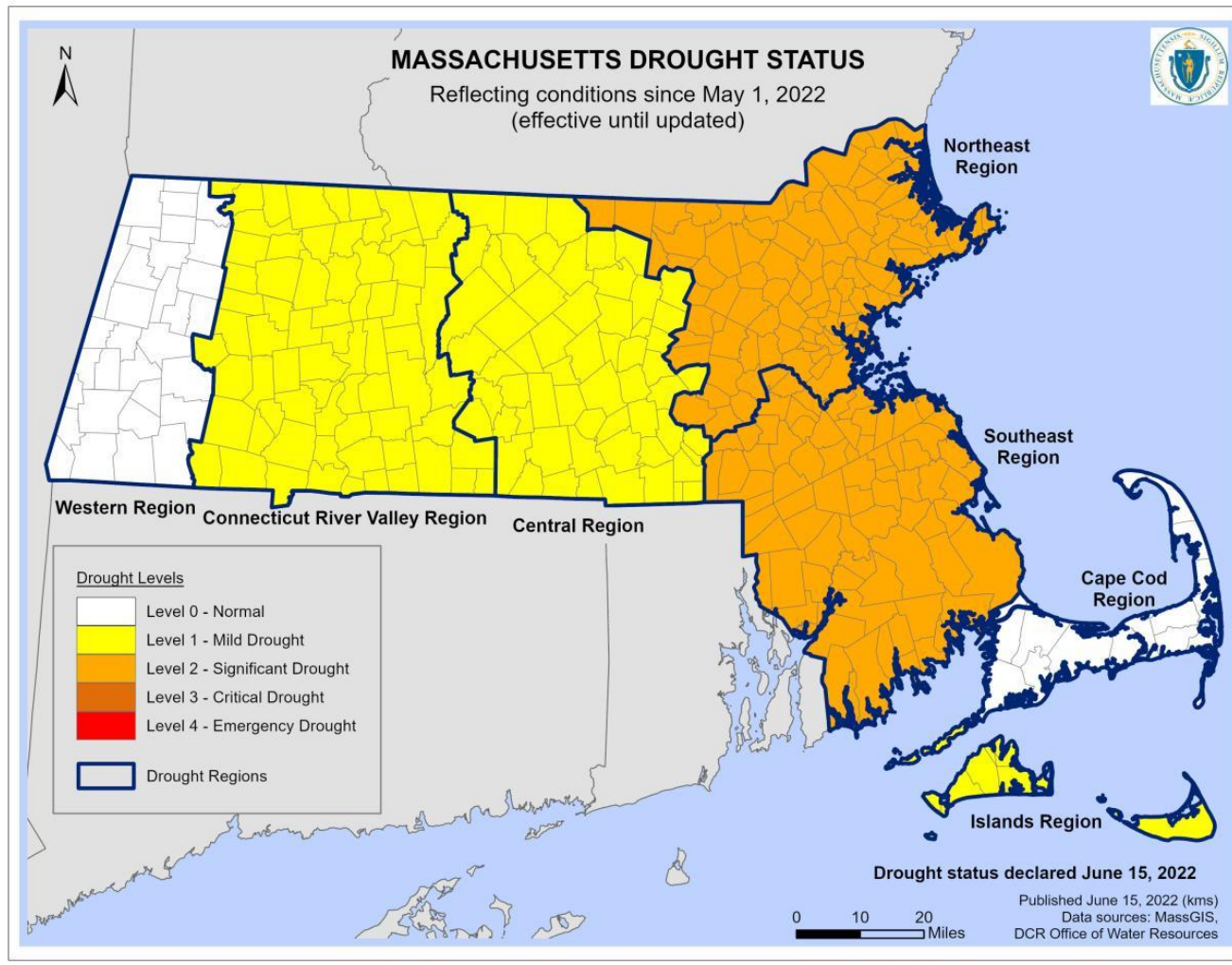
PRESENTED

JULY 13, 2022

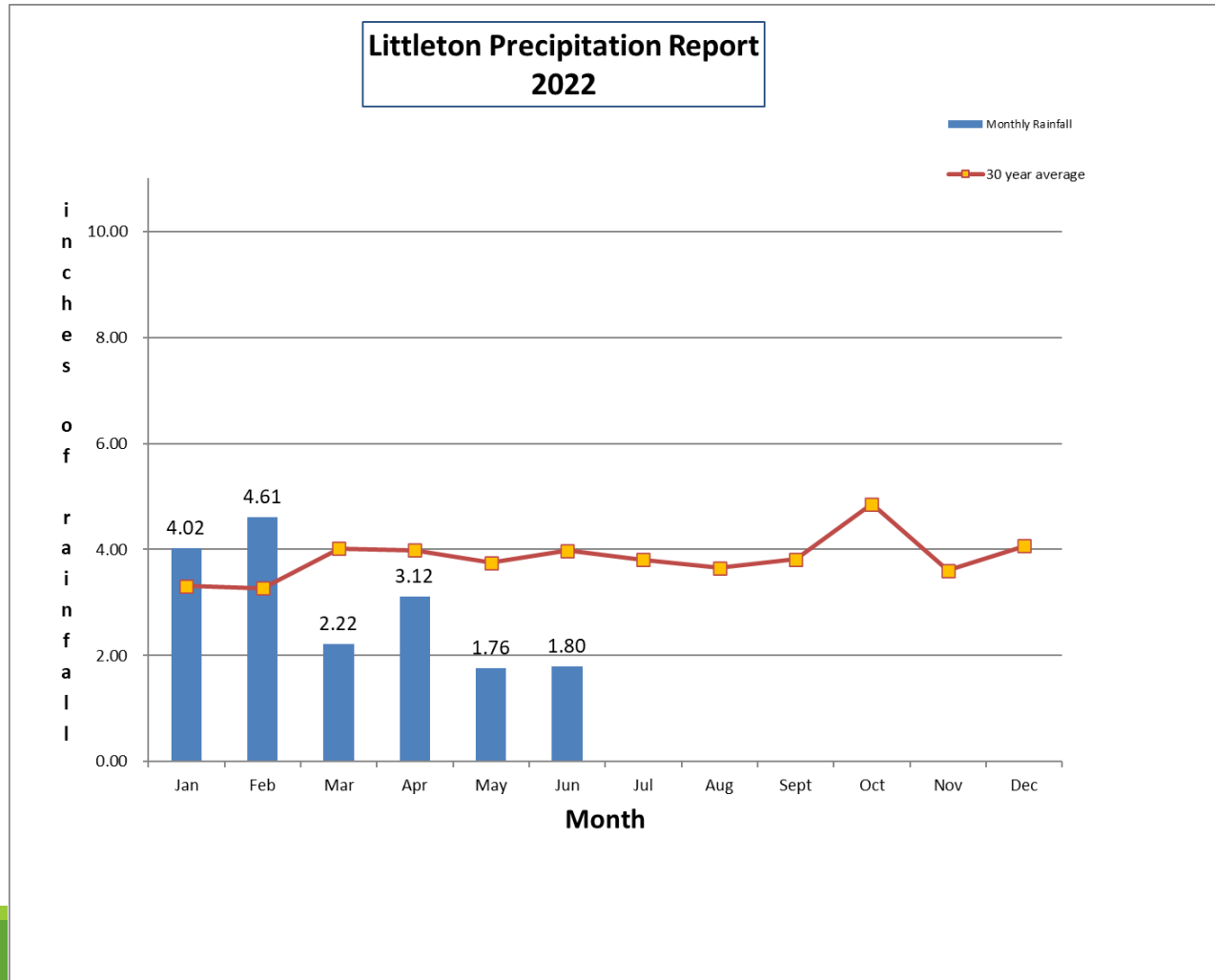
Background – Massachusetts Drought Management

- Massachusetts Drought Management Plan (September 2019)
 - Several State agencies charged with monitoring and managing drought conditions and response actions in accordance with Plan
- 5 Levels of Drought:
 - Level 0 = Normal
 - Level 1 = Mild Drought
 - Level 2 = Significant Drought
 - Level 3 = Critical Drought
 - Level 4 = Emergency Drought

Current Drought Status 06/15/2022 – Level 2 - Significant



Precipitation 2022



Drought Status Guidance

- Drought Management Plan Guidance for Drought Levels related to Outdoor Water-Use:

Table 10: State Guidance on Nonessential Outdoor Water-Use Restrictions at Various Drought Levels

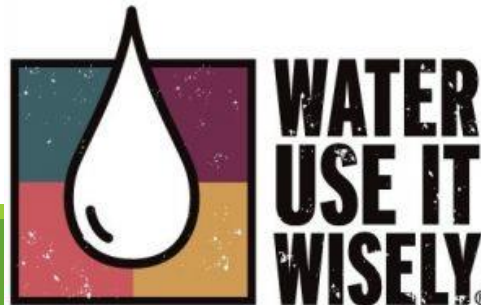
State Drought Condition (by Region)	Nonessential Outdoor Water-Use Restrictions
Level 1 (Mild Drought)	1 day per week watering, after 5 p.m. or before 9 a.m. (to minimize evaporative losses)
Level 2 (Significant Drought)	Limit outdoor watering to hand-held hoses or watering cans, to be used only after 5 p.m. or before 9 a.m.
Level 3 (Critical Drought)	Ban on all nonessential outdoor water use
Level 4 (Emergency Drought)	Ban on all nonessential outdoor water use

Drought and Public Water Supply

- Water Management Act (WMA) Permit Requirements
 - Current Calendar Based Non-Essential Outdoor Water Use Restrictions (5pm-9AM, odd/even)
 - Drought conditions are incorporated into the Calendar Based Restrictions; however, State Drought conditions may require additional restrictions.
 - A MassDEP declaration of a State of Water Supply Emergency would trigger non-essential outdoor water use ban

Recommendations

- The DPW recommends the following:
 - Maintain the current water use restrictions and continue to monitor drought status
 - Distribute a public notice regarding the current drought conditions and the following:
 - Reemphasize current restrictions
 - Provide educational info on drought impacts to water supply and public safety
 - Encourage citizens to curb water use voluntarily
 - Provide tips for conserving water in the household
 - Voluntary suspension of Town owned non-essential outdoor watering
 - Suspend issuance of variances for non-essential outdoor water use



Thank You



DAN VAN SCHALKWYK, P.E.

DIRECTOR OF PUBLIC WORKS



National Grid Fleet Advisory Program

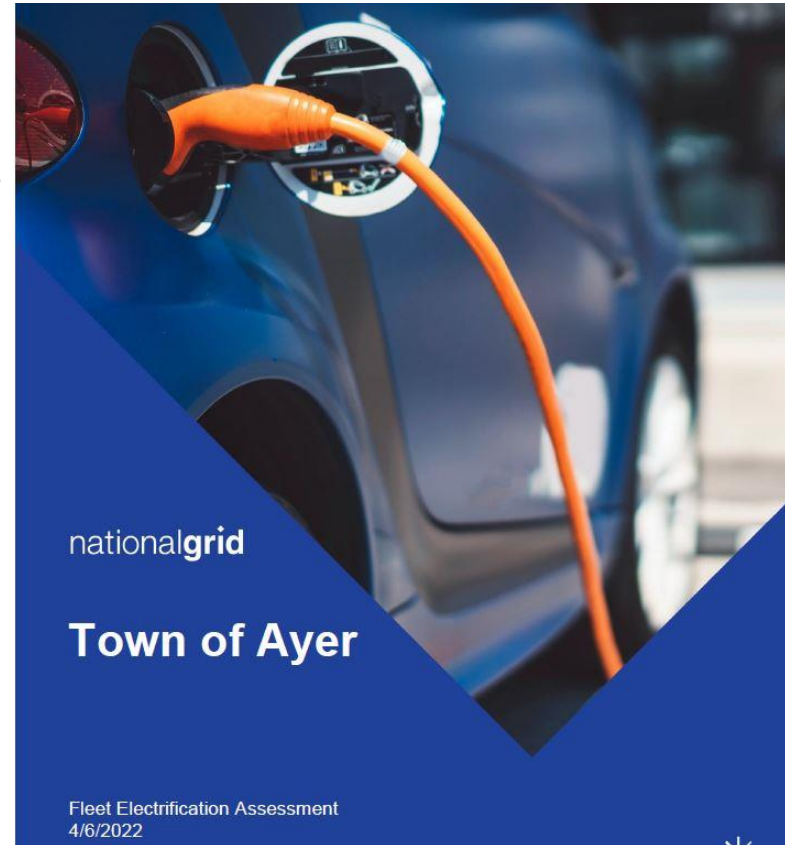
AYER DEPARTMENT OF PUBLIC WORKS

PRESENTED

JULY 13, 2022

Background

- National Grid's Massachusetts (MA) Fleet Advisory Services Program provided fleet electrification recommendations and guidance
 - Third Party Consultant , ICF, provided analysis and developed report
 - No cost to Town, paid by National Grid
- Result: Custom Report for Ayer to cost effectively convert Ayer's fleet of vehicles to electric
 - Report can be updated twice a year through August 2024
- DPW, Police, Fire, and Parks participation



Intake Call and Provide Existing Data

- DPW, Police, Fire, and Parks have a Zoom call with ICF to discuss our existing fleet
- Homework: Town Departments provided data on their fleet vehicles, some key items included:
 - Make/Model/Year
 - Fuel Type
 - Mileage per year
 - Base location (e.g. DPW 25 Brook Street)
 - Vehicle Purpose (e.g. Police patrol)

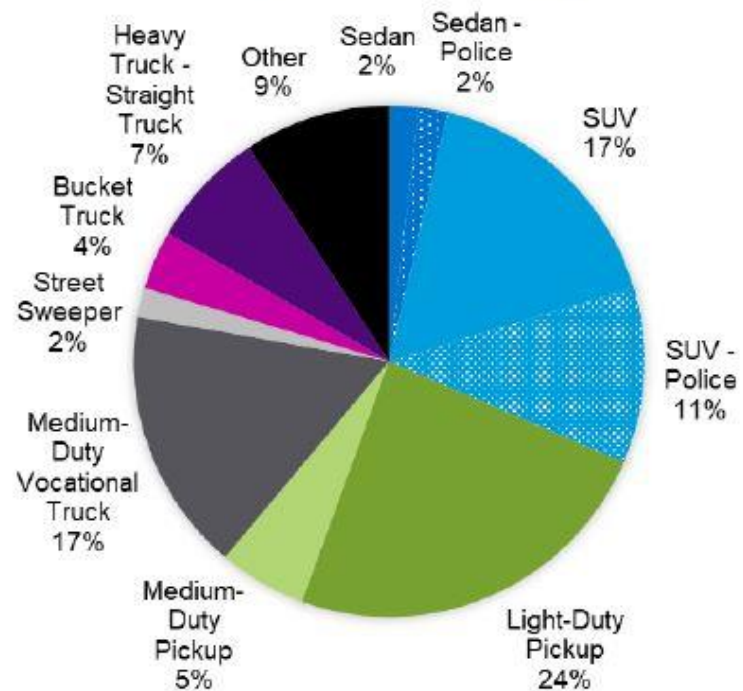
Priority	GENERAL FLEET DATA
Priority #1	Vehicle Type
	Make
	Model
	Year
	Engine Fuel Type
	Annual Mileage
	Typical Mileage per Day in Use Scheduled Vehicle Retirement
Priority #2	Vehicle Sub-Type (if applicable)
	Police Patrol Vehicle?
	Available Time to Charge at VIN (or unique vehicle identifier)
Priority #3	In Service Date
	Current Mileage (Most Recent)
	Date of Most Recent Mileage
	Owned or Leased
	Asset Status
	Fuel Economy (mpg)
	Annual Fuel Costs Annual Maintenance Costs
Priority #4	Typical number of days used Vehicle Shifts per Day
	Available Time to Charge Significant Variability in Daily
	If yes (to significant variability), Vehicle Special Purpose (if
	Base Site Name
	Base Site Address
	Return to Base Site (yes/no)
	Dwell Location (if Different
	Maintenance Location(s) Fueling Location(s) Idle Location(s)
Priority #5	Department
	Gross Vehicle Weight Rating
	GPS/Telematics Hardware
	Onboard Service Equipment
	Onboard Service Equipment

Existing Fleet

TABLE A. Existing Fleet Fuel Type Distribution

Vehicle Type	Gasoline	Diesel
Sedan	2	0
SUV	15	0
Light-Duty Pickup	13	0
Medium-Duty Pickup	0	3
Medium-Duty Vocational Truck	0	9
Street Sweeper	0	1
Bucket Truck	0	2
Heavy Truck	0	4
Other	0	5
TOTAL	30	24

Chart C. Existing Fleet - Vehicle Types



ICF Develops Report

- ICF develops the Fleet Electrification Assessment Report, key elements include:
 - Recommendations for vehicle replacements
 - Schedule for vehicle replacements – looked through 2035
 - Location and type of charging stations required
 - Identifies cost savings and CO2 reductions

Replacement Summary and Recommended EV Charging

TABLE C. 14-Year Electrification Recommendations							
Vehicle Type	Quantity Up for Retirement (in 14 Years)	Quantity Recommended to Convert to Electric	Recommended Make/ Model/ EV Type	Financial Savings (across 28 years)	GHG Emission Reductions (across 28 years, MT)	Recommended EVSE	
						L2	DCFC
Sedans	2	1	Nissan/Leaf S/BEV	\$13,494	49	1	0
		1	Chevrolet/Bolt EV 1LT (Police)/BEV	\$17,814	50	1	0
SUVs	15	9	Hyundai/Kona Electric SEL/BEV	\$202,225	705	9	0
		6	Ford/Mustang Mach-E Select RWD Standard Range (Police)/BEV	\$105,854	445	6	0
Light-Duty Pickup	13	9	Ford/F-150 Lightning (Crew Cab)/BEV	\$37,784	772	0	9
Medium-Duty Pickup	3	3	Atlis/XT (300 mi) (Crew Cab)/BEV	\$243,579	671	0	3
Medium-Duty Vocational Truck	9	9	Ford/E-Transit Van (Cab Chassis)/BEV	\$671,878	1,669	0	9
Heavy Truck	4	4	SEA Electric/SEA Ford F-750 EV/BEV	\$469,916	1,530	0	4
Bucket Truck	2	0	N/A	N/A	N/A	N/A	N/A
Street Sweeper	1	1	Global/M3 Supercharged/BEV	\$100,062	1699	0	1
Other	5	0	N/A	N/A	N/A	N/A	N/A
TOTAL	54	43		\$1,862,605	7,590	17	26

Cost Savings and CO2 Reductions

Based on our analysis, converting 43 on-road vehicles to EVs is estimated to produce the following impacts:



\$1,862,605

TCO savings over 28 years*



\$825,260

fuel cost savings over 28 years*



\$1,062,466

maintenance savings over 28 years*



7,590

metric tons (MT) of CO₂ eliminated over 28 years

Over 28 years, those estimated CO₂ reductions equate to:



eliminating **873** homes' energy use for one year, or:



switching **288,406** incandescent lamps to LEDs, or:



recycling **2,580** tons of waste instead of landfilling it, or:



planting **125,229** trees.

*NPV assumes a 5% discount rate.

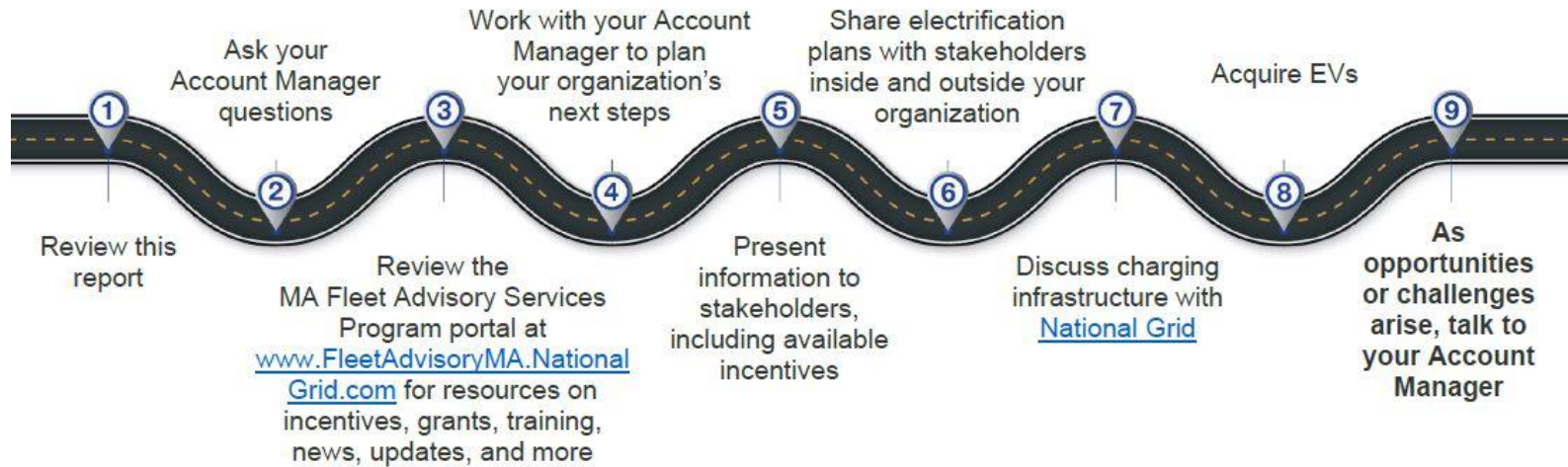
Future Considerations

- Continue to refresh Fleet Assessment Report through Aug. 2024
- Implement replacements when appropriate
- Seek to install charging infrastructure – National Grid infrastructure incentive in August?
- DPW Recent Implementation
 - DPW has ordered a Ford F150 Lightning EV to replace the DPW Admin Vehicle – includes incentive of \$7,500 savings from State. Can be charged at DPW Highway Garage or 0 Park Street.
 - DPW is scheduling a site assessment with Voltrek, consultant who designed and installed the 0 Park Street EV Station. Goal is to determine future location(s) for EV charging infrastructure.



Thank You

Your Roadmap to Fleet Electrification



DAN VAN SCHALKWYK, P.E.

DIRECTOR OF PUBLIC WORKS

July 7, 2022

The Honorable James B. Eldridge
State Senator
24 Beacon St.
Room 511-C
Boston, MA, 02133
James.Eldridge@masenate.gov

The Honorable Danillo A. Sena
State Representative
24 Beacon St.
Room 39
Boston, MA, 02133
Danillo.Sena@mahouse.gov

Re: Legislation to Eliminate the Devens Commercial Development Cap

Dear Senator Eldridge and Representative Sena:

This letter is to express support and encouragement for legislation to eliminate the so-called “Devens Commercial Development Cap” that is codified at Article XI. D. 2 of the Zoning By-Laws of the Devens Regional Enterprise Zone (the “Devens By-Laws”).

Article XI. D. 2 of the Devens By-Laws (hereinafter, the “Commercial Cap Provision”) sets a cap of 8,500,000 square feet on commercial development in the Devens Regional Enterprise Zone (“Devens”). The Commercial Cap Provision was promulgated almost 30 years ago in 1994, using estimates and assessments of environmental impacts of commercial development that were appropriate for that era, in preparation for a hoped-for economic redevelopment of the former Fort Devens in an environmentally sustainable manner.

The Devens Enterprise Commission (“DEC”) administers the Devens By-Laws pursuant to the terms of thereof and the authority conferred by Chapter 498 of the Acts of 1993 (as amended, the “Act”). The DEC recently informed the Select Board that the amount of square feet of commercial development in Devens is now nearing the 8,500,000 cap.

The ongoing redevelopment of the former Fort Devens has succeeded beyond original expectations and has conferred significant benefits on the Town of Shirley. The ongoing redevelopment, over which the DEC has exercised regulatory control, has also been accomplished with far more limited environmental impact than was envisioned in 1994 when the Commercial Development Cap was promulgated. The environmentally responsible manner in which the former Fort Devens is being redeveloped was recognized by the Massachusetts

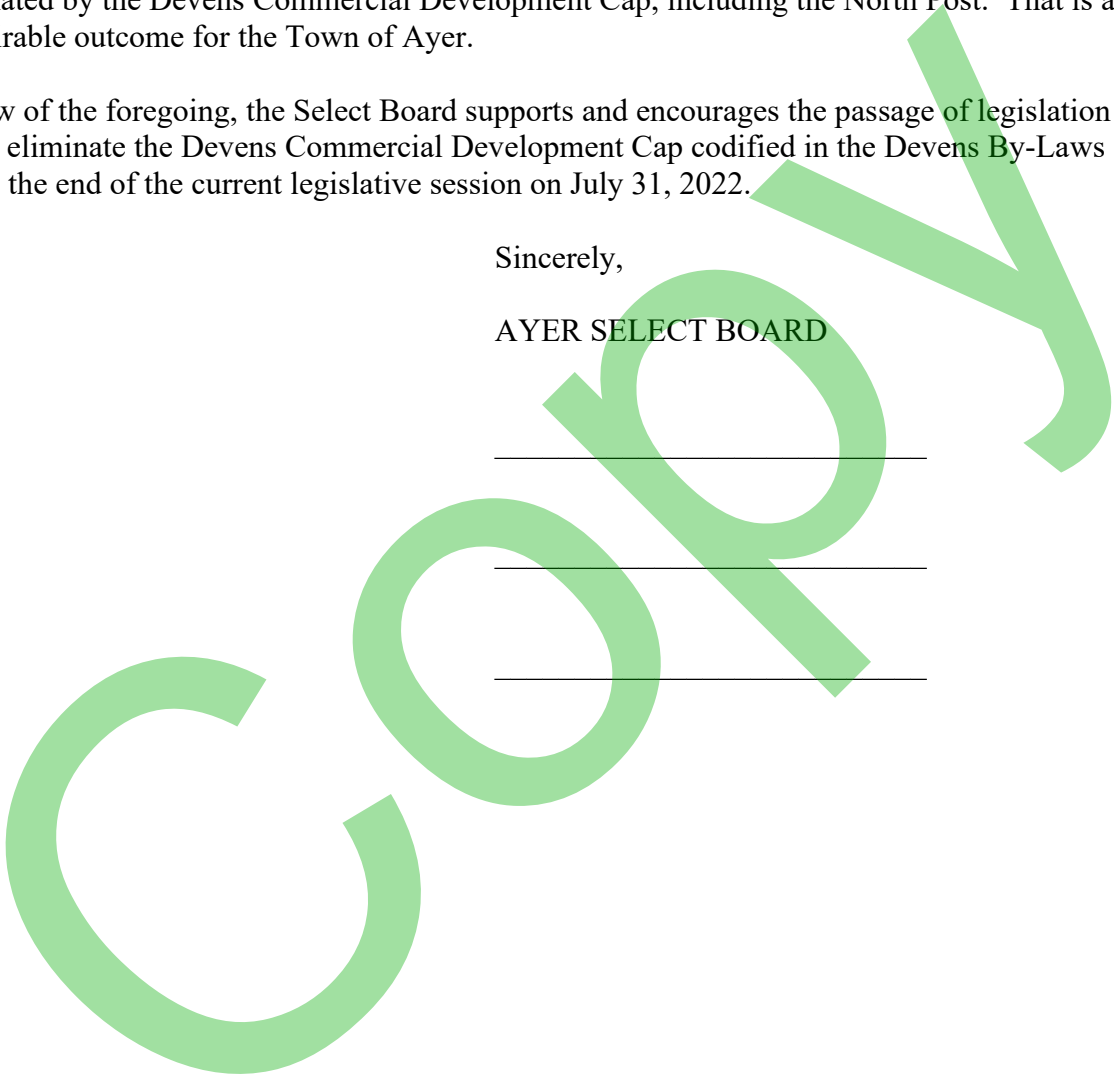
Executive Office of Energy and Environmental Affairs (EOEA), when in 2008 the Secretary of EOEA issued a Certificate on the Notice of Project Change (NPC) for the Redevelopment of Fort Devens. That NPC concluded that building square footage be discontinued as a threshold for evaluating the environmental impacts of ongoing development in Devens because it was not a relevant indicator of those impacts.

Lastly, the portion of Devens that is within the historic boundaries of the Town of Ayer has significant additional development capacity, which would likely be either greatly limited or eliminated by the Devens Commercial Development Cap, including the North Post. That is an undesirable outcome for the Town of Ayer.

In view of the foregoing, the Select Board supports and encourages the passage of legislation that would eliminate the Devens Commercial Development Cap codified in the Devens By-Laws before the end of the current legislative session on July 31, 2022.

Sincerely,

AYER SELECT BOARD



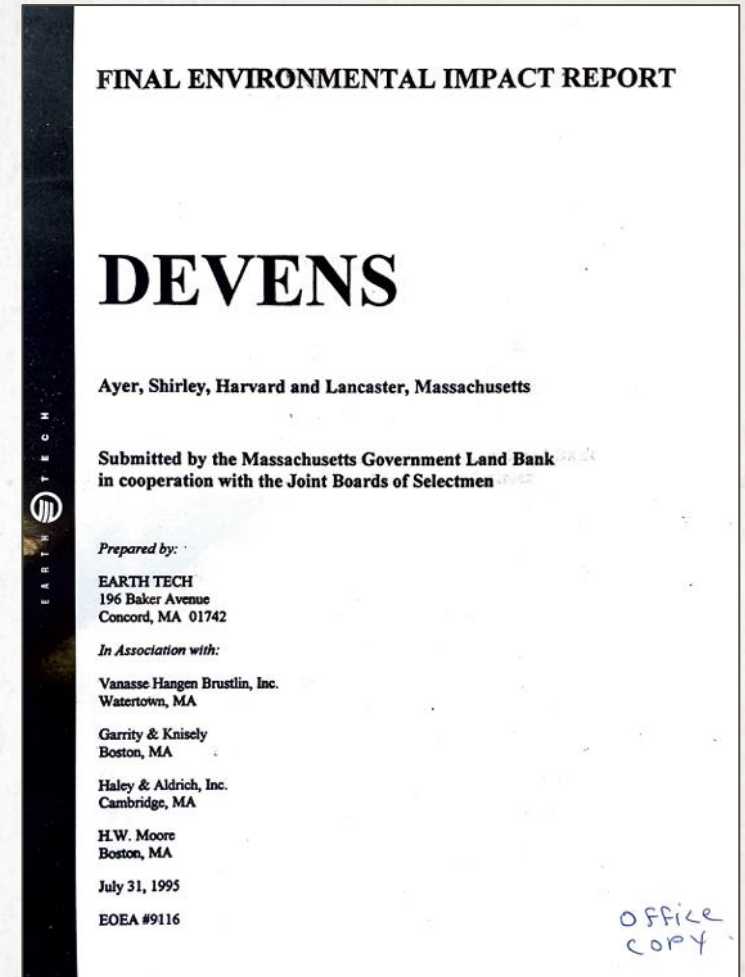


APPROACHING THE DEVENS COMMERCIAL DEVELOPMENT CAP

BRINGING THE BYLAWS INTO ALIGNMENT WITH THE 2008 MEPA NOTICE OF PROJECT CHANGE

DEVENS BY-LAWS IX.D.2

- The maximum number of square feet of building space to be developed and/or used at Devens under the Reuse Plan and By-Laws shall not exceed eight million five hundred thousand (**8,500,000**). It is recognized, however, that in order to exceed seven million seven hundred thousand (**7,700,000**) square feet of building space, as identified in the Draft Environmental Impact Report for Fort Devens, additional approvals under the Massachusetts Environmental Policy Act may be necessary.

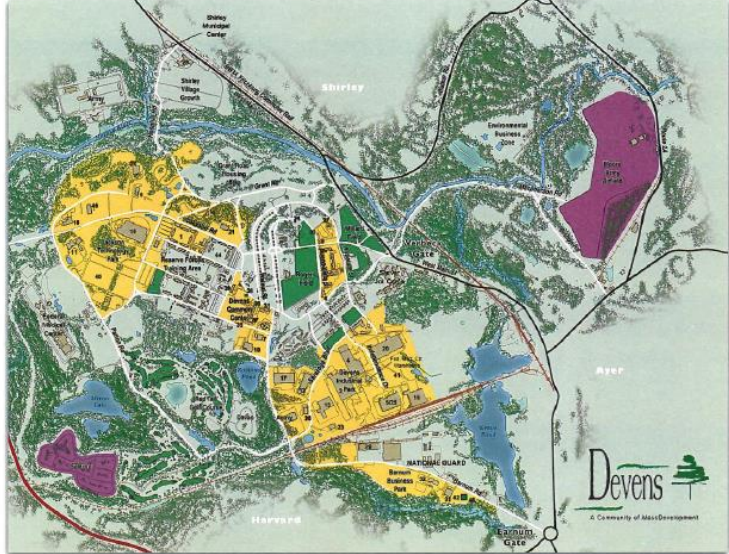


2008 NOTICE OF PROJECT CHANGE:

- The approval to exceed 7,700,000 sq.ft. was received from MEPA in MassDevelopment's 2008 Notice of Project Change.
- The 8,500,000 and 7,700,000 sq.ft. numbers came from the FEIR (Final Environmental Impact Report) and were based on the projected impacts of a range of the allowed uses within the different zoning districts using typical early 1990s industrial park uses as a model.
- The MEPA Notice of Project Change eliminated this square footage cap to focus on measuring the actual environmental impacts that development produces, rather than projections.

NOTICE OF PROJECT CHANGE

Redevelopment of Fort Devens



Submitted by:
MassDevelopment
33 Andrews Parkway
Devens, Massachusetts 01434

Prepared by:
Epsilon Associates, Inc.
3 Clock Tower Place, Suite 250
Maynard, Massachusetts 01754

EEA # 9116
May 15, 2008

Epsilon
ASSOCIATES INC.

IMPACTS MEASURED: TRANSPORTATION

- **Transportation** is measured in terms of vehicles per day (VPD).
- MassDevelopment conducts 5 year traffic studies with counts to measure this metric. The last count was conducted in 2021 with adjustments made for COVID-19.
- 2008 MEPA Notice of Project Change and FEIR limit traffic to 50,585 VPD
- May 2021 Traffic Count was 20,562 VPD



IMPACTS MEASURED: WATER/WASTEWATER

IMPACT	FEIR	2008 NPC	ACTUAL
Gallons/day (GPD) of water use	3.0 mgd	3.0 mgd	0.76
GPD water withdrawal	3.0 mgd	3.0 mgd	0.84
GPD wastewater generation/treatment	3.0 mgd	4.65 mgd	1.17
Length of water mains (in miles)	145 miles	145 miles	74.1
Length of sewer mains (in miles)	65 miles	65 miles	44.5

IMPACTS MEASURED: LAND AREA

IMPACT	FEIR	2008 NPC	ACTUAL
Total Site Acreage	4,140	4,140	4,423
Acres of Altered Land	2,920	2,920	774
Acres of Impervious Area	984	984	808
Square feet of bordering vegetated wetlands alteration	Nominal	Nominal	Minimal
Square feet of other wetland alteration	Nominal	Nominal	None

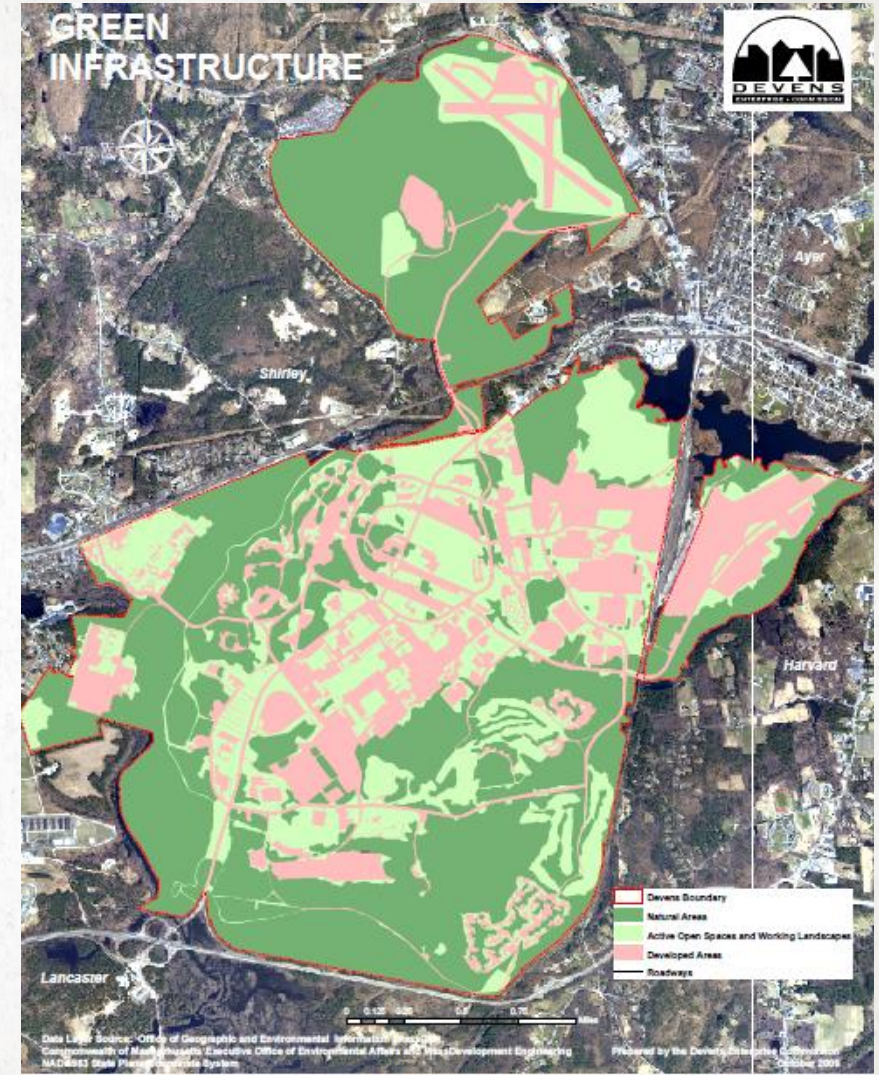
IMPACTS MEASURED: BUILDING

IMPACT	FEIR	2008 NPC	Current
Gross Square Footage	8,500,000*	Eliminated	6,454,310 ⁽¹⁾ 7,448,853 ⁽²⁾
Number of Housing Units	282	No Change	260

1. GSF Occupied as of May 2021
2. GSF Occupied, permitted or under construction

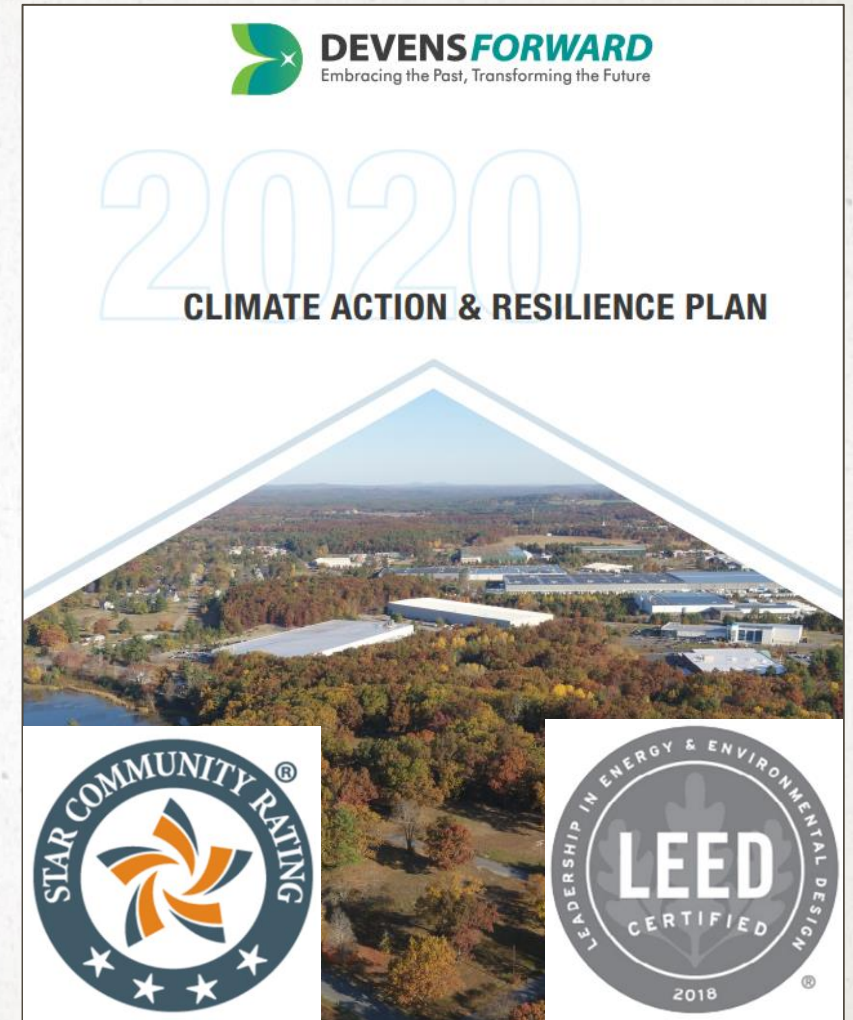
WHY IS DEVENS SO FAR UNDER THE IMPACT MEASURES IN THE FEIR?

- Devens Reuse Plan Goal: Sustainable redevelopment.
- DEC early adopter of LID, Green Building, and GHG regs have all facilitated development with a lower env. footprint (compact development directed to previously dev. areas), energy and water efficiency, TDM strategies, etc...
- Permanently protected over 1400 acres (<30%) of open space - preserving natural resources and connecting to a regional open space network. Surpassing Pres. Biden's goal of protecting 30% of community lands by 2030.
- Developments required to enhance and connect to this network through Green Infrastructure Guidelines, tree preservation and landscaping requirements (groundwater recharge, reduced impervious & UHI, improved AQ, habitat connectivity).



WHY IS DEVENS SO FAR UNDER THE IMPACT MEASURES IN THE FEIR?

- Climate Action Plan, STAR Community and LEED for Cities and Communities Certification - third party recognition for Sustainable Development progress.
- Providing additional tools for monitoring and measuring Devens impacts.
- Internationally recognized eco-industrial park and Devens Eco-Efficiency Center (DEEC) - as we continue to grow, we continue to collaborate with surrounding communities:
 - Connecting open spaces, trail and bike networks
 - Regional MVP and Infrastructure grants
 - Regional services (HHW, E911, water, sewer extensions)



IMPACTS MEASURED

- Devens has outperformed the FEIR model, as it has been successful in redeveloping around the theme of Sustainable Development and incorporating eco-industrial park concepts while implementing the redevelopment or Devens Reuse Plan.
 - The result is we are 50-75% below the 1995 expected impacts associated with the 8,500,000 sf of development for traffic, water and wastewater, land altered.
 - This further justifies MEPA's switch from the use of absolute numbers (FEIR) to quantification of the actual impacts of development per the 2008 MEPA NPC (water, waste-water, traffic, impervious coverage, and open space).
-

APPROACHING THE COMMERCIAL DEVELOPMENT CAP

- Every Five Years the DEC conducts a progress review or district development review as required by the Devens By-Laws II.A.14. Our 2016-2020 District Development Analysis showed Devens approaching 6 million sq.ft. of commercial development.
- 2021 Annual Report showed additional 1 million sq.ft. during that calendar year.
- Today we are approaching 7.7msf of commercial development.
- We expect to reach the 8.5 msf commercial development cap sometime in late 2022 or early 2023 based on projects in the development pipeline.





2020



Devens

CFS
311,000 sf

KSP
428,000 sf

KSP
510,000 sf

BMS
240,000 sf

WM
150,843 sf

**1.7 million+ sf of new development added during pandemic
(all previously developed areas)**

2022

Nashua River

POSSIBLE IMPACTS OF LEAVING THE COMMERCIAL DEVELOPMENT CAP IN PLACE

- Salerno Circle, Shirley Village Growth, and the North Post's future redevelopment would be in jeopardy.
 - Some properties have existing master plans showing additional development, over 1.28 million square feet of which would be put at risk by the cap.
 - MassDevelopment has calculated that there is another 2 million plus square feet of development potential within the Devens Regional Enterprise Zone.
 - Devens role as an economic development destination for the Commonwealth would be at risk.
-

POSITIVE IMPACTS OF DEVENS GROWTH: (UMASS DONAHUE INSTITUTE STUDY 2020):

- Over 6000 jobs created at Devens for people across the north central region and beyond
- Contributing to over 14,300 jobs in the Commonwealth
- \$3.8 billion contribution to the MA Economy
- Annual payroll of \$547 million
- Average annual wage of \$90,000
- 40% of Deven's jobs are manufacturing jobs

(Note: added over a million square feet of development after this report was produced in 2020).

<https://www.massdevelopment.com/assets/pdfs/Devens-Economic-Profile-and-Contribution-062020.pdf>

DEVENS ECONOMIC PROFILE AND CONTRIBUTIONS

AN ECONOMIC IMPACT STUDY OF BUSINESSES AND
ORGANIZATIONS LOCATED IN DEVENS, MASSACHUSETTS



A Report for MassDevelopment



UMASS DONAHUE INSTITUTE
Economic & Public
Policy Research

JUNE 2020

SIMPLE ADMINISTRATIVE CHANGE:

- 2008 MEPA NPC confirmed that building square footage cap was arbitrary.
 - By-laws IX.D.2 should have been updated at the same time to replace the absolute 8.5MSF with the environmental performance impacts set forth in the FEIR and MEPA Notice of Project Change.
 - All other existing thresholds and metrics from FEIR and MEPA NPC remain.
 - Ongoing tracking demonstrates that Devens development to date has had much less of an impact than anticipated (traffic, water, wastewater, impervious area, etc.)
-

SUGGESTED ACTION:

- Signal support to the legislative delegation that the development cap be lifted by the end of the current legislative session by July 31, 2022.

DEVENS SUCCESS = LOCAL, REGIONAL, & STATE SUCCESS

- Consistent with 2008 NPC (correcting a change that should have been made in 2008)
- Consistent with FEIR.
- Consistent with Devens Sustainable Redevelopment goal in the Devens Reuse Plan.
- Continue the economic, social, and environmental successes of Devens for the region and Commonwealth as a whole.
- Continue leading by example as a National and International model of successful and sustainable military base and community redevelopment.

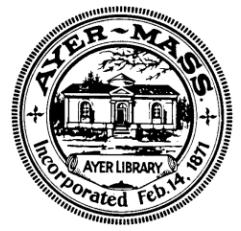


SUSTAINABLE DEVELOPMENT GOALS

<https://www.devensec.com/sustain/Devens and the UN SGDs 2020 final.pdf>



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: July 8, 2022

TO: Ayer Select Board

FROM: Robert A. Pontbriand
Town Manager

SUBJECT: Town Manager's Report for the July 13, 2022 Select Board Meeting

Dear Honorable Select Board Members,

I am pleased to transmit to you the following Town Manager's Report for the July 13, 2022 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 June 21, 2022.
- I have reviewed, approved, and signed the following Town Warrants since the Select Board last met on June 21, 2022:

Accounts Payable Warrant #22-25 in the amount of \$370,574.01 was reviewed, approved, and signed on June 21, 2022.

Payroll Warrant #22-26 in the amount of \$413,852.79 was reviewed, approved, and signed on June 29, 2022.

Accounts Payable Warrant #22-26 in the amount of \$1,262,407.06 was reviewed, approved, and signed on July 5, 2022.

Appointments: Cemetery Commission and Cable Contract Committee:

- In accordance with the Appointment Process for the Cemetery Commission as approved by the Select Board on June 7, 2022, the Town publicly advertised the position from June 8, 2022 through June 24, 2022 on the Town's website; Town's social media; and on the exterior Town Hall posting board.

- The Town received the following four applicants for consideration of appointment to the three (3) positions on the Cemetery Commission by the Select Board:
 - Betsy Diskin
 - Sam Goodwin
 - Ed Orr
 - Susan Tordella-Williams
- Attached are the letters of intent from each of the candidates and the candidates have been invited to appear before the Select Board on July 13, 2022 to be interviewed by the Select Board (See attached).
- As the Board is aware one appointment is for three (3) years; one appointment is for two (2) years; and one appointment is for (1) year. Subsequent reappointments will be for three (3) years.
- The Board is respectfully requested to interview the candidates; deliberate; and vote to make the appointments.

Cable Contract Committee:

- The Town’s contract for cable services with Comcast is scheduled to expire on March 31, 2022. The Town is required to enter into contract negotiations for a subsequent contract between the Town and Comcast. The Select Board appoints a five (5) member Cable Contract Committee for the purposes of negotiating a new contract with Comcast. A required component of the negotiations is a public ascertainment process which the Committee will undertake to obtain input and feedback from the public regarding cable services.
- With the support of the Town Manager’s Office, Town Counsel, and potentially an expert consultant, the Committee would negotiate a Contract subject to final review and approval by the Select Board. I am respectfully recommending the following individuals be appointed to the Cable Contract Committee:
 - Janet Providakes, Chair, Ayer Public Access Corporation Board (APAC)
 - Scott Kurland, Executive Director (APAC)
 - Julie Murray, APAC
 - Police Chief Brian P. Gill
 - **Select Board Representative**
- Additionally, the Committee has a Select Board Representative, and I am respectfully requesting that the Select Board select its representative at the meeting.

Continued Discussion of FY 2023 Goals and Objectives:

- At the June 21, 2022 we began an initial discussion on FY 2023 Goals and Objectives for the Select Board and Town Manager. Attached is the memo that I provided to facilitate the initial discussion (See attached). I would like to continue the discussion with the Select Board with the intent of having identified and agreed to the major goals and objectives for FY 2023 to be finalized by the September 6, 2022 Select Board Meeting at the latest.

Thank you.

Attachment(s): Letters of Interest/Intent of Cemetery Commission Candidates

Memo Re: Initial Discussion of FY 2023 Goals and Objectives for Select Board and Town Manager (June 21, 2022)

Sent: Thursday, June 9, 2022 10:39 AM

To: tm@ayer.ma.us

Subject: Cemetery Commission

Ayer Town Manager's Office

1 Main Street

Ayer, MA 01432

Dear Ayer Town Manager's Office,

I have lived in Ayer for 20 years and was the Office Manager at St Mary's Church for over 16 years. In that time I managed St Mary's Cemetery for over 10 years. As a result, I am familiar with cemetery management, operations, record-keeping and regulations.

While there I developed my own Excel Spreadsheet with the details of each grave in all of the newer sections 4 through 8, which were easy to maintain and update; as well as maintaining two card files for all of the deceased. One was by alphabet and one was by section/location.

Since I retired last year, I now have the time and interest to volunteer for the Town of Ayer and would like to be considered for the Cemetery Commission.

Sincerely yours,

Betsy Diskin

Sent: Thursday, June 2, 2022 7:33 AM

To: Robert Pontbriand <ta@ayer.ma.us>

Cc: Carly Antonellis <cantonellis@ayer.ma.us>

Subject: Cemetery Commission.

Good Morning Robert,

I would like to put my name on the list for Cemetery Commission recently created by town meeting/vote.

While I was Post Commander for The American Legion, I spent a lot of time laying out the plots and identifying the graves. I did get the maps from (Betsy, I think) so we may identify those interred.

Actually, I did it for both Woodlawn and St. Marys. I still have the maps/plots for those that might need them.

I would consider it an honor to care for those that have gone before us, maintain the plots and ensure the visibility of those there.

I would appreciate any consideration.

V/R

Sam Goodwin

Sent: Tuesday, June 21, 2022 10:42 AM

To: tm@ayer.ma.us

Subject: re: three-member Cemetery Commission

Consider this my letter on intent for an open Woodlawn Cemetery Commission position. I prefer the one year slot if that is available. I would like to know the estimated amount of time this is expected to take a board member.

thanks,
Edward E. Orr

Dear Selectboard and Town Manager,

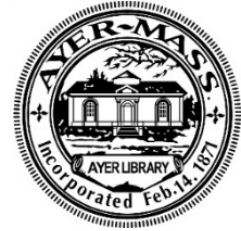
I am interested in serving on the Cemetery Commission for a one or two year term to transition this resource to town management. I would propose to the commission to establish the cemetery as a green burial ground, which means people can be interred in non-traditional ways. Contrary to popular belief, cremation requires a huge amount of energy to burn the body and spews toxins from the corpse into the air. One option is a natural burial in a [mushroom bag](#), for example. The trend of green burials is growing and Ayer has an opportunity to establish an environmentally friendly cemetery.

As a writer and editor of the Littleton Independent weekly newspaper, I covered many municipal meetings and am familiar with how town government works. As an activist on the state level as co-founder of a statewide advocacy group, I am experienced interacting with the commonwealth. My writing, publicity and organizational skills would be an asset to the commission. I have a master's degree in English and a bachelor's degree in political science. I can provide a resume upon request.

Sincerely,
Susan Tordella-Williams



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



Broadcast and Recorded by APAC

Tuesday June 21, 2022
Open Session Meeting Minutes

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

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

Call to Order: J. Livingston called the meeting to order at 6:00 PM.

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

Approval of Meeting Agenda: R. Pontbriand asked to add the MART Advisory Board appointment to the Town Manager's Report.

Motion: A motion was made by S. Houde and seconded by S. Copeland to approve the meeting agenda, as amended.
Motion passed 3-0.

Moment of Silence: The Select Board and meeting attendees observed a moment of silence in memory of Mary Spinner, who recently passed away.

Recognition of Tom Hogan, Assessing Administrator: The Select Board recognized Assessing Administrator Tom Hogan who will be retiring on June 30, 2022.

Public Input: None

Ratification of Appointment – Assessing Administrator: R. Pontbriand introduced Ms. Ms. Lynda McQuade, who is recommending for appointment for the Assessing Administrator's position. Ms. McQuade previously worked for the Town of Boxborough. Her start date will be Wednesday July 6, 2022. Current Assessing Administrator Tom Hogan will stay on part-time for a brief transition period.

Motion: A motion was made by S. Houde and seconded by S. Copeland to ratify the appointment of Ms. Lynda McQuade as Assessing Administrator effective July 6, 2022 – June 30, 2025. **Motion passed 3-0.**

Alan Manoian, Director, Office of Community and Economic Development - Request for Waiver from Appraisal Requirements – 40B Project, 65 Fitchburg Road: Alicia Hersey joined A. Manoian. They are requesting that the SB authorize two letters of support to DHCD requesting a waiver from appraisal requirements for the proposed Affordable Housing project at 65 Fitchburg Road. The proposed project will deliver 106 units of affordable housing. A. Manoian has already secured letters of support from the state legislative delegation, Congresswoman Trahan, and the Chamber of Commerce.

Motion: A motion was made by S. Copeland and seconded by S. Houde to authorize and approve the DRAFT letter to DHCD from the Select Board as presented in the packet. **Motion passed 3-0.**

Motion: A motion was made by S. Copeland and seconded by S. Houde to authorize and approve the DRAFT letter to DHCD from the Chair of the Select Board as presented in the packet. **Motion passed 3-0.**

Dan Van Schalkwyk, Director, Dept. of Public Works - Agreement for Wastewater Treatment and Disposal Services with MassDevelopment:

D. Van Schalkwyk stated that the current Agreement with Devens for the Wastewater Treatment and Disposal Services was extended by amendment through June 30, 2022. Currently, Devens has yet to provide review comments to Ayer. D. Van Schalkwyk presented an amendment to extend the Agreement one month, through July 31st for execution by the Board. The Board expressed their frustration with delay from MassDevelopment.

Motion: A motion was made by S. Copeland and seconded by S. Houde to extend the contract to July 31, 2022. **Motion passed 3-0.**

West Main Street Bridge Over Nonacoicus Brook – D. Van Schalkwyk recently spoke with MassDOT about the potential to provide funding for the West Main Street Bridge. He stated there may be funds available in bi-partisan infrastructure bill. He will prepare a letter from the Select Board to MassDOT requesting funding for the project.

Motion: A motion was made by S. Houde and seconded by S. Copeland to authorize a letter from the Select Board to MassDOT for funding for the West Main Street Bridge project. **Motion passed 3-0.**

Town Manager’s Report: *Administrative Update/Review of Town Warrant(s)* - R. Pontbriand provided the Select Board with an update on the various activities, initiatives, and projects of the Administration since the Select Board last met. He also provided a list of signed Town Warrants in the meeting packet. He stated that Town staff are busy with the upcoming close of the fiscal year. He stated that we continue to be in a personnel transition with retirements and bringing on new staff. The SBA Cell Tower lease is currently under renegotiation. He thanked C. Antonellis for filling in during his absence.

Appointments Part 2 of 2 –R. Pontbriand thanked C. Antonellis for putting together the list of reappointments. The reappointments are as follows:

Expiring Term List		
Board / Committee	Current Member	Length of Term
Conservation Commission	Mark Phillips	3 Years
Council on Aging Board of Directors	Janine Nichipor	3 Years
Historical Commission	Ruth Rhonemus	3 Years
Not Seeking Reappointment		
Council on Aging Board of Directors	Ginette Brockway	

R. Pontbriand stated that the MART Advisory Board appointment and the MJTC appointment were also due to be renewed.

Motion: A motion was made by S. Copeland and seconded by S. Houde to reappoint Robert Pontbriand to the MART Advisory Board. **Motion passed 3-0.**

Motion: A motion was made by J. Livingston and seconded by S. Houde to reappoint Shaun Copeland to the MJTC. **Motion passed 3-0.**

Motion: A motion was made by S. Copeland and seconded by S. Houde to approve the reappointments as laid out by the Town Manager and in the packet. **Motion passed 3-0.**

Initial Discussion of FY 2023 Goals and Objectives for Select Board and Town Manager – R. Pontbriand stated he would like to have a brief discussion on the year ahead and is looking to set 3-5 goals. He presented the following list:

Outstanding/In Progress Projects:

1. Senior Center Facility Project, 2. West Main Street Bridge Project, 3. Main Street/Columbia Street Project, 4. Analysis of Underground Utilities for Park Street, 5. Westford Road Sewer Main Replacement, 6. Spectacle Pond Water Transmission Project, 7. Hiring Process of: Social Worker; Benefits & Payroll; TM/SB Admin Support; Administrative Coordinator; Conservation/Planning Admin Support; Part-Time Parks Admin Support; COA Positions (2), 8. Pirone Park Playground Project, 9. Preparation/Implementation of FY 2023 Capital Projects, 10. Implementation of the Clear Gov On-Line Budget Book, 11. Town Hall: Acoustics of Great Hall; Future Spatial Needs, 12. Fitchburg Road 40B/Affordable Housing Project, 13. Completion of Depot Square Project

Outstanding/In Progress Policies:

1. Review and update of Town Financial Policies [Bi-Board/SB/Fin Com], 2. Development of ARPA Spending Policy/Plan for the Town (TM/SB), 3. Review and update of Town's Personnel Policies (TM/SB), 4. Development of Financial Policy/Plan for Cannabis Tax (Bi-Board/TM/SB/Fin Com), 5. Comprehensive Food Truck Policies/Regulations (Planning; BOH; SB), 6. Development of Policy for Real Estate Acquisition

Proposed Projects/Initiatives for FY 2023 for the Town:

1. Statement of Intent and Initial Application for Elementary School Project (SB/ASRSD), 2. Development of FY 2024 Capital Plan (To include analysis of long-term/large scale capital needs), 3. Development of FY 2024 Budget, 4. Development of FY 2024 Rates [Transfer Station/Water/Sewer], 5. Review and update of Town's Non-Union Classification/Compensation Plan (TM/SB/Fin Com), 6. Contract Negotiations for the Town Hall/Clerical Union Contract (Expires June 30,2023), 7. Analysis and Implementation of Truck Traffic Calming Downtown, 8. Issues Regarding Devens Disposition; Future of Vicksburg Square; Ayer's Interests in Devens, 9. Improved Safety Improvements to Rail Corridor (MBTA), 10. OTHERS?

Top Five Priorities (Proposed) of the Town Manager for FY 2023:

1. FY 2024 Budget (Including FY 2024 Capital Budget and FY 2024 Rate Recommendations), 2. Review and Update of Town of Ayer Personnel Procedures and Policies Manual, 3. Review and Update of Town of Ayer Classification/Compensation Plan, 4. Senior Center Facility Project (Site Selection Recommendation and Funding Proposal), 5. Development and Implementation of ARPA Spending Plan

J. Livingston would like to add an action item of the convening the Select Boards from Ayer, Shirley, and Harvard to discuss Ch. 498, the Devens legislation. S. Houde would like to add the fire department ambulance fund and a mutual aid analysis. R. Pontbriand asked that the Board review the list for discussion at a later meeting.

J. Livingston stated it would be helpful to have an action item check-off list.

New Business/Select Board Member Questions: None

Approval of Meeting Minutes:

Motion: A motion was made by S. Copeland and seconded by S. Houde to approve the meeting minutes from May 17, 2022, and June 7, 2022. **Motion passed 3-0.**

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

Negotiations): At 6:54 PM, a motion was made by J. Livingston and seconded by S. Copeland to enter into Executive Session pursuant to Massachusetts General Laws Chapter 30A, Section 21A Exemption #2 Non-Union Personnel Negotiations for ratification of the Assessing Administrator's Personal Services Contract and to adjourn from Executive Session. S. Houde stated to discuss these matters in Open Session would be detrimental to the Town's negotiating strategy. **By Roll Call Vote:** S. Copeland, aye; S. Houde, aye; J. Livingston, aye. **Motion passed 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: _____