

RECEIVED  
NOV 10 2022

TOWN OF AYER  
TOWN CLERK

2:30pm

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



**Tuesday November 15, 2022**

**Open Session In-Person and Zoom Meeting Agenda**

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

- 6:00 PM\***                    **Call to Order**  
Pledge of Allegiance; Review and Approve Agenda; Announcements (Winter Parking Ban)
- Public Input**
- 6:05 PM**                    **Alan Manoian, Director, Community & Economic Development**  
1. Expansion of Disabilities Commission from 5 to 7 appointed members  
2. Appointments to Commission (3)
- 6:15 PM**                    **Public Hearing – FY '23 Tax Classification Hearing with Board of Assessors**
- 6:30 PM**                    **Public Hearing – Calendar Year 23 Solid Waste (Transfer Station) Rates**
- 6:45 PM**                    **Dan Van Schalkwyk, Director, Dept. of Public Works**  
1. Mattress and Textile Waste Ban Update
- 6:50 PM**                    **Town Manager's Report**  
1. Administrative Update/Review of Town Warrant(s)
- 6:55 PM**                    **New Business/Select Board Member Questions**
- 7:00 PM**                    **Approval of Meeting Minutes**  
November 1, 2022
- 7:05 PM**                    **Adjournment**

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

*The next regularly scheduled meeting of the Select Board is Tuesday December 6, 2022 at 6:00 PM, both In Person and via Zoom*

# Town of Ayer

Office of Community & Economic Development (AOCED)

Town Hall - One Main Street - Ayer, MA 01432 - 978.772.8220 X141



To: Robert Pontbriand, Town Manager

From: Alan S. Manoian, Dir. AOCED

Date: 11/9/2022

Re: Expansion of Ayer Disabilities Commission from five (5) to seven (7) appointed members & three (3) submitted Expression of Interest Letters for considered appointment.

The Ayer Disabilities Commission was re-established two years ago, following a period of dormancy for many years.

In 2020, the Town of Ayer, in partnership with the Montachusett Regional Planning Commission, successfully formulated, produced, and submitted a detailed/comprehensive "Town of Ayer ADA Self-Evaluation & Transition Plan" – which has been approved/certified by the Massachusetts Office on Disabilities. The new "Plan" serves as the foundation of the newly re-established (2020) Ayer Disabilities Commission.

The complex and demanding work of accomplishing the extensive goals and objectives of the "Town of Ayer ADA Self-Evaluation & Transition Plan" will require all municipal departments & staff, municipal boards & commissions, and all private & public sector partners working together for many years to come and to fully-support the members of the Ayer Disabilities Commission with their important civic mission.

The Ayer Disabilities Commission is currently structured with five (5) appointed commission members, including one appointed (1) municipal staff professional. The Commission currently is functioning with four (4) active and dedicated members, with one (1) vacant seat. The extent of work involved with the Self-Evaluation & Transition Plan will require and benefit from additional appointed members to the Commission; thus, a proposed and requested expansion from five (5) to seven (7) appointed members.

The AOCED has outreached and connected with three (3) Ayer residents who are well-qualified, exceedingly interested and prepared to serve the Town of Ayer as new members of the Ayer Disabilities Commission. (Please see attached Letters of Interest).

In closing, the AOCED requests:

- Ayer Select Board consideration in expanding the Ayer Disabilities Commission from five (5) to seven (7) appointed members.
- Review of Letters of Interest for appointment to the Ayer Disabilities Commission.

The AOCED is prepared to provide additional detail, content, clarification and to answer any questions.

October 11, 2022

Ayer Town Hall  
Attn: Mr. Robert Pontbriand, Town Manager  
One Main Street  
Ayer, MA 01432

Dear Mr. Pontbriand,

It has come to my attention through the Town of Ayer's Director of Community & Economic Development, Alan Manoian, that the Town of Ayer Disabilities Commission is seeking additional members to serve on the Commission.

This letter serves as my written expression of interest in being appointed and serving on the Ayer Disabilities Commission.

*My personal experience and qualification/s to serve on the Ayer Disabilities Commission are as follows:*

I've lived in town off and on for 60 years.  
(6 generation family)  
personal experience with Alzheimer's (7yrs)  
Children Caregiver (owner operator) Sight impaired,  
Autistic, ADHD, type 1 Diabetes, Epi Pen, mobility  
issues (30 yrs) Spouse- mobility, heart, Fine motor.  
- my son is a disabled vet.

In closing, I would like to express my appreciation to the Office of the Ayer Town Manager and Ayer Select Board for reviewing and considering my expression of interest to serve on the Ayer Disabilities Commission.

Sincerely,



Brenda Boisseau



October 27, 2022

Ayer Town Hall  
Attn: Mr. Robert Pontbriand, Town Manager  
One Main Street  
Ayer, MA 01432

Dear Mr. Pontbriand,

It has come to my attention through the Town of Ayer's Director of Community & Economic Development, Alan Manoian, that the Town of Ayer Disabilities Commission is seeking additional members to serve on the Commission.

This letter serves as my written expression of interest in being appointed and serving on the Ayer Disabilities Commission.

*My personal experience and qualification/s to serve on the Ayer Disabilities Commission are as follows:*

I have been an Occupational Therapist for over 30 years working at Spaulding Rehabilitation Hospital for 25 years in Charlestown, Ma. After enduring this long commute for many years I decided to work locally at Life Care Center of Nashoba Valley in Littleton, Ma. I have experience in cardiopulmonary, orthopedics, limb loss, burn care, spinal cord injury/neurological disorders, dementia and geriatrics. I have years of experience in areas of mobility issues for the handicapped population. In closing, I would like to express my appreciation to the Office of the Ayer Town Manager and Ayer Select Board for reviewing and considering my expression of interest to serve on the Ayer Disabilities Commission.

Sincerely,

Mindy Titus



October 27, 2022

Ayer Town Hall  
Attn: Mr. Robert Pontbriand, Town Manager  
One Main Street  
Ayer, MA 01432

Dear Mr. Pontbriand,

It has come to my attention through the Town of Ayer's Director of Community & Economic Development, Alan Manoian, that the Town of Ayer Disabilities Commission is seeking additional members to serve on the Commission.

This letter serves as my written expression of interest in being appointed and serving on the Ayer Disabilities Commission.

*My personal experience and qualification/s to serve on the Ayer Disabilities Commission are as follows:* My wife and I have lived in Ayer for 40 Plus years. I Was a police officer in Harvard Ma. For 12 years until I had a bad motorcycle accident and loss my left Leg above my knee. I get around with a prosthetic and an electric wheelchair. I would love to give back to the town of Ayer by joining the Disabilities Commission as a member. I think I could be a great asset on help decide on projects that are going to take place in Ayer. I see thing that would help out people that have Disabilities from my point of view. If given my time to this Commission to help out people I'm will to give my time. Thank you Russell Anderson

In closing, I would like to express my appreciation to the Office of the Ayer Town Manager and Ayer Select Board for reviewing and considering my expression of interest to serve on the Ayer Disabilities Commission.

Sincerely,

Russell Anderson



RECEIVED  
NOV 01 2022

TOWN OF AYER  
TOWN CLERK



10:25am

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



**FY '23 Tax Classification Hearing**

The Ayer Select Board will conduct a Public Hearing on Tuesday November 15, 2022 at 6:15 PM both in-person (Ayer Town Hall, 1 Main Street Ayer, MA) and via remote participation for the Town's FY 2023 Tax Classification. At the Public Hearing, the Ayer Board of Assessors shall provide all information and data relevant to making a decision on allocating the tax burden including the fiscal effect on the available alternatives. For Call-In information prior to the hearing, please contact [atm@ayer.ma.us](mailto:atm@ayer.ma.us) or 978-772-8220 x100.

**Date of Public Hearing:** Tuesday November 15, 2022

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

**Location of Public Hearing:** In Person, Ayer Town Hall, 1 Main Street, Ayer, MA

Remote Participation Meeting held on Zoom

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

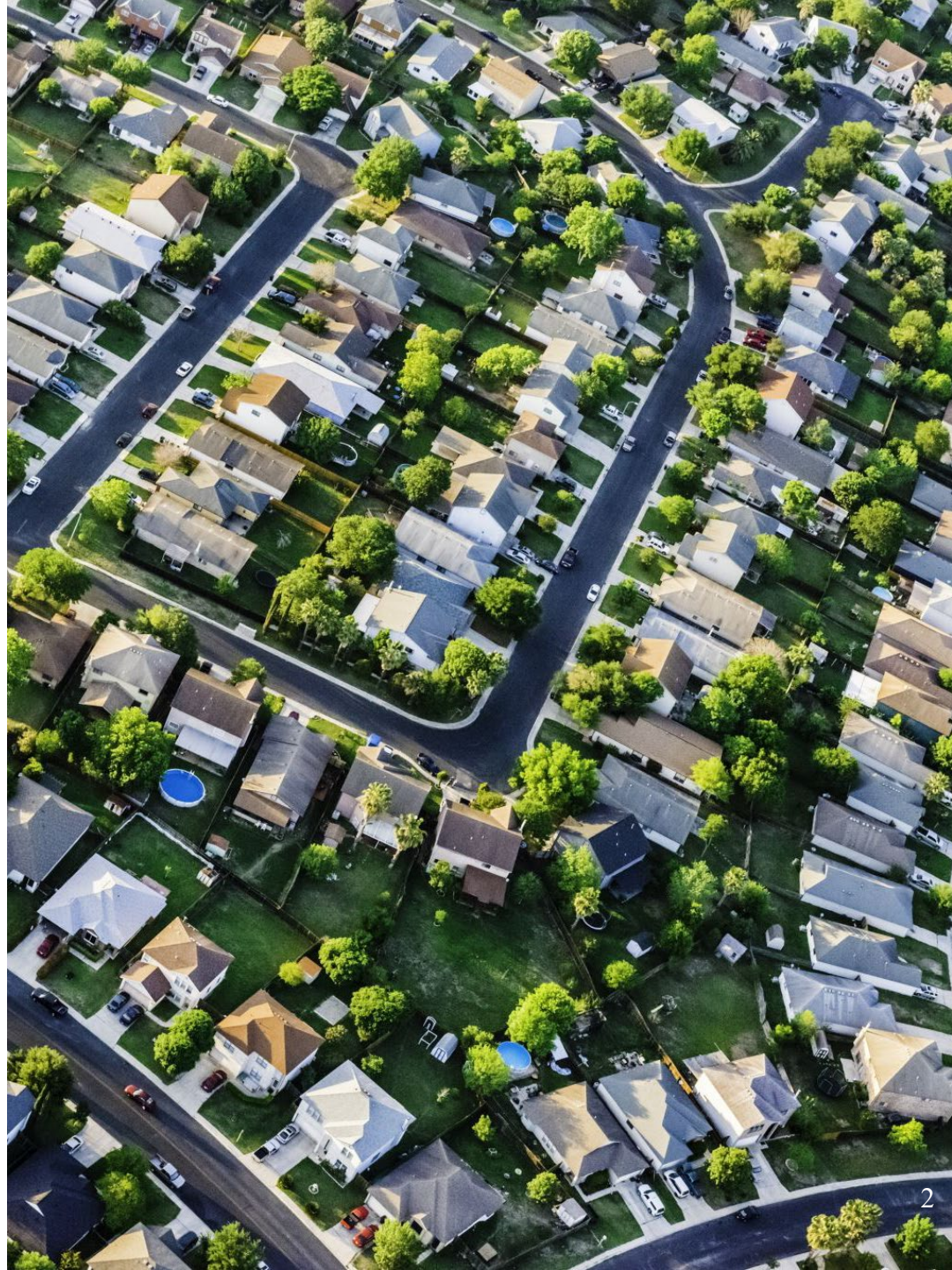


# TOWN OF AYER

FY2023 TAX CLASSIFICATION HEARING  
November 15, 2022

# FISCAL YEAR 2023 TAX CLASSIFICATION HEARING

- The purpose of our tax classification hearing this evening is to adopt a residential factor. I will be asking the Select Board to vote to determine a residential factor which will determine the percentage share of the tax burden to be allocated to each class of property
- There are 5 classes of property:
  - Residential
  - Open Space
  - Commercial
  - Industrial
  - Personal Property





# COMMONLY USED TERMS

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**NEW GROWTH:** Additions to the tax base from new constructions and property improvements. It allows the levy to be increased to cover additional services resulting from new construction.

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**LEVY:** Revenue raised through property taxes.

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**LEVY LIMIT:** Maximum dollar amount a town can raise in a fiscal year. (Prior years levy + 2 ½% + New Growth + Debt Exclusion).

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**EXCESS LEVY CAPACITY:** Difference between the levy and the levy limit.

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**DEBT EXCLUSION :** A temporary increase to the levy to pay for capital projects as voted.

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**CIP:** Class that includes Commercial, Industrial & Personal Property.

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**MINIMUM RESIDENTIAL FACTOR:** The factor represents the minimum percentage the Residential Class must pay.

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# ROLE OF THE ASSESSORS

## Who Determines the Tax Rate?

- The role of the Board of Assessors is to value property for the purpose of equitable taxation based on Fair Market Value by what sales have taken place for the prior calendar year. FY23 was a review of the 2021 sales and the 2020 sales were utilized for classes that had limited sales. This review was in accordance with all guidelines established by the Massachusetts Department of Revenue.
- The Board of Assessors does not set the tax rate.
- The tax rate is determined each year as a result of the amount of money the town and the residents decide to spend at town meeting.
- **Residents who attend the Annual Town Meeting decide what services the town of Ayer provides. These decisions may impact the tax rates.**
- **As of a result the Residents of the Town of Ayer play a role of setting the tax rates.**

### Tax Rate Formula

Tax Levy/The Real & Personal Property Total Value = Proposed Tax Rate

# OPEN SPACE DISCOUNT

## ❖ What is Open Space?

- Land maintained in an open or natural condition which contributes significantly to the benefit and enjoyment of the public.

## ❖ Exclusions:

- Land taxable under the provisions of chapter land.
- Land under a permanent conservation restriction.
- Land held for the production of income.

## ❖ Select Board:

- The Select Board may discount up to 25% of the open space percentage share of the tax levy.



# RESIDENTIAL EXEMPTION

## ❖ What is a Residential Exemption?

- Applied to every residential property which is the principal residence of a taxpayer.
- The exemption is subtracted from the assessed value of eligible parcels.

## ❖ Exclusions:

- Accessory residential land & seasonal homes.
- Non-owner-occupied residential property.

## ❖ Select Board:

- The Select Board may adopt a discount of up to 35% of the average residential valuation.



# SMALL COMMERCIAL EXEMPTION

## ❖ What is a Small Commercial Exemption?

- Designed to provide tax relief for small businesses.
- The tax burden is shifted within the C&I class.

## ❖ Qualifying criteria:

- Eligible properties must be included on the list provided annually to the Assessors by the Development of Labor and Workforce Development.
- Qualifying properties must have a valuation of less than one million dollars and an average annual employment of 10 or fewer people.

## ❖ Select Board:

- The Select Board may adopt an exemption of up to 10% of the value of eligible parcels.

# SMALL COMMERCIAL EXEMPTION (S.C.E.)

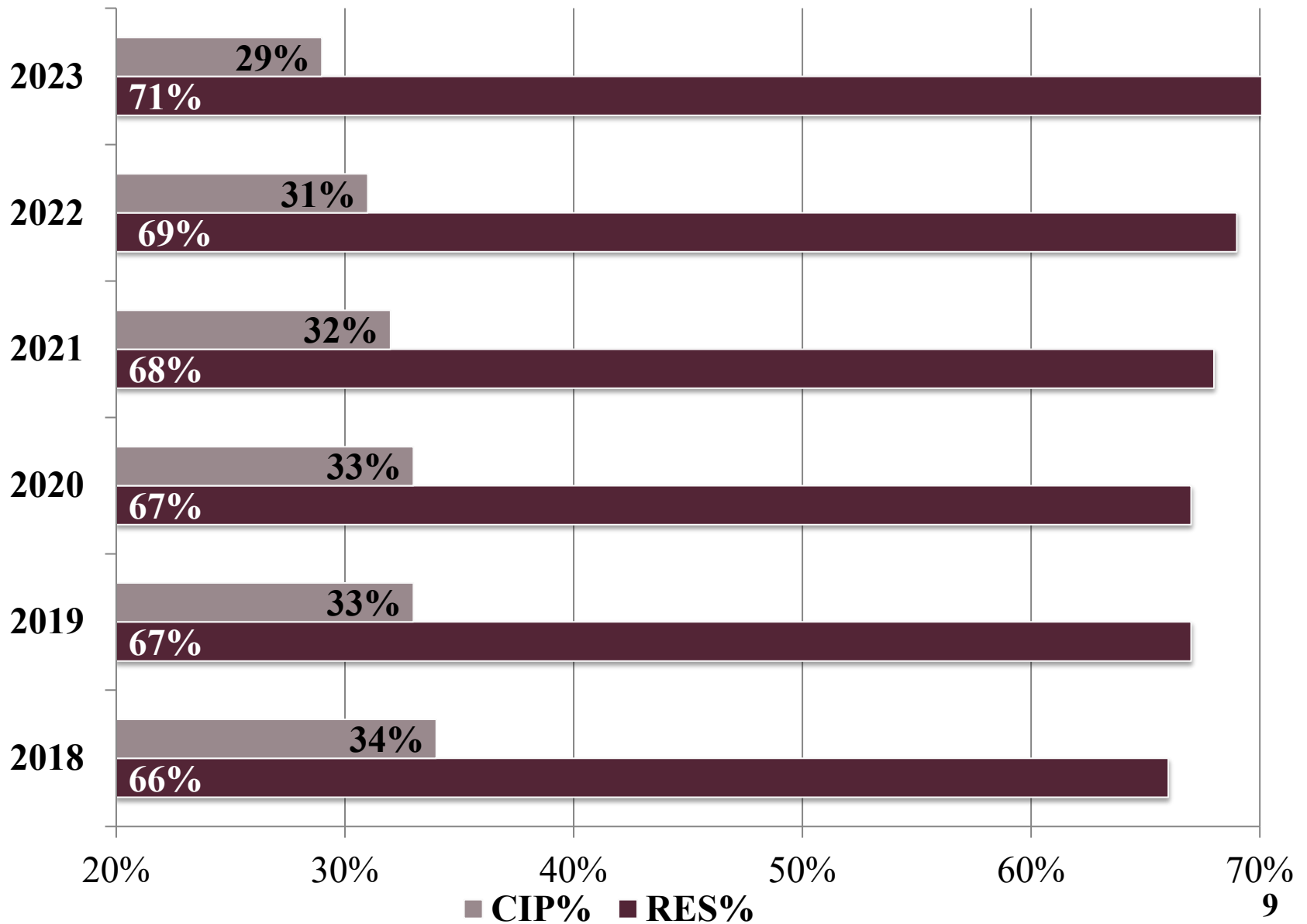
## Pros

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

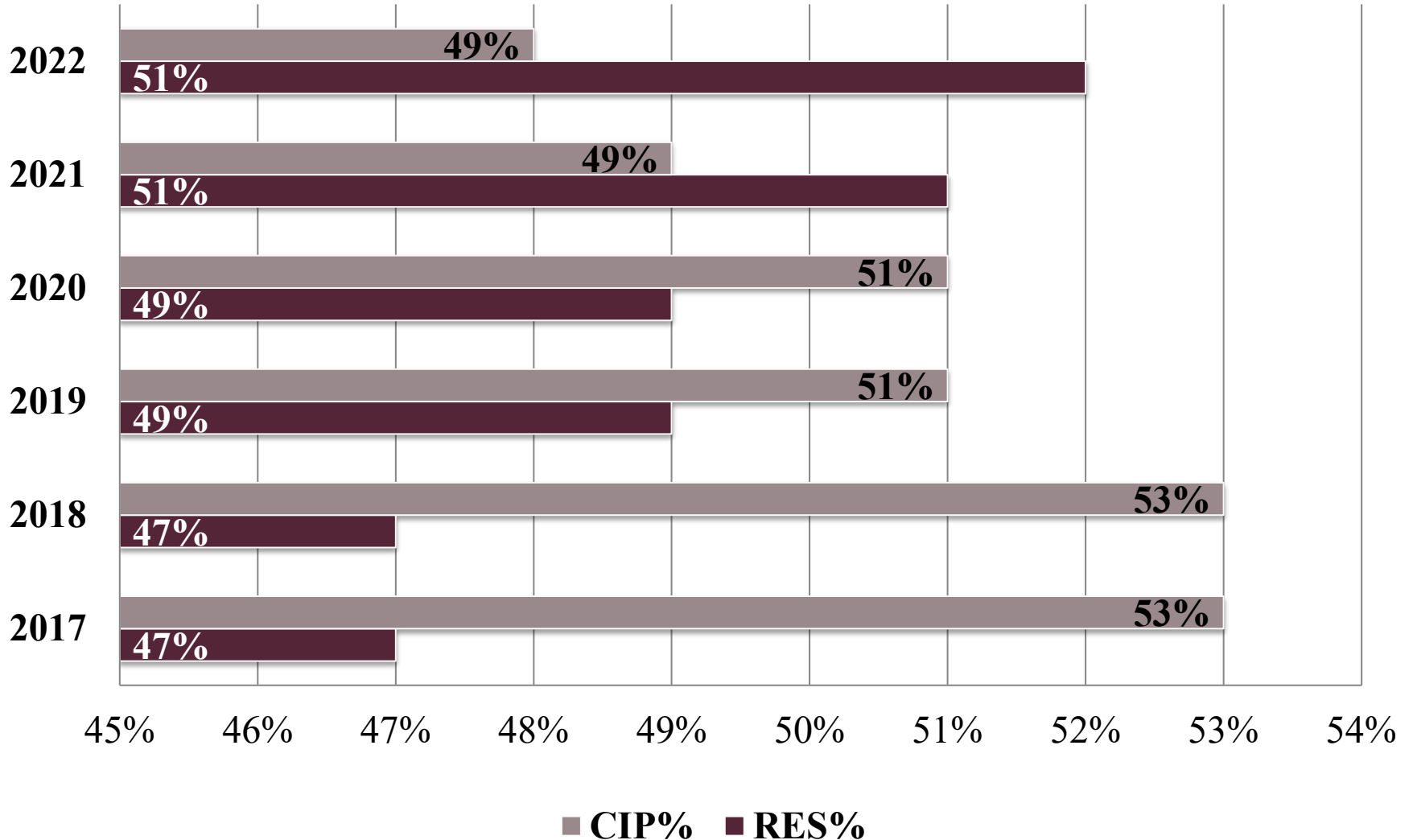
## Cons

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

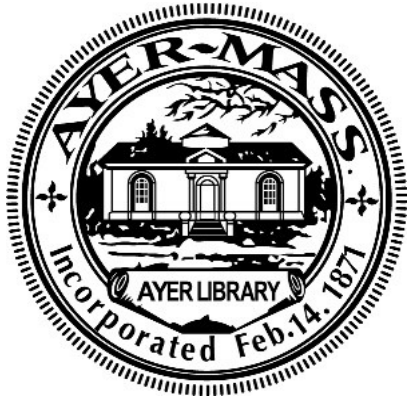
# FY2023 VALUATION PERCENTAGES



# HISTORIC TAX LEVY PERCENTAGES





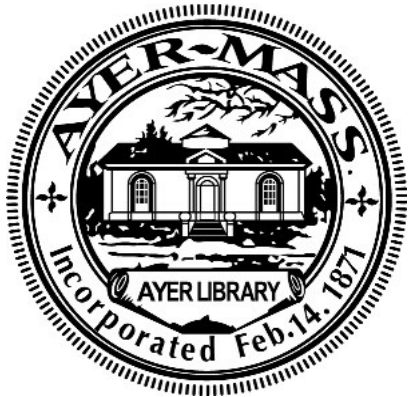


# FY2023 VALUATION SUMMARY

| <u>Class</u>    | <u>Valuation</u>   | <u>Percent</u> | <u>% of Tot. Value</u> |
|-----------------|--------------------|----------------|------------------------|
| Residential     | 1,129,618,443      | 70.6%          | 70.6%                  |
| Commercial      | 138,869,227        | 8.7%           |                        |
| Industrial      | 178,340,400        | 11.1%          |                        |
| Personal        | <u>153,389,430</u> | <u>9.6%</u>    | <u>29.4%</u>           |
| Total Valuation | 1,600,217,500      | 100%           | 100%                   |

FY2022 Total Value  
1,461,991,260  
% Change **↑ 9.5%**

| <u>Property Type</u>     | <u>FY2023</u> | <u>FY2022</u> | <u>%</u> |
|--------------------------|---------------|---------------|----------|
| Avg. Single Family Value | 447,100       | 399,800       | 11.8%    |
| Median Com/Ind Value     | 328,600       | 310,700       | 5.76%    |



# FY2023 TAX LEVY SUMMARY

|                         |                |
|-------------------------|----------------|
| FY2022 Levy Limit       | \$27,927,845 + |
| Increased 2.5%          | \$698,196 +    |
| FY2023 Growth           | \$599,688 +    |
| FY2023 Debt Exclusions  | \$1,242,923 +  |
| FY2023 Maximum Tax Levy | = \$30,468,652 |

|                              |                |
|------------------------------|----------------|
| FY2023 Maximum Tax Levy      | \$30,468,652 - |
| FY2023 Actual Tax Levy Limit | \$27,016,332   |
| Excess Levy Capacity         | = \$3,452,319  |

| TAX LEVY SUMMARY             |                |
|------------------------------|----------------|
| FY2023 Actual Tax Levy Limit | \$27,016,332 - |
| FY2022 Actual Tax Levy       | \$26,338,441   |
| Change (\$)                  | = \$677,891    |
| Levy Change (%)              | 2.57%          |

# FY2023 SINGLE TAX RATE

|                      |                                   |
|----------------------|-----------------------------------|
| FY2023 Tax Levy      | <u>\$27,016,332</u>               |
| FY2023 Valuation     | \$1,600,217,500 × 1,000 = \$16.88 |
| Single Tax Rate 2023 | \$16.88                           |
| Single Tax Rate 2022 | \$18.02                           |
| % Change             | -6.3%                             |

# FY2023 ESTIMATED TAX RATES

| CIP shift<br>Factor | Res.<br>Factor | Cip<br>Levy% | Res<br>Levy% | Res.<br>Tax rate | Cip<br>Tax rate | Avg. Res<br>Bill \$ch | Med. C&i<br>Bill \$ch | Avg. Res<br>Bill %ch | Med. C&i<br>Bill %ch |
|---------------------|----------------|--------------|--------------|------------------|-----------------|-----------------------|-----------------------|----------------------|----------------------|
| 1.00                | 1.000000       | 29.4%        | 70.6%        | \$16.88          | \$16.88         | \$2,181.73            | -\$3,239.83           | 40.7%                | -36.9%               |
| 1.10                | 0.958300       | 32.3%        | 67.7%        | \$16.18          | \$18.57         | \$1,868.76            | -\$2,684.49           | 34.8%                | -30.6%               |
| 1.20                | 0.916700       | 35.3%        | 64.7%        | \$15.48          | \$20.26         | \$1,555.79            | -\$2,129.16           | 29.0%                | -24.2%               |
| 1.30                | 0.875000       | 38.2%        | 61.8%        | \$14.77          | \$21.95         | \$1,238.35            | -\$1,573.83           | 23.1%                | -17.9%               |
| 1.40                | 0.833400       | 41.2%        | 58.8%        | \$14.07          | \$23.64         | \$925.38              | -\$1,018.49           | 17.2%                | -11.6%               |
| 1.50                | 0.791700       | 44.1%        | 55.9%        | \$13.37          | \$25.32         | \$612.41              | -\$466.44             | 11.4%                | -5.3%                |
| 1.55                | 0.770900       | 45.6%        | 54.4%        | \$13.01          | \$26.17         | \$451.46              | -\$187.13             | 8.4%                 | -2.1%                |
| 1.56                | 0.766700       | 45.9%        | 54.1%        | \$12.94          | \$26.34         | \$420.16              | -\$131.27             | 7.8%                 | -1.5%                |
| 1.57                | 0.762500       | 46.2%        | 53.8%        | \$12.87          | \$26.51         | \$388.86              | -\$75.41              | 7.2%                 | -0.9%                |
| 1.58                | 0.758400       | 46.5%        | 53.5%        | \$12.80          | \$26.67         | \$357.56              | -\$22.83              | 6.7%                 | -0.3%                |
| 1.59                | 0.754200       | 46.8%        | 53.2%        | \$12.73          | \$26.84         | \$326.27              | \$33.03               | 6.1%                 | 0.4%                 |
| 1.60                | 0.750000       | 47.1%        | 52.9%        | \$12.66          | \$27.01         | \$294.97              | \$88.89               | 5.5%                 | 1.0%                 |
| 1.61                | 0.745900       | 47.3%        | 52.7%        | \$12.59          | \$27.18         | \$263.67              | \$144.75              | 4.9%                 | 1.6%                 |
| 1.62                | 0.741700       | 47.6%        | 52.4%        | \$12.52          | \$27.35         | \$232.38              | \$200.61              | 4.3%                 | 2.3%                 |
| 1.63                | 0.737500       | 47.9%        | 52.1%        | \$12.45          | \$27.52         | \$201.08              | \$256.48              | 3.7%                 | 2.9%                 |
| 1.64                | 0.733400       | 48.2%        | 51.8%        | \$12.38          | \$27.69         | \$169.78              | \$312.34              | 3.2%                 | 3.6%                 |
| 1.65                | 0.729200       | 48.5%        | 51.5%        | \$12.31          | \$27.86         | \$138.49              | \$368.20              | 2.6%                 | 4.2%                 |
| 1.66                | 0.725000       | 48.8%        | 51.2%        | \$12.24          | \$28.03         | \$107.19              | \$424.06              | 2.0%                 | 4.8%                 |
| 1.67                | 0.720900       | 49.1%        | 50.9%        | \$12.17          | \$28.19         | \$75.89               | \$476.64              | 1.4%                 | 5.4%                 |
| 1.68                | 0.716700       | 49.4%        | 50.6%        | \$12.10          | \$28.36         | \$44.59               | \$532.50              | 0.8%                 | 6.1%                 |
| 1.69                | 0.712500       | 49.7%        | 50.3%        | \$12.03          | \$28.53         | \$13.30               | \$588.36              | 0.2%                 | 6.7%                 |
| 1.70                | 0.708400       | 50.0%        | 50.0%        | \$11.96          | \$28.70         | -\$18.00              | \$644.22              | -0.3%                | 7.3%                 |
| 1.75                | 0.687500       | 51.5%        | 48.5%        | \$11.61          | \$29.54         | -\$174.49             | \$920.25              | -3.3%                | 10.5%                |

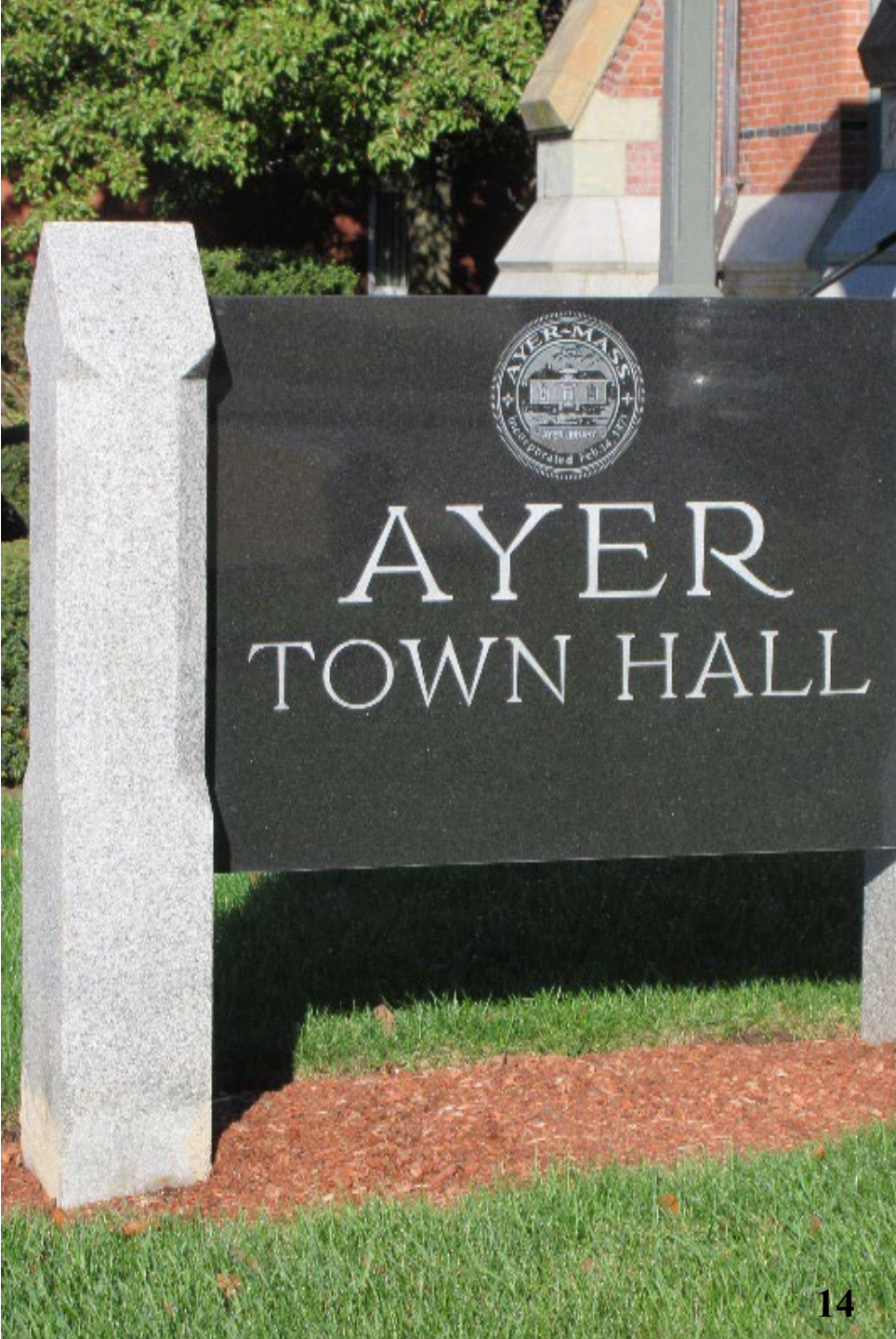
# FY2022 CLASSIFICATION DATA

| <u>Class</u> | <u>Valuation</u>   | <u>%</u>   | <u>Levy%</u> | <u>Tax Rate</u> |
|--------------|--------------------|------------|--------------|-----------------|
| Residential  | 1,009,870,200      | 69%        | 51%          | \$13.42         |
| <u>CIP</u>   | <u>452,121,060</u> | <u>31%</u> | <u>49%</u>   | \$28.28         |
| Totals:      | 1,461,991,260      | 100%       | 100%         |                 |

\* Single Tax Rate \$18.02

\* CIP Shift Factor 1.57

\* Res. Factor 0.744810 (S.B. vote 12/7/21)



# FISCAL YEAR TAX RATE HISTORY

| FISCAL YEAR | RESIDENTIAL TAX RATE | CIP TAX RATE |
|-------------|----------------------|--------------|
| 2023*       | \$12.45              | \$27.52      |
| 2022        | \$13.42              | \$28.28      |
| 2021        | \$14.14              | \$29.17      |
| 2020        | \$14.10              | \$29.57      |
| 2019        | \$13.63              | \$28.80      |

\*2023 Estimated/Proposed Split  
Tax Rates



Any questions? Contact [Imcquade@ayer.ma.us](mailto:Imcquade@ayer.ma.us)  
Thank You! Ayer Board of Assessors

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*(Signature)*

TOWN OF AYER  
TOWN CLERK

10:30am

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



**Calendar Year 2023 Solid Waste (Transfer Station) Rates**

The Ayer Select Board will be conducting a remote and In-Person Public Hearing on Tuesday November 15, 2022 at 6:30 PM. The Select Board, in their legal capacity as the rate-setting authority for the Solid Waste Enterprise Fund (Transfer Station), will hear the report and recommendation(s) of the Town's Rate Review Committee; take public comment(s); and consider approval and adoption of the Calendar Year 2023 Solid Waste (Transfer Station) Rates. For Zoom/Call-In information, please contact Assistant Town Manager, Carly Antonellis at 978-772-8220 x100 or [atm@ayer.ma.us](mailto:atm@ayer.ma.us).

**Date of Public Hearing:** Tuesday November 15, 2022

**Time of Public Hearing:** 6:30 PM

**Location of Public Hearing:** In-Person at Ayer Town Hall, 1 Main Street, Ayer, MA

Remote Participation Meeting held on Zoom

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





# Rate Review Committee Transfer Station Rate Recommendations



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November 15, 2022

Dan Van Schalkwyk, P.E., DPW Director

Town of Ayer, Massachusetts

# Overview

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- Solid Waste Disposal / Transfer Station Operation is an Enterprise Fund
  - Separate accounting
  - Fees and rates charged for solid waste services
- Revenue is primarily based on annual permit sales and “Pay As You Throw” (PAYT) bag sales
- Approximately 40% of the solid waste budget is subsidized by General Fund (taxes)

# Transfer Station Operation

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- Municipal Solid Waste (Trash)
- Recycling (Zero-Sort)
- Food Waste Collection
- Bulk Items
- Yard Waste (Process and Haul to Brush Dump on Bishop Rd)
- Swap Shed
- Book / Textile / Metal Recycling

## Current Fees

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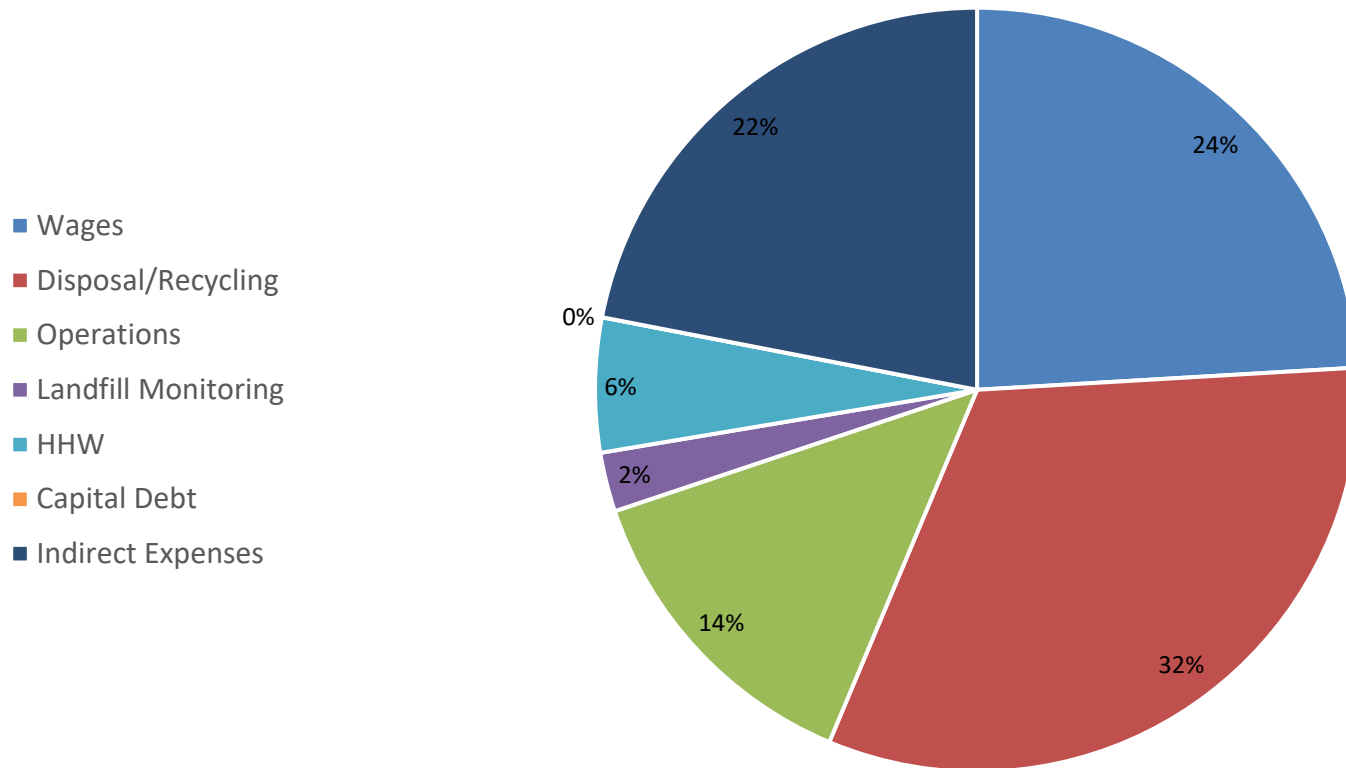
|                       |             |
|-----------------------|-------------|
| Annual Permit:        | \$100.00    |
| Senior Citizen Rate:  | \$60.00     |
| Second Permit:        | \$30.00     |
| One day Permit        | \$15.00     |
| PAYT 15 Gal Trash Bag | \$4.00      |
| PAYT 33 Gal Trash Bag | \$5.00      |
| PAYT 50 Gal Trash Bag | \$6.00      |
| Bulk Tag              | \$5.00 each |

# Current Bulk Items

|                        |                          |
|------------------------|--------------------------|
| TELEVISIONS            | \$15.00                  |
| COMPUTER MONITORS      | \$10.00                  |
| REFRIGERATORS/FREEZERS | \$15.00                  |
| STOVES                 | \$15.00                  |
| WASHERS/DISHWASHERS    | \$15.00                  |
| DRYERS                 | \$15.00                  |
| WATER HEATERS          | \$15.00                  |
| AIR CONDITIONERS       | \$15.00                  |
| EMPTY PROPANE TANKS    | \$ 5.00                  |
| MICROWAVES             | \$ 5.00                  |
| AUTOMOBILE BATTERIES   | \$ 5.00                  |
| MATTRESSES/BOX SPRINGS | \$10.00 (each, any size) |
| FURNITURE: UPHOLSTERED | \$15.00                  |
| WOODEN                 | \$ 5.00                  |
| RUGS                   | \$ 5.00                  |
| TIRES – Passenger Car  | \$ 5.00                  |
| Truck                  | \$ 5.00                  |

# FY23 Solid Waste Budget Breakdown

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# Revenue Needed through Rates

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|                      |                 |
|----------------------|-----------------|
| Total Budget         | \$570,540       |
| General Fund Subsidy | \$160,000       |
| Retained Earnings    | \$ 0            |
| Other Revenue*       | <u>\$32,028</u> |
| Total Revenue needed | \$378,512       |

\*(Solar Lease, Recycling Committee, Recycling Revenue)

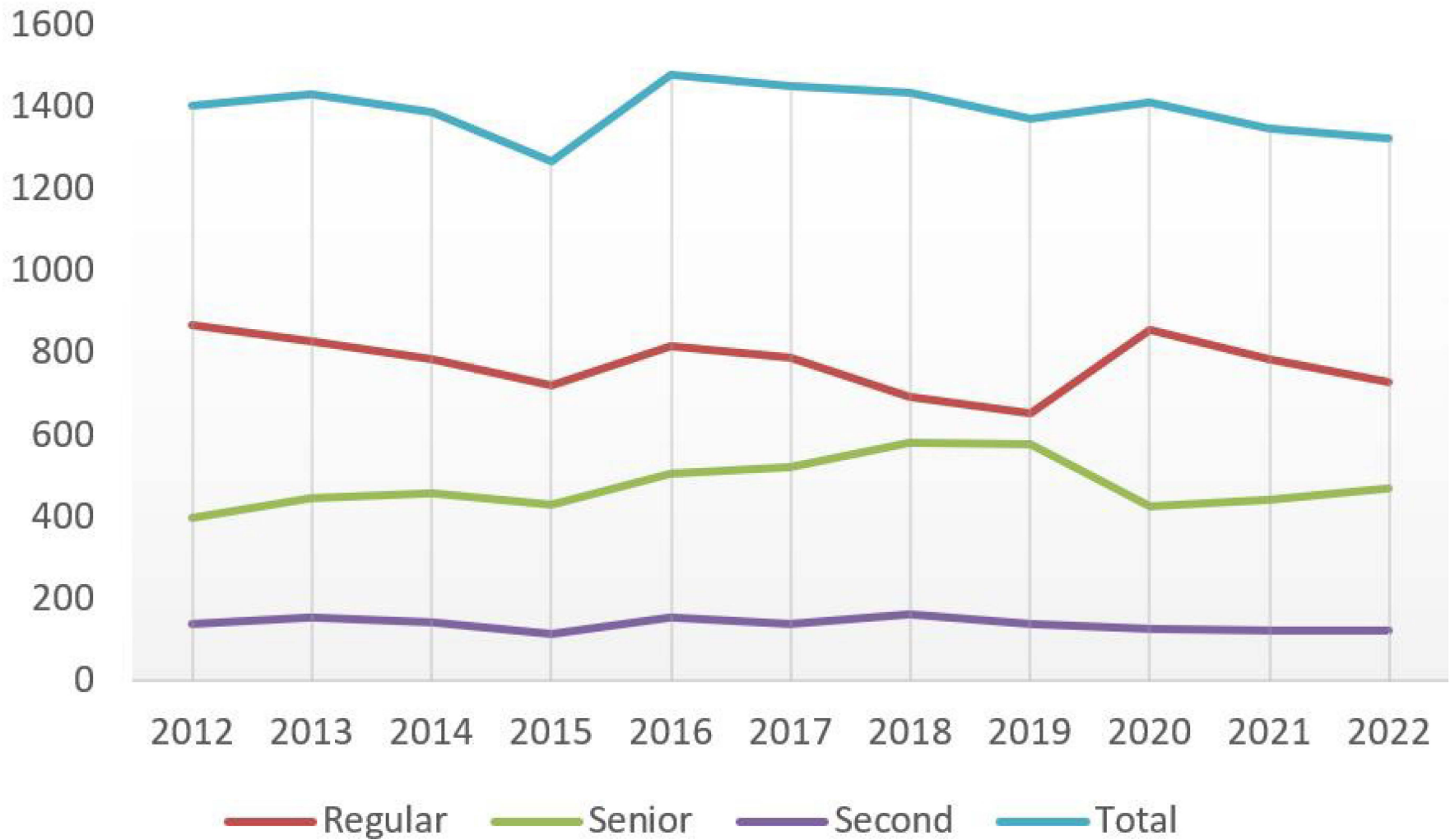
# Notable Budget Considerations

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- Contracts for solid waste disposal and recycling collection have increased due to increased hauling and disposal costs. Contracts expire June 30, 2023 and need to be rebid.
- The recycling commodities market is more favorable than past years, we are paying less to remove recycling
- General cost increases due to inflation
- Discontinuance of mattress acceptance and changes to bulk item fees
- Transfer Station user trends are generally decreasing



# Transfer Station Permits By Group



# Rate Model

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- Rate Model used to estimate revenue generated from permit and bag sales
- Different rate scenarios for increases in permit and PAYT bag fees can easily be evaluated

# Rate and Fee Discussion

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Evaluated 12 different rate scenarios for bag and permit increases:

- No rate scenario can generate the \$378k required
- Recommend supplementing revenue with \$35k from retained earnings, resulting in \$343k sales revenue required
- Current Fees anticipated to generate \$344K, barely enough to meet required sales revenue
  - Recommend increasing regular permit \$5 to generate \$348k

## Evaluated changes to bulk item fees

Note: the Committee also performed an analysis of neighboring town's rates and the concept of shifting fees from bags to stickers.

# Recommendation

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|                                   |                                     |
|-----------------------------------|-------------------------------------|
| Annual Permit (\$5 Increase)      | <del>\$100.00</del> <b>\$105.00</b> |
| Senior Citizen Permit (No Change) | <b>\$60.00</b>                      |
| Second Permit (No Change)         | <b>\$30.00</b>                      |
| One Day Permit (No Change)        | <b>\$15.00</b>                      |
| PAYT15 Gal Trash Bag (No Change)  | <b>\$4.00</b>                       |
| PAYT33 Gal Trash Bag (No Change)  | <b>\$5.00</b>                       |
| PAYT50 Gal Trash Bag (No Change)  | <b>\$6.00</b>                       |
| Bulk Tag (No Change)              | <b>\$5.00</b> each                  |

# Recommended Changes to Bulk Items

|                                   |                                     |         |
|-----------------------------------|-------------------------------------|---------|
| TELEVISIONS                       | <del>\$15.00</del>                  | \$25.00 |
| COMPUTER MONITORS                 | <del>\$10.00</del>                  | \$25.00 |
| REFRIGERATORS/FREEZERS            | <del>\$15.00</del>                  | \$20.00 |
| STOVES                            | \$15.00                             |         |
| WASHERS/DISHWASHERS               | <del>\$15.00</del>                  | \$20.00 |
| DRYERS                            | <del>\$15.00</del>                  | \$20.00 |
| WATER HEATERS                     | <del>\$15.00</del>                  | \$20.00 |
| <b>DEHUMIDIFIERS</b>              | <b>\$20.00</b>                      |         |
| AIR CONDITIONERS                  | <del>\$15.00</del>                  | \$20.00 |
| EMPTY PROPANE TANKS               | <del>\$ 5.00</del>                  | \$10.00 |
| MICROWAVES                        | <del>\$ 5.00</del>                  | \$10.00 |
| AUTOMOBILE BATTERIES              | \$ 5.00                             |         |
| <del>MATTRESSES/BOX SPRINGS</del> | <del>\$10.00 (each, any size)</del> |         |
| FURNITURE: <del>UPHOLSTERED</del> | <del>\$15.00</del>                  | \$20.00 |
| <del>WOODEN</del>                 | <del>\$ 5.00</del>                  |         |
| RUGS                              | <del>\$5.00</del>                   | \$15.00 |
| <b>TOILETS</b>                    | <b>\$ 10.00</b>                     |         |
| TIRES – Passenger Car             | <del>\$ 5.00</del>                  | \$10.00 |
| Truck                             | <del>\$ 5.00</del>                  | \$10.00 |

# Cost to Residents

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## Current Cost

Regular – Permit \$100 plus \$350 (70 medium bags) = \$ 450

Senior – Permit \$60 plus \$100 (25 small bags) = \$ 160

## Proposed Cost

Regular – Permit \$105 plus \$350 (70 medium bags) = \$ 455

Senior – Permit \$60 plus \$100 ( 25 small bags) = \$ 160

- Increase in Regular Permit Fee = 5%
- Increase in Total Cost = 1%

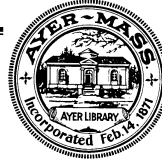
Note: Cost for a resident to hire a private hauler is approximately \$720 per year

# Recent Increases in Fees

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|                |  |
|----------------|--|
| October 2021   | Regular Sticker \$5  |
| March 2021     | Bags \$1.00 each   |
| September 2020 | No Raises  |
| October 2019   | Senior Age change from 60 to 65 and<br>Regular Sticker \$5 |

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



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

## MEMORANDUM

Date: November 8, 2022  
To: Select Board  
From: Dan Van Schalkwyk, P.E., Director  
Kimberly Abraham, Water and Sewer Superintendent  
Subject: **Agenda Items for November 15, 2022, Select Board Meeting**

**1. Mattress and Textile Waste Ban Update**

MassDEP has updated their waste ban regulations to include mattresses and textiles as of November 1, 2022. I will provide a brief update on the impacts to the Transfer Station and guidance for residents seeking to recycle the materials. I've included a brief presentation and informational letter with this memo.



## **Transfer Station Notice - Mattresses, Box Springs, and Textiles No Longer Accepted as Trash starting November 1st**

As of Tuesday, November 1, 2022, revisions to the MassDEP waste ban will go into effect that no longer allow mattresses/box springs and textiles in the waste stream (i.e., as trash). The items have to be recycled.

### **Why is the State Banning Mattresses/Box Springs and Textiles from the Waste Stream?**

MassDEP's 2030 Solid Waste Master Plan establishes goals to reduce trash disposal statewide by 30 percent (from 5.7 million tons in 2018 to 4 million tons in 2030) over the next decade. Among its strategies for reaching these objectives, MassDEP will expand its current waste disposal bans by adding mattresses to the list of materials banned from disposal or transport for disposal in Massachusetts.

The State's landfills and combustion facilities have limited and diminishing capacity and the State is targeting textiles and mattresses because of the impact they will have when taken out of the waste stream. Mattresses are bulky and hard to dispose of and the State estimates approximately 17,000 tons per year can be removed from the waste stream from the ban. Similarly, approximately 95% of the 230,000 tons of textiles disposed of per year could be reused or recycled. This will reduce the waste burden on landfills and combustion facilities.

### **How does this impact the Ayer Transfer Station?**

Currently, the Ayer Transfer Station accepts mattresses/box springs and textiles. Mattresses/Box Springs are accepted as a bulk item and disposed of as trash. Textiles are accepted in donation containers. **Due to the new Waste Ban, the Transfer Station will no longer accept mattresses/box springs on and after November 1, 2022. The final day to dispose of a mattress/box spring at the Transfer Station will be Sunday, October 30, 2022.** The Transfer Station will continue accepting textiles in the donation containers.

## **MATTRESS/BOX SPRING ACCEPTANCE**



**ENDS OCTOBER 30TH**

**Current Options to Recycle Mattresses/Box Springs after November 1, 2022:**

When purchasing a new mattress, ask the retailer to collect your old one. If you do not have a mattress purchase or if the retailer does not provide this service, schedule drop off with a Mattress Recycling Vendor, some vendors also offer pickup. The nearest facilities are:

**UTECH**, Lowell, MA: <https://utecinc.org/mattress-recycling/>

**Tough Stuff Recycling**, Fitchburg, MA: <https://toughstuffrecycling.com/services-provided/>

**Raw Material Recovery**, Gardner, MA: <http://www.rawmatrec.com/>

**Green Mattress**, Milford, MA: <https://www.greenmattressco.com/services>

Additional Transfer Station information is available at [www.ayer.ma.us/transfer-station](http://www.ayer.ma.us/transfer-station)

If you have any questions, please call the DPW at 978-772-8240

# MassDEP Waste Ban – Mattresses/Textiles

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## WHAT HAPPENED?

- As of Tuesday, November 1, 2022, revisions to the MassDEP waste ban went into effect, items added include:
  - Mattresses/box springs
  - Textiles
  - Updated thresholds to commercial organics

**MATTRESS/BOX SPRING ACCEPTANCE**



**ENDS OCTOBER 30TH**

# MassDEP Waste Ban – Mattresses/Textiles

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## WHY?

- MassDEP's 2030 Solid Waste Master Plan goals to reduce trash disposal statewide by 30% (from 5.7 million tons in 2018 to 4 million tons in 2030)
- Diminishing capacity at Commonwealth's landfills and combustion facilities
- Impact of removing mattresses and textiles:
  - Estimate >200,000 tons per year removed from waste stream

# MassDEP Waste Ban – Mattresses/Textiles

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## **HOW DOES THIS IMPACT THE TRANSFER STATION?**

- Mattresses and box springs can no longer be accepted at the Transfer Station at this time
- Textiles can continue to be accepted in the donation containers

# Information about Textiles

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- Textiles = “clothing, footwear, bedding, towels, curtains, fabric, and similar products, except for textiles that are contaminated with mold, bodily fluids, insects, oil, or hazardous substances.”
- Textiles go into donation containers
  - They never go into the recycling stream.
  - They do not belong in the trash, unless they are contaminated.
- Textiles aren’t “recycled” the same way as cans, bottles, and paper. They must be separated and handled by organizations that know how to sort them for three types of use: resale as second-hand clothing; cutting into shop rags; and shredding into fiber for insulation, carpet padding, and soundproofing.

# Information about Mattresses/Box Springs

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## **HOW CAN A RESIDENT RECYCLE A MATTRESS/BOX SPRING?**

When purchasing a new mattress, ask the retailer to collect your old one. If you do not have a mattress purchase or if the retailer does not provide this service, schedule drop off with a Mattress Recycling Vendor, some vendors also offer pickup. The nearest facilities are:

**UTECH**, Lowell, MA: <https://utecinc.org/mattress-recycling/>

**Tough Stuff Recycling**, Fitchburg, MA: <https://toughstuffrecycling.com/services-provided/>

**Raw Material Recovery**, Gardner, MA: <http://www.rawmatrec.com/>

**Green Mattress**, Milford, MA: <https://www.greenmattressco.com/services>

# Information about Mattresses/Box Springs

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## **FUTURE:**

- DPW is reviewing its operations and potential to add mattress/box spring recycling
- Potential for one day event(s) for mattresses/box springs



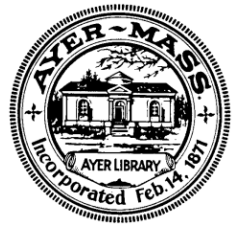
# Helpful Information

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- Ayer Town website: <https://www.ayer.ma.us/transfer-station/>
- Recyclopedia (Can I recycle it?): <https://recyclesmartma.org/>
- MassDEP: <https://www.mass.gov/guides/massdep-waste-disposal-bans>

**Office of the Select Board  
Office of the Town Manager**

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

**MEMORANDUM**

**DATE:** November 10, 2022

**TO:** Ayer Select Board

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

**SUBJECT: Town Manager's Report for the November 15, 2022 Ayer Select Board Meeting**

Dear Honorable Select Board Members,

I am pleased to transmit to you the following Town Manager's Report for the November 15, 2022 Select Board Meeting. If you have any questions prior to the meeting, please do not hesitate to contact me directly. Thank you.

**Administrative Update/Review of Town Warrant(s):**

- At the meeting I will provide a brief Administrative Update on the various activities, initiatives, and projects of the Town since the Select Board last met on November 1, 2022.
- I have reviewed, approved, and signed the following Town Warrants since the Select Board last met on November 1, 2022:

Payroll Warrant #23-09 in the amount of \$385,275.22 was reviewed, approved, and signed on November 1, 2022.

Accounts Payable Warrant #23-09 in the amount of \$852,684.36 was reviewed, approved, and signed on November 9, 2022.

Thank you.



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

*Broadcast and Recorded by APAC*

**November 1, 2022**  
**Open Session Meeting Minutes**

**SB Present:** Jannice L. Livingston, Chair; Scott A. Houde, Clerk

**SB Absent:** Shaun C. Copeland, Vice-Chair

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

**Call to Order:** J. Livingston called the meeting to order at 6:00 PM. J. Livingston stated that this meeting/hearing of the Ayer Select Board will be held in-person at the location provided on this notice. Members of the public are welcome to attend this in-person meeting. Please note that while an option for remote attendance and/or participation via Zoom is being provided as a courtesy to the public, the meeting/hearing will not be suspended or terminated if technological problems interrupt the virtual broadcast, unless otherwise required by law. Members of the public with particular interest in a specific item on this agenda should make plans for in-person vs. virtual attendance accordingly. This meeting will be live on Zoom and Channel 8. The public may access the proceedings by joining Zoom (Meeting ID# 897 9080 0793) or by calling (929-205-6099).

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

**Approval of Meeting Agenda:** J. Livingston asked to add Devens Jurisdictional Framework Committee Update under New Business.

**Motion:** A motion was made by S. Houde and seconded by J. Livingston to approve the meeting agenda, as amended. **Motion passed 2-0.**

**Announcements:**

- J. Livingston stated that on Thursday October 27, 2022, Senator Eldridge and Rep. Sena presented the Town of Ayer with a check in the amount of \$100,000 for the Pirone Park Kiddie Junction Remediation Project. This funding came from an earmark in FY '23 state budget. Thank you to both Senator Eldridge and Rep. Sena.
- The long-awaited Ribbon Cutting at Depot Square Park will take place on Monday November 7 at 10:00 AM. Please join us at Depot Square Park to celebrate. Please park your car in the Nashua River Rail Trail Parking Deck, located at 3 Groton Street, free of charge.

**Public Input:** None

**Change of Manager Request – Global Montello Group Corp. d/b/a Alltown Fresh Ayer– 28 Harvard Road, Ayer, MA 01432:** Attorney Jon Aieta and Mr. Patrick Joslin were in attendance. Alltown Fresh Ayer is seeking to change their Manager of Record from Jonathan Cantillion to Patrick Joslin. C. Antonellis stated that all departments have reviewed the request and there were no issues.

**Motion:** A motion was made by S. Houde and seconded by J. Livingston to approve the Change of Manager request for Global Montello Group Corp as requested. **Motion passed 2-0.**

**Mr. Irving Rockwood - Sandy Pond Schoolhouse Update:** Irving Rockwood stated that a new roof has been installed and it was done to conform to Dept. of the Interior standards for a historic building. The Sandy Pond School Association is working to make the building accessible and usable. They have been working with Page Hilltop Elementary School to coordinate a curriculum for third or fifth graders for classes to take place in the Sandy Pond School. The next phase of the project is to upgrade the washroom, new plumbing and windows and the creation of an accessible entrance and walkway on the rear side of the school. The building comfortably holds 30-35 people.

**Dan Van Schalkwyk, Director, Dept. of Public Works - Drought and Water Supply Status Update:** Dan Van Schalkwyk referenced a memo in the packet on the 2022 Drought Status. He is recommending that the Board move to lift the current State of Water Supply Conservation that was authorized on August 4, 2022.

**Motion:** A motion was made by S. Houde and seconded J. Livingston to lift the current State of Water Supply Conservation that was authorized on August 4, 2022. **Motion passed 2-0.**

**Town Manager's Report - Administrative Update/Review of Town Warrant(s):** R. Pontbriand provided a brief Administrative Update to the Select Board on the various activities, initiatives, and projects of the Town since the Select Board last met and referenced the Town Warrants that are in the Select Board's packet that were approved since the Select Board last met. He noted that all the FY '24 Capital Budget requests have been submitted. The Rate Review Committee will be making a recommendation to the Select Board at their next meeting. The Town Hall roof repair capital project is underway. The Social Worker job posting has been posted but no resumes have been received to date. The Treasurer/Tax Collector position is also posted. He noted that the Town did not receive any qualified applicants for the IT Director position and will repost the position. The Bi-Board continues to work on the Town's Financial Policies. He stated that the Friends of the Nashua River Rail Trail will be conducting a site visit soon to look at problem areas on the trail. R. Pontbriand noted that the license renewal process is underway. C. Antonellis asked the SB what they would like to do this year in relation to fees. For the past two years, the SB has waived the license fees by 75%. S. Houde and J. Livingston agreed that they are willing to do a reduction, but gradually increase it to a 50% reduction.

**Motion:** A motion was made by J. Livingston and seconded by S. Houde to reduce the Select Board annual license fees by 50%. **Motion passed 2-0.**

*Appointments* – R. Pontbriand is respectfully recommending that the SB vote to appoint Amanda Lewis, Benefits & Payroll Manager, as the Town of Ayer's Primary Representative to the Minuteman Nashoba Health Group.

**Motion:** A motion was made by S. Houde and seconded by J. Livingston to appoint Ms. Amanda Lewis as the Town of Ayer's primary representative on the Minuteman Nashoba Health Group. **Motion passed 2-0.**

R. Pontbriand is also recommending that the SB vote to appoint Onyinyechi Njoku of Ayer to a three year term on the Ayer Cultural Council to expire on June 30, 2025. **Motion passed 2-0.**

**New Business/Select Board Member Questions:** J. Livingston gave an update on the status of the Devens Jurisdiction Framework Committee. She advised that the Framework Committee on her recommendation and motion at the last meeting will be moving to quarterly meetings and that the

meetings will rotate their location alphabetically starting with Ayer in January and then moving to Harvard then to Shirley, and of course the DEC or MassDevelopment can also host one on Devens. She stated the plan is for the meeting in Ayer to take place on January 11, 2023 at 3:00 PM in the First Floor Meeting of the Ayer Town Hall. She also advised that she attended the MassDevelopment Board of Directors Meeting in October and on behalf of the Devens Jurisdiction Framework Committee read a statement to the Board of Directors stressing the importance of the disposition of Devens and the importance of MassDevelopment being back at the table. She further stated that Alan Manoian, Director of Community and Economic Development is working on putting together a public forum for after the holidays to get Ayer's local interest and local efforts with disposition re-energized.

**Approval of Meeting Minutes:** A motion was made by S. Houde and seconded by J. Livingston to approve the meeting minutes from September 20, 2022 and October 4, 2022. **Motion passed 2-0.**

**Adjournment:** A motion was made by S. Copeland and seconded by J. Livingston to adjourn at 6:45 PM. **Motion passed 2-0.**

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

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

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

DRAFT