

RECEIVED
MAY 27 2021

TOWN OF AYER
TOWN CLERK

2:00pm

Town of Ayer
Select Board

Ayer Town Hall – 1st Floor Meeting Room
1 Main Street, Ayer, MA 01432



Tuesday June 1, 2021 – 6:00 PM

Open Session Remote Participation Meeting Agenda

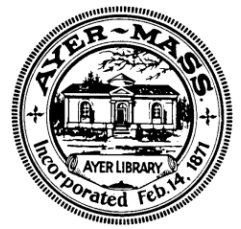
Due to the ongoing COVID-19 Pandemic, Governor Baker issued an Emergency Order Temporarily Suspending Certain Provisions of the Open Meeting Law. Public bodies otherwise governed by the OML are temporarily relieved from the requirement that meetings be held in public places, open and physically accessible to the public, so long as measures are taken to ensure public access to the bodies' deliberations "through adequate, alternative means." This meeting will be broadcast live on Channel 8, and on Zoom. The public may participate remotely by following the call-in information on the bottom of the live broadcast screen.) For the Zoom meeting information relating to remote participation, please contact Carly Antonellis, Assistant Town Manager at atm@ayer.ma.us or 978-772-8220 x100 prior to the meeting.

- 6:00 PM** **Call to Order**
Pledge of Allegiance; Review and Approve Agenda; Announcements
- Public Input**
- 6:05 PM*** **Ratification of Police Chief Appointment**
Deputy Chief Brian P. Gill
- 6:15 PM** **Tim Silva, Director, The Ayer Library**
Ayer Library Strategic Plan Update
- 6:20 PM** **Nashoba Regional Greenway "NRG" - Presentation**
Geof Tillotson
- 6:25 PM** **Mark Wetzel, Superintendent, Dept. of Public Works**
1. Groton Shirley Road Utilities Upgrade Change Order 1
2. Recommendation of DPW Job Title Change
3. Approval of Sewer Rules and Regulations
- 6:35 PM** **Town Manager's Report**
1. Administrative Update/Review of Town Warrant(s)
2. COVID-19 Update/Reopening Plan Update
3. 2021 Reappointment (Part 1)
4. 2021 Summer Select Board Meeting Schedule
- 6:45 PM** **New Business/Select Board Member Questions**
- 6:50 PM** **Approval of Meeting Minutes**
April 20, 2021; May 4, 2021
- 6:55 PM** **Adjournment**

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

The next regularly scheduled Select Board Meeting will be held remotely on June 15, 2021 at 6:00 PM.

**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: May 28, 2021

TO: Ayer Select Board

FROM: Robert A. Pontbriand
Town Manager

SUBJECT: Ratification of Appointment of Ayer Police Chief

Dear Honorable Select Board Members,

At the June 1, 2021 Select Board Meeting I will be pleased to present to you the appointment of Deputy Police Chief Brian P. Gill for ratification by the Select Board as the next Police Chief for the Town of Ayer. In addition to Deputy Chief Gill, I will be joined by Chief Murray to present the appointment for your ratification.

On May 29, 2018, the Town created the position of Deputy Police Chief as part of its professional succession planning for the Ayer Police Department to ensure a smooth transition and continuity of operations of this important public safety department. At that time, Deputy Chief Gill was appointed to that position who has spent the last three years preparing for the professional progression to Chief. With the announcement by Chief Murray of his retirement effective June 30, 2021 after 33 ½ years of distinguished service to the Town; the Town finds itself in the fortunate position of having in place not only a succession plan with the Deputy Police Chief but the most qualified candidate for the position of Chief of Police.

In addition to his three years of experience as Deputy Police Chief as second in command of the Police Department, Deputy Gill brings 26 years of dedicated, distinguished service to the Police Department and the Town of Ayer. Over his 26 years with the Ayer Police Department, Deputy Gill has progressed through the Department as a Patrolman, Detective, Lieutenant and Deputy Chief. He holds a master's degree in public administration and an undergraduate degree in Sociology. He has also attended the FBI Regional Command College. As Deputy Chief he has served as second in command of the Police Department and the Regional Emergency Communications Center as well as the Department's Public Information Officer, Records Access Officer, and Accreditation Manager.

As Town Manager, I have had the distinct honor and pleasure of working with Deputy Chief Gill over the past eleven years. In addition to being a proven leader, he brings to the position a comprehensive knowledge of the Police Department's operations, administration, and finances. Additionally, he has the respect of and a strong working relationship not only with all the members of the Police Department but with all personnel in the Town of Ayer. The Town and the Department are fortunate that Deputy Gill is prepared to assume the position of Police Chief on day one and will ensure a smooth transition and a continuity of operations during this challenging time.

I encourage the Select Board to review his attached letter of intent and resume (see attached). On a personal note, Brian Gill is truly invested in the Town of Ayer as he and his wife Monica and two young sons live in the Town of Ayer. Brian as dedicated countless volunteer hours as a youth sports coach for baseball and basketball; a Parish

Council Member and Faith Formation Teacher at St. Mary's Church; Town Clean-Up volunteer; School Safety Team Member; past 4th of July Grand Marshall (2009); and during COVID-19 he organized and produced the 2020 Memorial Day remembrance Video. Deputy Chief Gill will not only be a dedicated and excellent Chief of Police, but he will be a resident, member of the community, and neighbor to all who live and work in Ayer.

Finally, and most importantly, Deputy Brian Gill is an individual of the highest moral character and integrity. He is a proven leader who leads by example. Father Derosier says it best in his attached letter, "He has an inherent sense of dignity and the worth of not only the officers under his command but also the public who they serve." I encourage the Select Board to review all the attached letters received on behalf of Deputy Gill's appointment as Police Chief from: Chief Paul B. Fillebrown, Jr.; Chief Matthew Pinard; Father Edmond Derosier; Chief David Scott; and Sergeant Andrew S. Kularski.

I look forward to presenting the appointment of Deputy Brian P. Gill to the Select Board for your ratification as the next Chief of Police for the Town of Ayer. Please see the attached appointment letter for your consideration and ratification.

Thank you.

Attachments: Letter of Intent from Deputy Chief Brian P. Gill
Professional Resume from Deputy Chief Brian P. Gill
Letter of Support from Chief Paul B. Fillebrown, Jr., Boxborough Fire Chief
Letter of Support from Chief Matthew Pinard, Littleton Police Chief
Letter of Support from Father Edmond M. Derosier, Pastor of St. Mary's Church
Letter of Support from Chief David Scott, Pepperell Police Chief
Letter of Support from Andrew S. Kularski, Ayer Police Sergeant
Appointment Letter of Deputy Police Chief Brian P. Gill as Ayer Police Chief Effective June 30, 2021

May 21, 2021

Mr. Robert A. Pontbriand
Ayer Town Manager
1 Main Street
Ayer, MA 01432

Dear Mr. Pontbriand,

It is with great honor and enthusiasm that I am submitting this letter and resume in support of my desire to become the Chief of Police for the Town of Ayer. Throughout my 26-year career with the Ayer Police Department, I have witnessed the transformation and growth of the Town and the Department. I look forward to the opportunity to lead the members of both the Ayer Police Department and the town, as we continue to evolve.

Along with the many leadership courses I have attended, including the *FBI Regional Command College*, I believe that my *Bachelors of Science Degree in Sociology* and my *Masters Degree in Public Administration* have given me great tools to lead an effective police department. Along with my professional development and scholastic achievements, I have had the opportunity to work with and be mentored by many past and present leaders in the profession. These insights have been invaluable to my growth as a leader.

Community Outreach:

The importance of community collaborations is paramount in maintaining the trust and respect of the department. I would continue to grow and expand relationships by strengthening the connection with the community through initiatives such as the Citizen Police Academy, R.A.D., Coffee w/a Cop, and our Social Media outreach. Once the pandemic restrictions have been lifted, our relationship with the community at large will be rekindled.

Police Reform and Accreditation Initiatives:

Meeting the requirements of the recently enacted Massachusetts police reform initiatives will be an immediate priority. As of July 1, 2021 many components of the new Police Officers Standard and Training (POST) requirements will be in place. Though we have fulfilled the requirements to date, there are more statutory milestones that will be met by this agency per the state mandated schedule.

Along with meeting the milestone requirements of these initiatives, we would also be continuing the arduous task of achieving MPAC Accreditation status. As the current Accreditation Manager, I work with a dedicated team improving our policies and processes toward national best practice standards. By incorporating these new standards, the Department has already made important adjustments that heighten our level of professional police services and increased accountability.

Personnel:

The dedicated men and women of the Ayer Police Department are the biggest asset to the agency and vital that its leader support them and their work. This support will include: professional development and growth, communicating effectively, encouraging problem solving, soliciting input, acknowledging good work or ideas, being optimistic, being authentic and personable and most importantly, leading by example.

Officer Recruitment:

One of the biggest challenges facing the profession is the recruitment and retention of police officers. The answer should not be to lower the standards of recruitment, but to retain the current high standards. We will be taking steps in the right direction by maintaining these higher standards and encouraging those from within our diverse community to seek a position serving their own town.

As a resident of the town, I bring a perspective to the table that only a devoted resident can. It's a perspective that encompasses appreciation, fondness and respect for the town, its history, its people and what they require of their police force.

Over the last 12 years, I believe I have proven myself both personally and professionally to take on this responsibility. I look forward to meeting with you to discuss this opportunity and the value I can add to the Town of Ayer as its next Chief of Police.

Sincerely yours,

Brian P. Gill

[REDACTED]
Ayer, MA 01432
[REDACTED]

BRIAN P. GILL

[REDACTED]
Ayer, MA 01432

[REDACTED]

Profile

A modern and experienced police executive who has been involved in advancing a police agency toward a model 21st Century Police Department through professional leadership, accountability and a desire for community engagement and partnerships.

Experience

Deputy Chief of Police, Ayer Police Department – 2018–Present

Second in command of an evolving department and Regional Emergency Communication Center. Through the departments supervisory staff, ensure that the Ayer community receive the highest quality police service. Other duties include Public Information Officer, Records Access Officer and Accreditation Manager.

Lieutenant, Ayer Police Department – 2009-2018

Assist the Chief with the management and direction of the department, ultimately responsible for the supervision of the patrol force, two Detectives and one School Resource Officer.

Detective, Ayer Police Department – 2001-2009

Responsible for investigating serious, felonious, complex criminal activity.

Police Officer, Ayer Police Officer – 1995-2001

Responsible for ensuring the safety and protection of the residents, businesses and motoring public.

Education

Ann Maria College, Spencer, MA – Master Public Administration - 2012

Fitchburg State University, Fitchburg, MA - B.S. Sociology - 2004

Skills

- Interpersonal and group communications, instructor and public speaker
 - Labor relations, collective bargaining, personnel management
 - Budget preparation and management
 - Capital expense planning and project management
 - Computer/network/peripherals systems administration
 - Policy development and administration
-

Community Involvement

- St. Mary's Church
 - Faith Formation Teacher/Parish Council Member
- Previous Personnel Board Member
- I.T. Committee Member
- Ayer Fire Chief Selection Team Member
- School Safety Team Member
- Town Cleanup Volunteer
- 2020 Memorial Day Remembrance Video
- 2009 4th of July Grand Marshall
- Previous Ayer Youth Sports Baseball/Basketball Coach
- Guest Speaker:
 - Middlesex Savings Bank
 - Nashoba Valley Chamber of Commerce
 - Catania Spagna Oils
 - Rotary Club

References

- Fire Chief Paul Fillebrown - Boxborough, MA
- Police Chief Edward Denmark - Harvard, MA
- Mr. James Pinard, Resident/Business Owner - Ayer, MA
- Father Edmund Desrosiers - St. Mary's Church - Ayer, MA

Contact information available upon request

RECEIVED

MAY 25 2021

TOWN OF AYER
OFFICE OF THE SELECT BOARD



Boxborough Fire Department

502 Massachusetts Avenue
Boxborough, MA 01719

Business 978-264-1770 Fax 978-263-0038

www.boxborough-ma.gov

Paul B. Fillebrown
Fire Chief

May 23, 2021

Robert Pontbriand
Town Manager
1 Main Street
Ayer, MA 01432

Dear Mr. Pontbriand,

It is with great pleasure that I recommend Brian Gill for the position of Police Chief for the Town of Ayer. I have personally and professionally known Brian for over 27 years through his involvement with the Ayer Police Department. I strongly feel I can vouch for his dedication, professionalism, and character.

Brian consistently works hard in all aspects of his job. He initially served the town as a reserve police officer and dispatcher, then he was promoted as a full-time police officer shortly after. He has worked his way up through the police department ranks to detective, lieutenant, and now, deputy chief. This progression attests to his work ethic, dedication, and drive to better the community he serves.

Over the years, I worked closely with Brian on the Fire Investigation team and the Informational Technology committee. Additionally, we went to a national bomb investigation course together. During my tenure with the Ayer Fire Department, I had the pleasure of working alongside many police officers. Brian Gill is one of a kind, who goes above and beyond in anything he sets his mind to achieve.

In addition to his involvement in the police service, Brian has become a community leader who wants to improve the town as a whole. I know him as a person of very high standards and integrity. Brian is a proactive thinker and a team builder, which is shown through the growth of the department in his time there. I highly recommend Brian Gill for this position as I cannot think of anyone more deserving or qualified.

If you have any further inquiries about Brian, please feel free to contact me at 978-514-4108.

Sincerely,

Paul B. Fillebrown Jr.
Fire Chief
Town of Boxborough

Robert Pontbriand

From: Matthew Pinard <MPinard@LittletonPD.com>
Sent: Tuesday, May 25, 2021 8:50 AM
To: Robert Pontbriand
Subject: Police Chief

Follow Up Flag: Follow up
Flag Status: Flagged

Robert,

Great choice for your future Police Chief. Brian will serve you well going forward. Please don't hesitate if you need any assistance.

Matt

Matthew J. Pinard

Chief of Police

Littleton Police Department

500 Great Rd.

Littleton Ma. 01460

978-540-2341

mpinard@littletonpd.com

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Reverend Edmond M. Derosier
Pastor
St. Marys Church
31 Shirley St.
Ayer, Ma. 01432

RECEIVED
MAY 26 2021
TOWN OF AYER
OFFICE OF THE SELECT BOARD

May 22, 2021

Mr. Robert Pontbriand
Town Manager
1 Main St.
Ayer, Ma. 01432

Dear Mr. Pontbriand,

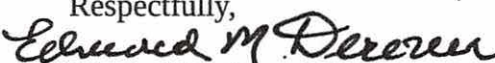
I have been asked to write a letter of recommendation for Deputy Chief Brain Gill. It is my understanding that he is applying for the position of Chief of the Ayer Police Department.

It is often difficult to construct such a letter but in this case my task is simple. I have been Police Chaplain to 5 departments over 47 years and I know of no one who is better suited to lead Ayer Police than Brian Gill.

Brian has been known to me for over 15 years and in that time I have found him to be a man of the highest moral character and integrity. He has the capacity to lead by example and the knowledge to continue the fine traditions of the Ayer Police. He has an inherent sense of the dignity and the worth of not only the officers under his command but also the public who they serve.

His command knowledge, understanding, patience, sense of humor and common sense are just what is needed in these times when Law Enforcement is facing tests everyday of their integrity and competency. As the face of Ayer Police, he will be a symbol of all that is right and good among the police officers of our community.

I offer you my highest recommendation of Brian Gill. In my many years of working with police officers and their commanders and chiefs, I can say to you without reservation he is one of finest police officers I have ever known.

Respectfully,

Father Edmond M. Derosier

Robert Pontbriand

From: David Scott <dscott@town.pepperell.ma.us>
Sent: Thursday, May 27, 2021 3:36 PM
To: Robert Pontbriand
Subject: Brian Gill

Town Manager Pontbriand,

My name is David Scott and I am the police chief in the town of Pepperell. I have been with the department for decades and served as chief since March of 2010. During my time here, I have had the pleasure to interact with both Chief Murray and Deputy Chief Gill of your police department. In my opinion, both men are hard-working, professional individuals who represent your town very well.

About five years ago, I started the Community Outreach Initiative Network (COIN) which brought a mental health clinician and later a recovery coach to our region, including Ayer, via a grant from the Department of Mental Health. Of the ten towns involved in COIN, Ayer has been one of the most reliable towns when it comes to attendance at Working Group and Steering Committee meetings, as well as input in the program itself. Both Chief Murray and Chief Gill have also recently attended meetings to assist us with a related grant-funded endeavor to bring Crisis Intervention Team training to our ten towns.

Working with these two men over the years, it became quite obvious to me that Ayer had a couple of great assets in the leadership of their police department. Chief Murray recently informed me that he plans to retire in a month or so. This is a well-deserved next step for Bill and his family!

I'd like to take this opportunity, if I may, to offer my support for an internal promotion of Deputy Chief Gill to the position of Police Chief. I am a strong believer in internal promotions whenever there is a quality candidate, and I think Brian more than fits that requirement. In my opinion, his promotion to chief would offer a smooth transition for your police department and your residents.

Please feel free to reach out to me with any questions or concerns.

Chief David Scott
Pepperell Police Department
P.O. Box 295 / 59 Main Street
Pepperell, MA 01463
(978)433-2424
dscott@town.pepperell.ma.us



AYER POLICE DEPARTMENT

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



William A. Murray
Chief of Police

RECEIVED
18 MAY 2021
MAY 17 2021

TOWN OF AYER
OFFICE OF THE SELECT BOARD

May 18, 2021

Dear Town Manager Pontbriand,

I hope you are well, I am writing in regard to the upcoming Chief of Police Position in the Town of Ayer, which will be created upon Chief Murrays Retirement on July 1, 2021. When Chief Murray announced his retirement to the department he advised the members that he was recommending Deputy Chief Gill to be the next Chief of Police. I agree whole heartedly with Chief Murray's recommendation, Deputy Chief Brian Gill in my opinion is the best person to succeed him.

I have known Brian for 19 years, he was on my interview panel when I was hired, he mentored me a Patrolman, groomed me into being a Detective , and is now mentoring me in my role a Sergeant. I have come to know Brian on a personnel level and a professional level over the years, and I would argue that he is the most dedicated employee in the Town of Ayer , this is evident by driving by the station as he is always there working well above his 40 hours a week , every week.

Brian is well known in town as he has been involved with youth sports, the church and is present at every community event. What is not known about Brian is that he is a leader who truly cares about not just the department; he cares about its members. He knows the names of every spouse and every child of every member, if one of us has something going on in our personal life Brian is the first to call and see if there is anything he can do to help. Brian is not just a leader because he makes sure the job gets done, Brian is a leader because he shows that he cares about those he leads. The Ayer Pole Department although down in staff at the moment, has good morale and is operating better than it ever has. I feel one of the most important things that we as department and a town can do is to promote from within as it give members a goal to strive for, knowing if they excel in performance, they too can advance their career.

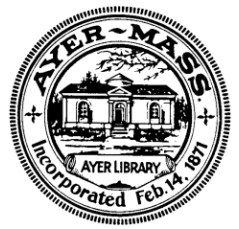
As you know I am someone who says what's on my mind, and I don't hold back on my feelings. If I had any hesitation with Brian being the next Chief I would tell you bluntly. What I will say is that if you did a nationwide search for the next Chief of Police, you would be wasting your time and money because the candidate that would come out on top is Brian. I highly recommend that Brian Gill be named the next Chief of the Ayer Police Department.

Sincerely,

Andrew S. Kularski

Sergeant

**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: May 28, 2021

TO: Ayer Select Board

FROM: Robert A. Pontbriand
Town Manager

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

SUBJECT: Appointment of Deputy Police Chief Brian P. Gill as Ayer Police Chief Effective June 30, 2021

Dear Honorable Select Board Members,

In accordance with the provisions of Chapter 79 of the Acts of 2018, I hereby appoint Deputy Police Chief Brian P. Gill as Ayer Police Chief effective June 30, 2021 upon the retirement of Police Chief William A. Murray.

I respectfully request that the Select Board vote to ratify this appointment at the June 1, 2021 Ayer Select Board Meeting in accordance with the provision of Chapter 79 of the Acts of 2018.

Thank you for your time and consideration.

THE AYER LIBRARY NEEDS YOUR HELP TO PLAN FOR THE FUTURE!



**WE WANT TO KNOW WHAT YOU
THINK ABOUT LIBRARY
COLLECTIONS, PROGRAMS, AND
SERVICES (WHETHER YOU'RE A
REGULAR USER OF THE LIBRARY
OR NOT!)**



**SCAN THIS CODE OR VISIT THIS
LINK TO TAKE OUR
COMMUNITY SURVEY ONLINE**

**[WWW.SURVEYMONKEY.COM/R/
AYERLIBRARYSURVEY2021](http://WWW.SURVEYMONKEY.COM/R/AYERLIBRARYSURVEY2021)**

**THE SURVEY CLOSSES JUNE 12TH. PAPER VERSIONS ARE AVAILABLE
AT THE LIBRARY, UNION COFFEE, AND AYER SHOP & SAVE**

Please contact the library with questions by calling 978-772-8250
or by emailing ayerlibrary@cwmar.org



THE AYER LIBRARY COMMUNITY SURVEY 2021

As part of our strategic planning for the next five years, The Ayer Library is evaluating its services and programs. Please help us by completing this survey. You may also complete the survey online at www.surveymonkey.com/r/AyerLibrarySurvey2021. **Surveys must be submitted by June 12, 2021.**

1. What is your age?

- Under 13 years 18-24 years 35-50 years 65 years or older
- 13-17 years 25-34 years 51-64 years

2. Please indicate if children in the following age groups currently reside in your household *OR* if you bring children in any of the following age groups to visit the Library (e.g., grandchildren). Check all that apply.

- 0-4 Years 5-10 Years 11-14 Years 15-17 Years
- N/A - No Children 17 Years or Younger Live in My Household

3. Considering the Library's staff overall, please rate the staff on their... Check your answer for each line.

	POOR	FAIR	GOOD	EXCELLENT	DON'T KNOW
• Friendliness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Helpfulness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Availability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Child-Friendliness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4. Which days and times would be most convenient for you to visit the Library? Check all that apply.

	MORNING	AFTERNOON	EVENING
• Sunday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Monday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Tuesday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Wednesday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Thursday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Friday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Saturday	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5. How do you prefer to hear about Library programs, collections, and services? Please select up to three (3) choices.

- Newspaper Flyers Posted Around Town
- Library eNewsletter Friends of the Library Newsletter (quarterly)
- Library Website Town Website
- Library Flyers Library Facebook Page
- Library Bulletin Boards Local Cable TV
- Other (please be specific): _____

6. Which of the following current and potential new Library COLLECTIONS materials are the most important to you? Please select up to three (3) choices.

- Physical Materials (books, audiobooks/music CDs, video games, movies/DVDs)
- Digital Resources (e-books, online periodicals, Ancestry.com and other databases)
- Non-Traditional Items (e.g., telescope, tech devices, musical instruments, tools)
- Research Resources for School, Work, or Personal Pursuits
- Nutting Room (local history and genealogy collection)
- Wi-Fi Hotspots, Tablets, and Laptops for Borrowing

7. Which of the following current and potential new Library PROGRAM TYPES interest you the most? Please select up to five (5) choices.

- Lectures/Classes on a Variety of Topics
- Discussion Groups (foreign, domestic, local topics)
- Entertainment (concerts, movies)
- Community Events (town-wide reading programs, Holiday Open House, Halloween Parade, etc.)
- Job/Career Programs
- Hands-On Programs/Workshops (book discussion groups, author visits, book talks)
- Local History Programs
- Children's Programs/Events
- Teens' Programs/Events
- Adults' Programs/Events

8. Which of the following current and potential new Library SERVICES interest you the most? Please select up to three (3) choices.

- Book a Librarian (one-on-one assistance)
- Home Delivery Service
- Curbside Pickup
- Business Services (printing, copying, faxing, etc.)
- Museum Passes
- Ability to Reserve Library Study Room (small group meeting space)
- Public Wi-Fi, Computers, or Internet Access
- Technology Training (computer classes, one-on-one help)

9. When describing the overall condition of the Library FACILITY (building and grounds), would you say it...

- Is FINE as it is => Please Skip to Question #12
- Needs SOME improvement
- Needs A LOT of improvement
- I haven't visited the Library => Please Skip to Question #12

10. You indicated that the Library FACILITY needs SOME or A LOT of improvement. To assist the Library in improving its space to meet current and future needs, please select the up to three (3) issues the Library should prioritize—the facility issues that are most important to you.

- Parking/Accessing the Building is Difficult
- Poor Lighting
- Insufficient Meeting Room Space
- Furniture is Worn/Uncomfortable
- Messy/Dirty Interior
- Insufficient/Unclear Directional Signs
- Space is Too Crowded/Noisy
- Space is Too Hot/Cold
- Uninviting Landscaping/Grounds

11. If you have suggestions for potential improvements for facility issues that weren't listed in the last question, please share up to three (3) ideas for the most important changes you think the Library should make to its interior or exterior space.

IDEA #1: _____

IDEA #2: _____

IDEA #3: _____

12. Please rank the following facility features in order of the MOST (1) to LEAST (9) important to you:

- _____ Community Meeting Rooms (small and large group)
- _____ Silent Space for Quiet Study/Focused Work
- _____ Local History Display Space
- _____ Space for Public Use Computers, Printing, & Copying
- _____ Social Space for Teens
- _____ Social Space for Families with Children
- _____ Comfortable Seating Areas for Reading & Relaxing
- _____ Social Space for Adults (e.g., a café)
- _____ Outdoor Seating Areas

13. Please share any additional comments or suggestions you have for The Ayer Library and how it can improve over the next five years.

14. To learn how it can improve its collections, programs, and services, the Library plans to conduct 90-minute virtual (via Zoom) Focus Groups with local community members in June. Are you interested in learning more about participating in one of the Library's virtual Focus Groups?

YES **NO**

IF YES, please provide your name, phone number, and email address below. *Please print as legibly as possible.*

NOTE: Even if you provide your contact information, your responses to the survey questions above will remain confidential.

FIRST NAME: _____

LAST NAME: _____

EMAIL: _____

PHONE # (xxx-xxx-xxx): _____

CONTINUED ON REVERSE SIDE

THE AYER LIBRARY HAS SO MUCH IT WANTS TO LEARN FROM YOU! WE WOULD TRULY APPRECIATE IT IF YOU WOULD IF YOU WOULD CONSIDER ANSWERING A FEW MORE QUESTIONS. WE ESTIMATE IT WILL TAKE AN ADDITIONAL 5-7 MINUTES.

IF YOU ARE WILLING TO ANSWER A FEW ADDITIONAL QUESTIONS, please proceed to the next question.

IF YOU DO NOT WANT TO ANSWER ADDITIONAL QUESTIONS, please drop off your completed survey where you picked it up or at The Ayer Library. You may also mail your completed survey to The Ayer Library, 26 East Main Street, Ayer, MA 01432. Remember, completed responses must be received by **June 12, 2021.**

15. How long have you been a resident of Ayer?

- < 1 year 5-9 years 20+ years
 1-4 years 10-19 years
 I live in another community (*specify town*): _____

16. Is the Library an inviting and user-friendly space?

- Yes, Most of the Time => *Please Skip to Question #18* Some of the Time No

17. Please explain why you indicated the Library isn't always an inviting and user-friendly space.

NOTE: If you prefer to discuss why the Library isn't always an inviting or user-friendly space with Library Director Tim Silva, please feel free to email, call, or text him.

Contact Info for Tim Silva

Email: tsilva@ayer.ma.us
 Office: (978) 772-8250 x105
 Cell: (978) 391-9466

18. Do you prefer physical items you can hold or digital (online/downloadable/streaming) media for each of the following items? Please check one answer for each line.

	PHYSICAL	DIGITAL	BOTH	I DON'T USE THESE ITEMS
• Audiobooks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Books	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Graphic Novels/Comics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Magazines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Movies/TV	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Music	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Newspapers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Video Games	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

19. Please tell us how strongly you **AGREE** or **DISAGREE** with each of the following statements about the Library. The Library is... *Please check an answer for each row.*

	STRONGLY DISAGREE	SOMEWHAT DISAGREE	SOMEWHAT AGREE	STRONGLY AGREE
• IMPORTANT - Because it provides all citizens with access to informational resources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• IMPORTANT - Because it supports literacy and lifelong learning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• IMPORTANT - Because it enriches community members' lives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• NOT AS IMPORTANT AS IT USED TO BE - Because people can connect and find what they need on the Web	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• NOT AS IMPORTANT AS IT USED TO BE - Because people can easily purchase books, movies, and music	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• NOT AS IMPORTANT AS IT USED TO BE - Because people can easily purchase books, movies, and music	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

20. **The Friends of The Ayer Library is a volunteer group that helps increase community awareness of the Library and raises funds to support Library programs and services. Are you currently a member of the Friends?**

YES.

NO, but I would like to learn more about the Friends group.

NO. I'm not currently interested in learning more about the Friends group.

To learn more about the Friends or to join the group, please provide your name, email address, and phone number below. *(Please print as legibly as possible)*

NOTE: Even if you provide your contact information, your responses to the survey questions above will remain confidential.

FIRST NAME: _____

LAST NAME: _____

EMAIL: _____

PHONE # (xxx-xxx-xxx): _____

Please drop off your completed survey where you picked it up or at The Ayer Library. You may also mail your completed survey to The Ayer Library, 26 East Main Street, Ayer, MA 01432.

Remember, completed responses must be received by **June 12, 2021.**

THANK YOU FOR THE TIME YOU TOOK TO COMPLETE THIS SURVEY.



'NRG'

Nashoba Regional Greenway

Safe Routes Connecting Communities

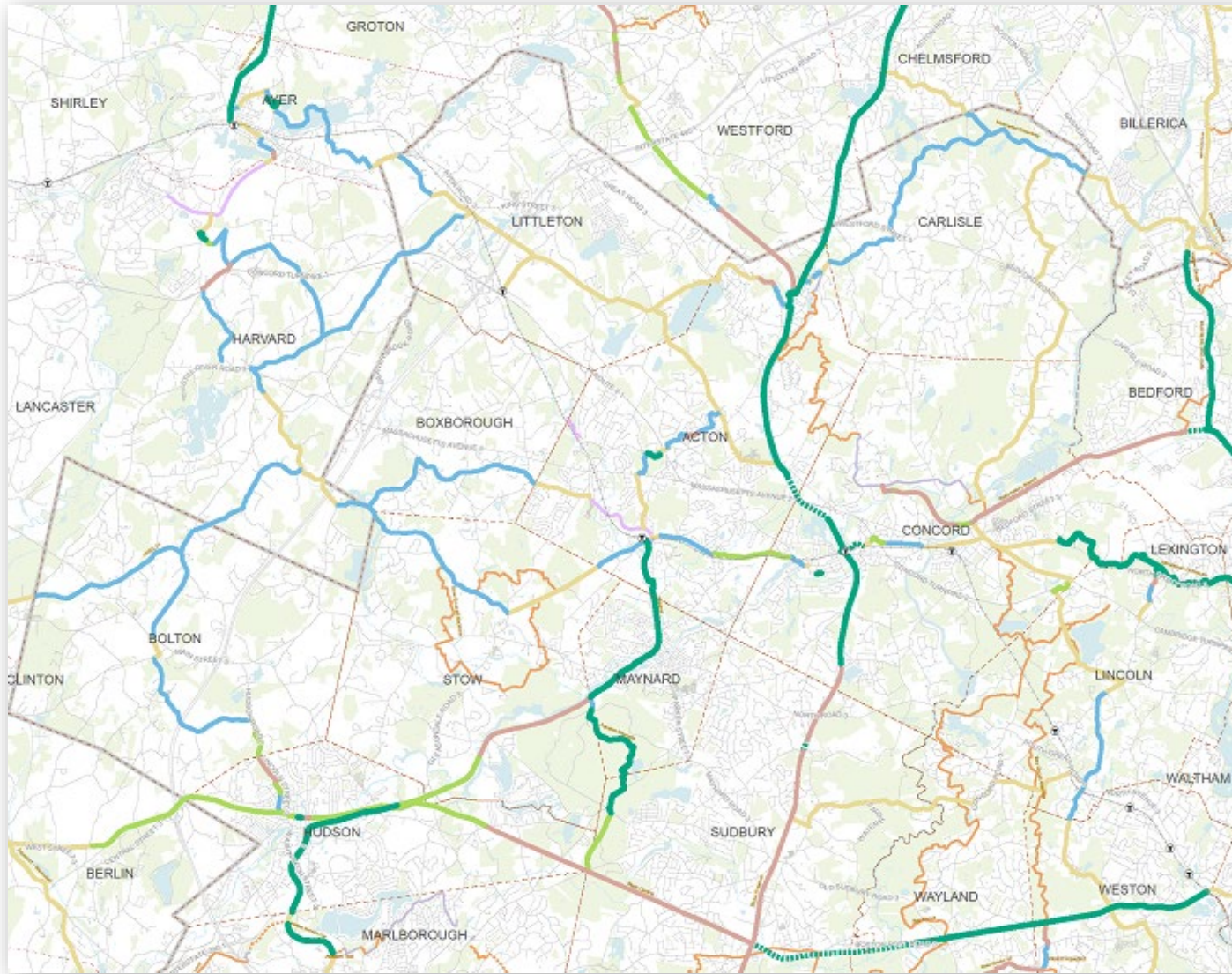
March 2021

The Nashoba Regional Greenways (NRG) region - which we define as the Nashoba Region/Route 2 corridor west of Rte. 128 - is blessed with many existing major shared-use trails and greenways, notably the Nashua River Rail Trail, the Bruce Freeman Rail Trail, the Assabet River Rail Trail, the Mass Central Rail Trail, and the Minuteman Bikeway.

Currently, however, there are no designated safe/appropriate routes to connect these resources to mass transit, community centers, or regional attractions. The NRG initiative is an attempt to fill this gap using the existing road network and create those connections.

NRG Background

- MAPC developed a concept called “Landline” to create or connect the various greenways and foot paths in the eastern Massachusetts region - see <https://www.mapc.org/transportation/landline>
- Working off that idea, Littleton approached Acton and Ayer in late 2019 to establish a network between their towns
- Through word of mouth, 14 (!) communities are now engaged in regular meetings with interest from stakeholders that include MAPC, MRPC, Mass Bike, the Solomon Foundation, and MADOT



Current Network of Communities:

- **Acton, Ayer, Bedford, Bolton, Boxborough, Carlisle, Concord, Devens, Harvard, Hudson, Lincoln, Littleton, Stow, and Sudbury**
-More being added

The Goals of the NRG Coalition include:

- Improve pedestrian and cycling connectivity within the Nashoba portion of the MAPC and Montachusset Regional Planning Council (MRPC) regions
- Provide a viable well-used shared and alternative transportation network to complement existing **Complete Streets** initiatives
- Increase exposure to local agriculture, natural resources, and commercial centers
- Educate other road users to support a 'share-the-road' mindset
- Promote proper road etiquette amongst cyclists, pedestrians and drivers (all road users)
- Work with local DPWs and MADOT to implement bike and pedestrian-friendly roads
- Enhance the quality of life in the Nashoba region

Forward Motion:

The NRG initiative is now ready to move from an idea to a project.

Steps taken by the NRG Coalition to date include:

- Development of a draft route map through each community
- Drafting of a mission statement and charter
- Development of a shared-use information repository

Assistance is needed to take it from an ad-hoc group to a more sustainable and formalized entity. Towards that end:

- NRG recently received a DATL (technical) Grant from the MRPC and (Ayer, Devens and Harvard)
- In the process of applying for a professional and administrative support grant through the MAPC's Technical Assistance Program

Forward Motion (continued):

Specific support is being sought from MRPC and MAPC in the following four areas:

- Help organize and establish a more formal structure for the coalition
- Support public education and outreach
- Support community review and input into the NRG map routes, and
- Develop local implementation guidance and a signage plan

Tie to Ayer's Master Plan Goals

Work with the stakeholders in town to continue to implement Complete Streets plan and achieve the recommendations in the Master Plan and help attain the Town's goals including transportation alternatives.

Where assistance is needed:

- Support the MAPC Technical Assistance request
- Support your local volunteers that represent your community in the NRG coalition
- Encourage DPWs to collaborate with NRG members on the route and, once established, support physical measures needed (e.g., road markings and signage)

What is the cost?

- Very little
 - Network of motivated volunteers
 - Road markings and signage – either in conjunction with existing projects and/or pursuit of regional grants to allay costs

Thank you !

Questions/Comments?

Geof Tillotson

geof@cyclema.com Cell: 617.448.0503



MEMORANDUM

Date: May 26, 2021
To: Ayer Select Board
From: Mark Wetzel, Superintendent of Public Works
Subject: **Agenda Items for June 1, 2021 Select Board Meeting**

1. Groton Shirley Road Utilities Upgrade Change Order No. 1 – KJS LLC was the contractor for the Groton Shirley Road Utility Improvement Project. This involved installation of a new water main extension to eliminate the dead end pipe, and extended the sewer approximately 1500 feet. The change order includes \$1,404.64 for contract adjustments to the estimated quantities.

In addition, we hired KJS LLC to repair a water main leak on the 16-inch pipe from the Spectacle Pond well field. This was an emergency repair, beyond the DPW's capabilities, due to the depth of the pipe (12 feet) and the high groundwater table. We solicited 3 quotes and KJS had the lowest rate. The cost of this water main repair was \$30,672.92.

The total for Change Order No. 1 is \$32,077.56 for a total contract amount of \$630,272.81. For signature by the Chairman.

2. Recommendation of DPW Job Title Change – The Ayer DPW is in a leadership transition including hiring a manager for the Water and Sewer Divisions and transitioning to a new DPW Superintendent this fall. As part of the transition, I have discussed updating the title of the Superintendent of Public Works to the Director of Public Works. This better reflects the current responsibilities of the position. Attached is the organizational chart for the Ayer DPW.
3. Approval of Sewer Rules and Regulations - The DPW updated the Town Sewer Rules and Regulations and presented the draft to the Board on April 20, 2021.

In general the regulations include;

- Sewer connection applications, permits, extensions and construction requirements
- Town responsibilities
- Sewer rates and fees
- Industrial discharge permitting, regulations and pretreatment
- Enforcement Actions

The draft Rules and Regulations were posted to the Town web site for review and comment with comments due by Friday May 7. The DPW did not receive any comments. I recommend that the Board, acting in your capacity as the Town of Ayer Sewer Commissioners approve the Sewer Rules and Regulations dated May 26, 2021.

Change Order No. 1

Date of Issuance: June 1, 2021 Effective Date: June 1, 2021

Project: Groton Shirley Road Utility Improvements	Owner: Town of Ayer, MA	Owner's Contract No.: 20DPW07
Contract: Groton Shirley Road Utility Improvements		Date of Contract: October 21, 2021
Contractor: KJS LLC		Engineer's Project No.:

The Contract Documents are modified as follows upon execution of this Change Order:

Balance of unit quantities in contract amounts to \$1,404.64

Change Order for Repair of water main leak on 16-inch transmission main at Spectacle Pond WTP \$30,672.92

Attachments: (List documents supporting change):

Final Quantity Spreadsheet

Spec Pond Water Leak description and time and materials invoice

CHANGE IN CONTRACT PRICE:	CHANGE IN CONTRACT TIMES:
Original Contract Price: \$ <u>598,195.25</u>	Original Contract Times: <input checked="" type="checkbox"/> Working days <input type="checkbox"/> Calendar days Substantial completion (days or date): _____ Ready for final payment (days or date): _____
Increase from previously approved Change Orders No. <u> </u> N/A <u> </u> to No. <u> </u> N/A <u> </u> : \$ <u>0.00</u>	[Increase] [Decrease] from previously approved Change Orders No. <u> </u> N/A <u> </u> to No. <u> </u> N/A <u> </u> : Substantial completion (days): _____ N/A Ready for final payment (days): _____ N/A
Contract Price prior to this Change Order: \$ _____	Contract Times prior to this Change Order: Substantial completion (days or date): <u>May 1, 2021</u> Ready for final payment (days or date): <u>May 1, 2021</u>
Increase of this Change Order: \$ <u>32,077.56</u>	Increase of this Change Order: Substantial completion (days or date): _____ N/A Ready for final payment (days or date): _____ N/A
Contract Price incorporating this Change Order: \$ <u>630,272.81</u>	

RECOMMENDED:	ACCEPTED:	ACCEPTED:
By: _____ Engineer (Authorized Signature)	By: _____ Owner (Authorized Signature)	By: _____ Contractor (Authorized Signature)
Date: _____	Date: _____	Date: _____



Town of Ayer Department of Public Works



SEWER RULES AND REGULATIONS

TOWN OF AYER, MASSACHUSETTS

DEPARTMENT OF PUBLIC WORKS -WASTEWATER DIVISION

June 2021



PART 1 GENERAL SEWER USE

SEWER RULES AND REGULATIONS

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Attachments

- Attachment A - Water and Sewer Rate and Fee Schedule**
- Attachment B – Out of Town Connection Policy and Application**
- Attachment C - Application for Sewer Connection**
- Attachment D - Authorized Drain Layers**
- Attachment E – Local Limits**
- Attachment F - Sewer Construction Specifications and Details**

Pursuant to enabling authority in Massachusetts General Laws, or revisions thereto, the following is a Regulation regulating the use of public and private sewers, private wastewater disposal, the installation and connection of building sewers, and the discharge of waters and wastes into the public sewer system, and providing penalties for violations thereof, in the Town of Ayer, County of Middlesex, State of Massachusetts. Be it ordained and enacted by the Select Board of the Town as follows:

SECTION 1 - GENERAL PROVISIONS

1.1 Agreement

These regulations and all subsequent changes, amendments or additions thereto shall be considered a part of the agreement and contract with every sewer customer. Violation of any of those regulations or evidence of fraud or abuse of equipment shall be deemed sufficient cause for fines, penalties or discontinue service as per Massachusetts General Laws.

These rules and regulations have been accepted by the Select Board in their role as Sewer Commissioners and will be in full force and effect as of June 1, 2021

1.2 Purpose and Policy

These regulations set forth uniform requirements for direct and indirect contributors into the wastewater collection and treatment system for the Town and enable the Town to comply with all applicable requirements under Massachusetts and federal law, including, without limitation, the Clean Water Act as amended and the General Pretreatment Regulations promulgated there under at 40 CFR Part 403, the National Pollutant Discharge Elimination System Permit No. MA 0100013 issued to the Town of Ayer, Massachusetts by the United States Environmental Protection Agency and the Massachusetts Department of Environmental Protection (MADEP); and Massachusetts General Laws Chapter 21 and the Pretreatment Regulations promulgated there under given at 314 CMR 2.00, 7.00 and 12.00.

Recognizing that significant opportunities exist to reduce or prevent pollution at its source through cost effective practices, and that such practices can offer savings through reduced purchases of materials and resources, a decreased need for pollution control technologies, and lower liability costs, as well as assisting to protect the environment, the Town establishes the following objectives of this Regulation:

A. To promote, consistent with the policy of the federal government:

- The prevention or reduction of pollutants at the source whenever feasible;
- Recycling in an environmentally-safe manner when pollution cannot be prevented;
- Treatment in an environmentally-safe manner of pollution that cannot be prevented or recycled; and
- Disposal or other release into the environment in an environmentally-safe manner only as a last resort.

To encourage the development of these efforts, the Town may:

- Set Town-wide pollution prevention goals;
- Organize an assessment program task force;
- Review data and inspect sites;
- Develop pollution prevention options;
- Conduct a feasibility analysis of selected options; and

- Promote implementation of pollution prevention techniques.
- B. To prevent the introduction of pollutants into the Publicly Owned Treatment Works (POTW) that will interfere with its operation;
 - C. To prevent the introduction of pollutants into the POTW that will pass through the POTW, inadequately treated, into receiving waters, or otherwise be incompatible with the POTW;
 - D. To protect both POTW personnel who may be affected by wastewater and sludge in the course of their employment and the general public;
 - E. To promote reuse of sludge from the POTW;
 - F. To provide for fees for the equitable distribution of the cost of operation, maintenance, and improvement of the POTW; and
 - G. To enable the Town to comply with its National Pollutant Discharge Elimination System (NPDES) permit conditions, sludge use and disposal requirements, and any other federal or State law to which the POTW is subject.

This Regulation shall apply to all users of the POTW. The Regulation authorizes the issuance of wastewater discharge permits; provides for monitoring, compliance, and enforcement activities; establishes administrative review procedures; requires user reporting; and provides for the setting of fees for the equitable distribution of costs resulting from the program established herein.

1.3 Administration

The Select Board, in their role as the Board of Water and Sewer Commissioners, reserve the right to change or amend these rules and regulations, with approval of the Massachusetts Department of Environmental Protection and the EPA where required, and to make additions thereto or exceptions therefrom, at any time without advance notice, and to establish and assess penalties for violations, including the right to suspend or terminate water service.

Except as otherwise provided herein, the Department of Public Works (Department) shall administer, implement, and enforce the provisions of this Regulation. Any powers granted to or duties imposed upon the Superintendent may be delegated by the Superintendent to other Town personnel.

1.4 Abbreviations

The following abbreviations, when used in this Regulation, shall have the following designated meanings:

ASTM – American Society for the Testing of Materials
 BMP- Best Management Practices
 BMR-Baseline Monitoring Report
 BOD - Biochemical Oxygen Demand
 CFR - Code of Federal Regulations
 COD - Chemical Oxygen Demand
 EPA - United States Environmental Protection Agency

1. The Department may approve an anticipated bypass, subsequent to considering its adverse effects, if the Department determines that it will meet the three conditions listed in paragraph (D)(1) of this section.

SECTION 15 - VALIDITY

- A. All Regulations or parts of Regulations in conflict herewith are hereby repealed.
- B. The validity of any section, clause, sentence, or provision of this Regulation shall not affect the validity of any other part of this Regulation that can be given effect without such invalid part or parts.

SECTION 16 - INTERPRETATION OF REQUIREMENTS

16.1 Interpretation

The provisions of this Regulation with respect to the meaning of technical terms and phrases, the classification of different types of sewers, the regulations with respect to making connections to sewers or drains, and other technical matters shall be interpreted and administered by the Department acting in and for the Town of Ayer, Massachusetts through the Select Board.

16.2 Appeals

Any party aggrieved by any decision, regulation or provision under this Regulation, as amended, from time to time, shall have the right of appeal within thirty (30) calendar days of said decision to the Department, who shall issue a decision within thirty (30) calendar days. If said appeal is denied by the Department, then the aggrieved party shall have the right to appeal to the Middlesex Superior Court for equitable relief, provided that said appeal is entered within thirty (30) calendar days from the issuance of the decision of the Department.

SECTION 17 - EFFECTIVE DATE

This Regulation shall be in full force and effect immediately following its passage, approval, and publication, as provided by law.

Duly enacted and ordained this _____ by the Select Board of the Town of Ayer in Middlesex County, State of Massachusetts, at a duly noticed and duly held session of the said Department and Select Board.

Ayer, Massachusetts

By:

SHAUN C. COPELAND

CHAIR

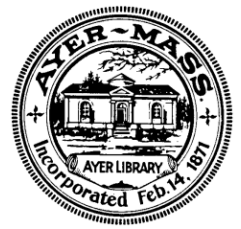
SCOTT A. HOUDE

VICE CHAIR

JANNICE L. LIVINGSTON

CLERK

**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: May 28, 2021

TO: Ayer Select Board

FROM: Robert A. Pontbriand
Town Manager

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

SUBJECT: Town Manager's Report for the June 1, 2021 Ayer Select Board Meeting

Dear Honorable Select Board Members,

I am pleased to transmit to you the following Town Manager's Report for the June 1, 2021 Ayer Select Board Meeting. If you have any questions prior to the meeting, please do not hesitate to contact directly. Thank you.

Administrative Update/Review of Town Warrant(s):

- I will provide a brief Administrative Update at the meeting of the various activities, initiatives, and projects of the Administration since the Select Board last met on May 18, 2021.
- I have reviewed, approved and signed the following Town Warrants since the Select Board last met on May 18, 2021:

Payroll Warrant #21-23 in the amount of \$345,524.84 was reviewed, approved, and signed on May 19, 2021.

Accounts Payable Warrant #21-23 in the amount of \$6,484,480.89 was reviewed, approved, and signed on May 24, 2021.

COVID-19 Update/Reopening Plan Update:

- I will provide a brief COVID-19 Update at the meeting regarding the Town's ongoing COVID-19 preparedness efforts. I will also provide a brief update on the Town's reopening plan. Effective June 1, 2021 the Ayer Town Hall will be reopened to the public during normal hours of operation. At this time, all Employees and public are asked to continue to wear masks and practice social distancing when in the Town Hall. The Town will continue to offer and promote the use of online payments and the Town Hall drop boxes. The Sandy Pond Beach was opened to the public by the Parks Commission over the Memorial Day Weekend. The Transfer Station Swap Shed will reopen on June 2, 2021, the public are asked to wear masks and no bulk items. At this time, all public meetings will continue to be by remote participation on the Town's Zoom Meeting Platform.

2021 Reappointments (Part 1):

- Please see the attached memo prepared by the Assistant Town Manager containing the individuals recommended for reappointment by the Select Board to the various Town Boards, Commissions, and Committees (see attached). The second set (Part 2) of the reappointments will be presented to the Select Board at the June 15, 2021 Select Board Meeting.

2021 Summer Select Board Meeting Schedule:

- With summer upon us, as in past year's the Select Board has set a summer meeting schedule for the months of June, July, and August. Past practice has been for the Select Board to continue to meet the first and third Tuesdays of June and then to meet once in July and once in August. The Select Board has always been willing to meet more if needed in the months of July and August.
- I am respectfully proposing that the Select Board consider the following 2021 Summer Meeting Schedule for discussion and approval at the June 1 meeting:

Tuesday, June 15, 2021 at 6pm

Tuesday, July 20, 2021 at 6pm

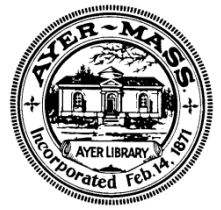
Tuesday, August 17, 2021 at 6pm

- The Select Board would then resume its normal meeting schedule (1st and 3rd Tuesdays) starting in September.

Thank you.


Attachment: 2021 Reappointments (Part 1) Memo from the Assistant Town Manager

Office of the Select Board
Office of the Town Manager



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

Memorandum

To: Select Board
From: Carly Antonellis, Assistant Town Manager 
Date: May 28, 2021
Re: 2021 Annual Reappointments

Dear BOS,

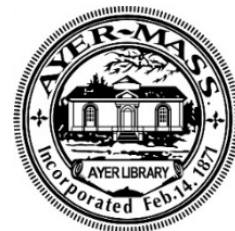
I am respectfully requesting that the following be reappointed by the BOS:

Expiring Term List		
Board / Committee	Current Member	Length of Term
CAPITAL PLANNING COMMITTEE	James D. Stephen	3 Years
COMMISSION ON DISABILITIES	David Cibor	3 Years
COMMISSION ON DISABILITIES	Caitlin Gamache	3 Years
COMMISSION ON DISABILITIES	Laura Warner	3 Years
COMMUNITY PRESERVATION COMMITTEE	Colleen Krieser	3 Years
COMMUNITY PRESERVATION COMMITTEE	Beth Suedmeyer	3 Years
CONSERVATION COMMITTEE	Jessica G. Gugino	3 Years
CONSERVATION COMMITTEE	Jon Schmalenberger	3 Years
COUNCIL ON AGING BOARD OF DIRECTORS	Sr. Paula A. McCrea	3 Years
COUNCIL ON AGING BOARD OF DIRECTORS	Carole Tillis	3 Years
CULTURAL COUNCIL	Claudia Abbes	3 Years
CULTURAL COUNCIL	JulieAnn Govang	3 Years
CULTURAL COUNCIL	Sandi Regan	3 Years
CULTURAL COUNCIL	Sara Callahan	3 Years
HISTORICAL COMMISSION	Margaret Durand	3 Years
REGISTRARS OF VOTERS	Kathleen O'Connor	3 Years

There will be additional appointments on the next SB agenda, which are those that have not responded yet to the Town's reappointment inquiry. The Select Board have the following appointments to make among your membership: Capital Planning Committee, Executive Bi-Board, Rate Review Committee, OPEB Board of Trustees.

Thank you for your consideration!

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



Broadcast and Recorded by APAC

Tuesday April 20, 2021
Open Session Meeting Minutes

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

Also Present: Robert A. Pontbriand, Town Manager
Carly M. Antonellis, Assistant Town Manager
Both Via Remote Participation

Call to Order: S. Copeland called the meeting to order at 6:00 PM.

Remote Access: S. Copeland stated that pursuant to Governor Baker's March 12, 2020 Order Temporarily Suspending Certain Provisions of the Open Meeting Law, MGL Chapter 30A, Section 18 and the Governor's March 15, 2020 Order imposing strict limitations on the number of people that may gather in one place, this meeting of the Ayer Board of Selectmen is being conducted via remote participation. No in-person attendance of members of the public will be permitted, but every effort has been made to ensure that the public can adequately access the proceedings as provided in the Order. All votes will be taken by Roll Call.

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

Announcements: S. Copeland stated that the Annual Town Meeting will be held on Monday April 20, 2021 at 7:00 PM in the Auditorium of the Ayer Shirley Regional High School. He asked that all attendees please wear a mask. All social distance and COVID-19 safety protocols will be in place.

Approval of Meeting Agenda:

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

Public Input: None

Discussion with the ASRSD School Committee on the Town Meeting Petition Article to Amend the Regional School Agreement:

Call to Order of the ASRSD School Committee: Shirley Member Joyce Reischutz called the Ayer Shirley Regional School Committee meeting to order at 6:03 PM. She was joined by Ayer members Mr. Joe Leone, Ms. Michele Granger, and Ms. Cheryl Simmons and Shirley Member Mr. Jonathan Deforge.

S. Copeland asked that the School Committee explain, from their perspective, what the proposed amendment would do. J. Reischutz and J. Deforge stated that currently the Regional School Agreement (RSA) is under a 5-year review that began in 2018. He stated that it was mostly just housekeeping items, but a change was made that stated students could attend a regional elementary school, if the Towns ever got to that point. Currently the agreement reads that there are elementary schools in each Town. The proposed changes are under review by DESE currently. He stated that the most debated matter in the RSA is the ability to incur debt. Under Massachusetts General Laws, there are two options in which either the Select Board in both Towns place the item on a warrant and call a Town Meeting. The other option for the approving of incurring debt is to have a

combined ballot vote. Both options are contained in the RSA. The current petition before both Towns at their upcoming Town Meetings was submitted by a Shirley resident looking to amend the RSA to not allow for a combined ballot vote for incurring debt. J. Deforge stated that the majority of the School Committee are not in favor of changing the agreement.

S. Copeland said it sounds like the petition is premature and it appeared to him that the petition seeks to remove transparency from the process. M. Granger stated that the proposal is concerning because you have less people attend a Town Meeting than vote at an election.

J. Leone stated that it allowed one Town to nix a project that may be before the other Town. C. Simmons stated that it feels like voter suppression because it is hard to get to Town Meeting on a school night. She said that by only having the ability to vote at a Town Meeting limits people's ability to participate.

J. Livingston stated that we do not want to take away ballot options. S. Houde stated that we need to make sure that not too much power is wielded by a smaller group of people and that he would like to keep the ballot option.

J. Reischutz stated that the School Committee recently voted to not move forward with this proposal at this time. M. Granger stated that the School Committee has been advised by Counsel that the proposal is very restrictive due to the very limited language. S. Copeland stated that it was helpful to hear from the School Committee.

Adjournment of Ayer Shirley Regional School Committee: A motion was made by C. Simmons and seconded by M. Granger to adjourn at 6:19 PM. **Roll Call:** J. Reischutz, aye; J. Deforge, aye; C. Simmons, aye; M. Granger, aye; J. Leone, aye. **Motion passed by Roll Call Vote 5-0.**

Superintendent Mark Wetzel, Department of Public Works: *Sewer Rules & Regulations* – M. Wetzel stated that these regulations were last updated in 1998. This proposed update was coordinated with Water Rules and Regulations. The general updates include: Sewer connection applications, permits, extensions and construction requirements; Sewer rights, restrictions and use requirements; Town responsibilities; Sewer rates and fees; Industrial discharge permitting, regulations and pretreatment (EPA); Enforcement Actions (EPA). He will be placing on the website, sending out a notification and comments will be due back on May 7, 2021.

Spectacle Pond Wellfield PFAS Treatment Plant Change Order #1 – M. Wetzel presented Change Order 1 for the Spec. Pond PFAS Treatment Plant. The Change Order reflects a credit of \$59,133 for "value engineering" items identified through discussions with the contractor. The remaining items include replacement of the existing transmission piping and pump controls for the replacement well 1B. The change order is for \$49,282 increasing the contract amount to \$5,195,171.

Motion: A motion was made by J. Livingston and seconded by S. Houde to approve Change Order 1 in the amount of \$49,282 for signature by the SB. **Roll Call:** S. Houde, aye; J. Livingston, aye; S. Copeland, aye. **Motion passed by Roll Call Vote 3-0.**

Westford Road Sewer Update – M. Wetzel stated that there was a recent sewer back up on Westford Road at New England Way. During the repair, it was determined that the pipe was severely corroded, most likely due to hydrogen sulfide gas, which is common in some sewer systems. He presented two repair options to the SB: Option 1 – Spot sewer repair and relining with new structural liner. The concern with this is that the sewer pipe may fail as the relining is being done. The cost is approximately \$195,000. Option 2 – Design and construct a replacement pipe. There is limited area in the road for an additional pipe, so there would need to be a temporary bypass sewer during construction. The cost is approximately \$667,000.

He is recommending proceeding with Option 1 and the preliminary engineering for Option 2, which will allow

for the execution of a replacement sewer relatively quickly if we determine that it is not feasible to reline the sewer. SB members agreed.

Water Conservation Plan Update – For the past two years, the DPW has recommended and the Select Board has approved an outdoor water ban. This was required due to the supply limitations implemented to manage the PFAS contamination. Since the Grove Pond Treatment system is completed and in operation, he is recommending that the Select Board return to the Odd-Even water conservation plan. The recommended plan for this season is as follows: Mandatory – no outside water use between 9AM and 5 PM; Mandatory - Odd / Even Outside Water Restriction (even numbered street address water on even numbered dates and odd numbered addresses on odd numbered dates); Voluntary - curb outside water use and conserve water; Voluntary - no outside water use on Sundays.

S. Houde asked whether it was worth looking into adding another water tower to the system. M. Wetzel stated that the Town has plenty of storage capacity at this time. He stated they have located a potential well location in the Spec Pond area which will be looked at more in-depth next year.

Motion: A motion was made by S. Houde and seconded by J. Livingston to approve a Water Restriction with Mandatory – no outside water use between 9AM and 5 PM; Mandatory - Odd / Even Outside Water Restriction (even numbered street address water on even numbered dates and odd numbered addresses on odd numbered dates). **Roll Call:** S. Houde, aye; J. Livingston, aye; S. Copeland, aye. **Motion passed by Roll Call Vote 3-0.**

S. Houde asked when the paving on Groton Shirley Road would start. M. Wetzel stated that he is working with the Highway Foreman on getting a cost breakdown. He thinks probably June or early July. M. Wetzel stated that once the road is paved it may become a “speedway”. He will be meeting with the residents in the area to discuss traffic calming measures.

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 all focus is on the upcoming Town Meeting.

COVID-19 Update/Reopening Plan Update – R. Pontbriand stated that things remain status quo. The Town is still listed as red on the State’s Covid Map. Plans are underway for Regional Vaccine Clinic. The Town Hall is open for appointments. He then stated that all offices with a service counter will be retrofitted with glass.

Recommendation to Extend the Families First Coronavirus Response Act (FFCRA) – R. Pontbriand was joined by Benefits and Payroll Director Kevin Johnston to discuss the extension of the FFCRA. The recently passed federal American Rescue Plan Act (ARPA) includes a provision for an employer to voluntarily extend both the Emergency Paid Sick Leave and Expanded Family Medical Leave Act. K. Johnston and R. Pontbriand are recommending the extension through September 30, 2021.

Motion: A motion was made by J. Livingston and seconded by S. Houde to approve the extension to Emergency Paid Sick Leave and Expanded Family and Medical Leave Benefits through September 30, 2021 as outlined. **Roll Call:** S. Houde, aye; J. Livingston, aye; S. Copeland, aye. **Motion passed by Roll Call Vote 3-0.**

Annual Town Meeting Update – R. Pontbriand stated that Town Meeting is being held on Monday April 26, 2021 at 7:00 PM at the ASRHS Auditorium. Masks will be required, as well as a sign in sheet for contract tracing. A “dress rehearsal” will be done on Friday April 23, 2021 to ensure that the overflow seating section has functional equipment.

Discussion on status of Juneteenth Holiday – R. Pontbriand stated that he wanted to start a conversation with the SB about the State recognizing Juneteenth as a State Holiday. J. Livingston stated that the Town would have no choice, as the State is making it a legal holiday. K. Johnston stated yes, we would follow the state guidance. S. Copeland stated that he is excited to see this as a State Holiday and asked what the next steps were. R. Pontbriand stated that the SB would then need to take a vote to make it official, then it would be added to the Town’s Personnel Policy. It would then need to be applied to the Union Contracts. R. Pontbriand stated he will put this on the May 4, 2021 agenda. J. Livingston then asked if we could remove a holiday, such as Columbus Day? R. Pontbriand stated you could remove a holiday, but there would be challenges from the Unions.

New Business/Select Board Member Questions: S. Copeland thanked R. Pontbriand and C. Antonellis and the Town Departments for their hard work leading up to Town Meeting.

Approval of Meeting Minutes:

Motion: A motion was made by S. Houde and seconded by J. Livingston to approve the meeting minutes from March 30, 2021. **Roll Call:** S. Houde, aye; J. Livingston, aye; S. Copeland, aye. **Motion passed by Roll Call Vote 3-0.**

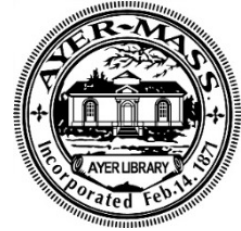
Adjournment: A motion was made by J. Livingston and seconded by S. Houde to adjourn at 7:07 PM. **Roll Call:** S. Houde, aye; J. Livingston, aye; S. Copeland, aye. **Motion passed by Roll Call Vote 3-0.**

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

Date Minutes Approved by BOS: _____

Signature Indicating Approval: _____

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



Broadcast and Recorded by APAC

Tuesday May 4, 2021
Open Session Meeting Minutes

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

Also Present: Robert A. Pontbriand, Town Manager
Carly M. Antonellis, Assistant Town Manager
Both Via Remote Participation

Call to Order: S. Copeland called the meeting to order at 6:00 PM.

Remote Access: S. Copeland stated that pursuant to Governor Baker's March 12, 2020 Order Temporarily Suspending Certain Provisions of the Open Meeting Law, MGL Chapter 30A, Section 18 and the Governor's March 15, 2020 Order imposing strict limitations on the number of people that may gather in one place, this meeting of the Ayer Board of Selectmen is being conducted via remote participation. No in-person attendance of members of the public will be permitted, but every effort has been made to ensure that the public can adequately access the proceedings as provided in the Order. All votes will be taken by Roll Call.

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

Approval of Meeting Agenda:

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

Announcements: None

Public Input: Dennis Curran, 51 Pleasant Street stated that he has been going back and forth with the Building Commissioner via email over the past several months about Zoning code enforcement. He believes that Zoning code enforcement is not a priority for the Town. There was a couch discarded on the side of the road 75 yards from Town Hall and no one did anything about it. He stated that the promise of the Zoning Bylaw and the Nuisance Bylaw does not seem to be happening in terms of enforcement. He stated that there is a rusted car in his neighborhood which is a clear blight and nuisance. He offered to meet with Town personnel in his neighborhood to point out the violations.

R. Pontbriand stated that the Town has done a very good job in terms of being proactive in terms of property enforcement. The Town successfully completed code enforcement for 66 Westford Road; 14 Williams Street; 128 Washington Street; 190 West Main Street and the Town is actively working on 71 Sandy Pond Road. The Town is not always "perfect" in terms of code enforcement, but we have been proactive and effective over the last 11 years. Additionally, the Town has limited resources in terms of code enforcement. The Building Department has one full-time Building Commissioner responsible for all the building permits, building inspections, zoning, and code enforcement. Finally, in terms of code violations, the Town is not always dealing with rational actors who will voluntarily or willingly comply with code violations. R. Pontbriand will meet Mr. Curran to discuss and review his specific concerns.

J. Livingston stated that previous Select Boards had members that were not all on the same page in terms of code enforcement. That is now not the case and we have made progress on many code enforcement issues.

Dennis Curran stated that many of his examples are far simpler cases than the larger cases mentioned which he is familiar with and the Town has made progress. It is these simpler cases in which a simple conversation with the property owner may resolve the matter.

S. Houde stated that we must bifurcate the major issues from the minor issues. The Town moved up from a part time Building Commissioner to full time with the intent and expectation of doing more code and zoning enforcement.

R. Pontbriand stated that he will set up a meeting with Dennis Curran to discuss and review his concerns and that he can show him the concerns in the neighborhood.

Public Hearing – Pole Petition – National Grid & Verizon – No.30202697 - Littleton Road/Curley Circle: J.

Livingston opened the public hearing at 6:27 PM by reading the Public Hearing Notice. Laura from National Grid presented an overview of the Pole Petition. There were no abutter issues or questions presented.

Motion: A motion was made by S. Houde and seconded by J. Livingston to approve the Pole Petition No. 30202697 from National Grid & Verizon for Littleton Road/Curley Circle as presented. **Motion:** A motion was made by S. Houde and seconded by J. Livingston to approve the Pole Petition. **Roll Call:** S. Houde, aye; J. Livingston, aye; S. Copeland, aye. **Motion passed by Roll Call Vote 3-0.**

Motion: A motion was made by J. Livingston and seconded by S. Houde to close the public hearing. **Roll Call:** S. Houde, aye; J. Livingston, aye; S. Copeland, aye. **Motion passed by Roll Call Vote 3-0.**

Superintendent Mark Wetzel, Department of Public Works: M. Wetzel briefly stated that May 2nd – 8th is National Drinking Water Week, and he would like to recognize all the dedicated hard workers of the Ayer DPW Water Division.

2021 Youthworks Program – M. Wetzel announced that the DPW will be able to offer the 2021 Youthworks Program this year. The program was started in 2018. It was cancelled last year due to COVID-19 but this year the program will be offered in adherence with the appropriate COVID-19 safety protocols. The program has been reviewed by the Nashoba Boards of Health for COVID-19 safety and Dr. Malone is on board as well. The program consists of two, 4-week sessions in which youth from Ayer learn various job-related skills and perform various DPW-related work tasks. The program was inspired by John Hillier of Compassionate Care which is also the sponsor of the Youthworks Program and funds it. It is an important program which gives the kids an opportunity to learn key skills while getting paid.

S. Houde stated that his son did the program and absolutely loved it and benefited from it. S. Houde enthusiastically support this.

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 thanked the SB and everyone for a successful Town Meeting. It was a true community effort. He said that when we reconvene town meeting in the fall, he is hopeful that the COVID-19 protocols will not be necessary, and looks forward to another successful town meeting in the Fall.

J. Livingston asked if people felt there were pros to having the Annual Town Meeting now earlier?

R. Pontbriand stated that overall, it has been received favorable. As this was the first year with it being two weeks earlier, the loss of two weeks, made a slight difference but moving forward that is now known and accounted for. It seems to work well and has been favorably received.

Appointment of Affordable Housing Trust Members – Affordable Housing Committee Chair Janet Providakes and Alicia Hersey, Program Manager for the Office of Community and Economic Development appeared before the Select Board for the appointment of the Affordable Housing Trust Members now that Town Meeting has adopted the Affordable Housing Trust Bylaw.

J. Providakes thanked the SB for their support and advised that the Board of Trustees of the Affordable Housing Trust will consist of seven members of which one is a Select Board Member; one is a Community Preservation Committee Member; one is a Planning Board Member; and one is a Affordable Housing Committee Member; and the remaining three members are Citizen Representatives.

R. Pontbriand presented the following appointees as interviewed and recommended by the Affordable Housing Committee: Jennifer Cali, Jake Driscoll, and Cyndi Lavin to serve two-year terms as Citizen Representatives. Colleen Kresider as the CPC Representative; and Geof Tilotson as the Planning Board Representative each for two-year terms.

Motion: A motion was made by S. Houde and seconded by J. Livingston to appoint the following individuals to the Board of Trustees of the Affordable Housing Trust as follows: Jennifer Cali, Jake Driscoll, and Cyndi Lavin to serve two-year terms as Citizen Representatives; and Colleen Krieser as the CPC Representative; and Geof Tillotson as the Planning Board Representative as presented. **Roll Call:** S. Houde, aye; J. Livingston, aye; S. Copeland, aye. **Motion passed by Roll Call Vote 3-0.**

S. Copeland stated he would like to serve as the Select Board representative on the Affordable Housing Trust. J. Livingston also expressed interest. The Select Board discussed, and it was agreed that S. Copeland would represent the Select Board on the Ayer Affordable Housing Trust.

Motion: A motion was made by S. Houde and seconded by J. Livingston to appoint S. Copeland as the Select Board representative on the Ayer Affordable Housing Trust for a two-year term. **Roll Call:** S. Houde, aye; J. Livingston, aye; S. Copeland, aye. **Motion passed by Roll Call Vote 3-0.**

COVID-19 Update/Reopening Plan Discussion – R. Pontbriand provide state that there is positive news in that Ayer has dropped in positive cases going from red to yellow on the Massachusetts DPH COVID-19 Community map. The Nashoba Valley Regional Vaccination Collaborative will be located on Devens at Clear Path for Veterans located at 84 Antietam Way. Town Hall is preparing to reopen once the retrofit of the Town Hall service counters is completed. The Parks Commission working with the Board of Health is on schedule to safely open the Sandy Pond Beach for Memorial Day weekend. Town Hall will be open on May 11th for the election only, with polls open from 7am to 8pm at Town Hall. All Town Hall offices will be closed on May 11th. He stated that he is closely monitoring the American Recovery Act funding, in which we understand at this time the Town of Ayer will be receiving between \$2.2 and \$2.8 million. The Town will be developing a plan and proposal for the Select Board to consider in terms of how this funding is used and for what eligible purposes. There will be more information and discussion in the weeks ahead.

Discussion on Status of Juneteenth Holiday – R. Pontbriand was Joined by Kevin Johnston, Benefits & Payroll Manager regarding a recommendation to officially make Juneteenth a holiday per the Town's Personnel Policies. Juneteenth was made a State Holiday last year. J. Livingston asked it the Town can we swap it with another holiday as this will be the twelfth recognized holiday and many places do not get that many holidays.

K. Johnston advised that the Town is legally obligated to recognize Juneteenth as a State holiday and we have an obligation to remain closed. Juneteenth occurs on June 19th of each year. In accordance with the Town's

Personnel Policies when it falls on a Saturday, it would be recognized on the Friday before and when it falls on a Sunday it would be recognized on the Monday after. This is the same policy as with all holidays recognized by the Town in the Personnel Policies.

R. Pontbriand also advised that for Union Employees, if their collective bargaining agreement is silent on Juneteenth but it is recognized by the Town in the Personnel Policies than the collective bargaining agreement defers to the Town's Personnel Policies. If approved by the Select Board, a Memorandum of Agreement would be executed with each Union codifying Juneteenth in their collective bargaining agreements as a holiday.

S. Copeland stated that he was in favor of Juneteenth as a recognized holiday by the Town in accordance with it being a State Holiday.

Motion: A motion was made by S. Houde and seconded by J. Livingston to officially recognize Juneteenth as a holiday by the Town of Ayer in accordance with State law and to add Juneteenth to the list of recognized holidays in the Town's Personnel Policies. **Roll Call:** S. Houde, aye; J. Livingston, aye; S. Copeland, aye. **Motion passed by Roll Call Vote 3-0.**

New Business/Selectmen's Questions: *Initial Discussion about Select Board Goals/Objectives for 2021-2022 (Select Board Member Copeland)* – S. Copeland stated that he would like to start the discussion about setting goals and objectives for the Select Board for the upcoming year. Some potential goals/objectives from his perspective would be the future of the Kiddie Junction Playground at Pirone Park and the development of an outside gym there, upgrading or replacing the bath house building at the Sandy Pond Beach.

R. Pontbriand advised that on the recommendation of Select Board Member J. Livingston, Alan Manoian, Director of Community and Economic Development will be coming to the next meeting with an update on the Master Plan Implementation Plan. This will be another opportunity to further review and discuss goals and objectives for the year ahead as they relate to the Master Plan.

S. Houde stated that depending on the upcoming vote in Shirley, the Fields Project may be a goal for the year ahead. Additionally, the Elementary School Project; a more detailed analysis of the larger capital needs of the Town; reevaluating the Senior Center project; the establishment and work of the Devens Disposition Committee for the Town; and an analysis of the operations of the Transfer Station from a financial perspective are all goals/objectives of interest and importance.

S. Copeland stated that with respect to the Transfer Station we really need to look at the financial feasibility as we continue to lose permits and revenue. J. Livingston stated that we do need to talk the public about the Transfer Station, and we do not want to set off emotions. S. Copeland stated that perhaps the best way to gauge public support or interest for the Transfer Station is to issue a non-binding referendum ballot question to see if they want it or if they want to go to curbside trash pickup. J. Livingston cautioned that this conversation does incite fear and that we need to pull back a little and start the discussion with the public again. It has been since 2014 the last time we looked at it and had the discussion.

S. Copeland stated that a goal should be to open the Swap Shed at the Transfer Station safely. J. Livingston asked why we can't open the Swap Shed now, since we can go to the grocery store.

R. Pontbriand stated that he has discussed the reopening of the Swap Shed with the DPW Superintendent and will do so again. He further stated that grocery stores are essential in that people need food to survive. Picking junk from a shed is not an essential function. Social distancing cannot be achieved in the Swap Shed and there are concerns about the public and employee safety and health. He stated the he is confident that as the COVID trends continue to move in the right direction we will be able to reopen the Swap Shed safely soon.

S. Copeland stated that he likes the review of the Master Plan. He also would like the Town to look at the

property behind the train tracks across from Depot Square for future development perhaps for affordable housing. He also suggested that we develop a policy for the use of the recreational cannabis sales tax that the Town receives.

The Select Board agreed to continue the discussion and formulation of goals and objectives for the upcoming year at future meetings.

Approval of Meeting Minutes:

Motion: A motion was made by J. Livingston and seconded by S. Houde to approve the Meeting Minutes from April 6, 2021. **Roll Call:** S. Copeland, aye; S. Houde, aye; J. Livingston, aye. **Motion passed by Roll Call Vote 3-0.**

Adjournment:

Motion: A motion was made by J. Livingston and seconded by S. Houde to adjourn at 7:15 PM. **Motion passed by Roll Call Vote 3-0.**

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

Date Minutes Approved by BOS: _____

Signature Indicating Approval: _____

DRAFT