

RECEIVED

MAR 26 2021

TOWN OF AYER
TOWN CLERK

11:00 am
(Signature)

Town of Ayer
Select Board

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



Tuesday March 30, 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

Observation of a Moment of Silence in Memory of Janet S. Lewis

Public Input

Individuals with public input and/or questions for the Select Board should call-in at this portion of the meeting and state their name and address when asked by the Chair. Any public input and/or questions may be sent to the Assistant Town Manager, Carly Antonellis at 978-772-8220 or at atm@ayer.ma.us

6:05 PM*

**Continued Public Hearing - Pole Petition - National Grid and Verizon
Copeland Dr. - No. 30324776 Continued from March 16, 2021**

6:15 PM

Annual Town Election Update - Ms. Susan Copeland, Town Clerk

6:25 PM

Town Manager's Report

1. Administrative Update/Review of Town Warrant(s)
2. COVID-19 Update/Reopening Plan Update
3. Update on FY '21 Ambulance Enterprise Fund
4. FY '22 Budget & Annual Town Meeting Update
5. Recommendation on the Uses of FY 2022 Free Cash
6. Update on Woodlawn Cemetery Transfer Proposal

6:45 PM

New Business/Selectmen's Questions

6:55 PM

Executive Session Pursuant to MGL c. 30A, sec. 21A

1. #3 Union Contract Negotiations - Police Patrol and Dispatch Contract Update

Adjournment

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

From: [Mark Wetzel](#)
To: [Carly Antonellis](#); [Pontbriand, Robert \(rpontbriand@ayer.ma.us\)](#)
Subject: FW: Ayer hearing for EPIC, Copeland Dr
Date: Friday, March 26, 2021 1:19:25 PM

FYI

Mark L Wetzel, P.E.
Superintendent
Town of Ayer - Public Works Department
25 Brook Street
Ayer, Massachusetts 01432
t: 978.772.8240
c:978.833-2365
f: 978.772.8244
e: mwetzel@ayer.ma.us

 Please consider the environment before printing this email.

From: Farrar, Scott T. [mailto:Scott.Farrar@nationalgrid.com]
Sent: Wednesday, March 17, 2021 9:00 AM
To: Mark Wetzel <mwetzel@ayer.ma.us>; Dan Van Schalkwyk <dVanSchalkwyk@ayer.ma.us>
Subject: Ayer hearing for EPIC, Copeland Dr

Hi Guys,

Hope you're both doing well.

As I think you're aware, we had a pole hearing last night for Copeland Dr (EPIC Enterprises) which did not pass and has now been rescheduled for 3/30.

We understand the issues are: no issue with the location of P1 Copeland Dr but the Town took issue with P9-50 and P9-50-84 Littleton Rd. As I understand it, Littleton Rd is under MassDOT jurisdiction so we contacted them about these poles. Also, I understand your issues with these 2 poles was that P9-50 is a traffic concern and that P9-50-84 will be installed in area that has underground utilities near it. It sounds like you have a concern with the sketch submitted and want to see a more detailed scope of work being done plus want to see the existing OH primary be moved to the P1 which is being removed. We are now hearing that you want the service to go underground instead of overhead. Is this a reasonable summary of the issues?

Please know that if we proceed with underground construction, all National Grid costs will be 100% billable (customer will get no revenue credit and this will be more expensive construction) and will result in a delay of service to the customer. I assume EPIC won't be happy with both of those issues.

Please correct and update any comments I made and let me know your thoughts.

Thank you,

Scott

Scott T. Farrar
Manager
Community & Customer Management
National Grid
164 Viscoloid Avenue
Leominster, MA 01453
Phone: 978-840-3851
Fax: 978-534-5219
scott.farrar@nationalgrid.com

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You may report the matter by contacting us via our [UK Contacts Page](#) or our [US Contacts Page](#) (accessed by clicking on the appropriate link)

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For the registered information on the UK operating companies within the National Grid group please use the attached link: <https://www.nationalgrid.com/group/about-us/corporate-registrations>

From: [Mark Wetzel](#)
To: [Pontbriand, Robert \(rpontbriand@ayer.ma.us\)](#); [Carly Antonellis](#)
Cc: [kdiskin@ayer.ma.us](#)
Subject: Copeland Drive UP
Date: Friday, March 26, 2021 11:01:14 AM

I met with National Grid on Copeland Drive yesterday to discuss the pole locations / design for the proposed utility poles, one of which had a hearing at the Select Board meeting. There are 3 proposed poles:

P-1 on Copeland to bring power to the EPIC service upgrade

P9-50 on the island at Lazy Mary's – This is required to connect to the power lines- The existing pole P10 is at capacity and cannot provide the additional connection

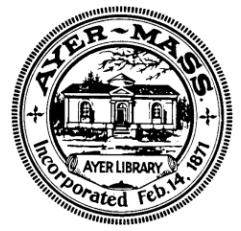
P9-50-84 is a support pole or P9-50

I asked if they could come off P11 and this would require crossing private property. I have asked for them to evaluate this option in more detail. If this is not feasible, then I don't see another alternative, other than underground 9 which would EPCI would be required to pay for.

Mark L Wetzel, P.E.
Superintendent
Town of Ayer - Public Works Department
25 Brook Street
Ayer, Massachusetts 01432
t: 978.772.8240
c:978.833-2365
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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: March 26, 2021

TO: Ayer Select Board

FROM: Robert A. Pontbriand
Town Manager

SUBJECT: Town Manager's Report for the March 30, 2021 Ayer Select Board Meeting

Dear Honorable Select Board,

I am pleased to transmit to you the following Town Manager's Report for the March 30, 2021 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 Administration since the Select Board last met on March 16, 2021.
- I have reviewed, approved, and signed the following Town Warrant(s) since the Select Board last met on March 16, 2021:

Accounts Payable Warrant #21-18 in the amount of \$1,504,984.30 was reviewed, approved, and signed on March 16, 2021.

Payroll Warrant #21-19 in the amount of \$347,086.68 was reviewed, approved, and signed on March 23, 2021.

COVID-19 Update/Reopening Plan Update:

- At the meeting, I will provide a brief update on the Town's ongoing COVID-19 preparedness efforts since the Select Board last met on March 16, 2021. I will also provide an update on the Town's Reopening Plan.

Update on the FY 2021 Ambulance Enterprise Fund:

- I will be joined by the Finance Manager and the Fire Chief at the meeting to discuss with the Select Board the need for a Special Town Meeting immediately prior to the Annual Town Meeting for the purposes of resolving a shortfall in the FY 2021 Ambulance Enterprise Fund. Due to COVID-19 impacts there is currently an estimated shortfall of (\$7,185) in the FY 2021 Ambulance Enterprise Fund. It appears that this is due to impacts from COVID-19 which reduced the number of ambulance trips which translated into decreased revenue. It is important to note that this shortfall is due to decreased revenue and is not due to spending.
- With over three months remaining in FY 2021, we are recommending a single warrant article, Special Town Meeting to Town Meeting Authorization to resolve the shortfall using up to \$20,000 from Ambulance Retained Earnings. If the full \$20,000 is not needed, the remaining amounts would revert to Ambulance Retained Earnings. Please see the attached accounting summary of the Ambulance Enterprise Fund as prepared by the Finance Manager. (See attached).

FY 2022 Budget & Annual Town Meeting Update:

- At the meeting, I will provide a brief update on the FY 2022 Budget and the Annual Town Meeting. Currently the FY 2022 Budget remains at the DRAFT #3 version which the Select Board and Fin Com have. It can be found on the Town's website at the following link:
[https://www.ayer.ma.us/sites/g/files/vyhlf2756/f/uploads/omnibus_draft_3 -
_march 8 2021.pdf](https://www.ayer.ma.us/sites/g/files/vyhlf2756/f/uploads/omnibus_draft_3_-_march_8_2021.pdf)
- The only outstanding items at this time which would have a financial impact on the FY 2022 Budget are the Police Patrol Contract and the Dispatchers Contract (negotiations are ongoing).
- The Select Board and Finance Committee are scheduled to review and approve the FY 2022 Budget on April 6, 2021 at 6pm.
- In terms of the Annual Town Meeting, the deadline for Warrant Articles and Citizens Petitions is Friday, April 2, 2021 at 12pm noon. The Working DRAFT of the ATM Warrant was provided to the Select Board on March 16, 2021 and can be found as part of the Select Board Meeting Packet for March 16, 2021 (page 67) at the following link:
[https://www.ayer.ma.us/sites/g/files/vyhlf2756/f/agendas/select_board_meeting_packet marc
h 16 2021.pdf](https://www.ayer.ma.us/sites/g/files/vyhlf2756/f/agendas/select_board_meeting_packet_marc_h_16_2021.pdf)
- The Select Board is scheduled to approve the Annual Town Meeting Warrant on April 6, 2021 at 6pm.
- The Annual Town Meeting is scheduled for Monday, April 26, 2021 at 7pm in the Auditorium of the Ayer Shirley Regional High School. All COVID-19 safety protocols (as successfully implemented for the previous two Town Meetings) will be implemented.

Recommendation on the Uses of FY 2022 Free Cash:

- At the meeting I would like to discuss with the Select Board the recommended uses of the FY 2022 Free Cash. At the Executive Bi-Board Meeting which met on March 25, 2021 there was unanimous consensus to recommend the following uses of the FY 2022 Free Cash:

Free Cash Certified as of June 30, 2020: \$1,553,607

UDAG Replenishment (Worthendale Lawsuit):	(\$230,000) final
GASB 45-OPEB:	(\$178,000)
Forward Funding of Pension Proposal	(\$300,000)
Compensated Absences Special Revenue Fund	(\$50,000)
Capital Stabilization	(\$790,000)
Stabilization	(\$5,607)

- The Executive Bi-Board did discuss three potential scenarios with respect to the amounts for Capital Stabilization and Stabilization and came to unanimous consensus on Scenario #1 which was to put \$790,000 in Capital Stabilization and \$5,607 into Stabilization. Please see the attached presentation slides from the March 25, 2021 Executive Bi-Board Meeting. (See Attached). The Finance Manager and I would be happy to answer any questions the Select Board may have at the meeting.

Update on Woodlawn Cemetery Transfer Proposal:

- As previously discussed, the Woodlawn Cemetery would like to start the process of transferring the Woodlawn Cemetery to the Town of Ayer to own and operate. The first step in this process is Town Meeting approval to authorize the transfer. Upon Town Meeting approval, the Town would then work with the Woodlawn Cemetery Trustees to complete the transfer.
- I would like to present a brief update to the Select Board on this transfer proposal at the meeting.

Thank you.

Attachment(s): Accounting Summary of the Ambulance Enterprise Fund (Prepared by Finance Manager)

Executive Bi-Board Meeting Slides on Recommending Uses for FY 2022 Free Cash (March 25, 2021)

AMBULANCE ENTERPRISE

Prepared by L. Gabree, Finance Manager

COVID 19 stimulus

	FY2021 Budget	FY2021 Actual estimated actual	FY2022 Budget	
Ambulance service	456,192	390,000	390,000	based on annualized actual FY2021 first 9 months revenues FY20 payment of \$44,007 received July 2020
Federal Reimbursement Ambulance Medicare		44,007		
COVID 19 Stimulus funds				
Miscellaneous				
General fund subsidy	86,021	86,021		
From Retained Earnings	50,000	50,000		retained earnings as of 6/30/20 \$64,414
Total funds available	592,213	570,028	390,000	
<hr/>				
Direct Expenses:				
Ambulance supplies	43,500	43,500	43,500	
Ambulance service	50,030	50,030	50,030	
Other charges				
Reserve Fund	15,000		15,000	
Computer software & laptops				
Cardiac monitor (borrow)				
Ambulance (borrow)				
Short-term interest & bond admin fees				
Regular debt	77,450	77,450	74,750	
Total Direct Expenses	185,980	170,980	183,280	
Indirect Expenses	406,233	406,233		
Total Expenses	592,213	577,213		
Estimated shortfall		(7,185)		

Estimated shortfall (7,185)

Recommended Uses for FY 2022 Free Cash

Executive Bi-Board Meeting: March 25, 2021

- Stabilization Balance (as of Dec. 2020): \$2,646,241
- Capital Stabilization Balance (as of Dec. 2020): \$2,725,595
- Certified Free Cash (as of June 30, 2020): \$1,553,607

Recommended Uses for FY 2022 Free Cash

• **Free Cash Certified as of June 30, 2020:** **\$1,553,607**

UDAG Replenishment – Worthendale Lawsuit	(\$230,000) final
GASB 45 – OPEB	(\$178,000)
Forward Funding of Pension Proposal	(\$300,000)
Compensated Absences Special Revenue Fund	(\$50,000)
Capital Stabilization	(\$790,000)
Stabilization	(\$5,607)

Recommended Uses for FY 2022 Free Cash

FY 2022 Omnibus Budget (as of DRAFT #3): \$16,165,627

- Per policy, Stabilization should strive to be a minimum of 7% of the operating revenue which would be a balance of \$1,131,593 for FY 2022.
- The Town has achieved and continues to maintain its Stabilization Balance.
- The last several years, the Town has been increasing Capital Stabilization in preparation for any significant capital emergencies and/or future capital needs. Thus, the significant amount going to Capital Stabilization with the minimum amount to Stabilization to maintain the 7% balance.

Potential FY 2022 Stabilization Scenarios:

Scenario #1:

Capital (\$790,000)
Stabilization (\$5,607)

Scenario #2:

Capital (\$690,000)
Stabilization (\$105,607)

Scenario #3: (Any combination of \$795,607)

Capital: ?
Stabilization: ?