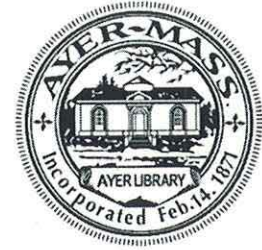


RECEIVED  
SEP 15 2023

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



11:55am  
TOWN OF AYER  
TOWN CLERK

**Tuesday September 19, 2023**  
**Open Session Meeting Agenda**

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

6:00 PM

**Call to Order**

Pledge of Allegiance; Review and Approve Agenda; Announcements

**Moment of Silence in Remembrance of Chief Paul Fillebrown, Sr., Ret.**

**Public Input**

6:05 PM\*

**Application for Common Victualler's License and Entertainment License**

Pleasant Café Inc. of Ayer – 7 Depot Square

6:10 PM

**Barbara Tierney, Finance Director – Treasurer/Tax Collector**

Approval of General Obligation Municipal Purpose Loan of 2023 Bonds

6:15 PM

**Alicia Hersey, Program Manager, Community Development**

1. Approval of Request to Apply for FY '24 CDBG Housing Rehabilitation Program
2. Approval of Housing Rehabilitation Program Income for General Use in Housing Rehabilitation Program
3. Letter of Support for 65 Fitchburg Road, NOAH, 40B Affordable Housing Project

6:20 PM

**Alan Manoian, Director of Community and Economic Development**

Authorization of UDAG Portion of FY 2024 AOCED Office Budget

6:25 PM

**Dan Van Schalkwyk, Director, Department of Public Works**

1. Award of Sandy Pond Road Sanitary Sewer Rehabilitation Project
2. Water Supply Update

6:30 PM

**Chief Brian Gill, Ayer Police Department**

Update on Proposed Bylaw Amendments for Fall Special Town Meeting: Animal Control Bylaw and Transient Merchant Bylaw

6:40 PM

**Town Manager's Report**

1. Administrative Update/Review of Warrants
2. Appointment(s)
3. Update on State's Migrant Shelter
4. FY '25 Budget Process Discussion and DRAFT FY '25 Budget Schedule
5. Update on 2023 Fall Special Town Meeting Warrant
6. Funding for the Library Boiler Replacement

*The next regularly scheduled meeting of the Ayer Select Board will be held on Tuesday October 3, 2023 at 6:00 PM, both in-person and via Zoom.*

7:00 PM

New Business/Select Board Member Questions

7:05 PM

Adjournment

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

*The next regularly scheduled meeting of the Ayer Select Board will be held on Tuesday October 3, 2023 at 6:00 PM, both in-person and via Zoom.*

---

RECEIVED

SEP 05 2023

TOWN OF AYER  
OFFICE OF THE SELECT BOARD

OFFICE OF THE SELECT BOARD  
TOWN OF AYER, MA



APPLICATION FOR COMMON VICTUALLER'S LICENSE

Application is hereby made for a Common Victualler's License

NAME OF APPLICANT: Frank Dzekal

COMPANY NAME: The Pleasant Cafe

COMPANY ADDRESS: 7 Depot Square

TYPE OF BUSINESS: Restaurant

NAME OF PARTNERS: Frank Dzekal

DESCRIPTION OF PREMISE: (Use back side if necessary)

Ground level restaurant with full kitchen, outdoor seating, basement storage and second floor office.

APPLICANT'S SIGNATURE: Frank Dzekal DATE: 9.5.23

ADDRESS: [REDACTED]  
TELEPHONE #: [REDACTED]

Selectmen's Meeting Date: \_\_\_\_\_

FEE: \$50.00 Cash, Check or Money Order Payable to the Town of Ayer

9/5/23  
Date Fee Received

paid check (enc)  
Payment Type

FOOD PROTECTION MANAGER LICENSE: Please attach copy

[REDACTED]  
License Number

1/10/22  
Date of Issue

TAX COLLECTOR:

I certify that applicant is current on all local taxes, assessments, betterments or any other municipal charges.

Barbara Tenney  
Treasurer/Tax Collector

9/15/23  
Date

**ServSafe**  
National Restaurant Association

# ServSafe® CERTIFICATION

## FRANK DZERKACZ

for successfully completing the standards set forth for the ServSafe® Food Protection Manager Certification Examination, which is accredited by the American National Standards Institute (ANSI)-Conference for Food Protection (CFP).

[REDACTED]

CERTIFICATE NUMBER

10776

EXAM FORM NUMBER

1/10/2022

1/10/2027

DATE OF EXAMINATION

DATE OF EXPIRATION

Local laws apply. Check with your local regulatory agency for recertification requirements.



#0655

Sherman Brown  
Executive Vice President, National Restaurant Association Solutions



In accordance with Maritime Labour Convention 2006, Resolution ADMIN.068/2010 (Regulation 2.2 standard A3/2):

©2017 National Restaurant Association Educational Foundation (NRAEF). All rights reserved. ServSafe® and the ServSafe logo are trademarks of the NRAEF, National Restaurant Association® and the arc design are trademarks of the National Restaurant Association.

Contact us with questions at 233 S. Wacker Drive, Suite 3600, Chicago, IL 60606-6383 or ServSafe@restaurant.org.



**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](http://www.ayer.ma.us)

**ENTERTAINMENT LICENSE APPLICATION**

Name of Applicant: Pleasant Cafe Inc of Ayer Frank Dzelkacz  
Address of Applicant: 7 Depot Square  
E-mail: \_\_\_\_\_  
Business Name: Pleasant Cafe Inc of Ayer  
Business Address: 7 Depot Square  
Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Description of Entertainment: Acoustic Bands / DJ / Karaoke  
Days/Hours of Entertainment: MON - SUN during all hours of operation

(Floor Plan/Site Plan/Parking Plan must be submitted with application)

Floor Plan: \_\_\_\_\_ Parking Plan: \_\_\_\_\_ Site Plan: \_\_\_\_\_

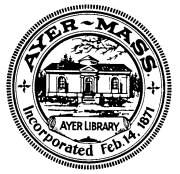
I the undersigned, state that the information provided in this application, and associated documents, are true and accurate to the best of my knowledge. I certify under penalties of perjury, that all taxes, fees and fines owned to the Commonwealth of Massachusetts and the Town of Ayer have been paid.

Frank Dzelkacz  
Applicant's Signature

9.5.23  
Date

# Town of Ayer

## Treasurer/Tax Collectors Office



1 Main Street – Ayer, Massachusetts – 01432

**Barbara Tierney, CMMT, CMMC Finance Manager-Treasurer/Tax Collector**

**Natalie Goodwin, Assistant Treasurer/Tax Collector**

**Michelle Bishara, Finance Assistant**

Tel: (978) 772-8220 EXT 152

Fax: (978) 772-3017

### MEMORANDUM

September 14, 2023

To: Robert Pontbriand, Town Manager

From: Barbara Tierney,  
Finance Manager-Treasurer/Tax Collector

**Re: General Obligation Municipal Purpose Loan of 2023 Bonds**

Dear Robert,

On September 13, 2023, the Town of Ayer received competitive bids for a \$11,050,000 BOND, net of premium. This issue includes the West Main Street Bridge amongst a variety of other capital projects.

Raymond James & Associates Inc. is the winning bidder awarding a net premium of \$802,568.60 and a net interest cost of 3.45%

The Town of Ayer maintains an S&P, AA+ Bond rating, issued in 2023. This favorable rating is primarily due to the Town's good financial policies, strong management, and strong budget flexibility, and liquidity.

The next step is to have the Select Board kindly approve, by vote, the bond at the September 19, 2023, meeting.

The suggested motion is *"I move that the Select Board vote to approve the sale of \$11,050,000 General Obligation Municipal Purpose Loan of 2023 Bonds of the Town dated October 11, 2023,(the Bonds), to Raymond James & Associates Inc., at the price of \$11,852,568.60 and accrued interest, if any, is hereby approved and confirmed. The enclosed vote will be signed by the Clerk and incorporated into the meeting minutes, as presented in this meeting."*

All other documentation will be provided to the Select Board, at the meeting, for signatures.

**Attachment:** \$11,050,000 Vote, to be signed by the Select Board Clerk after approval.

VOTE OF THE SELECT BOARD

I, the Clerk of the Select Board of the Town of Ayer, Massachusetts (the “Town”), certify that at a meeting of the board held September 19, 2023, of which meeting all members of the board were duly notified and at which a quorum was present, the following votes were unanimously passed, all of which appear upon the official record of the board in my custody:

Voted: that the sale of the \$11,050,000 General Obligation Municipal Purpose Loan of 2023 Bonds of the Town dated October 11, 2023 (the “Bonds”), to Raymond James & Associates, Inc. at the price of \$11,852,568.60 and accrued interest, if any, is hereby approved and confirmed. The Bonds shall be payable on October 1 of the years and in the principal amounts and bear interest at the respective rates, as follows:

<u>Year</u>	<u>Amount</u>	<u>Interest Rate</u>	<u>Year</u>	<u>Amount</u>	<u>Interest Rate</u>
2024	\$725,000	5.00%	2034	\$515,000	5.00%
2025	705,000	5.00	2035	515,000	4.00
2026	690,000	5.00	2036	515,000	4.00
2027	685,000	5.00	2037	515,000	4.00
2028	660,000	5.00	2038	435,000	4.00
2029	620,000	5.00	2039	420,000	4.00
2030	610,000	5.00	2040	420,000	4.00
2031	605,000	5.00	2041	415,000	4.00
2032	595,000	5.00	2042	415,000	4.00
2033	575,000	5.00	2043	415,000	4.00

Further Voted: that in connection with the marketing and sale of the Bonds, the preparation and distribution of a Notice of Sale and Preliminary Official Statement dated August 30, 2023, and a final Official Statement dated September 13, 2023 (the “Official Statement”), each in such form as may be approved by the Town Treasurer, be and hereby are ratified, confirmed, approved and adopted.

Further Voted: that the Bonds shall be subject to redemption, at the option of the Town, upon such terms and conditions as are set forth in the Official Statement.

Further Voted: that the Town Treasurer and the Select Board be, and hereby are, authorized to execute and deliver a continuing disclosure undertaking in compliance with SEC Rule 15c2-12 in such form as may be approved by bond counsel to the Town, which undertaking shall be incorporated by reference in the Bonds for the benefit of the holders of the Bonds from time to time.

Further Voted: that we authorize and direct the Town Treasurer to establish post issuance federal tax compliance procedures and continuing disclosure procedures in such forms as the Town Treasurer and bond counsel deem sufficient, or if such procedures are currently in place, to review and update said procedures, in order to monitor and maintain the tax-exempt status of the Bonds and to comply with relevant securities laws.

Further Voted: that any certificates or documents relating to the Bonds (collectively, the “Documents”), may be executed in several counterparts, each of which shall be regarded as an original and all of which shall constitute one and the same document; delivery of an executed counterpart of a signature page to a Document by electronic mail in a “.pdf” file or by other electronic transmission shall be as effective as delivery of a manually executed counterpart signature page to such Document; and electronic signatures on any of the Documents shall be deemed original signatures for the purposes of the Documents and all matters relating thereto, having the same legal effect as original signatures.

Further Voted: that each member of the Select Board, the Town Clerk and the Town Treasurer be and hereby are, authorized to take any and all such actions, and execute and deliver such certificates, receipts or other documents as may be determined by them, or any of them, to be necessary or convenient to carry into effect the provisions of the foregoing votes.

I further certify that the votes were taken at a meeting open to the public, that no vote was taken by secret ballot, that a notice stating the place, date, time and agenda for the meeting (which agenda included the adoption of the above votes) was filed with the Town Clerk and a copy thereof posted in a manner conspicuously visible to the public at all hours in or on the municipal building that the office of the Town Clerk is located or, if applicable, in accordance with an alternative method of notice prescribed or approved by the Attorney General as set forth in 940 CMR 29.03(2)(b), at least 48 hours, not including Saturdays, Sundays and legal holidays, prior to the time of the meeting and remained so posted at the time of the meeting, that no deliberations or decision in connection with the sale of the Bonds were taken in executive session, all in accordance with G.L. c.30A, §§18-25, as amended.

Dated: September 19, 2023

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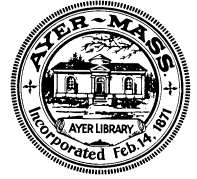
Clerk of the Select Board



# Town of Ayer

## Office of Community & Economic Development

Town Hall ♦ One Main Street ♦ Ayer, MA 01432 ♦ 978-772-8200 ♦ Ext. 142



TO: Ayer Select Board

FR: Alicia Hersey, Community Development, Program Manager  
Alan S. Manoian, Community & Economic Development, Director

RE: Ayer Housing Rehabilitation Program & 65 Fitchburg Road, letter of Support

Cc: Robert Pontbriand, Town Manager  
Carly Antonellis, Assistant Town Manager

DT: September 8, 2023

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The Ayer Office of Community & Economic Development requests the Ayer Select Board's support of our pursuit of a FY24 CDBG grant for the Town's Housing Rehabilitation Program. Ayer's Office of Community & Economic Development is planning to hold the required Public Hearing for this grant application process on November 2<sup>nd</sup> at 6:00 pm.

**Request the Select Board approve the Ayer Office of Community Development pursuit of a CDBG grant for the Ayer Housing Rehabilitation Program.**

The Town of Ayer Housing Rehabilitation Program Income currently has a balance of \$48,816. This fund has been used in the past for **emergency** home repair through the Housing Rehabilitation Program. The Office of Community & Economic Development is recommending that we designate these funds for the Town's Housing Rehabilitation Program in general and not just emergency rehabilitation. This would allow us to Rehab the next property on our wait list.

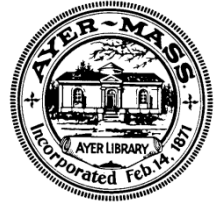
**Request the Select Board approve the Ayer Housing Rehabilitation Program Income to be used for general use in the Ayer Housing Rehabilitation Program.**

The Ayer Office of Community & Economic Development has received a request for a letter of Support from the Ayer Select Board, regarding a waiver from the State Appraisal Requirement of the purchase price of the property for the Affordable Housing project, (40B) at 65 Fitchburg Road, being developed by NOAH (Neighborhood of Affordable Housing). This appraisal requirement affects the non-profit, NOAH's eligibility to qualify for housing subsidies through the State's Tax credit program, ultimately allowing them to qualify for the 30% AMI low-income unit subsidies. The Office of Community & Economic Development has submitted a draft letter of Support for the Select Boards review.

**Request the Select Board review, edited and approve the letter of Support for a waiver from the State's appraisal process for NOAH project at 65 Fitchburg Road.**

**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](http://www.ayer.ma.us)

September 19, 2023

Kate Racer  
Executive Office of Housing and Livable Communities  
100 Cambridge Street, Suite 300  
Boston, Massachusetts 02114

RE: **Request for Waiver from Appraisal Requirement**  
Applicant: Neighborhood of Affordable Housing  
Property: 65 Fitchburg Rd., Ayer MA

Dear Ms. Racer,

As you may know, Neighborhood of Affordable Housing (NOAH) had submitted an application for Project Eligibility in connection with the proposed development of a two-phase 106-unit 100% affordable rental residential project to be located at 65 Fitchburg Rd., Ayer MA under the LIHTC program. In November 2021, the then-named Department of Housing and Community Development (now Executive Office of Housing and Livable Communities, or EOHLC) issued a Project Eligibility Letter for the Project. The Town overwhelmingly supported the Project, and in December 2022, the Ayer Zoning Board of Appeals granted a Comprehensive Permit approving the Project. It is our understanding that NOAH is preparing to submit its request for Final Approval to EOHLC in accordance with the Comprehensive Permit Law, Chapter 40B.

The Ayer Select Board continues to energetically advocate for and support the tireless efforts of our local residents, neighborhood groups, healthcare advocates, public safety officials, educational officials, local spiritual/inter-faith leaders, local food-security advocates, local employers, and municipal/regional planning officials in addressing the critical issue and increasing concerns involved with the lack of an adequate supply of affordable housing in the Town of Ayer.

The Ayer Select Board has successfully advanced local affordable housing policies and municipal bylaws that will serve, through time, to incrementally expand Ayer's affordable housing supply, including the adoption of the Ayer Inclusionary Housing Bylaw, Ayer Affordable Housing Density Bonus Bylaw, the Ayer Accessory Dwelling Unit Bylaw, the Downtown Ayer/Park Street Form-Based Zoning Code, the West Ayer Village Form-Based Zoning Code, as well the establishment of the Ayer Affordable Housing Committee and the Ayer Affordable Housing Trust.

The noteworthy prospect of working in partnership with NOAH in order to construct and provide an additional 106 units of affordable housing to the Town of Ayer and the region within the next couple of years, would effectively serve to stabilize and sustain many individuals and families in desperate need of adequate and manageable housing choices.

While we understand that under EOHLC's Chapter 40B Guidelines, the allowable land value of a site for purposes of 40B generally is determined by an appraisal of fair market value of the site under current zoning at the time of submission of a request for Project Eligibility, we also understand that pursuant to these Guidelines, any provision of the Guidelines may be waived by EOHLC, as stated in Section I.C. Further, it is our understanding that pursuant to a separate Inter-Agency Guidance regarding cost certification, that in appropriate circumstances, EOHLC, as the Subsidizing Agency, may waive the use of the appraisal requirement for projects advanced by public entities, non-profits (such as NOAH), under an Inter-Agency Guidance regarding cost certification for Low Income Tax Credits as well.

On behalf of the Town of Ayer, the Select Board respectfully requests that EOHLC waive the appraisal, dated September 2021, previously conducted for the Department by Howard S. Dono Appraisal. Based on the review provided by our Department of Economic and Community Development, Mr. Dono's appraised value (\$960,000) seems to have overlooked provisions within the Ayer Zoning Bylaw (non-40B zoning) which would allow for more significant residential density on the site than that which he based his appraisal. More significantly, the Ayer Select Board supports NOAH's efforts to provide our community and region with an affordable multifamily project. Here, where the appraisal performed for EOHLC has potentially undervalued the locus and the non-profit Applicant (NOAH) had entered into an arm's length transaction with an unrelated third party to acquire the land for \$1.7M, it seems that a policy rationale behind the use of the Dono appraisal in this situation does not advance the goals of Chapter 40B and/or the housing crisis facing the Commonwealth. The discrepancy in the appraised value vs. purchase price incurred by the non-profit in this specific instance, may have a chilling effect on the developer to continue to advance an affordable housing project that is not only well-designed and thoughtful, but is being welcomed in our community as a significant step toward providing housing that is affordable to our community and our region.

The Town of Ayer Select Board expresses our continued support for the advancement of the proposed Chapter 40B housing development project by the NOAH organization in the Town of Ayer.

Please feel free to contact the Ayer Select Board, through the Office of the Town Manager, should you have any further questions, inquiries, or comments.

---

Scott A. Houde, Chair

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Jannice L. Livingston, Vice-Chair

---

Shaun C. Copeland, Clerk

**TOWN OF AYER**  
**SELECT BOARD**

# 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: 9/5/2023

Re: Request Placement on Ayer SB Agenda – AOCED FY24 Budget UDAG Funding & Proposed “Targeted New Enterprise Loan Program”

The AOCED requests placement on the 9/19/23 Ayer Select Board Agenda for the review and provision of UDAG-portion funding for the AOCED FY24 Budget.

AOCED UDAG-portion FY23 Budget Request:

Director	\$47,680
Community Development Program Mgr.	\$36,000
Purchase of Services	\$17,500
Postage	\$300
Purchase of Supplies	\$9,000
Other Charges & Expenses	\$6,500
<u>Fringe Benefits</u>	<u>\$6,000</u>
Total	\$122,980

The Dir. of AOCED is prepared to make brief presentation on the status and disposition of the Ayer Industrial Finance Authority (IDFA) Program and will provide brief overview of a proposed new & re-designed municipal lending program, known as the Town of Ayer “Targeted New Enterprise Loan Program” designed to proactively retain and attract new large industrial and innovation companies, with associated job creation.

The Town of Ayer

Targeted New Enterprise Loan Program (Proposed)

Administered through the Ayer Office of Community & Economic Development (AOCED), the Town of Ayer MA introduces & offers the “Targeted New Enterprise Loan Program”.

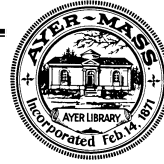
The “Targeted New Enterprise Loan Program” offers commercial loans up to \$200,000 at a competitive rate of interest as a municipal incentive-based lending program designed to attract sectors of new commercial enterprise, as proactively

identified by the municipality, to locate, operate and expand in the Town of Ayer, Massachusetts.

Identified New Enterprise Sectors:

- Large Industrial Companies
- Innovation Companies
- Legal Firms
- Engineering/Design Firms
- Financial Service Firms
- Artist Studios
- Music Recording Studios
- Commercial Kitchens
- Marketing & Communications Firms
- Product Design & Branding Firms
- Architectural Firms
- Movie/Film Production Service Firms
- (additional)

Loan applications for the proposed “Targeted New Enterprise Loan Program” would be submitted to a newly established Ayer Municipal Finance & Loan Review Committee for full review and determination of loan approval/denial and terms/conditions of subject commercial loan.



## MEMORANDUM

Date: September 14, 2023  
To: Select Board  
From: Dan Van Schalkwyk, P.E., Director  
Subject: **Agenda Items for September 19, 2023, Select Board Meeting**

### 1. Award of Sandy Pond Road Sanitary Sewer Rehabilitation Project

The DPW has rebid the project. General bids for the Sandy Pond Road Sanitary Sewer Rehabilitation Project were received at the DPW on September 13, 2023. We received 4 bids ranging from \$1,743,160.00 to 1,992,700.00 for the base bid. The lowest bidder is Vortex Services, LLC. The DPW and our consultant have reviewed their qualifications and references; they are well qualified to perform the work.

I recommend a vote to award the Sandy Pond Road Sanitary Sewer Rehabilitation Project in the amount of \$1,743,160.00 to Vortex Services, LLC for signature by the Chair.

### 2. Water Supply Update

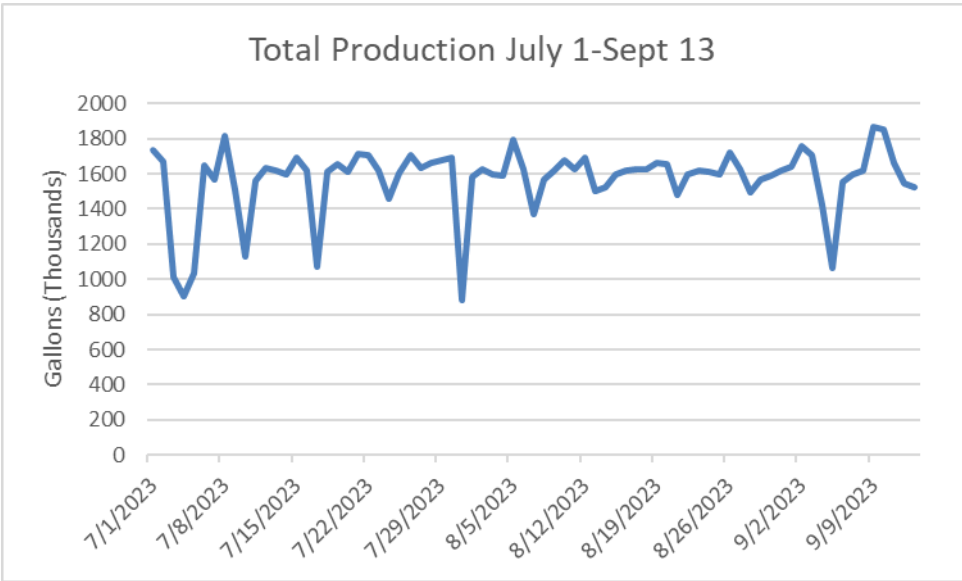
As discussed at previous Board meetings, the DPW will provide status updates of the Town's water supply.

- Since the last update, water production has faced challenges meeting demand. During the month of August, the treatment facilities did not rest for more than two hours. Please see the chart on the next page.
- Over the previous two weeks, water usage has spiked slightly and water levels in our storage tanks have slowly declined throughout each week because production could not keep up with demand. At full, Washington Street Tank is approximately 55-feet; full storage is typically obtained on the weekend when the industries reduce usage. On Friday 9/1, tank levels were at 42-feet. On Friday 9/8, tank levels were at 39-feet. In each instance, we have communicated with Devens to prepare for possible emergency supply and alerted Ayer Town officials of our status.

We were able to fill the tank over the 9/2 weekend. Over the 9/9 weekend, we rebounded to 49-foot tank level.

We are routinely performing datalogging of our major users to monitor changes. Both CPF and Nasoya recently had slight increases in usage and we are working with them as we move forward. We are also datalogging medium users for any changes. We have evaluated the system and there do not appear to be any indications of a leak.

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



**SECTION 00810  
NOTICE OF AWARD**

Dated 09/19/2023

Project: <b>Sandy Pond Road Sanitary Sewer Rehabilitation</b>	Owner: <b>Town of Ayer</b>	Owner's Contract No.:
Contract: <b>Sandy Pond Road Sanitary Sewer Rehabilitation</b>		Engineer's Project No.: 30157998
Bidder: <b>Vortex Services, LLC</b>		
Bidder's Address: (send Certified Mail, Return Receipt Requested)		
<b>521 Federal Road</b>		
<b>Livermore, ME 04253</b>		

You are notified that your Bid dated 09/13/2023 for the above Contract has been considered. You are the Successful Bidder and are awarded a Contract for the Total Bid Price.

The Total Bid Price includes the Work indicated in the Contract Documents to construct the Sandy Pond Sanitary Sewer System Rehabilitation for the **Total Base Bid**. The Work is generally described in Section 01 11 13 of the General Requirements.

(Indicate total Work, alternates or sections of Work awarded.)

The Contract Price of your Contract is \$1,743,160.00 Dollars  
(One Million Seven Hundred Forty-Three Thousand One Hundred Sixty dollars and Zero cents).

1 electronic copy of each of the proposed Contract Documents (except Drawings) accompany this Notice of Award.

1 electronic copy of the Drawings will be delivered separately or otherwise made available to you immediately.

Hard copies of the proposed Contract Documents and Drawings shall be distributed separately.

You must comply with the following conditions precedent within 10 days of the date you receive this Notice of Award.

1. Deliver to the Owner (Town of Ayer) three (3) fully executed originals of the Agreement as specified in Article 25 of the Instructions to Bidders.
2. Deliver to the Owner (Town of Ayer) three (3) originals of the Contract security [Bonds] as specified in Article 23 of the Instructions to Bidders.
3. Other conditions precedent:

Provide Insurance documentation per Article 24 of the Instructions to Bidders. The Town of Ayer shall be named as additionally insured.

Failure to comply with these conditions within the time specified will entitle the Owner to consider you in default, annul this Notice of Award and declare your Bid security forfeited.

Within ten days after you comply with the above conditions, Owner will return to you one fully executed counterpart of the Contract Documents.

\_\_\_\_\_  
Town of Ayer  
Owner

By: \_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Chair, Select Board, September 19, 2023





# **Fall Town Meeting** **By-Law Amendment**

## **Chapter 130: Dogs**

**Review and Recommendations Requested By**

**Chief of Police**  
**Brian Gill**

**Town Clerk**  
**Susan Copeland**

**Animal Control**  
**Julie Thomas**



# **Fall Town Meeting** **By-Law Amendment**

## **Chapter 130: Dogs** **Substantive Changes**

- Added Comprehensive Definition Section: (MGL Ch. 140 Sec. 136)
- Clarified Prohibited Behavior and Responsibilities
- \$25 Animal Control Dog “Pick-Up” Fee (For Transportation to Kennel)
- Codified Process of Nuisance or Dangerous Dog Complaints / Hearings
- Licensing Late Fee Enforced March 1<sup>st</sup> (From April 1<sup>st</sup>)
- Schedule of Fines for Unlicensed, Public Disturbance and Nuisance Listed in Accordance with MGL



# **Fall Town Meeting** **By-Law Amendment**

## **Chapter 130: Dogs** **Substantive Changes**

- **Updated Licensing Fees**
  - Spayed / Neutered: \$10
  - Unaltered: \$15
  - Dangerous Dog: \$300
- **Updated Kennel Fees**
  - 1-4 Dogs: \$40
  - 5-10 Dogs: \$70
  - +10 Dogs: \$100
- **Updated Fines**
  - Licensing Late Fee: \$50
  - **Public Disturbance / Nuisance Violations**
    - 1<sup>st</sup> Offense: \$50
    - 2<sup>nd</sup> Offense: \$100
    - 3<sup>rd</sup> Offense: \$300
    - 4<sup>th</sup> Offense: \$500



# **Fall Town Meeting** **By-Law Amendment**

## **Chapter 265: Transient Merchants**

**Review and Recommendations Requested By**

**Chief of Police**  
**Brian Gill**

**Resident**  
**Sara Withee**



# **Fall Town Meeting** **By-Law Amendment**

## **Chapter 265: Transient Merchants** **Substantive Changes**

- Application and Investigation Fee (Recommend \$25)
- Permit Duration and Fees (Recommendation)
  - 1 Day (\$5), 1 Week (\$25), 1 Month (\$50), 1 Year (\$100)
  - Yearly Permits Pro-Rated if Sought After January and Expire in Year Issued
- Clarified Application Investigative Period: 5 Business Days
- Added Language to Include a “No Solicitation List”
- Added Language for Chief to Revoke Permits for Cause
- Added Language that Youth Activity / Sports Associations Are Exempt



# **Fall Town Meeting** **By-Law Amendment**

## **Chapter 265: Transient Merchants** **Area For Consideration**

### **265-7 - Time Limits for Operation**

Currently 8:00am – 6:00pm (No Sundays or Holidays)

Is There Any Interest In Incorporating a Different Time Frame?

*The following Code does not display images or complicated formatting. Codes should be viewed online. This tool is only meant for editing.*

# Chapter 130

## Dogs - CURRENT

**[HISTORY: Adopted by the Town Meeting of the Town of Ayer 6-15-2020 ATM by Art. 32. Amendments noted where applicable.]**

### § 130-1 **Definitions.**

As used in this bylaw, the following terms shall have the meanings indicated:

#### **DOG**

Any animal of the canine species.

#### **OWNER**

Any person or persons, firm, association or corporation owning, keeping or harboring a dog.

#### **PUBLIC NUISANCE**

Any dog shall be deemed a public nuisance when attacking persons or domestic animals when such dog is on property other than that of the dog owner; when destroying property; when on public school grounds and not under restraint ("Restraint" shall mean physical restraint, i.e., chain, rope or other material, and shall not mean voice control.); when it persistently chases moving motor vehicles, pedestrians, or bicycle riders; when it persistently and continually barks or howls; when it is permitted to run at large and unrestrained ("Restrained" shall mean physically restrained, i.e., with chain, rope or other material, and shall not mean voice control) on property other than its owners. Any unspayed female dog in season shall be deemed a public nuisance when not confined indoors or housed in a veterinary hospital or registered kennel. Each time one of the above nuisances exists shall constitute a separate offense.

### § 130-2 **Dog restraint; enforcement.**

- A. No owner or keeper of any dog shall permit such dog to become a nuisance within the Town at any time.
- B. This bylaw does not prohibit the running of hunting dogs or the exercising of dogs that are under the immediate control of the owner or keeper while on private property with the property owner's permission.
- C. If the owner or keeper of a dog is a minor, the parent or guardian of such minor shall be held liable for any violation of the bylaw.
- D. The owner shall pay such fees as established by the Town and it shall be the duty of the Animal Control Officer to apprehend any dog which he/she has reason to believe to be a public nuisance and to impound such dog in a suitable place or to order the owner to restrain such dog.
- E. If such a dog is impounded and has upon it the name and/or address of the owner, or owner if otherwise known, the Animal Control Officer shall immediately notify the owner.
- F. The owner of any dog impounded may reclaim such dog upon payment of \$25; provided, however, that if the dog is not licensed, a license must be secured from the Town Clerk before the dog is released. The sums collected pursuant to the provisions of this section shall be accounted for and paid over to the

Town Treasurer/Tax Collector. Any dog which has been impounded and has not been redeemed by the owner within 10 days shall be disposed of as provided by the laws of the Commonwealth of Massachusetts.

- G. The Animal Control Officer, members of the Police Department, or whoever else may be designated by the Select Board shall enforce the provisions of this bylaw and shall attend to all complaints pertaining to dogs in the Town, with citation rights.

**§ 130-3 Dog licenses; fees.**

- A. MGL c. 140, § 137 requires that all owners or keepers of dogs shall cause the dog to be registered, numbered, described and licensed each year. All dogs must be vaccinated against rabies.
- B. Fees.
- (1) The annual fee in the Town of Ayer shall be:
- (a) Unspayed female/unneutered male: \$10.
- (b) Spayed female/neutered male: \$6.
- (2) Dogs for which it can be verified by a veterinarian in writing that they cannot be spayed or neutered due to severe medical reasons shall pay the same fee as spayed or neutered dogs.
- (3) A valid rabies certificate must be presented each time a dog is licensed.
- (4) Kennel:
- (a) One to four dogs: \$25.
- (b) Five to 10 dogs: \$50.
- (c) Over 10 dogs: \$75.
- C. Any person or entity who fails to register and license their dog each year by the last day of March in the Town of Ayer, and pay the fees and charges under any and all applicable ordinances, bylaws or regulations adopted/observed by the Town of Ayer, will be required to pay to the Town a late fee, in the amount of \$10. Anyone acquiring a dog over the age of six months, after that date, shall have 30 days from the date the dog was received to register and license the dog or be subject to the late fee of \$10.
- D. Fee exemptions. In accordance with MGL c. 140, § 139, no fee shall be charged for a license issued for a service animal as defined by the Americans with Disabilities Act or regulations promulgated thereunder; or for a license for a dog owned by a person aged 70 years or over.

**§ 130-4 Dog waste.**

The owner or any person having the care, custody or control of a dog shall remove forthwith any excrement deposited by said dog and properly dispose of same in a trash container. This section shall apply to excrement left by a dog on public sidewalks, public streets or roadways, public parks, recreational fields and on the property other than the dog owner's.



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# Chapter 130

## Dogs – PROPOSED DRAFT

**[HISTORY: Adopted by the Town Meeting of the Town of Ayer 6-15-2020 ATM by Art. 32. Amendments noted where applicable.]**

### § 130-1 **Definitions.**

As used in this bylaw, the following terms shall have the meanings indicated:

#### **ABANDON:**

A dog is considered abandoned within the meaning of this chapter when it has been left alone or unattended by the owner for any period greater than 24 hours without the owner providing for its needs.

#### **ANIMAL CONTROL OFFICER:**

An appointed officer authorized to enforce MGL c. 140, §§ 136A to 174F, inclusive.

#### **AT LARGE:**

Off the premises of the owner and not under the physical control of the owner or keeper.

#### **ATTACK**

Aggressive physical contact initiated by an animal.

#### **COMPLAINANT**

Any person, including the Animal Control Officer, who makes a complaint regarding an animal committing a violation under this chapter. In the case where the complaint is from other than the Animal Control Officer, it shall be in writing, using the Ayer Dog Incident Complaint Form.

#### **COMPLAINT**

A formal written report of a dog incident.

#### **DANGEROUS DOG**

A dog that either: (i) without justification, attacks a person or domestic animal causing physical injury or death; or (ii) behaves in a manner that a reasonable person would believe poses an unjustified imminent threat of physical injury or death to a person or to a domestic or owned animal. No dog shall be deemed to be a dangerous dog if any of the circumstances provided in MGL c. 140, § 157(a) apply.

#### **DOG**

Any animal of the canine species

#### **DOMESTIC ANIMAL**

An animal designated as domestic by regulations promulgated by the Department of Fish and Game.

## **EUTHANIZE**

Take the life of an animal by the administration of barbiturates in a manner deemed acceptable by the American Veterinary Medical Association Guidelines on Euthanasia.

## **HEARING AUTHORITY**

The Select Board is charged with the responsibility of handling nuisance or dangerous dog complaints.

## **KEEPER**

A person, business, corporation, entity or society, other than the owner, having possession of a dog.

## **LICENSE**

A valid and current municipal dog license and dog license tag.

## **NUISANCE DOG**

A dog that: (i) by excessive barking or other disturbance, is a source of annoyance to a sick person residing in the vicinity; or (ii) by excessive barking, causing damage or other interference, a reasonable person would find such behavior disruptive to one's quiet and peaceful enjoyment; or (iii) has threatened or attacked livestock, a domestic animal or a person, but such threat or attack was not a grossly disproportionate reaction under all the circumstances.

## **OWNER**

Any person or persons, firm, association, or corporation owning, keeping or harboring a dog.

## **PHYSICAL CONTROL**

Control of a dog with a restraint.

## **PUBLIC DISTURBANCE**

Any dog shall be deemed a public disturbance when such dog is engaged or has engaged in any combination of one or more of the following activities. Each instance of a public disturbance is considered to be a violation. Each day of a violation is determined to be a separate violation.

- A. Destroying, disturbing or otherwise molesting the property, including refuse, of another while outside the property of its owner, whether under such owner's physical control or not.
- B. Being upon any public park, playground schoolyard, beach or in any place to which the public has a right of access while not under the physical control of its owner or keeper. The determination of physical control shall be that of the Animal Control Officer.
- C. Being a dog, which is permitted to run unrestrained at large. The running of hunting dogs, certified service dogs and search and rescue dogs shall not constitute a public disturbance hereunder. The exercising of other dogs which are under the physical control of their owner or keeper shall not constitute a public disturbance hereunder, providing permission of the landowner has been obtained.
- D. Being upon any public way or in any place to which the public has a right of access, chasing motor vehicles, bicycles or pedestrians.
- E. Being an unsprayed female or unneutered male at large.

- F. Being over the age of six months and not wearing a suitable collar and current municipal dog license tag issued for it and while not on the property of the owner.
- G. Being a dog which has been abandoned.
- H. Being a dog which deposits solid waste not removed, or not properly disposed of, by the dog's owner or agent upon any public park, playground, schoolyard, beach, public or private way sidewalk, in any place to which the public has a right of access or any property other than that of its owner.

## **RESTRAINT**

The control of a dog by physical means, such as a leash, fence or other means of physically confining or restraining a dog.

## **RESTRAINT ORDER**

Order to confine or restrain a dog with conditions determined by the Animal Control Officer.

### **§ 130-2 Nuisance Dog / Public Disturbance Prohibited; Enforcement.**

- A. No owner or keeper of any dog shall permit such dog to become a nuisance or public disturbance within the Town at any time.
- B. If the owner or keeper of a dog is a minor, the parent or guardian of such minor shall be held liable for any violation of the bylaw.
- C. The owner shall pay such fees as established by the Town and it shall be the duty of the Animal Control Officer to apprehend any dog which he/she has reason to believe to be a nuisance or public disturbance and to impound such dog in a suitable place or to order the owner to restrain such dog.
- D. If such a dog is impounded and has upon it the name and/or address of the owner, or owner if otherwise known, the Animal Control Officer shall immediately notify the owner.
- E. The owner of any dog impounded may reclaim such dog upon payment of a \$25 pick-up fee; provided, however, that if the dog is not licensed, a license must be secured from the Town Clerk before the dog is released. The sums collected pursuant to the provisions of this section shall be accounted for and paid over to the Town Treasurer/Tax Collector. Any dog which has been impounded and has not been redeemed by the owner within 7 days shall be disposed of as provided by the laws of the Commonwealth of Massachusetts.
- F. The Animal Control Officer, members of the Police Department, or whoever else may be designated by the Select Board shall enforce the provisions of this bylaw and shall attend to all complaints pertaining to dogs in the Town, with citation rights.

### **§ 130-3 Nuisance or Dangerous Dog Complaints.**

- A. Any person may file a written complaint with the Select Board, the Town Manager, or their designee that a dog kept in the Town is a nuisance or dangerous dog. All such complaints must be signed and include an address and contact information for the complainant.
- B. The Select Board is designated as the Hearing Authority to oversee the process of responding to all nuisance or dangerous dog complaints. The Select Board may designate another Town Employee as the Hearing Authority when necessary.
- C. The Hearing Authority shall investigate or cause to be investigated the complaint, including an examination under oath of the complaint at the hearing. Based on credible evidence and testimony presented at the hearing, the Hearing Authority shall take the following action:

1. Nuisance Dog: If the dog is complained of as a nuisance dog, the Hearing Authority shall either:
  - i. Deem the dog a nuisance dog; or
  - ii. Dismiss the complaint.
2. Dangerous Dog: If the dog is complained of as a dangerous dog, the Hearing Authority shall either:
  - i. Deem the dog a dangerous dog;
  - ii. Deem the dog a nuisance dog; or
  - iii. Dismiss the complaint.

D. The Hearing Authority shall notify the Town Clerk of any complaints filed and shall report any findings that a dog is a nuisance or dangerous dog to the Town Clerk.

E. Unless later overturned on appeal, any order of the Hearing Authority shall be valid throughout the Commonwealth of Massachusetts.

F. Remedies.

1. Nuisance Dog: If the Hearing Authority has deemed the dog a nuisance dog, it may order the owner or keeper of the dog to take remedial action to ameliorate the cause of the nuisance behavior
2. Dangerous Dog: If the Hearing Authority has deemed the dog a dangerous, it may order one or more of the following remedies:
  - i. That the dog be humanely restrained, but no order shall require the dog to be chained or tethered to an inanimate object such as a tree, post or building;
  - ii. That the dog be confined to the premises of the owner or keeper, meaning securely confined indoors, or confined outdoors in a securely enclosed pen or dog run area that has a secure roof, has either a floor secured to all sides or is imbedded into the ground for at least two feet, and provides the dog with proper shelter from the elements;
  - iii. When removed from the premises of the owner or keeper, the dog be securely and humanely muzzled and restrained with a tethering device with a maximum length of three feet and a minimum tensile strength of 300 pounds;
  - iv. That the owner or keeper provide (i) proof of insurance of at least \$100,000 insuring the owner or keeper against any claim, loss, damage, or injury to persons, domestic animals, or property resulting from the intentional or unintentional acts of the dog; or (ii) proof that reasonable efforts were made to obtain such insurance;
  - v. That the owner or keeper provide the Town Clerk, the Animal Control Officer, or other entity as directed with identifying information for the dog including but not limited to photographs, videos, veterinary records, tattooing, microchip implantations or a combination of these;
  - vi. That the dog be altered so as not to be reproductively intact, unless the owner or keeper provides evidence of a veterinary opinion that the dog is medically unfit for

such alteration; or

vii. That the dog be humanely euthanized.

G. Restrictions following dangerous finding:

1. No dog that has been deemed dangerous shall be ordered removed from the Town.
2. Issuance of temporary restraint orders. The Animal Control Officer may issue a temporary restraint order to the owner or keeper of any dog that is alleged to be a dangerous dog and is awaiting a decision under this chapter. A temporary restraint order shall be in force for no more than 30 days unless the Animal Control Officer renews it in writing for a subsequent thirty-day period. The Animal Control Officer may rescind or stop renewing the order when, in the Animal Control Officer's judgment, restraint is no longer required. The Animal Control Officer's order shall expire upon receipt of a decision from the Hearing Authority on the nuisance dog or dangerous dog hearing.

H. The Hearing Authority's initial decision shall become effective upon filing said decision with the Town Clerk. The owner or keeper of a dog may appeal the initial decision of the Hearing Authority to the Select Board within 10 days of the decision being filed with the Town Clerk. The Select Board shall review the decision in open session and determine whether or not to modify or uphold the decision. The Select Board may conduct a further hearing or accept additional evidence as the Board deems appropriate. An owner or keeper may further appeal the Select Board's final action to the district court pursuant to MGL c. 140, § 157.

**§ 130-4 Dog Licenses; Fees; Penalties.**

A. MGL c. 140, § 137 requires that all owners or keepers of dogs shall cause the dog to be registered, numbered, described, and licensed each year. All dogs must be vaccinated against rabies. A Valid rabies certificate must be presented each time a dog is licensed.

B. Fees.

1. The annual dog licensing fee in the Town of Ayer shall be:

- i. Unaltered: \$15
- ii. Spayed / Neutered: \$10
- iii. Dangerous Dog: \$300

NOTE: Dogs for which it can be verified by a veterinarian in writing that they cannot be spayed or neutered due to severe medical reasons shall pay the same fee as spayed or neutered dogs

2. Fee exemptions. In accordance with MGL c. 140, § 139, no fee shall be charged for a license issued for a service animal as defined by the Americans with Disabilities Act or regulations promulgated thereunder; or for a license for a dog owned by a person aged 70 years or over.

3. The annual kennel licensing fee in the Town of Ayer shall be:

- i. One to four dogs: \$40
- ii. Five to ten dogs: \$70
- iii. Over Ten dogs: \$100

C. Violations and Penalties.

1. Any person or entity who fails to register and license their dog each year by the last day of February in the Town of Ayer, and pay the fees and charges under any and all applicable ordinances, bylaws or regulations adopted/observed by the Town of Ayer, will be required to pay to the Town a late fee, in the amount of \$50. Anyone acquiring a dog over the age of six months, after that date, shall have 30 days from the date the dog was received to register and license the dog or be subject to the late fee of \$50.
2. The owner of any dog which is in violation of § 130-2 may be subject to this penalty whether such dog is in the custody of the Animal Control Officer or not. As an alternative to criminal prosecution, the Animal Control Officer and Town police officers, as enforcing persons under this chapter, may enforce this chapter and orders issued hereunder pursuant to the noncriminal disposition statute, MGL c. 40, § 21D and the Town Code, Chapter 1, Article I, § 1-4. When so enforced, the fines shall be as follows:

Penalties for public nuisance violations.

- (a) First violation: \$50.
- (b) Second violation: \$100.
- (c) Third violation: \$300.
- (d) Fourth and subsequent violations: \$500

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# Chapter 265

## Transient Merchants - CURRENT

**[HISTORY: Adopted by the Town Meeting of the Town of Ayer 6-15-2020 ATM by Art. 32. Amendments noted where applicable.]**

### § 265-1 **Definitions.**

For the purpose of this bylaw, the following terms shall have the meanings indicated below:

#### **PEDDLER**

Any person who sells and makes immediate delivery of, or offers for sale and immediate delivery of, any goods, wares or merchandise, in possession of the seller, at any place within the Town of Ayer other than from a fixed place of business.

#### **PERSON**

Includes the singular and the plural and shall also mean and include any person, firm or corporation, association, club, partnership or society, or any other organization.

#### **SOLICITOR**

Any person who sells or takes orders or offers to sell or take orders for goods, wares, or merchandise for future delivery, or for services to be performed, at any place within the Town of Ayer other than a fixed place of business.

#### **TRANSIENT MERCHANT**

Any person, firm, or corporation, whether as owner, agent, or employee, whether a resident of the Town or not, who engages in or transacts any temporary business within the Town, either in one location or by moving from one place to another, selling or buying goods, wares, merchandise, or services, or who solicits for orders, sales, subscriptions or business of any kind, or who solicits for information or donations and shall include all peddlers, canvassers and solicitors.

### § 265-2 **Exceptions.**

This bylaw, except as hereinafter provided, shall not apply to:

- A. Persons, firms or corporations selling services, goods, wares, merchandise or materials at wholesale to dealers in such articles.
- B. Newsboys.
- C. Persons vending and delivering goods, wares or merchandise to regular customers on established routes in the regular course of business.
- D. Sales in private residences of the owner's household goods and belongings.
- E. Religious, charitable, patriotic or philanthropic organizations; provided, however, that such organization shall register with the Police Department prior to engaging in any business or activity related to the work or purposes of such organizations in Ayer and shall furnish such information in writing as is required from a permit applicant hereunder.

- F. Governmental officers or employees of the Town, county, state or federal government, or any subdivision thereof, when on official business.
- G. Insurance companies authorized to do business in Massachusetts.

**§ 265-3 Permit required.**

No persons, firm or corporation shall engage in the business of a transient merchant as defined herein within the Town of Ayer without first obtaining a permit in compliance with the provisions of this bylaw.

**§ 265-4 Application for permit.**

- A. Each applicant hereunder shall obtain from and file with the Police Department an application for a transient merchant permit and accompany said application with an investigation fee to cover the cost of investigating the applicant in an amount set from time to time by the Select Board.
- B. The written application shall state the amount of time for which the permit is desired; the nature of the product or services in which he is interested; the name, date of birth and permanent address of the applicant for said permit; the name and address of the person, firm, partnership, association or corporation represented; and the proposed method of operation in the Town.

**§ 265-5 Investigation of applicant; issuance or denial of permit.**

Upon receipt of each such application, the Police Department shall immediately institute such investigation of the applicant, his business, financial responsibility and moral character as the Department deems necessary for the protection of the public good, and the Chief of Police, or in his absence, the officer in charge of said Department, shall endorse his approval or disapproval upon said application within 72 hours after it has been filed with said Department. Each applicant who shows evidence of good character and who pays the fee provided for herein shall be furnished a permit. If the investigation reveals that the applicant has ever been convicted of a felony, the Chief of Police shall refuse to issue the permit requested, specifying the reason for such refusal.

**§ 265-6 Permits.**

- A. No permit shall be issued until three business days after application therefor is made in writing to the Police Department.
- B. All permits shall clearly indicate the dates of issuance and expiration and the name and address of the permittee.
- C. All permits issued under this bylaw are personal; they shall not be transferable. Any holder who allows a permit to be used by any other person shall be guilty of a violation of this bylaw.
- D. Permittees under this bylaw shall carry their permit with them while engaged in permitted activities, and shall display such permit to any police officer or any person being solicited upon request.
- E. Annual permits shall be issued on May 1 and expire on April 30 of each year.

**§ 265-7 Time limit for operations.**

No permittee under this bylaw shall sell, peddle, or solicit between the hours of 6:00 p.m. and 8:00 a.m. or on Sundays and legal holidays, unless invited to do so by the owner or occupant of any private residence in the Town.

**§ 265-8 Revocation of permit; appeals.**

- A. Permits issued under this bylaw may be revoked by the Chief of Police after notice and hearing for any of the following causes:
  - (1) Fraud, misrepresentation or false statements contained in the application for a permit.



- (2) Fraud, misrepresentation or false statements in the course of carrying on his business or transient merchant.
- (3) Any violation of this bylaw.
- (4) Conviction of a felony.
- B. Notice of the hearing for the revocation of the permit shall be given in writing, setting forth the grounds of complaint and the time and place of hearing. Such notice shall be mailed, postage prepaid, to the permittee at his last known address, or at an address contained in the application for a permit. It shall be mailed at least five days prior to the date set for the hearing.
- C. Any person aggrieved by the action of the Chief of Police in the denial of a permit, or in refusing a permit, shall have the right of appeal to the Select Board. Such appeal shall be taken by filing with the Select Board, within 10 days after any notice complained of has been mailed to the permittee's last known address, a written statement setting forth fully the grounds for appeal. The Selectmen shall set a time and place for a hearing on such appeal, and notice of the hearing shall be given to the appellant in writing five days before the date set for hearing. The decision and order of the Select Board on such appeal shall be final and conclusive.

**§ 265-9 Violations and penalties.**

Any person, firm, or corporation violating any provisions of this bylaw shall be fined not more than \$300 for each offense, except as otherwise provided herein; and a separate offense shall be deemed committed on each day during or on which a violation occurs or continues.

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# Chapter 265

## Transient Merchants – PROPOSED DRAFT

**[HISTORY: Adopted by the Town Meeting of the Town of Ayer 6-15-2020 ATM by Art. 32. Amendments noted where applicable.]**

### § 265-1 Definitions.

For the purpose of this bylaw, the following terms shall have the meanings indicated below:

#### **PEDDLER**

Any person who sells and makes immediate delivery of, or offers for sale and immediate delivery of, any goods, wares or merchandise, in possession of the seller, at any place within the Town of Ayer other than from a fixed place of business.

#### **PERSON**

Includes the singular and the plural and shall also mean and include any person, firm or corporation, association, club, partnership or society, or any other organization.

#### **SOLICITOR**

Any person who sells or takes orders or offers to sell or take orders for goods, wares, or merchandise for future delivery, or for services to be performed, at any place within the Town of Ayer other than a fixed place of business.

#### **TRANSIENT MERCHANT**

Any person, firm, or corporation, whether as owner, agent, or employee, whether a resident of the Town or not, who engages in or transacts any temporary business within the Town, either in one location or by moving from one place to another, selling or buying goods, wares, merchandise, or services, or who solicits for orders, sales, subscriptions or business of any kind, or who solicits for information or donations and shall include all peddlers, canvassers and solicitors.

### § 265-2 Permit required.

No persons, firm or corporation shall engage in the business of a transient merchant as defined herein within the Town of Ayer without first obtaining a permit in compliance with the provisions of this bylaw.

### § 265-3 Exceptions.

This bylaw, except as hereinafter provided, shall not apply to:

- A. Persons, firms or corporations selling services, goods, wares, merchandise or materials at wholesale to dealers in such articles.
- B. Newspaper Delivery.
- C. Persons vending and delivering goods, wares, or merchandise to regular customers on established routes in the regular course of business.
- D. Sales in private residences of the owner's household goods and belongings.

- E. Religious, charitable, patriotic or philanthropic organizations; provided, however, that such organization shall register with the Police Department prior to engaging in any business or activity related to the work or purposes of such organizations in Ayer and shall furnish such information in writing as is required from a permit applicant hereunder.
- F. Governmental officers or employees of the Town, county, state or federal government, or any subdivision thereof, when on official business.
- G. Insurance companies authorized to do business in Massachusetts.
- H. Any youth activity / sports association affiliated with the Town of Ayer and/ or Ayer Shirley Regional School District.

## **§ 265-4 Application for permit.**

- A. Each applicant hereunder shall obtain from and file with the Police Department an application for a transient merchant permit and accompany said application with an investigation fee to cover the cost of processing and investigating the applicant in an amount set from time to time by the Select Board.
- B. The written application shall contain the required information:
  - a. Applicant Name, permanent address and telephone number, and temporary address if any.
  - b. Applicant DOB, SSN and License Number / State. (Applicant must submit a copy of a current drivers license or other form of government ID)
  - c. Applicant height, weight, color of hair and eyes.
  - d. Vehicle year, make, model, color, reg number / state.
  - e. Length of time for which the right to solicit or canvass is requested.
  - f. Brief description of nature of business and goods to be sold.
  - g. The name, address and phone number of the person, firm, partnership, association or corporation represented.
  - h. The proposed method of operation in the Town.
  - i. A statement as to whether or not the applicant has been convicted of any crime, felony, misdemeanor, or violation of any municipal bylaw, rule or regulation, the nature of the offense and the punishment or penalty assessed.
- C. Permit fee structure shall be issued for 1 day, 1 week, 1 Month, or 1 Year. The fees for each duration shall be set from time to time by the Select Board. 1 Year duration permits will be prorated from the set fee if not obtained in the Month of January.

## **§ 265-5 Investigation of applicant; issuance or denial of permit.**

- A. Upon receipt of each such application, the Police Department shall initiate an investigation of the applicant, their business, financial responsibility and moral character as the Department deems necessary for the protection of the public good.
- B. The Chief of Police, or in their absence, the officer in charge of said Department, shall endorse their approval or disapproval upon said application within 5 business days after it has been filed with said Department.

- C. Each applicant who shows evidence of good character and who pays the fee provided for herein shall be furnished a permit.
- D. If the investigation reveals that the applicant has ever been convicted of a felony, the Chief of Police shall refuse to issue the permit requested, specifying the reason for such refusal.

## **§ 265-6 Permits.**

- A. Permits shall be issued, or denied, by the Chief no later than 5 business days after application therefor is made in writing to the Police Department.
- B. All permits shall clearly indicate the dates of issuance and expiration and the name and address of the permittee.
- C. All permits issued under this bylaw are personal; they shall not be transferable. Any holder who allows a permit to be used by any other person shall be guilty of a violation of this bylaw.
- D. Permittees under this bylaw shall carry their permit with them while engaged in permitted activities and shall display such permit to any police officer or any person being solicited upon request.
- E. Annual permits shall expire on December 31<sup>st</sup> of the year issued.

## **§ 265-7 Time limit for operations.**

No permittee under this bylaw shall sell, peddle, or solicit between the hours of 6:00 p.m. and 8:00 a.m. or on Sundays and legal holidays, unless invited to do so by the owner or occupant of any private residence in the Town.

## **§ 265-8 No Solicitation List.**

A No Solicitation List shall be established and maintained by the Ayer Police Department. Residents may submit their property for inclusion on the list without charge. Upon approval of the issuance of a license as provided herein, each such licensed entity or individual shall be provided with a copy of the No Solicitation List and may not solicit or canvass at such property.

## **§ 265-9 Revocation of permit; appeals.**

- A. Permits issued under this bylaw may be revoked by the Chief of Police for any of the following causes:
  - a. Fraud, misrepresentation, or false statements contained in the application for a permit.
  - b. Fraud, misrepresentation, or false statements in the course of carrying on his business or transient merchant.
  - c. Any violation of this bylaw.
  - d. Commission or conviction of a felony.
  - e. Commission or conviction of any crime or misdemeanor of moral turpitude.
  - f. Conducting the business of soliciting, or of canvassing, in an unlawful manner or in such a manner as to constitute a breach of the peace or to constitute a menace to the health, safety, or general welfare of the public.

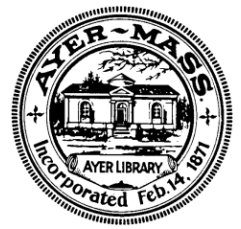
- B. Notice of the revocation of the permit shall be given in writing, setting forth the grounds of complaint and the opportunity to appeal the decision of revocation. Such notice shall be made in-person or mailed to the permittee at their last known address, or at an address contained in the application for a permit.
  
- C. Any person aggrieved by the action of the Chief of Police in the denial, refusal or revocation of a permit, shall have the right of appeal to the Select Board. Such appeal shall be taken by filing with the Select Board, within 10 days after any notice complained of has been mailed to the permittee's last known address, a written statement setting forth fully the grounds for appeal. The Select Board shall set a time and place for a hearing on such appeal, and notice of the hearing shall be given to the appellant in writing five days before the date set for hearing. The decision and order of the Select Board on such appeal shall be final and conclusive.

## **§ 265-10 Violations and penalties.**

Any person, firm, or corporation violating any provisions of this bylaw shall be fined not more than \$300 for each offense, except as otherwise provided herein; and a separate offense shall be deemed committed on each day during or on which a violation occurs or continues.

**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:** September 13, 2023

**TO:** Ayer Select Board

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

**SUBJECT: Town Manager's Report for the September 19, 2023 Ayer Select Board Meeting**

Dear Honorable Select Board Members,

I am pleased to transmit to you the following Town Manager's Report for the September 19, 2023 Select Board Meeting. If you have any questions prior to the meeting, please do not hesitate to contact me directly. Thank you.

**Administrative Update and Review of Town Warrants:**

- At the meeting I will provide a brief Administrative Update on the various activities, initiatives, and projects of the Town since the Select Board's last regularly scheduled meeting on August 15, 2023.
- The following Town Warrants were reviewed, approved, and signed since the Select Board's last regularly scheduled meeting on August 15, 2023:

Accounts Payable Warrant #24-03 in the amount of \$1,759,206.95 was reviewed, approved, and signed on August 14, 2023.

Payroll Warrant #24-04 in the amount of \$434,561.60 was reviewed, approved, and signed on August 22, 2023.

Accounts Payable Warrant #24-04 in the amount of \$419,714.77 was reviewed, approved, and signed on August 22, 2023.

Payroll Warrant #24-05 in the amount of \$410,491.87 was reviewed, approved, and signed on September 5, 2023

Accounts Payable Warrant #24-05 in the amount of \$2,375,950.24 was reviewed, approved, and signed on September 12, 2023.

**Update on Migrant Shelter in Ayer:**

- As the Select Board is aware, on Tuesday, September 12, 2023 the Town issued the attached Public Notification regarding the State’s plan to establish a Migrant Shelter in Ayer (See attached). At the Select Board meeting I will provide an update on any new information the Town has received regarding the Migrant Shelter in Ayer.

**FY 2025 Budget Process and DRAFT FY 2025 Budget Schedule:**

- At the meeting I would like to discuss the FY 2025 Budget Process with the Select Board including the proposed DRAFT FY 2025 Budget Schedule (See attached). The final FY 2025 Budget Schedule, as in past years should be finalized and approved by the Select Board at the October 3, 2023 Select Board meeting.

**Update on the 2023 Fall Special Town Meeting Warrant:**

- At the meeting I will provide a brief update on the development of the 2023 Fall Special Town Meeting Warrant for October 23, 2023. As the Select Board is aware the Warrant remains open and under development until Friday, September 29, 2023 at 12pm which is the deadline for all Warrant Articles as well as the deadline for all Citizens Petitions to the Town Clerk. The Select Board is scheduled to review and approve the 2023 Fall Special Town Meeting Warrant at the October 3, 2023 Select Board Meeting.
- As of September 13, 2023, the following Articles are anticipated for the Fall Special Town Meeting:

**Article 1: Adoption of G.L. Chapter 39, Section 230 (Mullin’s Rule):**

This Article, if adopted by Town Meeting would allow any member on a town board, committee, or commission to miss a public hearing and still be able to vote on that application. The member shall review all meeting materials, minutes, and or recording of the missed meeting and certify in writing that they have reviewed all relevant information to be able to vote on the application before that board, committee, or commission.

The adoption of the Mullin Rule is on the recommendation of the Planning Board and the Town Planner. The Planning Board held a Public Hearing on Mullin’s Rule on September 12, 2023. For more information, please visit [Planning Board | Town of Ayer MA](#) on the Town’s website.

- **Article 2: Community Preservation Committee: Funding for the Ayer Affordable Housing Trust Rental Assistance Program and Acquisitions Funding:**

This Article seeks Town Meeting approval for \$200,000 from the Housing Category of Community Preservation Funding for the Ayer Affordable Housing Trust for the following purposes: \$72,000 for the Ayer Rental Assistance Program for the upcoming year; \$3,000 for the administration and independent audit of the Trust’s financials; \$125,000 to fund future acquisition to increase permanent affordable housing stock in Ayer.

The Community Preservation Committee conducted a Public Hearing on September 6, 2023. For more information including the funding request application from the Ayer Affordable Housing Trust to the Community Preservation Committee please visit [Community Preservation Committee | Town of Ayer MA](#) on the Town’s website.

- Article 3: General By-Law Amendment to the Town's Dog Bylaw:  
Police Chief Gill is proposing a general bylaw amendment to the Town's Dog Bylaw. The Chief will be giving a presentation on this at the September 13, 2023 Select Board Meeting. Please see the attached memo from the Chief outlining the amended changes (See attached).
- Article 4: General By-Law Amendment to the Town's Transient Merchant Bylaw:  
Police Chief Gill is proposing a general bylaw amendment to the Town's Transient Merchant Bylaw. The Chief will be giving a presentation on this at the September 13, 2023 Select Board Meeting. Please see the attached memo from the Chief outlining the amended changes (See attached).
- Article 5: Street Acceptance: Curley Circle:  
This Article if adopted by Town Meeting would accept Curley Circle as a public way in the Town of Ayer. Curley Circle is part of a newly constructed subdivision off Littleton Road. At the September 6, 2023 Select Board Meeting on recommendation of the DPW Director, the Select Board voted its intent to accept Curley Circle as a public way subject to approval by the Planning Board and approval by Town Meeting.

### **Funding for the Library Boiler Replacement:**

- On September 13, 2023 I met with the Library Director and the Facilities Director regarding the Library's boiler. It is the recommendation of the Facilities Director, Library Director, and I that the based on recent issues and conditions with the library boiler that it will need to be replaced this heating season. The library boiler is currently twenty (20) years old, installed in 2003. The corrosion on the boiler has reached a level of critical concern that it could fail resulting in no heat for the library. There is currently an approximate 14-week delivery time for the boiler. The Facilities Director is currently researching potential options to expedite this. Additionally, the Facilities Director is currently researching potential options for temporary heat in the event that the boiler fails.
- The cost for the replacement of the library boiler is \$50,000. The funding for the library boiler is not in the current FY 2024 Budget nor was it originally in the Town's capital plan for 2023.
- I will be joined by the Facilities Director at the meeting to make a brief presentation on the situation/condition of the boiler as well as a presentation on the proposal and plan to replace it.
- We will be looking for specific guidance and input from the Select Board in terms of how to proceed with funding this project. I will also be notifying the Finance Committee of this and will be available to meet with them.
- Potential funding options for consideration and discussion are as follows:
  1. Reserve Fund Transfer (RFT): The concern is that this expenditure would represent a significant amount of the Reserve Fund which has a balance of \$175,000 with ten (10) months remaining in the fiscal year.
  2. Transfer Article from Capital Stabilization in the amount of \$50,000 at the Fall Special Town Meeting on October 23, 2023. The Article would require a 2/3 vote of Town Meeting.
  3. ARPA Funds: The Select Board could use the Town's ARPA Funds. Current balance of ARPA Funds as of September 7, 2023 is \$1,294,669.35
  4. UDAG Funds: The Select Board could use the Town's UDAG Funds subject to replenishment of the UDAG Fund by the Annual Town Meeting. There is a balance of approximately \$2 million in UDAG Funds.



- We look forward to meeting with the Select Board and to your guidance and input on the funding mechanism for this important project for the Ayer Library and the Town.

Thank you.

Attachments:

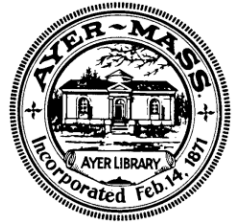
Town of Ayer Public Notification on Migrant Shelter (September 12, 2023)

DRAFT FY 2025 Budget Calendar

Memo from Police Chief Gill Re: Town Bylaw Updates for Town Meeting

**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](http://www.ayer.ma.us)

**Town of Ayer**

**Public Notification**

**Governor's Homelessness State of Emergency: Migrant Shelter in the Town of Ayer**

**September 12, 2023**

AYER - On Friday September 8, 2023, the Town was made aware that due to the recently declared State of Emergency by Governor Maura Healey and as part of the State's "Right to Shelter" law, a motel in Ayer will be used to house up to 35+ migrant families, equaling approximately 150 people. The "Right to Shelter" law obligates the State to provide housing for families with children and pregnant women who are homeless, and the State's policy is to place these families in motels in cities and towns through the State without the need for local approval and in many instances, without prior notice.

On Monday September 11, 2023, Town Manager Robert A. Pontbriand and Assistant Town Manager Carly M. Antonellis convened a meeting of all relevant Town Departments, including the Ayer Shirley Regional School District, to discuss the impact of this decision made by the Commonwealth of Massachusetts.

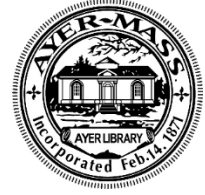
As the Town understands it, the State has partnered with Making Opportunities Count, Inc. (MOC), a Fitchburg Non-Profit, to run the shelter. Information coming from the State to the Town of Ayer has been non-existent to date. Town Social Worker, Brittany Beaudry has been on the ground seeking information from both the owner of the motel and MOC. The Town has also reached out to State Senator Jamie Eldridge's Office to convey the Town's concerns with the lack of communication from the Governor's Office. Additionally, many cities and towns across the Commonwealth are dealing with the same situation; we have reached out to our counterparts across the State to seek information so that we are most effectively prepared.

The Town of Ayer is preparing to comply with the State's decision by meeting with MOC and the Executive Office of Housing and Livable Communities in the next several days to coordinate logistics and open lines of communication. These preparations include planning by the Ayer Shirley Regional School District with respect to enrolling students in accordance with the State's "Right to Shelter" law. The Town will be seeking State and Federal support to provide the additional Town resources needed to address impacts at the school level and deliver appropriate levels of public safety resources. The Town will be working with the Governor and her staff, our State delegation on Beacon Hill, and our Federal delegation in Washington to ensure these resources are delivered.

*For more information or questions regarding the State's "Right to Shelter" law and the Governor's State of Emergency please contact the Governor's Office at 617-725-4005.*

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# Town of Ayer FY '25 Budget Calendar



## August ☀️



Open Fall Special Town Meeting Warrant (Completed August 15, 2023)

## September 🍁

*Wednesday September 20, 2023, 4:00 PM*

Rate Review Committee meets to discuss Calendar Year 2024 Transfer Station Rates

*Friday September 29, 2023 at 12:00 PM*

Deadline for all Warrant Articles to the Select Board and all Citizen's Petitions to the Town Clerk

## October 🎃

*\*Note: Bi-Board; Capital Planning; Fin Com; and Rate Review Committee to meet monthly in posted open meetings. Please refer to the posting board outside of Town Hall or the Town's website for specific meeting dates and times.*

*Tuesday October 3, 2023*

Select Board Meeting - Review and approve Fall Special Town Meeting Warrant

*Friday October 6, 2023*

The Warrant will be publicly posted on the Town's website and at several locations throughout Town (Town Hall, Library, Police Station, Jack-O-Lantern, Pauline's Variety, Main Street Bank, Transfer Station). Additionally, all Ayer households will receive a hard copy in the mail the week of October 17<sup>th</sup> or sooner

Town Manager sends FY '25 Capital Directive

*Friday October 13, 2023*

This is the last day to register to vote to participate in the Fall Special Town Meeting, if you are not already a registered voter

***Monday October 23, 2023, 7:00 PM, ASRHS Auditorium***  
**Fall Special Town Meeting**

*Friday October 27, 2023*

Capital Requests due from Departments

## **November**



*\*Note: Bi-Board; Capital Planning; Fin Com; and Rate Review Committee to meet monthly in posted open meetings. Please refer to the posting board outside of Town Hall or the Town's website for specific meeting dates and times.*

*Wednesday November 1, 2023*

Union Negotiations Begin (APPOA Union – Patrol Officers and Communicators)

*Wednesday November 8, 2023*

Capital Planning Committee Begins to Meet

*Tuesday November 21, 2023*

Select Board Meeting – Public Hearing #1 Transfer Station Rates; Public Hearing #2 FY '24 Tax Classification Hearing

## **December**



*\*Note: Bi-Board; Capital Planning; Fin Com; and Rate Review Committee to meet monthly in posted open meetings. Please refer to the posting board outside of Town Hall or the Town's website for specific meeting dates and times.*

*Friday December 1, 2023*

Town Manager sends out FY '25 Budget Directive

*Friday December 29, 2023*

FY '25 Budget Requests due from Departments

## **January**



*\*Note: Bi-Board; Capital Planning; Fin Com; and Rate Review Committee to meet monthly in posted open meetings. Please refer to the posting board outside of Town Hall or the Town's website for specific meeting dates and times.*

*Monday January 8, 2024*

Non-Union Negotiations Begin (DPW Director, Police Chief, COA Director, Finance Manager)

*Friday January 12, 2024*

DRAFT #1 Budget to Select Board and Finance Committee

*Tuesday January 16, 2024*

Select Board Meeting - Open Annual Town Meeting Warrant & Calling of Annual Town Election

Wednesday January 24, 2024  
1<sup>st</sup> Budget Public Forum

**February** 

*\*Note: Bi-Board; Capital Planning; Fin Com; and Rate Review Committee to meet monthly in posted open meetings. Please refer to the posting board outside of Town Hall or the Town's website for specific meeting dates and times.*

Wednesday February 14, 2024  
Target date to end Union and Non-Union Contract Negotiations

**March** 

*\*Note: Bi-Board; Capital Planning; Fin Com; and Rate Review Committee to meet monthly in posted open meetings. Please refer to the posting board outside of Town Hall or the Town's website for specific meeting dates and times.*

Friday March 1, 2024  
Regional School Assessments Due

Wednesday March 13, 2024  
2<sup>nd</sup> Budget Public Forum

Tuesday March 19, 2024  
Select Board Meeting – Public Hearing FY '25 Water and Sewer Rates

Friday March 29, 2024 at 12:00 PM  
Annual Town Meeting Warrant Closes - Deadline for all Warrant Articles to the Select Board and all Citizen's Petitions to the Town Clerk

**April** 

*\*Note: Bi-Board; Capital Planning; Fin Com; and Rate Review Committee to meet monthly in posted open meetings. Please refer to the posting board outside of Town Hall or the Town's website for specific meeting dates and times.*

Tuesday April 2, 2024  
Select Board Meeting – Review and Approve Annual Town Meeting Warrant

Select Board Approves FY '25 IDFA Budget

Friday April 5, 2024  
The Warrant will be publicly posted on the Town's website and at several locations throughout Town (Town Hall, Library, Police Station, Jack-O-Lantern, Pauline's Variety,

Main Street Bank, Transfer Station). Additionally, all Ayer households will receive a hard copy in the mail the week of April 15<sup>th</sup> or sooner

***Monday April 22, 2024, 7:00 PM, ASRHS Auditorium***  
**Annual Town Meeting**

**May** 

- Tuesday May 14, 2024*  
Annual Town Election

DRAFT



# AYER POLICE DEPARTMENT

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



Brian P. Gill  
*Chief of Police*

Jennifer D. Bigelow  
*Deputy Chief of Police*

To: Town Manager Robert A. Pontbriand  
From: Chief Brian P. Gill  
Date: Wednesday September 13, 2023  
RE: Town By-Law Updates for Fall Town Meeting

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Dear Mr. Pontbriand,

As we have discussed, I am proposing modifications to two By-Laws. Below I have identified the by-laws and have highlighted substantive areas of change to be requested from Town Meeting.

**1. Chapter 130: Dog By-Law.**

- Definitions consistent with MGL Ch.146 / Sec. 136.
- Codified the process of a nuisance and dangerous dog hearing.
- Updated Licensing Fee:
  - Single Dog: S/N \$10. Unaltered \$15 (Prev \$6/\$10)
  - Kennel: 1-4 \$40, 5-9 \$70, 10+ \$100
  - Dangerous Dog: \$300
- Licensing late fee March 1<sup>st</sup> (from April 1st)
- Late Fee \$50 (in Accordance with MGL)
- Schedule of fines for Unlicensed, Nuisance and Public Disturbance (in accordance with MGL)
- 1<sup>st</sup> Offense: \$50, 2<sup>nd</sup> Offense: \$100, 3<sup>rd</sup> Offense: \$300, 4<sup>th</sup> & Subsequent \$500

**2. Chapter 265: Transient Merchant By-Law**

- Application / Investigation Fee: Recommendation - \$25
- Permit Fees: Recommendations - 1 Day \$5, 1 Week \$25, 1 Month \$50, 1 Year \$100
- Yearly permits expire on December 31<sup>st</sup> of the issuing year.
- Clarified application investigation period: 5 business days.
- Added language to include a "No Solicitation List".
- Added language for Chief to revoke permits for cause.
- Added Language that youth activity / sports associations are exempt.

I look forward to conducting a brief presentation to the Select Board at their next meeting on Tuesday September 19, 2023.

Sincerely,

Brian P. Gill  
Chief of Police