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*Susan Copeland*

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



Wednesday March 23, 2016  
Open Session Meeting Agenda

7:00 PM

Call to Order

Review and Approve Agenda; Announcements

7:05 PM\*

Public Input

Joint Meeting with Finance Committee

1. FY 2017 Budget Discussion

7:45 PM

Application for Class II Motor Vehicle License

1. Ayer Auto Repair, LLC. (85-87 Central Avenue)

7:50 PM

Town Engineer Daniel Van Schalkwyk, Dept. of Public Works

1. West Main Street Culvert Replacement Engineering Contract
2. Green Communities Grant

8:00 PM

Town Administrator's Report

1. Administrative Update
2. Appointments
3. Building Department Hours Proposal
4. Amendment for FY'11 CDBG Grant

8:10 PM

New Business/Selectmen's Questions

1. State Budget Update (Selectman Luca)

8:15 PM

Approval Meeting Minutes

March 8, 2016

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

1. Exemption #3 Properties Enforcement Strategy Update
2. Exemption #3 Acquisition of Real Estate Strategy (Old Fire Station)
3. Exemption #3 Collective Bargaining Contract Updates

Adjournment

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

*\*\* The BOS will adjourn for the evening at the conclusion of the Executive Session*

Office of the Ayer Board of Selectmen  
Office of the Ayer Town Administrator



Town of Ayer | Ayer Town Hall | 1 Main Street | Ayer, MA 01432 | 978-772-8220 | Fax 978-772-3017 | www.ayer.ma.us

MEMORANDUM

**DATE:** March 18, 2016

**TO:** Ayer Board of Selectmen  
Ayer Finance Committee

**Cc:** Lisa Gabree, Town Accountant/Finance Director

**FROM:** Robert A. Pontbriand, Town Administrator

**SUBJECT:** Joint Meeting of the BOS and Fin Com on March 23, 2016 Re: FY 2017 Budget Discussion

Dear Honorable Selectmen and Members of the Finance Committee,

I offer the following information and supporting materials to facilitate your discussion of the FY 2017 Budget at your Joint Meeting scheduled for Wednesday, March 23, 2016 at 7pm. If you have any questions on the information or attached materials, please do not hesitate to contact myself and/or Ms. Gabree directly. Thank you.

**FY 2017 Budget and ATM Schedule** (See Attached)

Upcoming key dates:

- Tuesday, April 5, 2016, 7pm: FY 2017 Water and Sewer Rate Public Hearing
- Friday, April 8, 2016, 12pm (noon): Deadline for all Warrant Articles including Citizens Petitions.
- Tuesday, April 19, 2016, 7pm: BOS to review and approve ATM Warrant (Fin Com should review and submit its formal votes/recommendations on the ATM Warrant Articles by this date)
- Friday, April 22, 2016, 12pm (noon): Absolute deadline for the ATM Warrant to go to the printers
- Monday, May 9, 2016, 7pm: Annual Town Meeting at the ASRSD High School Auditorium (Note: MassDevelopment has requested a Super Town Meeting to precede the ATM for a zoning question)

**FY 2017 DRAFT Budget** (See Attached)

Attached is the DRAFT 2017 Budget as of March 17, 2016 as a result of the input from the Finance Chair on behalf of the Fin Com and the Town Accountant. Additionally, this document was reviewed and revised by a meeting of the Bi Board on March 15, 2016. The following additional documents were presented at the March 17, 2016 Bi Board Meeting and are attached for your review:

- DRAFT Revenue Projections Document (See Attached as prepared by Town Accountant)
- DRAFT Free Cash Document (See Attached Total Free Cash Available Document from Town Accountant)
- DRAFT FY 2017 Budget Tie In Document (See Attached)

The major outstanding budget issues as of March 17, 2016 for discussion at the Joint Meeting on March 23, 2016 are as follows:

- Discussion on the FY 2017 Police Department Request(s) for Two (2) Dispatchers and Two (2) Patrolmen Positions.
- Discussion on the use of Free Cash. The total amount of free cash available is \$1,349,941 (Refer to attached Free Cash Document).
- FY 2017 OPEB Contribution: The OPEB Board of Trustees has recommended a FY 2017 OPEB Contribution of \$300,000 (based on the most recent GASB 45 recommendation) with \$120,000 coming from the Meals Tax and \$180,000 from Free Cash.
- The BOS is proposed a total of \$335,000 in UDAG replenishments from Free Cash (See DRAFT Warrant Article for breakdown/detail).
- The Library has proposed a new position which would result in additional Library Hours of operation as well as an employee compensation study. Total budget impact is approximately \$31,000 for the new position and approximately \$13,000 for the employee compensation study.
- The proposed FY 2017 Capital Purchases as recommended by the Capital Planning Committee should be reviewed. It is recommended that \$110,200 of these purchases come from Free Cash. (See DRAFT Warrant Article for breakdown/detail).

- It is proposed/recommended that the Town put \$88,803 in Stabilization from Free Cash.
- It is proposed/recommended that the Town put \$500,000 in Capital Stabilization from Free Cash. This is based on the numerous capital needs that the Town has and will have.
- On Wednesday, March 16, 2016 the Personnel Board voted a recommendation of a 2% Cost of Living Adjustment (COLA) for FY 2017 (Effective July 1, 2016).
- There is \$115,938 in other warrant articles that is recommended should come from Free Cash.
- Three Collective Bargaining Agreements will expire on June 30, 2016 (DPW, Fire, and Police Superiors). Contract negotiations are underway and ongoing.
- The Town's Master Plan Committee has requested a warrant article in the amount of \$100,000 to fund the update and review of the Town's Master Plan (last updated in 2005).
- Any questions that Selectmen and/or Fin Com Members have upon review of all materials.

**DRAFT 2016 ATM WARRANT** (See Attached)

Attached is the DRAFT 2016 ATM Warrant as of March 17, 2016. This remains a working draft. The deadline for all warrant articles including Citizens Petitions is 12pm (noon) on Friday, April 8, 2016. We will continue to update the DRAFT ATM Warrant accordingly and at the deadline on April 8<sup>th</sup> will be able to transmit a FINAL DRAFT of the ATM for final review and consideration.

Attachment(s): FY 2017 Budget and ATM Schedule  
 DRAFT FY 2017 Budget  
 DRAFT Revenue Projections Document  
 DRAFT Free Cash Document  
 DRAFT FY 2017 Budget Tie In Document  
 DRAFT 2016 ATM Warrant (Working Draft as of 3/17/2016)

FY2016 BUDGET AMOUNTS INCLUDE ADJUSTMENTS VOTED AT OCT 2015 TM FOR NON-UNION WAGES ADJUSTMENTS

ACCOUNTS FOR:	FY2013 ACTUALS	FY2014 ACTUALS	FY2015 ACTUALS	FY2016 ACTUALS	FY2016 BUDGET	FY2016 ONE-TIME EXPENSES	FY2016 NET OF ONE-TIME	FY2017 BUDGET REQUEST	\$ INCREASE (DECREASE) FY2017 BUDGET REQUEST OVER FY16 NET OF ONE-TIME	PERCENT INCREASE (DECREASE)	COMMENTS
1114 MODERATOR											
1114 51100 STIPEND	562.00	500.00	500.00	0.00	500.00		500.00	500.00	0.00	0.0%	email received from Tom on 12/30/15
TOTAL MODERATOR	562.00	500.00	500.00	0.00	500.00		500.00	500.00	0.00	0.0%	
1122 BOARD OF SELECTMEN											
1122 51100 STIPENDS	9,165.80	8,353.06	6,975.96	2,906.65	6,976.00		6,976.00	6,976.00	0.00	0.0%	FY2017 budget prepared by Robert Pontbriand
1122 51110 ADMINISTRATIVE ASSISTANT	53,137.57	61,704.11	54,183.60	29,274.00	72,760.44		72,760.44	72,761.00	0.56	0.0%	position stepped out
1122 51120 ADMINISTRATOR	89,016.90	90,714.90	92,538.63	46,309.25	115,122.27		115,122.27	117,993.00	2,870.73	2.5%	Grade 17/step 7
1122 51130 PAYROLL/BENEFITS MGR	0.00	0.00	56,726.78	0.00	0.00		0.00	0.00	0.00	#DIV/0!	
1122 51140 LONGEVITY	750.00	750.00	0.00	200.00	200.00		200.00	230.00	30.00	15.0%	TA 6 years
1122 51300 OVERTIME	2,656.51	2,473.57	3,474.55	1,241.65	3,000.00		3,000.00	3,000.00	0.00	0.0%	
1122 52000 SERVICES	1,284.78	1,295.60	1,490.58	154.32	1,000.00		1,000.00	1,000.00	0.00	0.0%	
1122 52100 CLERICAL SERVICES	0.00	0.00	0.00	0.00	800.00		800.00	800.00	0.00	0.0%	
1122 54000 SUPPLIES	1,657.34	1,743.14	2,919.90	525.83	1,275.00	(275.00)	1,000.00	1,000.00	0.00	0.0%	new chair for TA in FY2016 \$275
1122 54200 OFFICE SUPPLIES	0.00	0.00	48.99	0.00	0.00		0.00	9,500.00	9,500.00	#DIV/0!	replacement furniture for BoS/TA office
1122 57000 OTHER CHARGES & EXPENSES	2,274.49	2,257.72	2,557.34	1,513.00	2,600.00		2,600.00	2,600.00	0.00	0.0%	
TOTAL BOARD OF SELECTMEN	159,943.39	169,292.10	220,916.33	82,124.70	203,733.71	(275.00)	203,458.71	215,860.00	12,401.29	6.1%	
1126 BENEFITS & PAYROLL MANAGER											
1126 51000 PAYROLL & BENEFITS MGR WAGES	0.00	0.00	0.00	25,209.44	62,663.00		62,663.00	62,663.00	0.00	0.0%	FY2017 budget request prepared by Kevin Johnston
1126 52000 SERVICES	0.00	0.00	0.00	0.00	300.00		300.00	300.00	0.00	0.0%	
1126 54000 SUPPLIES	0.00	0.00	0.00	38.24	1,450.00		1,450.00	1,450.00	0.00	0.0%	
1126 57000 OTHER CHARGES & EXPENSES	0.00	0.00	0.00	475.78	1,300.00		1,300.00	1,800.00	500.00	38.5%	Includes \$500 to implement Employee Training Program
TOTAL BENEFITS & PAYROLL MAN	0.00	0.00	0.00	25,723.46	65,713.00	0.00	65,713.00	66,213.00	500.00	0.8%	
1132 RESERVE FUND											
1132 57800 RESERVE FUND APPROP	0.00	0.00	0.00	0.00	150,000.00		150,000.00	150,000.00	0.00	0.0%	not submitted; level fund email from Scott Houde
TOTAL RESERVE FUND	0.00	0.00	0.00	0.00	150,000.00	0.00	150,000.00	150,000.00	0.00	0.0%	
1135 TOWN ACCOUNTANT											
1135 51100 TOWN ACCOUNTANT SALARY	90,410.78	93,041.28	94,899.65	39,379.20	97,883.76		97,883.76	97,885.00	1.24	0.0%	FY2017 budget request prepared by Lisa Gabree
1135 51110 TOWN ACCT ASSIST-WAGES	44,979.34	45,518.40	46,437.12	19,051.20	54,624.00	(7,258.00)	47,366.00	48,295.00	929.00	2.0%	removed \$7,402 unused vacation buy out for retirement of Assistant
1135 51140 LONGEVITY	1,270.00	1,330.00	1,390.00	740.00	1,450.00		1,450.00	1,490.00	40.00	2.8%	3/16/16 with understanding that an RFT may be needed
1135 51150 COLLEGE INCENTIVE	4,499.04	4,634.24	4,726.80	4,875.52	4,823.00		4,823.00	4,876.00	53.00	1.1%	
1135 52000 SERVICES	218.79	3,000.00	0.00	0.00	3,000.00	(2,700.00)	300.00	3,000.00	2,700.00	900.0%	additional consulting services
1135 53000 PROFESSIONAL SERVICES	3,515.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00	#DIV/0!	
1135 53020 AUDIT SERVICES	16,900.00	19,800.00	20,680.00	0.00	21,000.00		21,000.00	22,000.00	1,000.00	4.8%	per 3 year audit contract
1135 54200 OFFICE SUPPLIES	669.78	877.74	308.30	62.89	300.00		300.00	600.00	300.00	100.0%	
1135 57000 OTHER CHARGES & EXPENSES	998.22	315.55	884.38	125.00	672.00		672.00	700.00	28.00	4.2%	
TOTAL TOWN ACCOUNTANT	163,460.95	168,517.21	169,326.25	64,233.81	183,752.76	(9,958.00)	173,794.76	178,846.00	5,051.24	2.9%	
1136 COMPUTER SUPPORT											
1136 51000 STIPEND	4,502.74	4,636.52	4,726.80	1,968.96	4,840.00		4,840.00	4,894.00	54.00	1.1%	FY2017 budget request prepared by Lisa Gabree
1136 52000 SERVICES	440.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00	#DIV/0!	
1136 53040 SOFTWARE MAINTENANCE	25,741.75	38,323.97	38,371.00	19,185.50	38,371.00		38,371.00	39,788.00	1,417.00	3.7%	See 12/17/15 email and attachment from Karen Grosset of
1136 53041 HARDWARE REPLACEMENTS	2,510.30	20.70	0.00	0.00	629.00		629.00	0.00	(629.00)	-100.0%	Tyler Tech (MUNIS)
1136 53200 TRAINING	0.00	60.89	0.00	1,427.75	0.00		0.00	2,800.00	2,800.00	#DIV/0!	Updated MUNIS training for town-wide users
1136 54000 SUPPLIES	207.98	223.31	31.44	0.00	500.00		500.00	0.00	(500.00)	-100.0%	Supplies now budgeted via IT budget
1136 57000 OTHER CHARGES & EXPENSES	0.00	0.00	1,422.13	0.00	0.00		0.00	500.00	500.00	#DIV/0!	
TOTAL COMPUTER SUPPORT	33,402.77	43,265.39	44,551.37	22,582.21	44,340.00	0.00	44,340.00	47,982.00	3,642.00	8.2%	
1141 BOARD OF ASSESSORS											
1141 51100 STIPENDS	6,900.12	6,900.12	6,900.12	2,875.05	6,900.00		6,900.00	6,900.00	0.00	0.0%	FY2017 budget request prepared by Tom Hogan
1141 51110 SECRETARY WAGES	39,164.38	39,941.35	40,294.16	16,713.29	41,348.00		41,348.00	44,717.00	3,369.00	8.1%	Increase in hours from 37 to 40 per week
1141 51120 ASSISTANT ASSESSOR SALARY	88,265.96	89,880.60	92,462.75	45,059.65	98,945.36		98,945.36	99,461.00	515.64	0.5%	
1141 52000 SERVICES	477.35	0.00	804.06	0.00	1,565.00		1,565.00	1,565.00	0.00	0.0%	
1141 53010 MAP UPDATE	530.75	0.00	880.00	1,192.80	1,136.00		1,136.00	1,136.00	0.00	0.0%	
1141 53020 CONSULTING SERVICES	7,020.00	13,150.00	17,800.00	5,100.00	19,000.00		19,000.00	18,000.00	(1,000.00)	-5.3%	Year 3 of 3 year cyclical reinspection compliance program
1141 54000 SUPPLIES	282.99	171.66	150.72	43.90	416.00		416.00	416.00	0.00	0.0%	& \$8,000 funding for personal property services for FY2017 Revaluation
1141 54200 OFFICE SUPPLIES	1,103.21	468.03	557.66	466.19	675.00		675.00	675.00	0.00	0.0%	
1141 57000 OTHER CHARGES & EXPENSES	5,046.00	5,292.40	4,532.42	2,908.99	2,500.00		2,500.00	3,975.00	1,475.00	59.0%	\$1,475 increase in C.S.C. Support fees

ACCOUNTS FOR:	FY2013 ACTUALS	FY2014 ACTUALS	FY2015 ACTUALS	FY2016 ACTUALS	FY2016 BUDGET	FY2016 ONE-TIME EXPENSES	FY2016 NET OF ONE-TIME	FY2017 BUDGET REQUEST	FY2017 BUDGET REQUEST OVER FY16 NET OF ONE-TIME	(DECREASE)	COMMENTS
TOTAL BOARD OF ASSESSORS	148,790.76	155,804.16	164,381.89	74,359.87	172,485.36	0.00	172,485.36	176,845.00	4,359.64		2.5%
1145 TOWN TREASURER											
1145 51100 TREASURER SALARY	60,017.99	60,017.99	61,218.59	27,459.64	68,256.72		68,256.72	69,969.00	1,712.28		2.5% FY2017 budget request prepared by Stephanie Gintner
1145 51110 ASSSIST TREASURER WAGES	47,152.72	46,362.72	0.00	0.00	0.00		0.00	0.00	0.00	#DIV/0!	
1145 52000 SERVICES	2,423.50	2,335.23	2,257.61	301.06	2,011.00		2,011.00	2,011.00	0.00		0.0%
1145 54000 SUPPLIES	411.09	1,862.30	558.90	30.58	3,181.00		3,181.00	3,181.00	0.00		0.0%
1145 54200 OFFICE SUPPLIES	421.95	344.14	2,673.19	388.40	505.00		505.00	505.00	0.00		0.0%
1145 57000 OTHER CHARGES & EXPENSES	1,567.44	1,487.46	3,818.20	859.89	1,262.00		1,262.00	1,262.00	0.00		0.0%
TOTAL TOWN TREASURER	111,994.69	112,409.84	70,526.49	29,039.57	75,215.72	0.00	75,215.72	76,928.00	1,712.28		2.3%
1146 TAX COLLECTOR											
1146 51100 TAX COLLECTOR SALARY	33,010.50	33,010.50	33,671.08	15,102.78	37,541.00		37,541.00	38,146.00	605.00		1.6% FY2017 budget request prepared by Susan Copeland
1146 51110 ASSIST COLLECTOR WAGES	59,721.35	42,326.40	44,035.93	18,068.40	44,925.00		44,925.00	45,811.00	886.00		2.0%
1146 52000 SERVICES	10,559.47	3,049.80	2,930.84	0.00	9,000.00		9,000.00	9,000.00	0.00		0.0%
1146 54000 SUPPLIES	1,043.49	2,625.84	1,328.20	387.45	1,200.00		1,200.00	1,200.00	0.00		0.0%
1146 54200 OFFICE SUPPLIES	428.95	0.00	0.00	0.00	250.00		250.00	250.00	0.00		0.0%
1146 57000 OTHER CHARGES & EXPENSES	626.77	842.41	393.04	413.74	850.00		850.00	850.00	0.00		0.0%
TOTAL TAX COLLECTOR	105,390.53	81,854.95	82,359.09	33,972.37	93,766.00	0.00	93,766.00	95,257.00	1,491.00		1.6%
1147 FINANCE COMMITTEE											
1147 52000 SERVICES	0.00	144.00	0.00	0.00	0.00		0.00	0.00	0.00	#DIV/0!	
1147 54200 OFFICE SUPPLIES	262.50	0.00	19.79	0.00	0.00		0.00	0.00	0.00	#DIV/0!	
1147 57000 OTHER CHARGES & EXPENSES	308.00	221.00	176.00	176.00	500.00		500.00	500.00	0.00		0.0% Per email from Scott Houde, level fund
TOTAL FINANCE COMMITTEE	570.50	365.00	195.79	176.00	500.00	0.00	500.00	500.00	0.00		0.0%
1148 PARKING TICKETS											
1148 52000 SERVICES	878.93	655.94	1,129.47	249.44	1,000.00		1,000.00	1,000.00	0.00		0.0% FY2017 budget prepared by Robert Pontbriand
TOTAL PARKING TICKETS	878.93	655.94	1,129.47	249.44	1,000.00	0.00	1,000.00	1,000.00	0.00		0.0%
1151 TOWN COUNSEL											
1151 51000 WAGES	0.00	0.00	0.00	5,000.00	0.00		0.00	0.00	0.00	#DIV/0!	FY2017 budget prepared by Robert Pontbriand
1151 52000 MISCELLANEOUS PROFESSIONAL SER	4,194.00	3,038.00	1,615.00	0.00	0.00		0.00	0.00	0.00	#DIV/0!	
1151 53090 LEGAL SERVICES	93,023.94	100,175.02	116,686.38	20,646.97	90,000.00		90,000.00	100,000.00	10,000.00		11.1% increased by \$10,000
1151 54000 SUPPLIES	170.67	132.50	0.00	0.00	0.00		0.00	0.00	0.00	#DIV/0!	
TOTAL TOWN COUNSEL	97,388.61	103,345.52	118,301.38	25,646.97	90,000.00	0.00	90,000.00	100,000.00	10,000.00		11.1%
1154 MANAGEMENT SUPPORT											
1154 51000 WAGES					0.00		0.00	40,465.44	40,465.44	#DIV/0!	FY2017 budget prepared by Robert Pontbriand Wage line added 3/16/16, yet to be vetted by the Selectmen New shared administrative staff for permitting boards/building depts
1154 52000 SERVICES	813.74	1,317.72	238.25	404.99	3,500.00		3,500.00	3,500.00	0.00		0.0% \$2,000 was added to this line in FY2016
1154 53410 PRINTING SERVICES	4,217.78	3,351.70	3,645.40	55.49	4,000.00		4,000.00	4,000.00	0.00		0.0% for Planning Board expense support
1154 54000 SUPPLIES	1,184.32	1,411.06	1,482.99	994.56	1,000.00		1,000.00	1,000.00	0.00		0.0%
1154 57000 OTHER CHARGES & EXPENSES	26.27	0.00	0.00	0.00	0.00		0.00	0.00	0.00	#DIV/0!	
TOTAL MANAGEMENT SUPPORT	6,242.11	6,080.48	5,366.64	1,455.04	8,500.00	0.00	8,500.00	48,965.44	40,465.44		476.1%
1158 TAX TITLE FORECLOSURE											
1158 52000 TAX TITLE FORECLOSURE SERVICE	4,416.37	5,147.95	4,698.59	1,280.75	8,000.00		8,000.00	8,000.00	0.00		0.0% FY2017 budget request prepared by Stephanie Gintner
TOTAL TAX TITLE FORECLOSURE	4,416.37	5,147.95	4,698.59	1,280.75	8,000.00	0.00	8,000.00	8,000.00	0.00		0.0%
1161 TOWN CLERK											
1161 51100 TOWN CLERK SALARY	27,008.54	27,008.53	27,548.55	12,356.82	30,715.72		30,715.72	31,210.00	494.28		1.6% FY2017 budget request prepared by Susan Copeland
1161 51110 ASSISTANT WAGES	42,088.89	42,938.49	43,783.73	18,406.80	45,632.00		45,632.00	46,203.00	571.00		1.3%
1161 51300 OVERTIME	5.61	200.53	0.00	48.11	0.00		0.00	0.00	0.00	#DIV/0!	
1161 52000 SERVICES	609.45	695.12	0.00	0.00	800.00		800.00	800.00	0.00		0.0%
1161 54000 SUPPLIES	495.00	160.33	1,169.71	176.49	400.00		400.00	400.00	0.00		0.0%
1161 54200 OFFICE SUPPLIES	0.00	0.00	38.96	0.00	0.00		0.00	0.00	0.00	#DIV/0!	
1161 57000 OTHER CHARGES & EXPENSES	55.00	245.00	436.61	25.00	2,200.00		2,200.00	2,200.00	0.00		0.0%
TOTAL TOWN CLERK	70,262.49	71,248.00	72,977.56	31,013.22	79,747.72	0.00	79,747.72	80,813.00	1,065.28		1.3%
1162 ELECTIONS & REGISTRATIONS											
1162 51000 ELECTIONS STIPEND (ASST CLERK)	0.00	0.00	1,000.00	0.00	0.00		0.00	1,000.00	1,000.00	#DIV/0!	FY2017 budget request prepared by Susan Copeland
1162 51100 REGISTRARS SALARIES	1,296.00	1,296.00	972.00	0.00	1,296.00		1,296.00	1,296.00	0.00		0.0%

ACCOUNTS FOR:			FY2013	FY2014	FY2015	FY2016	FY2016	FY2016 ONE-TIME	FY2016 NET OF	FY2017	FY2017 BUDGET REQUEST	(DECREASE)	COMMENTS
			ACTUALS	ACTUALS	ACTUALS	ACTUALS	BUDGET	EXPENSES	ONE-TIME	BUDGET REQUEST	OVER FY16 NET OF ONE-TIME		
1162	52000	CENSUS SERVICES	1,149.85	125.13	784.75	0.00	2,000.00		2,000.00	2,000.00		0.00	0.0%
1162	52100	SERVICE-ELECTION WORKERS	6,973.19	3,423.25	4,302.00	110.25	5,000.00		5,000.00	6,000.00		1,000.00	20.0% New workers/wages per email from Clerk dated 1/26/16
1162	53040	COMPUTER SERVICES	5,946.67	4,670.43	4,938.42	400.00	4,200.00		4,200.00	5,300.00		1,100.00	26.2% Contract increase
1162	54200	OFFICE SUPPLIES	1,297.45	1,025.38	531.02	200.00	900.00		900.00	1,000.00		100.00	11.1%
1162	57000	OTHER CHARGES & EXPENSES	837.17	656.07	362.70	0.00	500.00		500.00	500.00		0.00	0.0%
TOTAL	ELECTIONS & REGISTRATIONS		17,500.33	11,196.26	12,890.89	710.25	13,896.00	0.00	13,896.00	17,096.00		3,200.00	23.0%
1164	TOWN HALL POSTAGE FUND												
1164	53400	POSTAGE	15,497.33	17,844.51	17,430.23	3,933.12	19,000.00		19,000.00	19,000.00		0.00	0.0% FY2017 budget request prepared by Susan Copeland
TOTAL	TOWN HALL POSTAGE FUND		15,497.33	17,844.51	17,430.23	3,933.12	19,000.00	0.00	19,000.00	19,000.00		0.00	0.0%
1165	PERSONNEL BOARD												
1165	52000	SERVICES	0.00	0.00	75.18	0.00	100.00		100.00	100.00		500.00	500.0% per 1/10/16 email from Lt Gill
TOTAL	PERSONNEL BOARD		0.00	0.00	75.18	0.00	100.00	0.00	100.00	100.00		0.00	0.0%
1166	INFORMATION TECHNOLOGY												
1166	51100	SALARY	68,717.04	70,720.58	74,311.93	31,626.00	78,614		78,613.88	80,776.00		2,162.12	2.8% FY2017 budget request prepared by Cindy Knox
1166	52000	IT SERVICES	6,541.00	4,554.80	17,217.60	10,035.83	24,920.00		24,920.00	24,000.00		(920.00)	Grade 13 Step 7
1166	52100	WEBSITE DESIGN & MAINTENANCE	3,598.33	2,500.00	3,000.00	1,200.00	5,700.00		5,700.00	4,200.00		(1,500.00)	-3.7%
1166	53040	SOFTWARE MAINTENANCE	0.00	0.00	0.00	0.00	4,500.00	(4,500.00)	0.00	0.00		0.00	-26.3%
1166	53400	COMMUNICATIONS	833.32	733.02	776.05	210.56	720.00		720.00	828.00		108.00	#DIV/0! FY16 includes signal booster for Fire Station
1166	54000	IT SUPPLIES	1,165.98	2,845.06	3,213.21	928.30	5,400.00		5,400.00	6,000.00		600.00	15.0%
1166	57000	OTHER CHARGES & EXPENSES	232.28	220.33	593.04	109.00	1,100.00		1,100.00	2,100.00		1,000.00	11.1%
1166	58000	HARDWARE	0.00	11,721.79	11,888.11	1,525.30	3,000.00		3,000.00	3,000.00		0.00	90.9%
		WORKSTATIONS/PRINTERS/SOFTWARE								12,000.00		12,000.00	0.0% #DIV/0! New in FY2017, moved from capital request Capital Planning Committee recommends adding to operating expenses as this is recurring request for the next five years
TOTAL	INFORMATION TECHNOLOGY		81,087.95	93,295.58	110,999.94	45,634.99	123,953.88	(4,500.00)	119,453.88	132,904.00		13,450.12	11.3%
1171	CONSERVATION COMMISSION												
1171	51000	CONSERVATION AGENT	13,675.86	17,412.88	10,088.12	4,946.86	23,992.00		23,992.00	24,468.00		476.00	2.0% FY2017 budget request prepared by Brian Collieran
1171	52000	SERVICES	135.21	290.00	309.89	30.00	150.00		150.00	150.00		0.00	0.0%
1171	54000	SUPPLIES	274.36	615.08	82.99	40.00	350.00		350.00	350.00		0.00	0.0%
1171	55801	PUBLIC HEARINGS EXPENSE	73.39	110.98	0.00	0.00	100.00		100.00	100.00		0.00	0.0%
1171	57000	OTHER CHARGES & EXPENSES	653.76	844.99	389.44	360.00	1,225.00		1,225.00	1,225.00		0.00	0.0%
TOTAL	CONSERVATION COMMISSION		14,812.58	19,273.93	10,870.44	5,376.86	25,817.00	0.00	25,817.00	26,293.00		476.00	1.8%
1181	URBAN DEVELOPMENT(MRPC)												
1181	56600	REGIONAL PLANNING ASSESS	2,112.01	2,164.81	2,218.94	2,274.41	2,274.00		2,274.00	2,332.00		58.00	2.6% FY2017 budget prepared by Robert Pontbriand Per Assessment letter dated 1/21/2016
TOTAL	URBAN DEVELOPMENT(MRPC)		2,112.01	2,164.81	2,218.94	2,274.41	2,274.00	0.00	2,274.00	2,332.00		58.00	2.6%
1188	PLANNING & DEVELOPMENT												
1188	51000	DIRECTOR-PLN & DEV	30,262.03	31,142.52	32,818.96	14,723.16	35,111.40		35,111.40	35,111.00		(0.40)	0.0% Per Robert Pontbriand, level fund
1188	53400	POSTAGE FUND	0.00	0.00	0.00	0.00	200.00		200.00	200.00		0.00	0.0%
1188	54000	PURCHASE OF SUPPLIES	365.00	0.00	0.00	0.00	250.00		250.00	250.00		0.00	0.0%
TOTAL	PLANNING & DEVELOPMENT		30,627.03	31,142.52	32,818.96	14,723.16	35,561.40	0.00	35,561.40	35,561.00		(0.40)	0.0%
1192	PUBLIC BLDGS & PROP MAINT												
1192	51000	FACILITIES DIRECTOR	57,605.14	59,294.56	62,489.52	28,047.12	70,559.68		70,559.68	72,311.00		1,751.32	2.5% FY2017 budget request prepared by Dan Sherman
1192	51100	CUSTODIAN	32,313.35	32,948.64	33,608.76	13,793.28	34,285.00		34,285.00	35,224.00		939.00	2.7%
1192	51300	OVERTIME	0.00	0.00	0.00	0.00	4,400.00		4,400.00	4,400.00		0.00	0.0%
1192	52000	SERVICES (TOWN HALL)	2,032.53	2,921.59	3,460.77	637.33	3,800.00		3,800.00	3,800.00		0.00	0.0%
1192	52000F	SERVICES (FIRE)	0.00	1,390.00	1,140.00	380.00	1,600.00		1,600.00	1,600.00		0.00	0.0%
1192	52000P	SERVICES (POLICE)	738.00	720.00	720.00	300.00	1,000.00		1,000.00	1,000.00		0.00	0.0%
1192	52100	HEAT (TOWN HALL)	11,390.24	15,197.50	13,196.54	239.53	20,000.00		20,000.00	20,000.00		0.00	0.0%
1192	52100F	HEAT (FIRE)	9,033.92	11,146.41	10,247.43	612.21	15,600.00		15,600.00	15,600.00		0.00	0.0%
1192	52100P	HEAT (POLICE)	9,160.80	11,836.43	11,169.63	139.90	13,000.00		13,000.00	13,000.00		0.00	0.0%
1192	52200	ELECTRIC (TOWN HALL)	18,105.76	10,271.19	8,306.01	3,823.80	21,500.00		21,500.00	15,000.00		(6,500.00)	-30.2%
1192	52200F	ELECTRIC (FIRE)	28,557.87	15,011.35	16,888.97	5,082.57	30,000.00		30,000.00	20,000.00		(10,000.00)	-33.3%
1192	52200P	ELECTRIC (POLICE)	25,011.17	13,717.31	11,362.23	5,349.75	26,500.00		26,500.00	18,000.00		(8,500.00)	-32.1%
1192	52200W	ELECTRIC-OLD FIRE	269.69	286.19	373.09	83.04	600.00		600.00	600.00		0.00	0.0%
1192	52400	VENDOR R&M -TOWN HALL	7,948.26	26,075.45	14,810.63	6,182.55	10,000.00		10,000.00	19,000.00		9,000.00	90.0%
1192	52400F	VENDOR R&M-FIRE	3,974.33	9,107.65	7,722.35	7,045.55	8,000.00		8,000.00	15,500.00		7,500.00	93.8%
1192	52400P	VENDOR R&M-POLICE	12,126.78	11,107.95	32,275.38	6,377.08	8,000.00		8,000.00	15,500.00		7,500.00	93.8%
1192	52400W	VENDOR R&M-OLD FIRE STATION	0.00	275.00	0.00	0.00	0.00		0.00	0.00		0.00	#DIV/0!
1192	52420	MAINTENANCE SERV (TOWN HALL)	3,024.33	4,785.58	6,949.33	3,560.00	6,000.00		6,000.00	6,000.00		0.00	0.0%

ACCOUNTS FOR:		FY2013 ACTUALS	FY2014 ACTUALS	FY2015 ACTUALS	FY2016 ACTUALS	FY2016 BUDGET	FY2016 ONE-TIME EXPENSES	FY2016 NET OF ONE-TIME	FY2017 BUDGET REQUEST	FY2017 BUDGET REQUEST OVER FY16 NET OF ONE-TIME	(DECREASE)	COMMENTS
1192 52420F	MAINTENANCE SERV (FIRE)	3,800.33	4,620.33	4,627.33	3,922.00	6,000.00		6,000.00	6,000.00		0.00	0.0%
1192 52420P	MAINTENANCE SERV (POLICE)	2,346.34	3,191.34	2,581.34	2,062.66	3,800.00		3,800.00	3,800.00		0.00	0.0%
1192 52600	GRUNDSKEEP'G SERVICE TOWN HAL	1,891.00	2,189.00	1,157.00	550.00	2,400.00		2,400.00	2,600.00	200.00	200.00	8.3%
1192 52600P	GRUNDSKEEPING-POLICE	1,555.00	1,278.00	1,775.00	240.00	1,700.00		1,700.00	2,000.00	300.00	300.00	17.6%
1192 52900P	WASTE REMOVAL POLICE	889.09	932.24	940.06	327.00	1,500.00		1,500.00	1,600.00	100.00	100.00	6.7%
1192 53041	PHONE (TOWN HALL)	4,146.36	4,179.38	5,791.57	1,612.84	6,000.00		6,000.00	6,000.00		0.00	0.0%
1192 53400	COMMUNICATIONS (CELL DAN)	633.05	850.48	746.38	247.46	875.00		875.00	875.00		0.00	0.0%
1192 54000	SUPPLIES (TOWN HALL)	1,921.77	3,476.14	2,187.55	1,573.25	4,000.00		4,000.00	3,900.00	(100.00)	(100.00)	-2.5%
1192 54000F	SUPPLIES (FIRE)	230.56	509.03	161.36	1,036.98	1,500.00		1,500.00	1,700.00	200.00	200.00	13.3%
1192 54000P	SUPPLIES (POLICE)	3,793.17	6,459.39	4,544.71	2,325.20	4,800.00		4,800.00	4,800.00		0.00	0.0%
1192 54200	OFFICE SUPPLIES	0.00	0.00	72.00	0.00	200.00		200.00	200.00		0.00	0.0%
1192 54320	BLDG RPR SUPPLIES (TOWN HALL)	566.84	1,615.27	995.23	170.42	800.00		800.00	900.00	100.00	100.00	12.5%
1192 54320F	BLDG RPR SUPPLIES (FIRE)	586.86	1,098.08	747.63	92.31	800.00		800.00	900.00	100.00	100.00	12.5%
1192 54320P	BLDG RPR SUPPLIES (POLICE)	667.15	827.95	1,525.95	404.72	800.00		800.00	900.00	100.00	100.00	12.5%
1192 57000	OTHER CHARGES	0.00	0.00	152.15	151.12	700.00		700.00	700.00		0.00	0.0%
1192 58100	BOS MEETING RM CHAIRS	1,399.93	0.00	1,699.98	0.00	0.00		0.00	0.00		0.00	#DIV/0!
1192 58200	SEAL & LINE POLICE/FIRE PARKIN	0.00	0.00	8,600.00	0.00	0.00		0.00	0.00		0.00	#DIV/0!
TOTAL	PUBLIC BLDGS & PROP MAINT	245,719.62	257,319.43	273,025.88	96,369.67	310,719.68	0.00	310,719.68	313,410.00	2,690.32	2,690.32	0.9%
1193	BUILDING INSURANCE											FY2017 budget prepared by Robert Pontbriand
1193 57430	FIRE CASUALTY & LIAB INS	122,676.85	102,481.43	101,476.55	127,674.41	154,241.00		154,241.00	165,037.00	10,796.00	10,796.00	7.0% Final quote due Feb 2016
TOTAL	BUILDING INSURANCE	122,676.85	102,481.43	101,476.55	127,674.41	154,241.00	0.00	154,241.00	165,037.00	10,796.00	10,796.00	7.0%
1195	POLICE ACCIDENT INSURANCE											FY2017 budget prepared by Robert Pontbriand
1195 57410	POLICE & FIRE ACCIDENT INSURAN	85,516.00	153,122.58	138,456.17	118,884.75	173,289.00		173,289.00	185,359.00	12,070.00	12,070.00	7.0% Final quote due Feb 2016
TOTAL	POLICE ACCIDENT INSURANCE	85,516.00	153,122.58	138,456.17	118,884.75	173,289.00	0.00	173,289.00	185,359.00	12,070.00	12,070.00	7.0%
1199	COMMUNICATIONS COMMITTEE											
1199 53410	PRINTING SERVICES	0.00	0.00	0.00	0.00	700.00		700.00	700.00		0.00	0.0% FY2017 budget request prepared by Cindy Knox
1199 54200	OFFICE SUPPLIES	0.00	44.97	0.00	0.00	0.00		0.00	0.00		0.00	#DIV/0!
TOTAL	COMMUNICATIONS COMMITTEE	0.00	44.97	0.00	0.00	700.00	0.00	700.00	700.00	0.00	0.00	0.0%
1210	POLICE DEPARTMENT											FY2017 budget request prepared by Chief Murray
1210 51100	POLICE DEPT-SALARIES	1,319,980.12	1,424,529.19	1,514,611.72	650,555.82	1,698,741.26		1,698,741.26	1,869,493.16	170,751.90	170,751.90	10.1% This includes contractual increases for Patrolmen and Dispatchers (Superiors e
1210 51300	POLICE DEPT-OVERTIME	220,116.51	227,413.07	199,470.55	91,532.93	212,874.00		212,874.00	212,874.00		0.00	0.0% It also includes 2 new full-time dispatchers; it does Not include 2 new patrolme
1210 51310	POLICE DEPT-COURT TIME	15,483.03	15,348.30	17,059.16	9,940.88	16,000.00		16,000.00	16,000.00		0.00	0.0%
1210 51900	CLOTHING	0.00	0.00	0.00	0.00	700.00		700.00	0.00	(700.00)	(700.00)	-100.0%
1210 51901	CLOTHING- CRUMPTON	950.00	948.70	948.18	599.82	950.00		950.00	950.00		0.00	0.0%
1210 51902	CLOTHING-	950.00	945.68	1,051.07	0.00	1,250.00		1,250.00	1,250.00		0.00	0.0%
1210 51903	CLOTHING - CHIEF	334.75	789.91	602.99	55.00	950.00		950.00	950.00		0.00	0.0%
1210 51904	CLOTHING- HADLEY	35.98	333.95	0.00	0.00	400.00		400.00	400.00		0.00	0.0%
1210 51905	CLOTHING-	0.00	0.00	950.00	0.00	1,250.00		1,250.00	1,250.00		0.00	0.0%
1210 51906	CLOTHING- KULARSKI	1,187.92	1,188.00	1,173.25	175.00	1,563.00		1,563.00	1,563.00		0.00	0.0%
1210 51907	CLOTHING- CUNNINGHAM	1,021.95	950.00	971.28	461.98	1,250.00		1,250.00	1,250.00		0.00	0.0%
1210 51908	CLOTHING-HERRSTROM	0.00	0.00	0.00	273.95	400.00		400.00	400.00		0.00	0.0%
1210 51909	CLOTHING-BRISSETTE	231.96	165.98	307.09	118.00	400.00		400.00	400.00		0.00	0.0%
1210 51910	CLOTHING- CALLAHAN	950.00	947.90	768.20	192.95	1,250.00		1,250.00	1,250.00		0.00	0.0%
1210 51911	CLOTHING-HARTY	950.00	838.82	1,015.11	0.00	1,250.00		1,250.00	1,250.00		0.00	0.0%
1210 51912	CLOTHING-PEARSON	839.65	920.68	929.13	136.45	1,250.00		1,250.00	1,250.00		0.00	0.0%
1210 51913	CLOTHING-BARHIGHT	1,188.00	1,188.00	1,186.04	859.79	1,563.00		1,563.00	1,563.00		0.00	0.0%
1210 51914	CLOTHING-FICHTER	370.00	950.00	938.00	0.00	1,250.00		1,250.00	1,250.00		0.00	0.0%
1210 51915	CLOTHING- COTE	950.00	947.75	950.00	289.00	950.00		950.00	950.00		0.00	0.0%
1210 51917	CLOTHING-KRASINSKAS	949.80	949.45	685.95	682.69	1,250.00		1,250.00	1,250.00		0.00	0.0%
1210 51918	CLOTHING- ROCHE	350.00	261.94	350.00	0.00	400.00		400.00	400.00		0.00	0.0%
1210 51919	CLOTHING- MACDONALD	949.35	950.40	950.00	423.85	950.00		950.00	950.00		0.00	0.0%
1210 51921	CLOTHING-BIGELOW	950.00	950.00	909.99	114.00	1,250.00		1,250.00	1,250.00		0.00	0.0%
1210 51922	CLOTHING- PART-TIMERS	0.00	97.00	0.00	0.00	150.00		150.00	150.00		0.00	0.0%
1210 51923	CLOTHING-GILL	790.74	915.95	927.54	109.00	950.00		950.00	950.00		0.00	0.0%
1210 51925	CLOTHING-EDMONDS	959.29	950.00	951.51	173.20	950.00		950.00	950.00		0.00	0.0%
1210 52000	SERVICES	1,135.77	6,938.45	5,686.56	74.49	0.00		0.00	0.00		0.00	#DIV/0! request changed by Chief 1/29/16
1210 52400	POLICE-VEHIC MAINT/REPAIR	13,239.05	17,914.51	11,550.35	2,404.67	13,000.00		13,000.00	13,000.00		0.00	0.0%
1210 52440	EQUIPMENT REPAIR	453.58	2,621.58	2,153.53	504.95	7,000.00		7,000.00	7,000.00		0.00	0.0%
1210 53021	POLICE-PHYSICAL EXAM	0.00	943.99	874.00	0.00	1,000.00		1,000.00	1,000.00		0.00	0.0%
1210 53040	POLICE-COMPUTER	780.00	780.00	780.00	0.00	0.00		0.00	0.00		0.00	#DIV/0!
1210 53200	POLICE-TRAINING	19,823.95	11,323.96	5,576.45	3,676.00	12,000.00		12,000.00	12,000.00		0.00	0.0%



ACCOUNTS FOR:	FY2013 ACTUALS	FY2014 ACTUALS	FY2015 ACTUALS	FY2016 ACTUALS	FY2016 BUDGET	FY2016 ONE-TIME EXPENSES	FY2016 NET OF ONE-TIME	FY2017 BUDGET REQUEST	FY2017 BUDGET REQUEST OVER FY16 NET OF ONE-TIME	(DECREASE)	COMMENTS
1210 53400 POLICE-COMMUNICATIONS	11,226.88	11,823.79	15,564.38	4,605.90	13,000.00		13,000.00	13,000.00	0.00	0.0%	
1210 53401 POLICE-RADIO REPAIR	3,256.10	142.75	0.00	0.00	1,000.00		1,000.00	1,000.00	0.00	0.0%	
1210 53402 POLICE-MAINT AGREEMENT	19,805.41	25,094.50	23,069.79	22,206.94	26,610.00		26,610.00	26,610.00	0.00	0.0%	
1210 53403 POLICE-EQUIPMENT REPAIR	0.00	841.00	2,073.18	0.00	0.00		0.00	0.00	0.00	#DIV/0!	
1210 53800 POLICE-PHOTOGRAPHY	0.00	0.00	0.00	0.00	1,000.00		1,000.00	1,000.00	0.00	0.0%	
1210 54000 SUPPLIES	57,046.96	58,190.99	36,348.84	5,153.74	13,886.00		13,886.00	15,886.00	2,000.00	14.4%	first year clothing for 2 new dispatchers (this does NOT include \$2,000 for 2 ne
1210 54200 OFFICE SUPPLIES	8,119.54	6,252.82	6,882.38	662.53	3,800.00		3,800.00	3,800.00	0.00	0.0%	
1210 54320P BLDG REPAIRS (POLICE)	48.93	0.00	0.00	0.00	0.00		0.00	0.00	0.00	#DIV/0!	
1210 54800 VEHICLE SUPPLIES	3,618.58	773.61	5,347.46	150.34	3,000.00		3,000.00	3,000.00	0.00	0.0%	
1210 54900 PRISONER SUPPLIES	266.78	1,250.18	0.00	0.00	800.00		800.00	800.00	0.00	0.0%	
1210 55821 DUES/SUBSCRIPTIONS	3,458.50	4,275.00	4,744.00	2,911.66	8,000.00		8,000.00	5,000.00	(3,000.00)	-37.5%	
1210 55890 CONFERENCES	1,975.48	2,152.68	1,749.39	2,777.46	2,000.00		2,000.00	3,000.00	1,000.00	50.0%	Increased by Chief 1/29/16
1210 57000 OTHER CHARGES & EXPENSES	372.85	239.10	749.51	165.78	0.00		0.00	0.00	0.00	#DIV/0!	
1210 57410 COLLEGE REIMBURSEMENT	1,800.00	600.00	3,045.00	0.00	17,600.00		17,600.00	19,200.00	1,600.00	9.1%	Communication workers - new in contract per Chief 2/1/16; also includes add'l 2 new dispatchers (2 new patrolmen at \$1,600 NOT included
1210 58590 CRUISER	31,528.00	35,000.00	36,940.00	38,586.00	38,000.00		38,000.00	39,000.00	1,000.00	2.6%	
TOTAL POLICE DEPARTMENT	1,748,445.41	1,870,639.58	1,910,841.58	840,574.77	2,111,837.26	0.00	2,111,837.26	2,284,489.16	172,651.90	8.2%	
1220 FIRE DEPARTMENT											FY2017 budget request prepared by Chief Peddrazzi
1220 51000 CALL PAY	30,132.08	32,745.55	41,673.94	10,455.22	44,961.00		44,961.00	44,961.00	0.00	0.0%	
1220 51050 TRAINING REPLACEMENT REGULAR	0.00	0.00	156.24	0.00	0.00		0.00	0.00	0.00	#DIV/0!	
1220 51100 FIRE DEPT-SALARIES	933,483.71	953,617.35	1,042,809.17	478,538.45	1,095,489.87	(7,500.00)	1,087,989.87	1,092,077.00	4,087.13	0.4%	FY16 includes unused sick time buy back upon retirement of firefighter
1220 51300 FIRE DEPT-OVERTIME	253,214.76	238,552.51	275,870.09	99,178.03	254,321.00		254,321.00	262,666.00	8,345.00	3.3%	
1220 51310 CALL OVERTIME	32,358.36	24,928.27	57,316.30	17,140.71	40,842.00		40,842.00	45,842.00	5,000.00	12.2%	
1220 51320 TRAINING REPLACEMENT	0.00	0.00	9,690.61	3,952.23	10,404.00		10,404.00	10,404.00	0.00	0.0%	
1220 52000 SERVICES	23,689.05	25,139.25	42,433.06	10,587.41	34,517.00		34,517.00	39,517.00	5,000.00	14.5%	Increased \$5,000 for age of vehicles/Comcast internet increased by \$600
1220 54000 SUPPLIES	17,924.37	29,985.01	36,454.86	12,278.45	35,605.00	(7,500.00)	28,105.00	33,105.00	5,000.00	17.8%	FY16 includes boat & snowblower; FY17 request includes \$4,000 for a trailer for RTV & \$1,000 for Class A uniform Bourne (contractual)
1220 54200 OFFICE SUPPLIES	842.82	0.00	0.00	0.00	0.00		0.00	0.00	0.00	#DIV/0!	
1220 57000 OTHER CHARGES & EXPENSES	12,335.82	13,199.79	15,780.91	804.40	13,263.00		13,263.00	15,000.00	1,737.00	13.1%	NFPA subscription service (\$1,395)
1220 58000 TURN OUT GEAR	8,289.27	22,600.76	10,000.00	6,977.30	10,000.00		10,000.00	10,000.00	0.00	0.0%	
TOTAL FIRE DEPARTMENT	1,312,270.24	1,340,768.49	1,532,185.18	639,912.20	1,539,402.87	(15,000.00)	1,524,402.87	1,553,572.00	29,169.13	1.9%	
1241 BUILDING INSPECTION											FY2017 budget request prepared by Gabe Valente
1241 51100 INSPECTOR WAGES	28,892.99	29,460.21	30,049.45	12,330.57	71,400.00		71,400.00	21,560.00	(49,840.00)	-69.8%	Per Gabe's proposal submitted to Robert Pontbriand 12/22/15
1241 51110 ASSIST ZONING & INSPECTR WAGES	0.00	0.00	0.00	3,900.00	510.00		510.00	42,432.00	41,922.00	8220.0%	for transition to full-time inspector yet to be vetted by the Selectmen
1241 52000 SERVICES	780.15	910.40	2,703.00	1,302.00	1,000.00		1,000.00	1,000.00	0.00	0.0%	
1241 54000 SUPPLIES	573.06	89.99	0.00	0.00	1,500.00		1,500.00	1,500.00	0.00	0.0%	
1241 54200 OFFICE SUPPLIES	1,130.21	314.33	754.79	0.00	1,500.00		1,500.00	1,500.00	0.00	0.0%	
1241 54201 WEIGHTS/MEASURES-SUPPLIES	4,122.00	4,114.50	3,996.00	999.00	5,000.00		5,000.00	5,200.00	200.00	4.0%	
1241 57000 OTHER CHARGES & EXPENSES	2,067.59	1,782.38	2,952.16	30.21	8,791.00		8,791.00	8,791.00	0.00	0.0%	
TOTAL BUILDING INSPECTION	37,566.00	36,671.81	40,455.40	18,561.78	89,701.00	0.00	89,701.00	81,983.00	(7,718.00)	-8.6%	
1247 BARN INSPECTOR											FY2017 budget request prepared by Heather Haaz
1247 51100 BARN INSPECTOR-STIPEND	354.00	1,000.00	2,600.00	0.00	2,600.00		2,600.00	2,600.00	0.00	0.0%	
TOTAL BARN INSPECTOR	354.00	1,000.00	2,600.00	0.00	2,600.00	0.00	2,600.00	2,600.00	0.00	0.0%	
1291 EMERGENCY MANAGEMENT											FY2017 budget request prepared by Chief Peddrazzi
1291 51100 SALARY	2,547.75	2,490.28	2,540.20	2,112.60	5,351.00		5,351.00	5,383.00	32.00	0.6%	
1291 52000 SERVICES	802.42	5,150.00	5,150.00	5,150.00	6,330.00		6,330.00	6,330.00	0.00	0.0%	
1291 54000 SUPPLIES	330.90	277.87	1,451.01	0.00	595.00		595.00	595.00	0.00	0.0%	
1291 57000 OTHER CHARGES & EXPENSES	0.00	0.00	0.00	0.00	85.00		85.00	85.00	0.00	0.0%	
TOTAL EMERGENCY MANAGEMENT	3,681.07	7,918.15	9,141.21	7,262.60	12,361.00	0.00	12,361.00	12,393.00	32.00	0.3%	
1292 ANIMAL CONTROL OFFICER											FY2017 budget request prepared by Chief Murray
1292 51100 ANIMAL CONTROL OFF-SALARY	11,080.70	11,296.50	11,523.15	4,053.06	11,788.00		11,788.00	11,943.00	155.00	1.3%	
1292 52000 SERVICES	602.00	1,127.00	2,645.52	0.00	908.00		908.00	908.00	0.00	0.0%	
1292 54000 SUPPLIES	146.55	147.09	242.85	0.00	374.00		374.00	374.00	0.00	0.0%	
1292 57000 OTHER CHARGES & EXPENSES	0.00	0.00	0.00	45.00	200.00		200.00	200.00	0.00	0.0%	
TOTAL ANIMAL CONTROL OFFICER	11,829.25	12,570.59	14,411.52	4,098.06	13,270.00	0.00	13,270.00	13,425.00	155.00	1.2%	
1294 TREE WARDEN											FY2017 budget request prepared by Mark Dixon
1294 51100 STIPEND	5,616.00	5,616.00	5,727.96	2,434.60	5,843.00		5,843.00	5,960.00	117.00	2.0%	add 2% per Town administrator
1294 51110 WAGES	4,305.00	2,790.00	5,445.00	0.00	5,000.00		5,000.00	10,000.00	5,000.00	100.0%	
1294 52000 SERVICES	7,225.40	7,294.18	10,361.43	8,188.82	4,947.00		4,947.00	22,000.00	17,053.00	344.7%	
1294 54000 SUPPLIES	155.63	644.67	0.00	112.89	1,000.00		1,000.00	1,000.00	0.00	0.0%	
1294 55400 EQUIPMENT/SUPPLIES	23.97	0.00	0.00	0.00	3,000.00		3,000.00	3,000.00	0.00	0.0%	

ACCOUNTS FOR:			FY2013 ACTUALS	FY2014 ACTUALS	FY2015 ACTUALS	FY2016 ACTUALS	FY2016 BUDGET	FY2016 ONE-TIME EXPENSES	FY2016 NET OF ONE-TIME	FY2017 BUDGET REQUEST	FY2017 BUDGET REQUEST OVER FY16 NET OF ONE-TIME	(DECREASE)	COMMENTS
1294	57000	OTHER CHARGES & EXPENSES		472.69	271.44	542.82	0.00		1,322.00	1,322.00	500.00	(822.00)	-62.2%
		POLICE DETAILS									2,000.00		#DIV/0!
TOTAL	TREE WARDEN		17,798.69	16,616.29	22,077.21	10,736.31	21,112.00	0.00	21,112.00	44,460.00	23,348.00		110.6%
													FY2017 budget request prepared by Mark Wetzel
1410	51100	SALARY	177,644.43	183,424.20	241,253.01	114,822.72	279,610		279,610.00	279,610.00	0.00		0.0% Depends on reclassification
1410	51300	OVERTIME	678.62	280.26	775.06	46.20	1,000.00		1,000.00	1,000.00	0.00		0.0%
1410	51900	CLOTHING REIMBURSEMENT	675.00	700.00	0.00	0.00	0.00		0.00	0.00	0.00		#DIV/0!
1410	52000	SERVICES	0.00	0.00	292.48	2,161.22	0.00		0.00	0.00	0.00		#DIV/0!
1410	52100	UTILITIES	8,879.34	9,800.62	9,962.14	994.83	9,000.00		9,000.00	10,500.00	1,500.00		16.7% past 3 year average + 10%
1410	52400	REPAIR & MAINTENANCE	855.32	2,642.72	984.74	165.00	2,500.00		2,500.00	2,500.00	0.00		0.0%
1410	52700	RENTALS	1,612.54	1,771.23	1,984.20	718.60	2,000.00		2,000.00	2,000.00	0.00		0.0%
1410	53000	PROF/TECH SERVICES	5,007.33	2,648.45	21,053.00	169.49	3,000.00		3,000.00	18,000.00	15,000.00		500.0% GIS and CAD Software, \$15K for Parking Study
1410	53400	COMMUNICATIONS	8,296.63	7,463.74	7,964.01	1,343.10	9,500.00		9,500.00	9,500.00	0.00		0.0%
1410	54200	OFFICE SUPPLIES	2,678.75	2,311.21	8,245.79	1,121.98	5,000.00		5,000.00	4,400.00	(600.00)		-12.0%
1410	54320	BLDG & EQPT REP/MAINT SUPPLIES	136.00	0.00	561.91	0.00	650.00		650.00	5,000.00	4,350.00		669.2% New doors/Building Improvements
1410	54500	CUSTODIAL SUPPLIES	72.75	0.00	0.00	69.98	200.00		200.00	200.00	0.00		0.0%
1410	54600	SAFETY SUPPLIES	1,106.61	571.60	124.99	0.00	500.00		500.00	500.00	0.00		0.0%
1410	54800	VEHICULAR SUPPLIES	0.00	87.28	152.34	0.00	0.00		0.00	500.00	500.00		#DIV/0!
1410	57000	TRAINING, DUES, MEMBERSHIPS	1,260.82	1,610.96	2,155.17	1,377	3500		3,500.00	4,000.00	500.00		14.3% Dues, licenses, meetings - additional staff
TOTAL	DPW-ADMINISTRATION		208,904.14	213,312.27	295,508.84	122,989.78	316,460.00	0.00	316,460.00	337,710.00	21,250.00		6.7%
1420		DPW-HIGHWAY DEPARTMENT											
1420	51100	WAGES	267,651.03	277,158.52	278,344.92	117,057.25	292,324.00		292,324.00	292,324.00	0.00		0.0% requested 3% increase...backed out due to expired contract
1420	51300	OVERTIME	13,660.66	12,062.87	11,869.37	4,451.86	22,551.00		22,551.00	12,950.00	(9,601.00)		-42.6%
1420	51900	CLOTHING REIMBURSEMENT	3,037.50	3,500.00	3,150.00	1,750.00	3,500.00		3,500.00	3,500.00	0.00		0.0%
1420	52000	RAIL TRAIL MAINTENANCE	0.00	0.00	0.00	0.00	5,000.00	(5,000.00)	0.00	0.00	0.00		#DIV/0! FY16 includes replace signs and posts
		TRAFFIC SIGNS								5,000.00	5,000.00		#DIV/0! Budget for replacing signs and posts
1420	52200	LINE PAINTING	3,029.10	6,583.30	7,988.19	1,238.86	9,800.00		9,800.00	9,800.00	0.00		0.0%
1420	52310	CROSSWALKS	0.00	1,109.00	0.00	0.00	2,500.00		2,500.00	6,400.00	3,900.00		156.0% LED sign system (4 signs at \$1,600)
1420	52400	BLDG & GROUNDS UPKEEP	1,115.75	2,093.62	4,700.67	1,697.96	10,000.00	(10,000.00)	0.00	2,700.00	2,700.00		#DIV/0! FY16 includes roof repair on garage; FY17 ave. past 3 years
1420	52410	ROAD MAINTENANCE	3,770.65	0.00	0.00	9,000.00	8,000.00		8,000.00	9,000.00	1,000.00		12.5% Pot holes, repaving trenches, repairs
1420	52440	VEHICLE REPAIR	4,474.50	429.60	505.35	150.00	0.00		0.00	1,800.00	1,800.00		#DIV/0! ave past 3 years
1420	53000	PROF/TECH SERVICES	1,192.84	1,761.01	8,237.92	143.00	4,000.00		4,000.00	4,000.00	0.00		0.0% ave past 3 years
1420	53100	POLICE DETAILS	9,661.38	12,737.56	4,316.30	2,590.96	8,000.00		8,000.00	8,900.00	900.00		11.3% ave past 3 years
1420	53400	COMMUNICATIONS	0.00	0.00	599.70	48.44	0.00		0.00	300.00	300.00		#DIV/0! ave past 3 years
1420	54000	RAIL TRAIL SUPPLIES	264.57	0.00	0.00	0.00	0.00		0.00	0.00	0.00		#DIV/0!
1420	54200	OFFICE SUPPLIES	1,358.92	603.87	1,048.83	190.15	1,000.00		1,000.00	1,000.00	0.00		0.0% ave past 3 years
1420	54600	SAFETY SUPPLIES	3,298.92	2,002.38	950.24	542.63	2,800.00		2,800.00	2,100.00	(700.00)		-25.0% ave past 3 years
1420	54800	VEHICULAR SUPPLIES	1,178.16	1,809.59	4,697.43	445.38	1,500.00		1,500.00	2,600.00	1,100.00		73.3% ave past 3 years
1420	54900	FOOD & FOOD SERVICE SUPP	874.93	21.48	0.00	0.00	500.00		500.00	500.00	0.00		0.0%
1420	55400	PUBLIC WORKS SUPPLIES	17,397.57	15,495.11	27,528.73	11,400.39	20,000.00	(4,000.00)	16,000.00	20,000.00	4,000.00		25.0% FY16 includes Main St improvements; ave. past 3 years
1420	55460	LINE PAINTING SUPPLIES	0.00	0.00	2,350.70	0.00	0.00		0.00	0.00	0.00		#DIV/0!
1420	57000	TRAINING, DUES, MEMBERSHIPS	635.16	1,697.14	1,195.36	0	1500		1,500.00	1,500.00	0.00		0.0%
TOTAL	DPW-HIGHWAY DEPARTMENT		332,601.64	339,065.05	357,483.71	150,706.88	392,975.00	(19,000.00)	373,975.00	384,374.00	10,399.00		2.8%
1421		STORMWATER (previously an enterprise fund)											
1421	51100	SALARY				1,372.50							
1421	52000	SERVICES	246.25	8,865.00	10,430.22	0.00	10,000.00		10,000.00	10,000.00	0.00		0.0% Culvert Cleaning - \$5K Vac contractor
1421	52300	CATCH BASIN	9,542.75	8,991.00	9,442.29	0.00	12,000.00		12,000.00	11,000.00	(1,000.00)		0.0% Excavator rental \$5K
1421	52310	DISPOSAL	0.00	0.00	0.00	0.00	10,000.00		10,000.00	10,000.00	0.00		-8.3% Based on FY15 bids
1421	52400	REPAIRS	2,186.00	3,678.00	7,200.00								0.0% Based on FY15 bids
1421	53000	PROFESSIONAL & TECHNICAL	40,342.53	40,247.00	33,481.99	5,996.79	20,000.00		20,000.00	30,000.00	10,000.00		50.0% MS4 Permit Compliance, surveying, permitting
1421	53100	POLICE DETAIL	258.78	4,098.00	3,419.74	600.68	3,000.00		3,000.00	3,300.00	300.00		10.0%
1421	54200	VEHICULAR SUPPLIES	259.98	5,464.00	2,229.56	0.00	5,000.00		5,000.00	0.00	(5,000.00)		-100.0% Sweeper repairs
1421	55400	PUBLIC WORK SUPPLIES	2,620.13	5,178.00	22,102.95	12,182.06	30,000.00		30,000.00	30,000.00	0.00		0.0% Materials for CB/MH repairs
1421	57000	OTHER CHARGES	195.00	332.00	125.00	1.60	0.00		0.00	0.00	0.00		#DIV/0!
1421	58000	STORM DRAIN UPGRADES			187.24	48,588.50	50,000.00		50,000.00	50,000.00	0.00		0.0% Storm Drain Replacements/Repairs
		DEBT		660.00	1,847.34	3,035.66	19,050.00		19,050.00		(19,050.00)		-100.0% for FY17 stormwater debt is now included in debt budgets
TOTAL	DPW-STORMWATER		55,651.42	77,513.00	90,466.33	71,777.79	159,050.00		159,050.00	144,300.00	(14,750.00)		-9.3%
1422		SNOW REMOVAL											
1422	51300	OVERTIME	94,406.39	89,846.15	125,436.03	0.00	47,987.00		47,987.00	90,000.00	42,013.00		87.6% 3 year ave
1422	52000	SNOW SERVICES	0.00	3,200.00	54,923.16	0.00	0		0.00	25,000.00	25,000.00		#DIV/0! Contractors
1422	52440	VEHICLE REPAIR	6,693.50	2,222.56	6,223.06	0.00	10,000.00		10,000.00	7,500.00	(2,500.00)		-25.0%
1422	53000	SERVICES	3,950.00	60.00	0.00	0.00	33,000.00		33,000.00	1,000.00	(32,000.00)		-97.0% 3 year ave
1422	53100	POLICE DETAILS	790.72	1,256.36	4,928.32	0.00	3,000.00		3,000.00	3,000.00	0.00		0.0% 3 year ave
1422	54800	VEHICULAR SUPPLIES	18,594.66	11,277.05	37,787.70	6,971.97	22,000.00		22,000.00	22,000.00	0.00		0.0% 3 year ave
1422	54810	FUEL	68,841.06	68,885.01	34,792.76	0.00	41,800.00		41,800.00	45,000.00	3,200.00		7.7%

ACCOUNTS FOR:			FY2013	FY2014	FY2015	FY2016	FY2016	FY2016 ONE-TIME	FY2016 NET OF	FY2017	FY2017 BUDGET REQUEST	(DECREASE)	COMMENTS
			ACTUALS	ACTUALS	ACTUALS	ACTUALS	BUDGET	EXPENSES	ONE-TIME	BUDGET REQUEST	OVER FY16 NET OF ONE-TIME		
1422	54820	SNOW-REGIONAL SCHOOL	0.00	0.00	0.00	0.00	10,000.00		10,000.00	0.00	(10,000.00)		-100.0% NA
1422	55400	PUBLIC WORKS SUPPLIES	5,264.64	7,469.76	21,028.01	3,939.49	750.00		750.00	10,000.00	9,250.00		1233.3% 3 year ave
1422	55410	SALT & SAND	117,684.97	121,198.93	194,419.02	4,721.69	93,750.00		93,750.00	140,000.00	46,250.00		49.3% 3 year ave
<b>TOTAL</b>	<b>SNOW REMOVAL</b>		<b>316,225.94</b>	<b>305,415.82</b>	<b>479,538.06</b>	<b>15,633.15</b>	<b>262,287.00</b>	<b>0.00</b>	<b>262,287.00</b>	<b>343,500.00</b>	<b>81,213.00</b>		<b>31.0%</b> <b>Accountant recommends increasing budget to \$315,000 the appropriation is set, the Town must appropriate at the same amount in the future or will NOT be able to deficit and the past average "normal" snow year costs about \$:</b>
	<b>1424 STREET LIGHTING</b>												
1424	52100	STREET LIGHTS	65,289.57	44,528.06	36,927.35	16,599.69	60,000.00		60,000.00	50,000.00	(10,000.00)		-16.7% Reduction due to net metering
1424	53000	MISC PROF/TECH SERVICES	1,700.00	9,280.00	1,446.29	0.00	4,000.00		4,000.00	4,000.00	0.00		0.0%
1424	55400	PUBLIC WORKS SUPPLIES	0.00	15,000.00	0.00	0.00	10,000.00	(7,600.00)	2,400.00	<b>10,000.00</b>	7,600.00		316.7% FY16 includes Main St improvements; FY17 Main St light upgrades
<b>TOTAL</b>	<b>STREET LIGHTING</b>		<b>66,989.57</b>	<b>68,808.06</b>	<b>38,373.64</b>	<b>16,599.69</b>	<b>74,000.00</b>	<b>(7,600.00)</b>	<b>66,400.00</b>	<b>64,000.00</b>	<b>(2,400.00)</b>		<b>-3.6%</b>
	<b>1425 DPW-FUEL</b>												
1425	52400	REPAIRS & MAINTENANC	3,822.65	1,615.67	450.00	329.25	1,500.00		1,500.00	1,500.00	0.00		0.0%
1425	54810	FUEL-DPW	58,411.90	76,608.34	63,497.51	17,481.41	48,000.00		48,000.00	48,000.00	0.00		0.0%
1425	54820	FUEL-POLICE	0.00	0.00	0.00	0.00	23,000.00		23,000.00	23,000.00	0.00		0.0%
1425	54830	FUEL-FIRE	0.00	0.00	0.00	0.00	8,000.00		8,000.00	8,000.00	0.00		0.0%
1425	54840	FUEL-AYER HOUSING	(1,674.15)	(646.03)	(2,380.07)	(409.15)	1,500.00		1,500.00	1,500.00	0.00		0.0%
1425	54850	FUEL-PARK	(1,895.62)	(2,288.05)	(1,512.38)	0.00	2,000.00		2,000.00	2,000.00	0.00		0.0%
<b>TOTAL</b>	<b>DPW-FUEL</b>		<b>58,664.78</b>	<b>75,289.93</b>	<b>60,055.06</b>	<b>17,401.51</b>	<b>84,000.00</b>	<b>0.00</b>	<b>84,000.00</b>	<b>84,000.00</b>	<b>0.00</b>		<b>0.0%</b>
	<b>1429 DPW-EQUIPMENT REPAIR</b>												
1429	51100	WAGES	52,411.10	53,460.48	54,550.45	22,601.61	55,121.00		55,121.00	55,121.00	0.00		0.0% requested 3% increase...backed out due to expired contract
1429	51300	OVERTIME	1,975.55	1,171.25	1,508.74	1,305.08	874.00		874.00	1,600.00	726.00		83.1% ave past 3 years + 3%
1429	51900	CLOTHING REIMBURSEMENT	675.00	700.00	700.00	350.00	700.00		700.00	700.00	0.00		0.0%
1429	52400	REPAIRS & MAINTENANCE	3,427.85	1,381.08	4,932.03	146.50	4,700.00		4,700.00	3,500.00	(1,200.00)		-25.5% ave past 3 years
1429	52440	VEHICLE REPAIR	5,757.82	9,614.46	16,003.83	7,621.30	8,000.00	(3,000.00)	5,000.00	10,000.00	<b>5,000.00</b>		100.0% FY16 includes body repair H1 & H2; FY17 includes body repair & maint Cat Loa
1429	52900	WASTE REMOVAL	95.00	937.23	0.00	125.82	750.00		750.00	1,000.00	250.00		33.3%
1429	53000	MISC PROF/TECH SERVICES	333.70	118.00	1,455.00	0.00	250.00		250.00	635.00	385.00		154.0% Testing & maintenance
1429	53400	COMMUNICATION	0.00	0.00	299.86	0.00	0.00		0.00	150.00	150.00		#DIV/0!
1429	54200	OFFICE SUPPLIES	61.91	56.90	42.23	18.04	0.00		0.00	0.00	0.00		#DIV/0!
1429	54320	BLDG & EQPT REP/MAINT	435.09	0.00	0.00	0.00	1,000.00		1,000.00	1,000.00	0.00		0.0%
1429	54600	SAFETY SUPPLIES	241.81	646.88	132.05	38.00	500.00		500.00	500.00	0.00		0.0% HazMat/MSDS Compliance
1429	54800	VEHICULAR SUPPLIES	11,990.18	18,839.14	16,497.87	9,285.56	14,000.00		14,000.00	17,000.00	3,000.00		21.4% ave past 3 years + 10%
1429	55400	PUBLIC WORKS SUPPLIES	6,373.38	4,858.60	7,149.64	3,741.34	0.00		0.00	6,000.00	6,000.00		#DIV/0! ave past 3 years
1429	57000	OTHER CHARGES & EXPENSES	60.00	66.96	80.08	0.00	150.00		150.00	150.00	0.00		0.0% ave past 3 years
<b>TOTAL</b>	<b>DPW-EQUIPMENT REPAIR</b>		<b>83,838.39</b>	<b>91,850.98</b>	<b>103,351.78</b>	<b>45,233.25</b>	<b>86,045.00</b>	<b>(3,000.00)</b>	<b>83,045.00</b>	<b>97,356.00</b>	<b>14,311.00</b>		<b>17.2%</b>
	<b>1491 CEMETERY DEPARTMENT</b>												
1491	52000	SERVICES	2,500.00	2,500.00	2,500.00	1,000.00	2,500.00		2,500.00	2,500.00	0.00		0.0% FY2017 budget prepared by Robert Pontbriand
<b>TOTAL</b>	<b>CEMETERY DEPARTMENT</b>		<b>2,500.00</b>	<b>2,500.00</b>	<b>2,500.00</b>	<b>1,000.00</b>	<b>2,500.00</b>	<b>0.00</b>	<b>2,500.00</b>	<b>2,500.00</b>	<b>0.00</b>		<b>0.0%</b>
	<b>1512 BOARD OF HEALTH</b>												FY2017 budget prepared by Heather Haaz
1512	51000	SECRETARY WAGES	13,609.09	13,334.61	13,282.64	5,922.00	14,719.00		14,719.00	15,018.00	299.00		2.0%
1512	52000	SERVICES	551.32	176.52	280.34	0.00	1,000.00		1,000.00	1,000.00	0.00		0.0%
1512	54000	SUPPLIES	93.78	0.00	154.35	0.00	100.00		100.00	100.00	0.00		0.0%
1512	54200	OFFICE SUPPLIES	490.65	398.08	414.93	65.94	425.00		425.00	425.00	0.00		0.0%
1512	57000	OTHER CHARGES & EXPENSES	100.00	150.00	150.00	150.00	850.00		850.00	850.00	0.00		0.0%
<b>TOTAL</b>	<b>BOARD OF HEALTH</b>		<b>14,844.84</b>	<b>14,059.21</b>	<b>14,282.26</b>	<b>6,137.94</b>	<b>17,094.00</b>	<b>0.00</b>	<b>17,094.00</b>	<b>17,393.00</b>	<b>299.00</b>		<b>1.7%</b>
	<b>1513 NASHOBA BOARD OF HEALTH</b>												
1513	53050	NASHOBA-NURSING SERVICES	7,299.84	7,299.84	7,299.84	3,795.90	7,592.00		7,592.00	7,972.00	380.00		5.0% per assessment letter from Nashoba Board of Health
1513	53055	NASHOBA BOARD OF HEALTH	16,306.68	16,306.68	16,306.68	8,479.48	16,959.00		16,959.00	17,468.00	509.00		3.0% dated 1/14/16
<b>TOTAL</b>	<b>NASHOBA BOARD OF HEALTH</b>		<b>23,606.52</b>	<b>23,606.52</b>	<b>23,606.52</b>	<b>12,275.38</b>	<b>24,551.00</b>	<b>0.00</b>	<b>24,551.00</b>	<b>25,440.00</b>	<b>889.00</b>		<b>3.6%</b>
	<b>1540 DISABILITIES COMMISSION</b>												
1540	52000	SERVICES	540.56	446.50	365.00	0.00	500.00		500.00	500.00	0.00		0.0% Not submitted, level fund
1540	53400	POSTAGE	0.00	0.00	0.00	0.00	70.00		70.00	70.00	0.00		0.0%
1540	57000	OTHER CHARGES & EXPENSES	0.00	0.00	0.00	0.00	130.00		130.00	130.00	0.00		0.0%
<b>TOTAL</b>	<b>DISABILITIES COMMISSION</b>		<b>540.56</b>	<b>446.50</b>	<b>365.00</b>	<b>0.00</b>	<b>700.00</b>	<b>0.00</b>	<b>700.00</b>	<b>700.00</b>	<b>0.00</b>		<b>0.0%</b>
	<b>1541 COUNCIL ON AGING</b>												FY2017 budget prepared by Karin Swanfedt
1541	51000	WAGES	94,990.57	89,524.22	96,259.06	43,874.60	107,409.00		107,409.00	109,557.00	2,148.00		2.0% Contractual increase
1541	52000	SERVICES	7,433.15	9,648.19	9,337.27	3,102.60	17,600.00		17,600.00	17,600.00	0.00		0.0%
1541	53065	AROBIQS INSTRUCTOR	600.00	3,000.00	3,900.00	800.00	0.00		0.00	0.00	0.00		#DIV/0!

ACCOUNTS FOR:			FY2013	FY2014	FY2015	FY2016	FY2016	FY2016 ONE-TIME	FY2016 NET OF	FY2017	FY2017 BUDGET REQUEST	(DECREASE)	COMMENTS
			ACTUALS	ACTUALS	ACTUALS	ACTUALS	BUDGET	EXPENSES	ONE-TIME	BUDGET REQUEST	OVER FY16 NET OF ONE-TIME		
1541	54000	SUPPLIES	5,894.80	17,660.83	3,081.49	0.00	2,000.00		2,000.00	2,000.00		0.00	0.0%
1541	54200	OFFICE SUPPLIES	0.00	0.00	0.00	0.00	800.00		800.00	800.00		0.00	0.0%
1541	54900	FOOD SUPPLIES	444.33	1,057.11	291.31	152.19	200.00		200.00	200.00		0.00	0.0%
1541	57000	OTHER CHARGES & EXPENSES	1,091.77	3,254.25	5,452.39	3,492.34	600.00		600.00	600.00		0.00	0.0%
TOTAL	COUNCIL ON AGING		110,454.62	124,144.60	118,321.52	51,421.73	128,609.00	0.00	128,609.00	130,757.00		2,148.00	1.7%
1543	VETERANS AGENT												FY2017 budget prepared by Mike Detillion
1543	51100	VETERANS AGENT-SALARY	8,657.60	17,373.75	17,721.90	7,272.09	17,992.00		17,992.00	17,992.00		0.00	0.0%
1543	52000	SERVICES	0.00	0.00	0.00	0.00	200.00		200.00	100.00		(100.00)	-50.0%
1543	54000	SUPPLIES	1,058.66	865.85	955.05	0.00	600.00		600.00	500.00		(100.00)	-16.7%
1543	54200	OFFICE SUPPLIES	0.00	26.34	39.00	0.00	100.00		100.00	100.00		0.00	0.0%
1543	57000	OTHER CHARGES & EXPENSES	0.00	100.00	135.00	0.00	300.00		300.00	150.00		(150.00)	-50.0%
TOTAL	VETERANS AGENT		9,716.26	18,365.94	18,850.95	7,272.09	19,192.00	0.00	19,192.00	18,842.00		(350.00)	-1.8%
1547	VETERANS BENEFITS												FY2017 budget prepared by Mike Detillion
1547	53170	VETERANS SERVICES	144,802.57	127,367.70	122,031.68	50,265.76	168,000.00		168,000.00	125,000.00		(43,000.00)	-25.6% Reduced to FY14 and FY15 actuals
TOTAL	VETERANS BENEFITS		144,802.57	127,367.70	122,031.68	50,265.76	168,000.00	0.00	168,000.00	125,000.00		(43,000.00)	-25.6%
1610	LIBRARY DEPARTMENT												FY2017 budget prepared by Mary Anne Lucht
1610	51100	LIBRARY-SALARIES	266,905.00	279,286.48	277,939.69	127,601.25	298,325.00		298,325.00	361,389.00		63,064.00	21.1% Increase due to reclassification of positions
1610	52000	SERVICES	80,023.87	88,471.25	74,916.00	37,200.68	92,300.00		92,300.00	85,300.00		(7,000.00)	-7.6% and new position Assistant to Director of Children's Services
1610	54000	LBY-BOOKS A-V PERIODICALS	98,630.13	92,258.57	92,547.42	33,693	94,000		94,000.00	104,687.00		10,687.00	11.4% also reflects increase in Library hours
1610	54200	SUPPLIES	18,951.78	10,771.40	17,924.33	5,461.67	10,300.00		10,300.00	10,300.00		0.00	0.0%
1610	58000	OTHER CAPITAL OUTLAY	0.00	2,305.30	1,070.38	0.00	1,957.00		1,957.00	0.00		(1,957.00)	-100.0%
TOTAL	LIBRARY DEPARTMENT		464,510.78	473,093.00	464,397.82	203,956.76	496,882.00	0.00	496,882.00	561,676.00		64,794.00	13.0%
1650	PARK DEPARTMENT												FY2017 budget prepared by Jeff Thomas
1650	51000	LIFEGUARD WAGES	30,714.59	27,955.72	24,917.53	24,323.50	33,968.00		33,968.00	34,647.00		679.00	2.0% 2% COLA
1650	51100	DIRECTOR WAGES	47,819.60	48,877.77	50,995.76	24,360.00	60,902.72		60,902.72	62,076.00		1,173.28	1.9%
1650	51110	ASSISTANT WAGES	10,920.19	13,428.99	12,699.32	7,620.74	13,074.00		13,074.00	13,335.00		261.00	2.0% 2% COLA
1650	52000	SERVICES	10,426.85	8,094.83	11,482.36	4,363.46	8,146.00		8,146.00	8,146.00		0.00	0.0%
1650	52400	BLDGS & GROUNDS UPKEEP	2,081.05	3,643.77	1,577.62	0.00	2,000.00		2,000.00	2,000.00		0.00	0.0%
1650	52440	VEHICLE REPAIR	944.28	1,334.90	514.11	35.00	1,000.00		1,000.00	1,000.00		0.00	0.0%
1650	52900	ADD'L FUNDS- SERVICES	0.00	0.00	6,915.00	0.00	0.00		0.00	0.00		0.00	#DIV/0!
1650	54000	SUPPLIES	8,056.83	8,842.66	10,368.14	3,607.79	10,000.00		10,000.00	10,000.00		0.00	0.0%
1650	54101	BASEBALL EQPT/SUPPLIES	0.00	0.00	754.81	0.00	0.00		0.00	0.00		0.00	#DIV/0!
1650	54103	SWIMMING EQPT/SUPPLIES	1,198.73	980.65	516.43	769.79	1,000.00		1,000.00	1,000.00		0.00	0.0%
1650	54610	GROUNDSKEEPING SUPPLIES	0.00	0.00	374.37	0.00	0.00		0.00	0.00		0.00	#DIV/0!
1650	54800	VEHICULAR SUPPLIES	0.00	0.00	180.28	29.60	0.00		0.00	0.00		0.00	#DIV/0!
1650	54900	ADD'L FUNDS-EQUIPMENT/SUPPLIES	0.00	0.00	4,417.01	0.00	0.00		0.00	0.00		0.00	#DIV/0!
1650	57000	OTHER CHARGES & EXPENSES	197.88	0.00	0.00	7,105.94	11,000.00	(10,000.00)	1,000.00	1,000.00		0.00	0.0% FY2016 includes park projects
1650	58000	CAPITAL OUTLAY	5,713.00	0.00	0.00	0.00	0.00		0.00	0.00		0.00	#DIV/0!
TOTAL	PARK DEPARTMENT		118,073.00	113,159.29	125,712.74	72,215.82	141,090.72	(10,000.00)	131,090.72	133,204.00		2,113.28	1.6%
1652	AYER SHIRLEY FOOTBALL												
1652	52000	AYER SHIRLEY FOOTBALL	4,000.00	4,000.00	4,000.00	0.00	4,000.00		4,000.00	4,000.00		0.00	0.0% Not submitted level fund
TOTAL	AYER SHIRLEY FOOTBALL		4,000.00	4,000.00	4,000.00	0.00	4,000.00	0.00	4,000.00	4,000.00		0.00	0.0%
1653	LITTLE LEAGUE												
1653	52000	LITTLE LEAGUE	4,000.00	4,000.00	4,000.00	0.00	4,000.00		4,000.00	4,000.00		0.00	0.0% FY2017 budget prepared by Jason Mayo
TOTAL	LITTLE LEAGUE		4,000.00	4,000.00	4,000.00	0.00	4,000.00	0.00	4,000.00	4,000.00		0.00	0.0%
1691	HISTORICAL COMMISSION												FY2017 budget prepared by Historic Commission
1691	52000	SERVICES	0.00	74.36	0.00	0.00	250.00		250.00	250.00		0.00	0.0%
1691	57000	OTHER CHARGES & EXPENSES	50.00	85.00	492.09	0.00	500.00		500.00	500.00		0.00	0.0%
TOTAL	HISTORICAL COMMISSION		50.00	159.36	492.09	0.00	750.00	0.00	750.00	750.00		0.00	0.0%
1692	PUBLIC CELEBRATIONS												
1692	55840	MEMORIAL DAY SUPPLIES	1,855.00	1,992.52	1,958.67	0.00	2,000.00		2,000.00	2,000.00		0.00	0.0% Not submitted level fund
TOTAL	PUBLIC CELEBRATIONS		1,855.00	1,992.52	1,958.67	0.00	2,000.00	0.00	2,000.00	2,000.00		0.00	0.0%
1695	AMERICAN LEGION POST 139												
1695	55870	AMERICAN LEGION POST 139	600.00	600.00	600.00	600.00	600.00		600.00	600.00		0.00	0.0% Not submitted

ACCOUNTS FOR:	FY2013 ACTUALS	FY2014 ACTUALS	FY2015 ACTUALS	FY2016 ACTUALS	FY2016 BUDGET	FY2016 ONE-TIME EXPENSES	FY2016 NET OF ONE-TIME	FY2017 BUDGET REQUEST	FY2017 BUDGET REQUEST OVER FY16 NET OF ONE-TIME	(DECREASE)	COMMENTS level fund
TOTAL AMERICAN LEGION POST 139		600.00	600.00	600.00	600.00		600.00	600.00		0.00	0.0%
1697 4TH OF JULY-FIREWORKS											
1697 52000 4TH OF JULY-FIREWORKS		5,000.00	5,000.00	7,000.00	7,000.00		7,000.00	7,000.00		0.00	0.0% FY2017 budget prepared by 4th of July Committee
1697 52100 SERVICES OTHER		0.00	0.00	3,000.00	3,000.00		3,000.00	3,000.00		0.00	0.0%
TOTAL 4TH OF JULY-FIREWORKS		5,000.00	5,000.00	10,000.00	10,000.00		10,000.00	10,000.00		0.00	0.0%
1710 RETIREMENT OF DEBT											
1710 59100 PRINC'L PAYMENTS-REGULAR		966,000.00	946,000.00	926,001.00	0.00		906,520.00	947,900.00		41,380.00	4.6% FY2017 budget request prepared by Lisa Gabree
TOTAL RETIREMENT OF DEBT		966,000.00	946,000.00	926,001.00	0.00		906,520.00	947,900.00		41,380.00	4.6%
1751 INTEREST											
1751 59150 LONG-TERM INTEREST		283,298.75	250,340.02	218,677.51	34,299.38		199,624.00	177,459.00		(22,165.00)	-11.1% FY2017 budget request prepared by Lisa Gabree
TOTAL INTEREST		283,298.75	250,340.02	218,677.51	34,299.38		199,624.00	177,459.00		(22,165.00)	-11.1%
1752 INTEREST-SHORT TERM DEBT											
1752 59250 INTEREST-SHORT-TERM OTHER		16,708.42	0.00	0.00	0.00		0.00	0.00		0.00	#DIV/0! FY2017 budget request prepared by Lisa Gabree
TOTAL INTEREST-SHORT TERM DE		16,708.42	0.00	0.00	0.00		0.00	0.00		0.00	#DIV/0!
1911 RETIREMENT & PENSION CON											
1911 51730 COUNTY RETIREMENT ASSESS		1,107,165.00	1,262,630.00	1,344,155.00	1,343,292.00		1,343,292.00	1,429,491.00		86,199.00	FY2017 budget request prepared by Stephanie Gintner 6.4% per assessment from Middlesex County Retirement System
TOTAL RETIREMENT & PENSION C		1,107,165.00	1,262,630.00	1,344,155.00	1,343,292.00		1,343,292.00	1,429,491.00		86,199.00	6.4%
1912 WORKER'S COMPENSATION											
1912 51720 WORKER'S COMPENSATION		46,594.00	25,964.88	34,869.76	37,230.58		57,515.00	61,541.00		4,026.00	FY2017 budget prepared by Robert Pontbriand 7.0%
TOTAL WORKER'S COMPENSATION		46,594.00	25,964.88	34,869.76	37,230.58		57,515.00	61,541.00		4,026.00	7.0%
1913 UNEMPLOYMENT COMPENSATION											
1913 51710 UNEMPLOYMENT COMPENSATION		28,284.56	17,372.22	13,001.20	1,050.00		15,511.00	15,511.00		0.00	FY2017 budget request prepared by Stephanie Gintner 0.0% Kevin had originally submitted \$15,000
TOTAL UNEMPLOYMENT COMPENSAT		28,284.56	17,372.22	13,001.20	1,050.00		15,511.00	15,511.00		0.00	0.0%
1919 OTHER EMPLOYEE BENEFITS											
1919 51740 FICA MEDICARE		74,005.02	79,497.67	84,014.07	41,146.08		81,648.00	100,000.00		18,352.00	FY2017 budget request prepared by Kevin Johnston 22.5% Budget increased based on prior year actuals
TOTAL OTHER EMPLOYEE BENEFIT		74,005.02	79,497.67	84,014.07	41,146.08		81,648.00	100,000.00		18,352.00	22.5%
1940 GROUP HEALTH & LIFE INSUR											
1940 57420 HEALTH INSURANCE		1,307,396.23	1,192,822.86	1,123,067.51	394,971.26		1,277,371.00	1,405,108.00		127,737.00	FY2017 budget request prepared by Kevin Johnston 10.0% FY16 appropriation + 10% Premium increases due Feb 2016
1940 57421 HEALTH-RETIREE EXP FROM OTHERS		7,405.22	7,312.86	5,890.11	0.00		7,405.00	7,405.00		0.00	0.0%
1940 57425 LIFE INSURANCE		4,420.32	4,983.63	11,629.51	4,790.20		12,255.00	12,255.00		0.00	0.0%
1940 57440 HRA BENEFITS		90,870.00	21,526.37	0.00	0.00		0.00	0.00		0.00	#DIV/0! This appropriation may be able to be reduced by as much as \$96,000; however, it needs an updated review as the Town has hired 2 new benefited positions (Administrative Assistant to permitting/building depts and DPW utility position) and will be replacing Econ Dev position.
1940 57445 HRA ADMINISTRATION FEES		7,561.00	952.00	0.00	0.00		0.00	0.00		0.00	#DIV/0! Also it does not yet reflect the additional postions requested by the Library and Police Depts
1940 57446 FSA ADMIN FEES		506.00	1,309.50	1,470.25	675.50		4,620.00	4,620.00		0.00	0.0%
1940 57447 FSA BENEFITS		2,201.54	(1,096.74)	0.00	0.00		6,670.00	6,670.00		0.00	0.0%
1940 57450 WELLNESS COORDINATOR		0.00	0.00	0.00	101.56		3,000.00	3,000.00		0.00	0.0%
1940 57460 HEALTH INSURANCE W/H CREDIT		32,937.24	30,094.92	25,084.14	9,947.66		31,218.00	31,218.00		0.00	0.0%
1940 57480 MEDICARE PENALTIES		1,722.00	1,386.00	1,386.00	693.00		1,386.00	1,386.00		0.00	0.0%
1940 57490 HEALTH BUY-OUT PROGRAM		42,916.67	74,800.96	80,474.11	33,665.82		84,800.00	80,000.00		(4,800.00)	-5.7% Decrease due to participating employee termination
TOTAL GROUP HEALTH & LIFE IN		1,497,936.22	1,334,092.36	1,249,001.63	444,845.00		1,428,725.00	1,551,662.00		122,937.00	8.6%
		10,698,220.46	10,892,204.37	11,392,822.97	5,085,935.32		12,254,711.08	12,914,089.60		728,711.52	6.0%
FY2017 Requested one time expenses:											
Selectmen	replacement office furniture							9,500.00			
Accountant	cost related to retiring assistant							10,102.00			
Fire Dept	trailer for RTV \$4k and Class A uniform \$1K							5,000.00			
DPW Admin	parking study							15,000.00			
DPW Highway	traffic signs							5,000.00			
	crosswalks LED signs							6,400.00			
DPW Street lights	Main St light upgrades							10,000.00			
DPW Equip repair	Body repair & maint Cat loader							5,000.00			

ACCOUNTS FOR:	FY2013 ACTUALS	FY2014 ACTUALS	FY2015 ACTUALS	FY2016 ACTUALS	FY2016 BUDGET	FY2016 ONE-TIME EXPENSES	FY2016 NET OF ONE-TIME	FY2017 BUDGET REQUEST 66,002.00	FY2017 BUDGET REQUEST OVER FY16 NET OF ONE-TIME	(DECREASE)	COMMENTS
This does not include:											
Union increases for expiring contracts (at 2%)		7,098.00									
	DPW										
	Superiors	6,267.00									
	Firefighters	29,119.00	42,484.00								
COLA for non-union ASSUME 2%		29,437.78	29,438.00								
Non-union reclassifications starting FY17: does not include any FY17 COLA	<b>BEFORE FY17 COLA</b>										
	DPW Super	9,260.56									
	Town Engineer	747.92									
	DPW Business Mgr										
	Parks Director	1,273.68	11,282.16								
2 new patrol positions requested by Police Chief			120,346.74	203,550.90							
							12,185,378.08	12,848,087.60	662,709.52		5.4%
											FY17 > FY16 NET OF ONE TIME EXPENSES
											this will likely be somewhat higher due to other items added to contract
											Personnel Board to vote a COLA at their 3/16/16 meeting

**FY 2017 BUDGET & ANNUAL TOWN ELECTION/MEETING GUIDE**  
**for**  
**Monday April 25, 2016 Town Election**  
**Monday, May 9, 2016 Annual Town Meeting**

Updated March 4, 2016 by Robert A. Pontbriand, Town Administrator  
 &  
 Carly M. Antonellis, Assistant to the Town Administrator

<u><b>ACTION</b></u>	<u><b>DATE</b></u>	<u><b>RESPONSIBLE PARTY</b></u>
Presentation of ASRSD FY'17 Budget	Completed on February 9, 2016	BOS/Fin Com
FY 2017 Capital Requests/Recommendations	Completed on February 10, 2016	Capital Planning Committee
Last Day to Register to Vote for Presidential Primary	Complete	Town Clerk
FY 2017 Budget (Departmental Expenses, 1 <sup>st</sup> Review)	Ongoing	Finance Committee
Annual Town Meeting Warrant OPEN	Completed on February 16, 2015	BOS/TA
FY 2017 Health Insurance Rates	Completed on February 17, 2016	BOS/FinCom/TA/ K. Johnston
FY 2017 Water and Sewer Rate Meeting	Completed on February 22, 2016	Rate Committee/BOS
FY 2017 Regional School Assessment	March 1, 2016	Ayer Shirley Regional School Committee
Presidential Primary Held at Town Hall <i>No Board/Commission Meetings</i>	Completed on March 1, 2016	Town Clerk
Nomination Papers for Town Offices Last Day To Request	Completed on March 4, 2016	Town Clerk
Nomination Papers for Town Offices Due	March 7, 2016 4:00 PM	Town Clerk
2015 Annual Town Reports DUE	March 11, 2016 12:00 PM	TA/C. Knox
FY 2017 Stabilization and OPEB Recommendation(s)	Completed	Exec. Bi-Board BOS/FinCom
Joint Meeting of BOS and Fin Com to Review FY'17 Budget	March 23, 2016	TA/BOS/Fin Com
Collective Bargaining Negotiations Police Superiors, DPW, Fire	Ongoing	TA/Board of Selectmen

**FY 2017 BUDGET & ANNUAL TOWN ELECTION/MEETING GUIDE**

for  
**Monday April 25, 2016 Town Election**  
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Updated March 4, 2016 by Robert A. Pontbriand, Town Administrator  
 &  
 Carly M. Antonellis, Assistant to the Town Administrator

<u><b>ACTION</b></u>	<u><b>DATE</b></u>	<u><b>RESPONSIBLE PARTY</b></u>
Public Hearing to Set FY'17 Water and Sewer Rates	April 5, 2016 BOS Meeting	TA/BOS/M. Wetzel
Last Day to Register to Vote for Election and Town Meeting	April 5, 2016	Town Clerk
Annual Town Meeting Warrant CLOSED <b>Citizen Petitions Due at 12:00 PM</b>	April 8, 2016	BOS/TA/Clerk
<b>Approval of Annual Town Meeting Warrant and Public Comment Period</b>	April 19, 2016	BOS/FinCom/TA
Annual Town Meeting Warrant to Printer	April 22, 2016 12:00 PM	TA/CA/C. Knox
2016 Annual Town Election <i>No Board/Commission Meetings at Town Hall</i>	April 25, 2016	Town Clerk
Annual Town Meeting Begins <b>ASRHS Auditorium</b>	May 9, 2016 7:00 PM	Town Moderator
Implementation of FY' 2017 Budget and ATM Articles	July 1, 2016	TA/Town Accountant Department Heads
Annual Town Meeting Warrant Received by Residents via Mail		TA/CA/USPS
Candidates Forum		I.T. Committee/APAC



WORKING DRAFT

	Cherry Sheet Recap FY2010	Recap FY2011	Recap FY2012	Recap FY2013	Recap FY2014	Recap FY2015	Recap FY2016	Governor's Proposed FY2017	Notes to Projections
State Aid	4,932,977	4,687,624	1,000,592	1,152,850	819,284	848,130	863,185	890,644	
vocational ed transportation reimb	29,000	29,000	37,500	12,000					this now goes to NVRTHS
Property Tax Base	14,014,584	14,667,604	15,467,685	16,225,124	17,077,983	17,940,301	19,351,784	20,282,289	
Statutory Increase - 2.5%	350,365	366,690	386,692	405,628	426,950	448,508	483,795	507,057	
New Growth	302,655	433,000	370,747	447,231	435,368	962,975	446,710	425,000	estimated using past 5 year average leaving out FY15 which was unusually high - pending BOA estimate
Unused levy capacity	(57,098)	(83,000)	(2,449)	(130,896)	(388,319)	(894,362)	(965,243)	(1,000,000)	
Subtotal	14,610,506	15,384,294	16,222,675	16,947,087	17,551,982	18,457,422	19,317,046	20,214,347	there will be offset costs related to the debt exclusion overrides:
Debt Exclusion Overrides	1,417,502	1,361,041	1,201,208	1,263,322	1,219,613	1,100,322	950,729	907,750	
New debt exclusion - schools					186,573	1,015,018	1,011,879	998,693	per preliminary budget presented at 2/9/16 meeting of Selectmen, FinCom & SC (uses Governor's Proposed aid to schools)
Capital Exclusion			193,039	0	0				1,906,443
Total Levy	16,028,008	16,745,335	17,616,922	18,210,409	18,958,168	20,572,762	21,279,654	22,120,790	
Local Receipts	1,316,000	1,396,000	1,263,641	1,100,000	1,281,000	1,441,000	1,513,000	1,607,000	
SBA reimbursement	27,808	27,808	27,808	27,808	27,808	27,808	27,808	27,808	FY2020 is the final year of recognition
Free Cash	269,023	1,119,975	439,161	0	790,870	1,695,426	1,284,460	1,349,941	\$1,358,462 certified as of 6/30/15 less \$8,521 voted at Oct 2015 STM
Transfer from Capital Stabilization				36,000	49,000	4,000	8,521		
Overlay Surplus	40,634	34,573	156,214	183,779	90,641	117,245	294,299	116,000	estimated using past 5 year average leaving out FY16 which was unusually high - pending BOA estimate
Total Operating Revenues	22,643,450	24,040,315	20,541,838	20,722,846	22,016,771	24,706,371	25,270,926	26,112,183	
State Charges(Cherry Sheet)	(80,075)	(86,212)	(80,288)	(85,953)	(84,329)	(89,414)	(89,425)	(93,661)	per Governor's proposed budget
State Charge - School Choice & Charter School	0	(545,172)	0	0	0	0	0	0	
Overlay Account	(262,922)	(300,000)	(293,161)	(300,000)	(312,940)	(314,185)	(297,600)	(300,000)	use \$300,000 - pending BOA estimate
Overlay Deficits									
Debt and interest charges (prior year)					(1,436)	0	0	0	none known as of 2/11/16
Appropriation Deficits	(160,817)	(62,931)	(214,426)	(14,311)	(130,286)	(109,428)	(236,943)	0	Snow & ice running significantly under in FY16 (as of 2/11/16)
Available for Appropriation	22,139,636	23,046,000	19,953,963	20,322,582	21,487,780	24,193,344	24,646,958	25,718,522	

FY2017 DRAFT

Total Free Cash available	<u>\$1,349,941</u>	other source
Capital purchases	\$110,200	
OPEB	\$180,000	\$120,000
Stabilization	\$88,803	
Capital Stabilization	\$500,000	
UDAG replenishments	\$355,000	
Towards other special articles	<u>\$115,938</u>	
	<u>\$1,349,941</u>	

3/15/2016  
Bi-Board.

Updated by Lisa Gabree, March 10, 2016

TOWN OF AYER

FY2017 BUDGET TIE IN

**DRAFT**

FY2017  
Proposed  
Budget

Available for Appropriation (from Projected Revenue Worksheet) 25,718,522.00

FY2017 Omnibus (12,795,448.00)

before expiring union contracts, COLA to non-union, pending non-union reclasses, and new positions requested by Police Chief the omnibus still needs adjustment!!!

FY2017 the following are estimates as of 2/11/16

Enterprise Funds:	included in omnibus starting in FY17					
	Totals	Ambulance	Solid Waste	Sewer	Water	Stormwater
Transfer of Debt Exclusion Interest	(90,337)		(66,568)	(23,769)		
Projected General Fund Subsidy	(203,000)		(203,000)			
Less indirect expenses budgeted in omnibus	1,042,913	339,133	109,220	329,614	264,946	
Net requirement from general fund	749,576	339,133	(160,348)	305,845	264,946	0
<b>FY2016 net (info only)</b>	<b>552,388</b>	<b>336,156</b>	<b>(144,890)</b>	<b>278,160</b>	<b>242,012</b>	<b>(159,050)</b>
Total Expenses before Raise Articles and Transfer to Stabilization						
						(12,045,872.00)

Estimated Revenues in excess of Expenses per Warrant 13,672,650.00

Raise Articles:

Article ASRSD Assessments	Operating	(10,074,800.00)	per 2/23/16 email from School Superintendent
	Debt Exclusion	(1,004,944.00)	per 2/23/16 email from School Superintendent
NVRTHS Assessment	Operating	(731,147.00)	(731,147) per preliminary budget prepared by NVRTHS
1st years interest & bond admin on borrow articles		(93,520.00)	
Arbitrage Consulting fees (must be done every 2 years)		(5,000.00)	
Comprehensive plan update \$10,000 approved in FY16		(100,000.00)	estimate per Robert Pontbriand
Replenish UDAG - Planning Board administrative support		(5,000.00)	
Replenish UDAG - Purchase of additional Fire Station land		(250,000.00)	
Replenish UDAG - Engineering services for West Main St and Shirley St bridges		(100,000.00)	
Prior year bills Sewer Verizon (FY14 & FY15)		(2,954.35)	
Other Capital Planning recommendations for capital purchases:			
IT - copiers for Fire Dept and COA		(12,200.00)	
Fire prevention car & radio		(38,000.00)	
DPW Superintendent vehicle		(35,000.00)	
Library replace HVAC control system		(110,200.00)	
		(666,674.35)	
Expenses not yet included in omnibus (expired union increases, non-union COLA, new police positions)		(295,000.00)	assumes 2%
Impact of new employee non-union reclassifications (before any COLA)		(11,282.00)	
GASB 45 (OPEB) funding		(300,000.00)	as recommended by GASB 45 update consultant & OPEB Trustees
Stabilization Funding		(88,802.65)	my estimate
Capital Stabilization		(500,000.00)	my estimate
		(13,672,650.00)	
		0.00	



# Town of Ayer

## ANNUAL TOWN MEETING WARRANT

[INITIAL DRAFT BY R. PONTBRIAND 3/4/16]  
[REVISED DRAFT WITH TOWN ACCOUNTANT BUDGET NUMBERS 3/15/16]

Ayer Shirley Regional High School Auditorium  
Washington Street, Ayer, MA 01432  
May 9, 2016 @ 7:00 p.m.

Commonwealth of Massachusetts  
Middlesex, ss.

### GREETINGS:

In the name of the Commonwealth of Massachusetts you are hereby directed to notify and warn the inhabitants of the Town of Ayer qualified to vote in Town Elections and Affairs to meet at the Auditorium in the Ayer Shirley Regional High School located at 141 Washington Street, Ayer, Massachusetts on Monday, the Ninth (9<sup>th</sup>) day of May, 2016, at seven o'clock in the evening (7:00 p.m.) then and there to act on the following articles:

Hereof fail not and make due return of this warrant with your doings thereof to the Town Clerk before the date appointed for said meeting.

Given under our hands this 19<sup>th</sup> day of April AD 2016.

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Jannice L. Livingston, Chairman

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Gary J. Luca, Vice-Chairman

---

Christopher R. Hillman, Clerk

**AYER BOARD OF SELECTMEN**

Any persons needing disability related assistance (such as signing, etc.) at the town meeting please contact the Selectmen's Office at 978-772-8220 before May 6, 2016. We shall make every reasonable effort to assist you. Large print version of the text of this warrant is available upon request.

**ARTICLE 1: TOWN ELECTIONS**

The Town Elections are the first article of business and were held on Monday, April 25, 2016.

**ARTICLE 2: REPORTS**

To see if the Town will vote to hear and act on the reports of the several Town of Ayer Officers and Committees that may be ready to report, or take any action thereon or in relation thereto.

- 1. Finance Committee
- 2. Town Accountant/Finance Manager
- 3. Community Preservation Committee
- 4. OTHER
- 5. Master Plan Committee?

Sponsor: Board of Selectmen

Simple Majority Vote Required

**ARTICLE 3: PAY PRIOR YEAR BILLS**

To see if the Town will vote to raise and appropriate the following amount to pay unpaid bills of Fiscal Year 2016, as authorized under General Laws Chapter 44, or take any action thereon or in relation thereto:

<u>Department</u>	<u>Vendor</u>	<u>Amount</u>
Sewer Department	Verizon	\$2,954.35

Sponsor: Board of Selectmen  
Finance Committee:

4/5ths Vote Required

**ARTICLE 4: SALARIES OF ELECTED OFFICIALS**

To see if the Town will vote to fix the salary and compensation of elected officers of the Town of Ayer, as provided by Section 108, Chapter 41 off the General Laws, as amended, or take any action thereon or in relation thereto.

	<u>FY-16 SALARY</u>	<u>FY-17 SALARY</u>	<u>% OF CHANGE</u>
Moderator	\$500	\$500	0
Selectmen: Chair	\$2,506		
Selectmen: Members (2)	\$2,235		
Assessors: Chair	\$2,480		
Assessors: Members (2)	\$2,210		
Treasurer	\$68,256.72		
Town Clerk	\$30,715.52		
Tax Collector	\$37,541.20		
Tree Warden	\$5,843		

Note: This article is required as Town Meeting sets the salaries of elected official pursuant to MGL Chapter 41, Section 108

Board of Selectmen  
Finance Committee

Simple Majority Vote Required

**ARTICLE 5: CONTRACT FUNDING: DPW Union Contract**  
[Negotiations ongoing]

**ARTICLE 6: CONTRACT FUNDING: Fire Union Contract**  
[Negotiations ongoing]

**ARTICLE 7: CONTRACT FUNDING: Police Superiors Contract**  
[Negotiations ongoing]

**ARTICLE 8: OMNIBUS BUDGET**

To see if the Town will vote to raise and appropriate \$ \_\_\_\_\_ and transfer \$ \_\_\_\_\_ from Free Cash, the following sum or sums of money for the Omnibus items, or take any action thereon or in relation thereto:

- Dept. 100: General Government
- Dept. 200: Finance
- Dept. 300: Public Safety
- Dept. 400: Public Works
- Dept. 500: Human Services
- Dept. 600: Education
- Dept. 700: Management Support

Board of Selectmen  
Finance Committee

Simple Majority Vote Required

**ARTICLE 9: FY 2017 AYER SHIRLEY REGIONAL SCHOOL DISTRICT ASSESSMENT**

To see if the Town will vote to raise and appropriate the sum of \$10,074,800 required to fund the Town's FY 2017 assessment for the Ayer Shirley Regional School District, and to raise and appropriate the sum of \$1,004,944 for the Town's portion of the ASRSD High School Building Project debt service, or take any action thereon or in relation thereto.

Sponsor: Ayer Shirley Regional School Committee  
Board of Selectmen:  
Finance Committee:

Simple Majority Vote Required

**ARTICLE 10: FY 2017 NASHOBA VALLEY TECHNICAL VOCATIONAL SCHOOL ASSESSMENT**

To see if the Town will vote to raise and appropriate the sum of \$731,147 required to fund the FY 2017 assessment for the Nashoba Valley Regional Technical High School, or take any action thereon or in relation thereto.

Sponsor: Nashoba Valley Technical Vocational School Committee  
Board of Selectmen:  
Finance Committee:

Simple Majority Vote Required

### ENTERPRISE FUND ARTICLES

Handouts will be provided at Town Meeting with further detail on Articles No. 11 –15

#### **ARTICLE 11: SOLID WASTE**

To see if the Town will vote to raise and appropriate or transfer from available funds the following funds to operate the solid waste department:

**Direct costs** of \$399,717 of which \$209,026 is to come from solid waste revenue, \$29,855 is to come from solid waste retained earnings and \$160,836 is to come from the tax levy, and **indirect costs** of \$108,732 to come from the tax levy; or take any action thereon or in relation thereto.

#### **ARTICLE 12: AMBULANCE**

To see if the Town will vote to raise and appropriate or transfer from available funds the following funds to operate the ambulance department:

**Direct costs** of \$126,034 is to come from ambulance revenue, and indirect costs of \$339,133 of which \$316,214 is to come from ambulance revenue and \$22,919 from ambulance **retained earnings**; or take any action thereon or in relation thereto.

#### **ARTICLE 13: SEWER**

To see if the Town will vote to raise and appropriate or transfer from available funds the following funds to operate the sewer department:

**Direct costs** of \$2,446,209 of which \$2,422,440 is to come from sewer revenue and \$23,769 to come from the tax levy and indirect costs of \$327,647 to come from sewer revenue; or take any action thereon or in relation thereto.

#### **ARTICLE 14: WATER**

To see if the Town will vote to raise and appropriate or transfer from available funds the following funds to operate the water department:

**Direct costs** of \$1,605,935 of which to come from water revenue and indirect costs of \$264,184 to come from water revenue; or take any action thereon or in relation thereto.

## REVOLVING FUND ARTICLES

**Recommend Moving Articles 16 through 21 together by consent.**

### **ARTICLE 15: COMMUNICATIONS FUND**

To see if the Town will vote to reauthorize a Revolving Fund, pursuant to G.L. Chapter 44, Section 53E 1/2, for the purpose of supporting the town website, printing and mailing various newsletters, and other town-wide informational mailings from the **Communications Committee**. Receipts to be credited to the account shall be revenues from ads placed in said mailings and on the Town website. The Communication Committee is authorized to expend monies from this fund. In no event shall total expenditures from the Communications Revolving Fund exceed twenty thousand dollars (\$20,000) in Fiscal Year 2017, and provided further that no Board, Department or Officer shall be authorized to expend in any one fiscal year from all Revolving Funds under its direct control more than one percent of the amount raised by taxation by the Town in the most recent fiscal year for which a tax rate has been certified under Section Twenty Three of Chapter Fifty Nine, or take any action thereon or in relation thereto.

### **ARTICLE 16: FIRE ALARM FUND**

To see if the Town will vote to reauthorize a Revolving Fund, pursuant to G.L. Chapter 44, Section 53E 1/2, for the purpose of **Fire Alarm Repairs and Replacement**. Receipts to be credited to the account shall be Fire Alarm Box Assessment Fees and Fines for Needless and False Alarms. The Fire Chief is authorized to expend monies from this fund. In no event shall total expenditures from the Fire Alarm Revolving Account exceed thirty-five thousand dollars (\$35,000) in Fiscal Year 2017, and provided further, that no Board, Department or Officer shall be authorized to expend in any one fiscal year from all Revolving Funds under its direct control more than one percent of the amount raised by taxation by the Town in the most recent fiscal year for which a tax rate has been certified under Section Twenty Three of Chapter Fifty Nine, or take any action thereon or in relation thereto.

### **ARTICLE 17: HAZARDOUS MATERIALS FUND**

To see if the Town will vote to reauthorize a Revolving Fund pursuant to G.L. Chapter 44 Section 53E 1/2, for the purpose of **Hazardous Materials Expense**. All receipts from a Haz-Mat incident shall be from billed services, and will be used for replacement of supplies and expenses. The Fire Chief will be authorized to expend monies for this fund. In no event shall total expenditures from the Haz-Mat Revolving Account exceed ten thousand dollars (\$10,000) in Fiscal Year 2017, and provided further, that no Board, Department or Officer shall be authorized to expend in any one fiscal year from all Revolving Funds under its direct control more than one percent of the amount raised by taxation by the Town in the most recent fiscal year for which a tax rate has been certified under Section Twenty Three of Chapter Fifty Nine, or take any action thereon or in relation thereto.

### **ARTICLE 18: FOURTH OF JULY FUND**



To see if the Town will vote to reauthorize a Revolving Fund pursuant to G.L. Chapter 44, Section 53E 1/2, for the purpose of a **4th of July Revolving Fund**. Receipts to be credited to the Account shall be from vendor fees, and shall be used for purchasing and promoting the event. The 4th of July Committee, with the approval of the Board of Selectmen, is authorized to expend money from this fund. In no event shall total expenditures from the 4th of July Revolving Fund exceed twenty five thousand dollars (\$25,000.00) in Fiscal Year 2016 and provided further, that no Board, Department or Officer shall be authorized to expend in any one fiscal year from all Revolving Funds under its direct control more than one percent of the amount raised by taxation by the Town in the most recent fiscal year for which a tax rate has been certified under Section Twenty Three of Chapter Fifty Nine, or take any action thereon or in relation thereto.

### **ARTICLE 19: DPW INSPECTION FEES FUND**

To see if the Town will vote to reauthorize a Revolving Fund pursuant to G.L. Chapter 44 Section 53E 1/2, for the purpose of a **Department of Public Works Inspection Revolving Fund**. Receipts to be credited to the fund shall be from development fees or contributions, and shall be used for the purpose of funding inspections of road construction, drainage facilities, and water and sewer line installations. The Superintendent of Public Works shall be authorized to expend money from this fund. In no event shall total expenditures from the Department of Public Works Inspection Revolving Fund exceed one-hundred thousand dollars (\$100,000) in Fiscal Year 2017 and provided further, that no Board, Department or Officer shall be authorized to expend in any one fiscal year from all Revolving Funds under its direct control more than one percent of the amount raised by taxation by the Town in the most recent fiscal year for which a tax rate has been certified under Section Twenty Three of Chapter Fifty Nine, or take any action thereon or in relation thereto

### **ARTICLE 20: TOWN HALL MAINTENANCE FUND**

To see if the Town will vote to reauthorize a Revolving Fund pursuant to G.L. Chapter 44 Section 53E 1/2, for the purpose of a **Town Hall Maintenance Fund**. Receipts to be credited to the fund shall be from fees assessed for use of Town Hall facilities and may be used for costs related to operation, maintenance, repair and/or reconstruction at Town Hall and its grounds. The Board of Selectmen shall be authorized to expend money from this fund. In no event shall total expenditures from the Town Hall Maintenance Fund exceed ten thousand dollars (\$10,000) in Fiscal Year 2017 and provided further, that no Board, Department or Officer shall be authorized to expend in any one fiscal year from all Revolving Funds under its direct control more than one percent of the amount raised by taxation by the Town in the most recent fiscal year for which a tax rate has been certified under Section Twenty Three of Chapter Fifty Nine, or take any action thereon or in relation thereto

### **BORROW ARTICLE**

### **ARTICLE 21: CAPITAL BUDGET REQUESTS**

To see if the Town will vote to authorize the Treasurer, with the approval of the Board of Selectmen, to

borrow the sums set out in the Warrant and hereby listed for the purposes of funding the following equipment, services and public works projects as contained in the **Capital Budget**, each sum hereafter to be voted on separately, or take any action thereon or in relation thereto.

<u>Department</u>	<u>Item</u>	<u>Amount</u>
Fire	Ladder #1 Rehab	\$248,000
	Radio Equipment	\$140,000
Facilities Maintenance	Police Station Roof	\$240,000
DPW – Administration	DPW Operations Center Study	\$75,000
DPW – Highway	East Main Street Design (Final Phase)	\$135,000
	Tractor with Snow Blower & Mower	\$150,000
DPW – Storm Water	Bio filtration/Outfall Improvements	\$50,000
	Balch Pond Dam Repairs	\$131,000
Water Enterprise	Spectacle Pond Well #2 Replacement	\$100,000
	Spectacle Pond Well SCADA Upgrades	\$50,000
	Wright Road Water Main Loop	\$275,000
	Water Main Replacements	\$150,000
Sewer Enterprise	Infiltration Inflow Study & Improvements	\$50,000
	Radio Telemetry System (Phase 2 & Final)	\$30,000
	West Main Street Pump Station	\$550,000
	1 Ton Utility Body Truck with Plow	\$65,000
	Wastewater Treatment Plant Upgrades (Phase 2 of Study)	\$200,000
	Total	\$2,639,000

**RAISE AND APPROPRIATE ARTICLES**

**TRANSFER ARTICLES**

**ARTICLE 22: CAPITAL BUDGET REQUESTS**

To see if the Town will vote to transfer from Free Cash the following sums hereby listed for the purpose of funding the following equipment, services and public works projects as contained in the Capital Budget, each sum hereafter to be voted on separately, or take any action thereon or in relation thereto:

**GENERAL FUND**

Information Technology	Copiers for COA and Fire Department	\$12,200
Fire Department	Fire Prevention Car & Radio	\$38,000
Library	Replace HVAC Control System	\$25,000
DPW- Administration	Superintendent Vehicle	\$35,000
	Total	\$110,200

Sponsor: Capital Planning Committee

Board of Selectmen:

Finance Committee:

Simple Majority Vote Required

**ARTICLE 23: MASTER PLAN UPDATE**

To see if the Town will vote to raise and appropriate the sum of \$100,000 to update the Town’s Master Plan, or take any action thereon or in relation thereto.

*Explanatory Note: The Town’s Master Plan is subject to review and update every ten years. The last update was in 2005. This article would provide the additional funding for the Master Plan Committee to update the Master Plan. The 2015 Annual Town Meeting provided \$10,000 in initial funding.*

Sponsor: Master Plan Committee  
Board of Selectmen:  
Finance Committee:

Simple Majority Vote Required

**ARTICLE 24: GASB-45/OPEB (Post Employment Benefits) FUND**

To see if the Town will vote to raise and appropriate \$120,000 and transfer \$180,000 from Free Cash, Totaling the sum of \$300,000 to meet the Town’s obligations under the Government Accounting Standards Board (GASB) Statement 45 to fund the Town’s future obligation for the cost of other post-employment benefits (OPEB) or take any action thereon or in relation thereto.

*Explanatory Note: \$120,000 from Local Meals Tax*

Sponsor: Board of Selectmen  
Finance Committee:

Simple Majority Vote Required

**ARTICLE 25: UDAG REPLENISHMENTS**

To see if the Town will vote to transfer from Free Cash the following amounts to replenish the Urban Development Action Grant (UDAG) account:

Planning Board Administrative Support	\$5,000
Purchase of Additional Fire Station Land (0 Park Street)	\$250,000
Engineering Services for West Main Street & Shirley Street Bridge	\$100,000

Total: \$355,000

Or take any action thereon or in relation thereto.

*Explanatory Note: This article would replenish the Town’s UDAG Fund in the amounts set forth in the article. These funds were used from the UDAG’s unrestricted funds for purposes that did not have a repayment mechanism in place.*

Sponsor: Board of Selectmen  
Finance Committee:

Simple Majority Vote Required

**ARTICLE 26: ARBITRAGE REBATE COMPLIANCE SERVICE**

To see if the Town will vote to raise and appropriate the sum of \$5,000 for Arbitrage Rebate Compliance Services, or take any action thereon or in relation thereto.

*Explanatory Note: Required bi-annually*

Sponsor: Board of Selectmen  
Finance Committee:

Simple Majority Vote Required

**ARTICLE 27: STABILIZATION FUND**

To see if the Town will vote to transfer from Free Cash raise the sum of \$600,084.65 or such other sum or sums of money, with \$100,084.65 to be credited to the Stabilization Fund under the provisions of Chapter 40, Section 5B of the General Laws, and \$500,000 to be credited to the Capital Stabilization Fund per the Town's Financial Policies or take any action thereon or in relation thereto.

Sponsor: Board of Selectmen  
Finance Committee:

Simple Majority Vote Required

**ARTICLE 28: COMMUNITY PRESERVATION ACT**

To see if the Town will hear and act on the report of the Community Preservation Committee on the Fiscal Year 2017 Community Preservation Act budget, and appropriate from the estimated FY 2017 Community Preservation Fund revenues:

- A sum of money equal to five percent, and not-to-exceed five thousand dollars (\$5,000), to meet the administrative expenses and all other necessary and proper expenses of the Community Preservation Committee for Fiscal Year 2017.

And further, to reserve for future appropriation from the estimated FY 2017 Community Preservation Fund revenues the following sums of money, as recommended by the Community Preservation Committee, for each of the following purposes:

- A sum of money equal to \$168,307, more or less, for acquisition, creation and preservation of open space excluding land for recreational use, and
- A sum of money equal to \$23,164, more or less, for acquisition, preservation, restoration and rehabilitation of historic resources, and
- A sum of money equal to \$23,164, more or less, for acquisition, creation and preservation and support of community housing.

Or take any action thereon or in relation thereto.

*Explanatory Note: Disbursement required by the Commonwealth of Massachusetts under M.G.L. Chapter 44B for the estimated FY 2016 Community Preservation Fund revenues.*

Sponsor: Community Preservation Committee  
Finance Committee:

Simple Majority Vote Required

**ARTICLE 29: COMMUNITY PRESERVATION FUND FY 2017  
TRANSFER OF FUNDS**

To see if the Town will vote to transfer from Community Preservation Fund FY2017 estimated annual revenues, the sum of \$12,000 and reserve said sum for future appropriation by the Community Preservation Committee for general open space purposes; or take any action thereon or in relation thereto.

*Explanatory Note: Due diligence for future appropriations by the Community Preservation Committee for general open space purposes.*

Sponsor: Community Preservation Committee  
Finance Committee:

Simple Majority Vote Required

A True Copy Attest: \_\_\_\_\_

Date: \_\_\_\_\_

**Susan E. Copeland**  
**Town Clerk & Tax Collector**

As directed in the foregoing warrant, I have this day posted three attested copies in three public places, one of which was the Town Hall at least fourteen days before said meeting, all as herein directed.

\_\_\_\_\_

Date: \_\_\_\_\_

**Constable**

RECEIVED

MAR 10 2016

Class I/II License Application

TOWN OF AYER  
SELECTMEN'S OFFICE

Fee \$100

THE COMMONWEALTH OF MASSACHUSETTS  
TOWN OF AYER  
APPLICATION FOR A LICENSE TO BUY, SELL, EXCHANGE  
OR ASSEMBLE SECOND HAND MOTOR VEHICLES  
OR PARTS THEREOF

2016


I, the undersigned, duly authorized by the concern herein mentioned, hereby apply for a class one/two (please circle) license, to Buy, Sell, Exchange or Assemble second hand motor vehicles or parts thereof, in accordance with the provisions of Chapter 140 of the General Laws.

1. What is the name of the concern? AYER AUTO REPAIR, LLC

Business address of concern 85-87 CENTRAL AVENUE, AYER MA 01432

2. Is the above concern an individual, CORPORATION - LLC  
co-partnership, an association or a corporation?

3. If an individual, state full name and residential address. \_\_\_\_\_

 COPY

4. If a co-partnership, state full names and residential addresses composing it. \_\_\_\_\_

5. If an association or a corporation, state full names and residential addresses of the principal officers.

HALIM N MAKHLOUTA President MEMBER  
15 BENNETT CIRCLE BILLERICA, MA 01821

SAMIR N MAKHLOUTA Secretary MEMBER  
9 CABOT ROAD DANVERS, MA 01923

KAMAL SERHAN Treasurer MEMBER  
44 LEXINGTON AVENUE UNIT 45  
GLOUCESTER, MA 01930

6. Are you engaged principally in the business of buying, selling or exchanging motor vehicles? \_\_\_\_\_

If so, is your principal business the sale of new motor vehicles? \_\_\_\_\_

Is your principal business the buying and selling of second hand motor vehicles? SECOND HAND MOTOR VEHICLES

Is your principal business that of a motor vehicle junk dealer? \_\_\_\_\_

7. Give a complete description of all the premises to be used for the purpose of carrying on the business.

THE MAIN BUSINESS IS AUTO REPAIR  
AND USED CAR BUSINESS

8. Are you a recognized agent of a motor vehicle manufacturer? (Yes or  No)  
If so, state name of manufacturer: \_\_\_\_\_

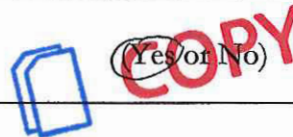
9. Have you a signed contract as required by Section 58, Class I? (Yes or  No)

10. Have you ever applied for a license to deal in second hand motor vehicles or parts thereof? ( Yes or  No)

If so, in what city/town: CLOUDESTER, MA

Did you receive a license?

For what year(s): 2016



11. Has any license issued to you in Massachusetts or any other state to deal in motor vehicles or parts thereof ever been suspended or revoked? (Yes or  No)

Sign your name in full: Halim N Makhlouta  
(Only authorized to represent the concern herein mentioned)

Printed Name: HALIM N MAKHLOUTA

Residence Address: [REDACTED]

**IMPORTANT**

EVERY QUESTION MUST BE ANSWERED WITH FULL INFORMATION, AND FALSE STATEMENTS HEREIN MAY RESULT IN THE REJECTION OF YOUR APPLICATION OR THE SUBSEQUENT REVOCATION OF YOUR LICENSE IF ISSUED.

Note: If the applicant has not held a license in the year prior to this application, he or she must file a duplicate of the application with the registrar. (See Sec. 59)

The provisions of G.L. c. 140, sec. 58 require that holders of Class 1 and 2 licenses maintain a surety bond in the amount of \$25,000 or equivalent financial security to provide protection to customers purchasing vehicles from such license holders. No license is to be issued without proof of such security.

**APPLICANT WILL NOT FILL THE FOLLOWING BLANKS – For office use only**

Application status after investigation:

(Approved or Disapproved)

License No. \_\_\_\_\_

 **COPY**

Fee \$ 100.00

check # 103 \$100

(Payment Type)

Zoning Status: \_\_\_\_\_

OK per C. Shultz  
3/10/16

 **COPY**

Signed: \_\_\_\_\_

**TOWN OF AYER**  
**BOARD OF SELECTMEN**

CHAPTER 140 OF THE GENERAL LAWS, TER. ED., WITH AMENDMENTS THERETO

**Section 57. License; When Required; Report of Sales**

No person, except one whose principal business is the manufacture and sale of new motor vehicles but who incidentally acquires and sells second hand vehicles, or a person whose principal business is financing the purchase of or insuring motor vehicles but who incidentally acquires and sells second hand vehicles, shall engage in the business of buying, selling, exchanging or assembling second hand motor vehicles or parts thereof or allow any property under his control to be used as a place of sale or display of motor vehicles without securing a license as provided in section fifty-nine. This section shall apply to any person engaged in the business of conducting auctions for the sale of motor vehicles, and to any person engaged in the business of leasing or renting motor vehicles and who, as an incident to such business, sells or offers to sell any such lease or rental vehicle to the public. All sales of second-hand motor vehicles or part thereof made by any person referred to in this section shall be reported weekly to the registrar of motor vehicles on such forms as may be prescribed by him.

**Section 58. Classes of Licenses**

Licenses granted under the following section shall be classified as follows:

*Class 1.* Any person who is a recognized agent of a motor vehicle manufacturer or a seller of motor vehicles made by such manufacturer whose authority to sell the same is created by a written contract with such manufacturer or with some person authorized in writing by such manufacturer to enter into such contract, and whose principal business is the sale of new motor vehicles, the purchase and sale of second hand motor vehicles being incidental or secondary thereto, may be granted an agent's or a seller's license; provided, that with respect to second hand motor vehicles purchased for the purpose of sale or exchange and not taken in trade for new motor vehicles, such dealer shall be subject to all provisions of this chapter and of rules and regulations made in accordance therewith applicable to holders of licenses of class 2.

*Class 2.* Any person whose principal business is the buying or selling of second hand motor vehicles may be granted a used car dealer's license; provided, however, that such person maintains or demonstrates access to repair facilities sufficient to enable him to satisfy the warranty repair obligations imposed by section seven N 1/4 of chapter ninety. A used car dealer shall remain liable for all warranty repairs made and other obligations imposed by said section seven N 1/4 of said chapter ninety.

*Class 3.* Any person whose principal business is the buying of second hand motor vehicles for the purpose of remodeling, taking apart or rebuilding and selling the same, or the buying or selling of parts of second hand motor vehicles or tires, or the assembling of second hand motor vehicle parts may be granted a motor vehicle junk license.

**Section 59. Licensing authorities; expiration; fees; application; prerequisites; premises; ordinance regulations; revocation; notice**



The police commissioner in Boston and the licensing authorities in other cities and towns may grant licenses under this section which shall expire on January first following the date of issue unless sooner revoked. The fees for the licenses shall be fixed by the licensing board or officer, but in no event shall any such fee be greater than \$200. Application for license shall be made in such form as shall be approved by the registrar of motor vehicles, in sections fifty-nine to sixty-six, inclusive, called the registrar, and if the applicant has not held a license in the year prior to such application, such application shall be made in duplicate, which duplicate shall be filed with the registrar. No such license shall be granted unless the licensing board or officer is satisfied from an investigation of the facts stated in the application and any other information which they may require of the applicant, that he is a proper person to engage in the business specified in section fifty-eight in the classifications for which he has applied, that said business is or will be his principal business, and that he has available a place of business suitable for the purpose. The license shall specify all the premises to be occupied by the licensee for the purpose of carrying on the licensed business. Permits for a change of situation of the licensed premises or for additions thereto may be granted at any time by the licensing board or officer in writing, a copy of which shall be attached to the license. Cities and towns by ordinance or by-law may regulate the situation of the premises of licensees within class 3 as defined in section fifty-eight, and all licenses and permits issued hereunder to persons within said class 3 shall be subject to the provisions of ordinances and by-laws which are hereby authorized to be made. No original license or permit shall be issued hereunder to a person within said class 3 until after a hearing, of which seven days' notice shall have been given to the owners of the property abutting on the premises where such license or permit is proposed to be exercised. Except in the city of Boston, the licensing board or officer may, in its discretion, waive the annual hearing for renewal of a class 3 license. All licenses granted under this section shall be revoked by the licensing board or officer if it appears, after hearing, that the licensee is not complying with sections fifty-seven to sixty-nine, inclusive, or the rules and regulations made thereunder; and no new license shall be granted to such person thereafter, nor to any person for use on the same premises, without the approval of the registrar. The hearing may be dispensed with if the registrar notifies the licensing board or officer that a licensee is not so complying. In each case where such license is revoked, the licensing board or officer shall forthwith notify the registrar of such revocation. Any person aggrieved by any action of the licensing board or officer refusing to grant, or revoking a license for any cause may, within ten days after such action, appeal therefrom to any justice of the superior court in the county in which the premises sought to be occupied under the license or permit applied for are located. The justice shall, after such notice to the parties as he deems reasonable, give a summary hearing on such appeal, and shall have jurisdiction in equity to review all questions of fact or law and may affirm or reverse the decision of the board or officer and may make any appropriate decree. The parties shall have all rights of appeal as in other cases.

**Commercial Property Record Card**

Parcel ID: 019/027.0-0000-0107.0    MAP: 027.0    BLOCK: 0000    LOT: 0107.0    Parcel Address: 87 CENTRAL AVENUE    FY: 2016

<b>PARCEL INFORMATION</b>	Use-Code: 332	Sale Price: 1	Book: 07691	Road Type: T	Inspect Date: 06/29/2001
Owner: FINNERTY, MARY E	Tax Class: T	Sale Date: 01/05/1951	Page: 0586	Rd Condition: P	Meas Date: 06/29/2001
Address: 9 SHAKER ROAD AYER MA 01432	Tot Fin Area: 2436	Sale Type: P	Cert/Doc:	Traffic: M	Entrance: X
	Tot Land Area: 0.174	Sale Valid: Y		Water: PS	Collect Id: RRC
	Sewer:	Grantor:		Sewer: SW	Inspect Reas: C
	Exempt-B/L% 0/0	Resid-B/L% 0/0	Comm-B/L% 100/100	Indust-B/L% 0/0	Open Sp-B/L% 0/0

COMMERCIAL SECTIONS/GROUPS							LAND INFORMATION								
Section:	ID:101	Use-Code:332					NBHD CODE:	301	NBHD CLASS:	ZONE: LI					
Category	Gmd-Fl-Area	Story Height	Bldg-Class	Yr-Built	Eff-Yr-Built	Cost Bldg	Seg	Type	Code	Method	Sq-Ft	Acres	Influ-Y/N	Value	Class
0	2436	1.0	C	1945	1975	79000	1	P	332	S	7560		N	95,528	
Groups:							VALUATION INFORMATION								
Id	Cd	B-FL-A	Firs	Firs			Current Total:	185,800	Bldg:	90,300	Land:	95,500	MktLnd:	95,500	
1	332	1680	1	1			Prior Total:	185,800	Bldg:	90,300	Land:	95,500	MktLnd:	95,500	
2	332	756	1	1											

<p>Sketch</p> <p align="center"><b>No Sketch Available</b></p>	<p>Photo</p> <p align="center"><b>No Picture Available</b></p>
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Massachusetts



# Western Surety Company

## SECOND HAND MOTOR VEHICLE DEALER BOND

(Mass. Gen. Laws Ann. 140, § 58(c))

**COPY**

Bond No. \_\_\_\_\_

KNOW ALL PERSONS BY THESE PRESENTS:

Effective Date: March 7th, 2016

That we, Ayer Auto Repair LLC, as Principal, and WESTERN SURETY COMPANY, a corporation authorized to do surety business in the Commonwealth of Massachusetts, as Surety, are held and firmly bound unto persons who purchase a vehicle from the Principal and who suffer loss on account of a breach of the condition of this bond described below, in the sum of not to exceed **TWENTY-FIVE THOUSAND AND NO/100 DOLLARS (\$25,000.00)**, for the payment of which well and truly to be made, we bind ourselves and our legal representatives, firmly by these presents.

WHEREAS, the Principal is a second hand motor vehicle dealer and is required to furnish a bond or equivalent proof of financial responsibility pursuant to Mass. Gen. Laws Ann. 140, § 58(c)(1).

NOW, THEREFORE, the condition of this obligation is such that if the Principal shall pay the amount of actual damages, not to exceed the amount of this bond, to any person who purchases a vehicle from the Principal and who suffers loss on account of: (a) the Principal's default or nonpayment of valid bank drafts, including checks drawn by the Principal for the purchase of motor vehicles; (b) the Principal's failure to deliver, in conjunction with the sale of a motor vehicle, a valid motor vehicle title certificate free and clear of any prior owner's interests and all liens, except a lien created by or expressly assumed in writing by the buyer of the vehicle; (c) the fact that the motor vehicle purchased from the Principal was a stolen vehicle; (d) the Principal's failure to disclose the vehicle's actual mileage at the time of sale; (e) the Principal's unfair and deceptive acts or practices, misrepresentations, failure to disclose material facts or failure to honor a warranty claim or arbitration order in a retail transaction; or (f) the Principal's failure to pay off a lien on a vehicle traded in as part of a transaction to purchase a vehicle when the Principal had assumed the obligation to pay off the lien, then this obligation to be void; otherwise to remain in full force and effect.

PROVIDED, that recovery against this bond may be made only by a person who obtains a final judgment in a court of competent jurisdiction against the Principal for an act or omission on which this bond is conditioned, if the act or omission occurred during the term of this bond. No suit may be maintained to enforce any liability on this bond unless brought within one (1) year after the event giving rise to the cause of action. This bond shall cover only those acts and omissions described above. The Surety shall not be liable for total claims in excess of the bond amount, regardless of the number of claims made against this bond or the number of years this bond remains in force.

This bond shall be continuous and may be cancelled by the Surety by giving thirty (30) days' written notice of cancellation to the municipal licensing authority at 1 Main Street, Ayer, MA 01432

by First Class U.S. Mail. \_\_\_\_\_ Address \_\_\_\_\_

Dated this 7th day of March, 2016.



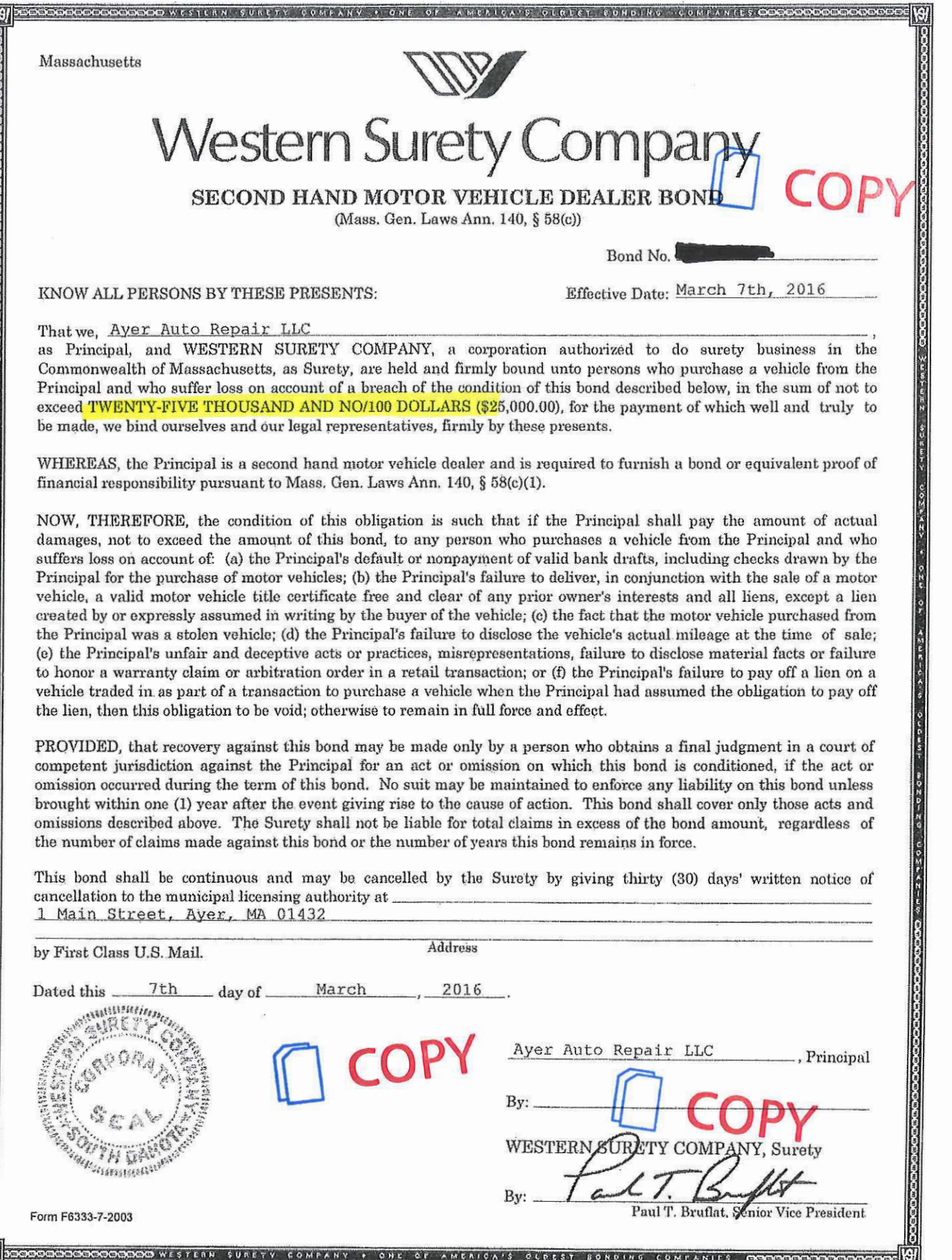
**COPY**

Ayer Auto Repair LLC, Principal

By: \_\_\_\_\_

WESTERN SURETY COMPANY, Surety

By: Paul T. Bruffat  
Paul T. Bruffat, Senior Vice President



Town of Ayer  
Board of Selectmen's Office  
Transmittal Form – Department Head Review



<input checked="" type="checkbox"/>	Board of Health	Review Deadline Date	<u>Thursday March 17, 2016</u>
<input type="checkbox"/>	Department of Public Works	Public Hearing Date	<u>Wednesday March 23, 2016</u>
<input type="checkbox"/>	Police Department	BOS Meeting	
<input type="checkbox"/>	Fire Department		
<input type="checkbox"/>	Building Inspector/Zoning Enforcement Officer		
<input type="checkbox"/>	Conservation Committee		
<input type="checkbox"/>	Tax Collector		
<input type="checkbox"/>	Assessor's Office		
<input type="checkbox"/>	Planning Board		
<input type="checkbox"/>	Treasurer		

Permit Sought: Class II - Motor Vehicle Used Car Sales

Description \_\_\_\_\_

Submitted by Halim Makhlouta, Partner Date March 10, 2016  
Ayer Auto Repair, LLC

Address 85-87 Central Avenue Telephone 978-761-7520

This plan is submitted for your review, comments, and recommendations. Please return to the Board of Selectmen's Office by the Review Deadline Date so that the Board of Selectmen can consider your recommendation.

Approved                       Modifications Needed                       Disapprove

*(If your recommendation is not "Approved", please specify/illustrate reasons why.)*

Comments:

Signed 

Title DPW Supt

Date 3-18-16

Town of Ayer  
Board of Selectmen's Office  
Transmittal Form – Department Head Review



_____	Board of Health	Review Deadline Date	<u>Thursday March 17, 2016</u>
_____	Department of Public Works	<del>Public Hearing</del> Date	<u>Wednesday March 23, 2016</u>
<u>X</u> _____	Police Department	BOS Meeting	
_____	Fire Department		
_____	Building Inspector/Zoning Enforcement Officer		
_____	Conservation Committee		
_____	Tax Collector		
_____	Assessor's Office		
_____	Planning Board		
_____	Treasurer		

Permit Sought: Class II - Motor Vehicle Used Car Sales

Description \_\_\_\_\_

Submitted by Halim Makhouta, Partner  
Ayer Auto Repair, LLC Date March 10, 2016

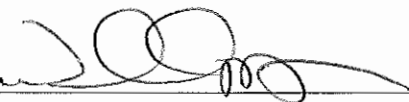
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Approved                       Modifications Needed                       Disapprove

*(If your recommendation is not "Approved", please specify/illustrate reasons why.)*

Comments:

Signed 

Title Chief of Police

Date 3/11/16

Town of Ayer  
Board of Selectmen's Office  
Transmittal Form - Department Head Review



_____	Board of Health	Review Deadline Date	<u>Thursday March 17, 2016</u>
_____	Department of Public Works	<del>Public Hearing</del> Date	<u>Wednesday March 23, 2016</u>
_____	Police Department	BOS Meeting	
<u>X</u> _____	Fire Department		
_____	Building Inspector/Zoning Enforcement Officer		
_____	Conservation Committee		
_____	Tax Collector		
_____	Assessor's Office		
_____	Planning Board		
_____	Treasurer		

Permit Sought: Class II - Motor Vehicle Used Car Sales

Description \_\_\_\_\_

Submitted by Halim Makhouta, Partner  
Ayer Auto Repair, LLC Date March 10, 2016

Address 85-87 Central Avenue Telephone 978-761-7520

This plan is submitted for your review, comments, and recommendations. Please return to the Board of Selectmen's Office by the Review Deadline Date so that the Board of Selectmen can consider your recommendation.

/ Approved \_\_\_\_\_ Modifications Needed \_\_\_\_\_ Disapprove \_\_\_\_\_

*(If your recommendation is not "Approved", please specify/illustrate reasons why.)*

Comments:

Signed [Signature]

Title Fire Chief

Date 3-16-16

Town of Ayer  
Board of Selectmen's Office  
Transmittal Form – Department Head Review



<p>_____ Board of Health</p> <p>_____ Department of Public Works</p> <p>_____ Police Department</p> <p>_____ Fire Department</p> <p><b>X</b> _____ Building Inspector/Zoning Enforcement Officer</p> <p>_____ Conservation Committee</p> <p>_____ Tax Collector</p> <p>_____ Assessor's Office</p> <p>_____ Planning Board</p> <p>_____ Treasurer</p>	<p>Review Deadline Date <u>Thursday March 17, 2016</u></p> <p><del>Public Hearing</del> Date <u>Wednesday March 23, 2016</u></p> <p>BOS Meeting</p>
---	---

Permit Sought: Class II - Motor Vehicle Used Car Sales

Description \_\_\_\_\_

Submitted by Halim Makhouta, Partner Date March 10, 2016  
Ayer Auto Repair, LLC

Address 85-87 Central Avenue Telephone 978-761-7520

This plan is submitted for your review, comments, and recommendations. Please return to the Board of Selectmen's Office by the Review Deadline Date so that the Board of Selectmen can consider your recommendation.

\_\_\_\_\_ Approved                      \_\_\_\_\_ Modifications Needed                      \_\_\_\_\_ Disapprove

*(If your recommendation is not "Approved", please specify/illustrate reasons why.)*

Comments: Zoning Sect 3.3.3.1 Sect. C # 19 w/Selectmen Approval

Signed [Signature] Title Asst. Zoning officer

Date 3-16-16

Town of Ayer  
Board of Selectmen's Office  
Transmittal Form – Department Head Review



<p>_____ Board of Health</p> <p>_____ Department of Public Works</p> <p>_____ Police Department</p> <p>_____ Fire Department</p> <p><input checked="" type="checkbox"/> _____ Building Inspector/Zoning Enforcement Officer</p> <p>_____ Conservation Committee</p> <p>_____ Tax Collector</p> <p>_____ Assessor's Office</p> <p>_____ Planning Board</p> <p>_____ Treasurer</p>	<p>Review Deadline Date <u>Thursday March 17, 2016</u></p> <p><del>Public Hearing</del> Date <u>Wednesday March 23, 2016</u></p> <p>BOS Meeting</p>
--	---

Permit Sought: Class II - Motor Vehicle Used Car Sales

Description \_\_\_\_\_

Submitted by Halim Makhoulta, Partner Date March 10, 2016  
Ayer Auto Repair, LLC

Address 85-87 Central Avenue Telephone 978-761-7520

This plan is submitted for your review, comments, and recommendations. Please return to the Board of Selectmen's Office by the Review Deadline Date so that the Board of Selectmen can consider your recommendation.

\_\_\_\_\_ Approved                      \_\_\_\_\_ Modifications Needed                      \_\_\_\_\_ Disapprove

*(If your recommendation is not "Approved", please specify/illustrate reasons why.)*

Comments: while that address is not jurisdictional, there would be concerns with the stormwater coming off the property. It will have high concentrations of motor vehicle fluids, & is close to several wetlands.

Signed Brian Title Conservation Administrator

Date 3/15/16

3/15/16 - Brian will follow up w/ Halim to discuss. 3/18/16 - Con Com working w/ owner.

So we would want to see the stormwater plans especially.



Town of Ayer  
Board of Selectmen's Office  
Transmittal Form – Department Head Review



_____	Board of Health	Review Deadline Date	<u>Thursday March 17, 2016</u>
_____	Department of Public Works	<del>Public Hearing</del> Date	<u>Wednesday March 23, 2016</u>
_____	Police Department	BOS Meeting	
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_____	Building Inspector/Zoning Enforcement Officer		
_____	Conservation Committee		
<input checked="" type="checkbox"/>	Tax Collector		
_____	Assessor's Office		
_____	Planning Board		
_____	Treasurer		

Permit Sought: Class II - Motor Vehicle Used Car Sales

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Submitted by Halim Makhoulta, Partner Date March 10, 2016  
Ayer Auto Repair, LLC

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Approved                      \_\_\_\_\_ Modifications Needed                      \_\_\_\_\_ Disapprove

*(If your recommendation is not "Approved", please specify/illustrate reasons why.)*

Comments:

Signed Susan Copeland  
Date March 10, 2016

Title Town Clerk & Tax Collector

Town of Ayer  
Board of Selectmen's Office  
Transmittal Form – Department Head Review



<input type="checkbox"/>	Board of Health	Review Deadline Date	<u>Thursday March 17, 2016</u>
<input type="checkbox"/>	Department of Public Works	<del>Public Hearing</del> Date	<u>Wednesday March 23, 2016</u>
<input type="checkbox"/>	Police Department	BOS Meeting	
<input type="checkbox"/>	Fire Department		
<input type="checkbox"/>	Building Inspector/Zoning Enforcement Officer		
<input type="checkbox"/>	Conservation Committee		
<input type="checkbox"/>	Tax Collector		
<input checked="" type="checkbox"/>	Assessor's Office		
<input type="checkbox"/>	Planning Board		
<input type="checkbox"/>	Treasurer		

Permit Sought: Class II - Motor Vehicle Used Car Sales

Description \_\_\_\_\_

Submitted by Halim Makhoulta, Partner  
Ayer Auto Repair, LLC Date March 10, 2016

Address 85-87 Central Avenue Telephone 978-761-7520

This plan is submitted for your review, comments, and recommendations. Please return to the Board of Selectmen's Office by the Review Deadline Date so that the Board of Selectmen can consider your recommendation.

Approved                       Modifications Needed                       Disapprove

*(If your recommendation is not "Approved", please specify/illustrate reasons why.)*

Comments:

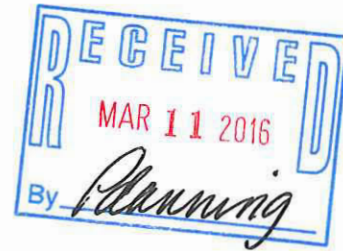
Signed Thomas Hegand  
Date 3/14/16

Title Crossing Administrator

Town of Ayer  
Board of Selectmen's Office  
Transmittal Form – Department Head Review



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<input checked="" type="checkbox"/>	Planning Board		
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Approved                      \_\_\_\_\_ Modifications Needed                      \_\_\_\_\_ Disapprove

*(If your recommendation is not "Approved", please specify/illustrate reasons why.)*

Comments:  
*Non-jurisdictional*

Signed Jeremy Callahan Title Planning Board Chair  
Date March 17, 2016

## Sandra Bean

---

**From:** Jeremy Callahan <jcallahan@ayer.ma.us>  
**Sent:** Thursday, March 17, 2016 5:43 PM  
**To:** Sandra Bean  
**Subject:** Re: REVIEW DUE TODAY

Sorry. I'm out of Town until next week. I will try to keep you in the loop! This should be returned "approved" with the note non-jurisdictional. The Planning Board has no say.

On 3/17/2016 4:11 PM, Sandra Bean wrote:

Hi Jeremy,  
I just realized this Review Deadline is today – I thought you would be in at some point so did not send – sorry – we'll figure this out eventually!

Please see attached for Ayer Auto Repair, LLC – 85-87 Central Ave

*Sandy*

Sandy Bean  
Administrative Coordinator  
Town of Ayer  
1 Main Street  
Ayer, MA 01432  
[sbean@ayer.ma.us](mailto:sbean@ayer.ma.us)  
978-772-8214



Town of Ayer  
Board of Selectmen's Office  
Transmittal Form – Department Head Review



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_____	Tax Collector		
_____	Assessor's Office		
_____	Planning Board		
<u>X</u> _____	Treasurer		

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Approved                      \_\_\_\_\_ Modifications Needed                      \_\_\_\_\_ Disapprove

*(If your recommendation is not "Approved", please specify/illustrate reasons why.)*

Comments:

Signed Stephanie Gintner Title Treasurer

Date 3/10/16

DEPARTMENT OF PUBLIC WORKS

Mark L. Wetzel, P.E., Superintendent  
Pamela J. Martin, Business Manager



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

RECEIVED  
MAR 17 2016

TOWN OF AYER  
SELECTMEN'S OFFICE



COPY

MEMORANDUM

Date: March 17, 2016  
To: Board of Selectmen  
From: Mark Wetzel, P.E., Public Works Superintendent  
Dan VanSchalkwyk, P.E. Town Engineer  
Subject: March 23 Meeting Agenda Items

- 1. West Main Street Culvert / Shirley Street Bridge Engineering Services Contract – attached is the Agreement for Professional Engineering Services for the West Main Street Culvert and Shirley Street Bridge project. The DPW solicited bids from five qualified engineering companies and received one proposal from WorldTech Engineering, LLC with Hoyle Tanner Associates as a sub-consultant. WorldTech is currently designing the East Main Street Road improvement project and Hoyle Tanner performed the West Main Street Culvert inspection. This is a very qualified team and we recommend that the Board execute the contract of \$96,625 for the first phase this important project. It should be noted that there is pending legislation to appropriate \$50M fir this type of project. We will track the progress of this bill with respect to this project.

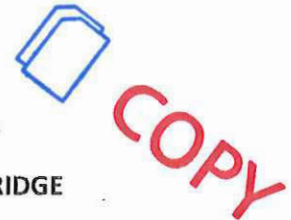
<http://www.mass.gov/governor/legislationexecorder/legislation/act-financing-improvements-to-municipal-roads-and-bridges.html>

- 2. Green Communities Grant – The DPW is submitting a Green Communities Competitive Grant Application for energy savings improvements as follows:

a. Streetlight LED Upgrade	\$145,510
b. Spec Pond Well I Pump VFD	\$ 22,338
c. DPW Lighting	\$ 13, 301
d. Grove Pond WTP Lighting	\$ 20,886
e. Town Hall Lighting	\$ 29, 354
f. Fire Station Lighting	\$ 13,011

The grant application is due March 25. The application must be signed by the Board.

**AGREEMENT FOR PROFESSIONAL  
ENGINEERING SERVICES  
BETWEEN  
THE TOWN OF AYER, MASSACHUSETTS  
AND  
WORLDTECH ENGINEERING, LLC  
FOR  
ENGINEERING SERVICES  
ASSOCIATED WITH  
WEST MAIN STREET CULVERT AND SHIRLEY STREET BRIDGE**



This AGREEMENT, made and entered into the \_\_\_\_\_ day of \_\_\_\_\_, 2016 by and between the TOWN OF AYER, MASSACHUSETTS (hereinafter referred to as the "TOWN") and WORLDTECH ENGINEERING, LLC, a limited liability company organized and existing under the laws of the Commonwealth of Massachusetts and having a usual place of business at 300 TradeCenter, Suite 5580, Woburn, Massachusetts 01801 (hereinafter referred to as "CONSULTANT").

WHEREAS, the TOWN desires CONSULTANT to perform professional engineering services for the preliminary and final design for the repair, replacement, or rehabilitation of the West Main Street Culvert and Shirley Street bridge (hereinafter referred to as the "PROJECT");

The TOWN and CONSULTANT, for the consideration hereafter set forth, agree as follows:

**I. GENERAL**

- A. For the purposes of this Agreement, the CONSULTANT shall provide professional engineering services necessary for the preparation of reports, plans, specifications, and cost estimates for the repair, replacement, or rehabilitation of the West Main Street Culvert and Shirley Street bridge.
- B. The project shall include topographic survey, wetland resource area delineations, geotechnical and hydraulic analysis, roadway design, structural design, and traffic management planning associated with the potential repair and/or replacement of one or both of the structures.
- C. All work will be performed in conformance with the standards, policies, and procedures of the Massachusetts Department of Transportation (MassDOT). All work

will be prepared in accordance with MassDOT's latest design requirements, engineering criteria and directives. TOWN design standards and criteria will be utilized where applicable.

## **II. SCOPE OF SERVICES**

### **A. Phase 1 – Preliminary (25%) Design**

#### **1. Project Initiation**

A project kick-off meeting will be held with the Town and the CONSULTANT to review project objectives and design criteria. Any existing plans or documentation that the Town has pertaining to either structure, including information on existing utilities, will be provided for use in the design process. The CONSULTANT will conduct a site visit to both structures to determine their current condition, and make recommendations to the Town for necessary repair work if the condition of the West Main Street Culvert has degraded from what was documented in the Evaluation Report previously prepared by Hoyle, Tanner & Associates.

#### **2. Resource Area Delineation**

Project area wetland delineations, to be conducted by Chappell Engineering Associates, LLC, will focus on the determination of wetland resources subject to Federal and State/municipal jurisdiction. At the Federal level, these resources consist of 'waters of the United States', including wetlands primarily regulated pursuant to Section 404 of the Clean Water Act (33 USC §1344) and Regulatory Programs of the USACOE (33 CFR Parts 320 through 330). At the State level, wetland resources regulated under the Massachusetts Wetlands Protection Act (WPA) (MGL Chapter 131 §40) and associated regulations (310 CMR 10.00 et seq.) include banks, Land Under Water Bodies/Waterways, Bordering Vegetated Wetland, and Land Subject to Flooding.

Wetland resource delineation efforts will be limited to the area at, and approximate to, anticipated areas of potential impact associated with the bridge/culvert replacement. Potential 'offsite' wetland creation/restoration areas are not included in this Scope of Services. To document wetland resources, existing data on the presence and/or absence of these resources within the project area initially will be reviewed. The source materials, at a minimum, will include US Geological Survey (USGS) topographic quadrangle maps; soils information available via the NRCS Web Soil Survey; the Flood



Insurance Rate Maps; MassGIS; and documents associated with other past and present activities in the project area, as may be available.

Field investigations will be conducted to delineate vegetated wetlands in accordance with State and Federal guidelines, as well as to confirm the presence/absence of the wetland resources, as listed above. This delineation will extend approximately 200 feet north of the West Main Street Culvert, fully between the West Main Street Culvert and Shirley Street Bridge and approximately 200 feet south of the Shirley Street Bridge.

At the State level, vegetated wetlands will be delineated in accordance with Delineating Bordering Vegetated Wetlands under the MA WPA [Massachusetts Department of Environmental Protection (MA DEP), 1995]. At the Federal level, vegetated wetland boundaries will be determined in accordance with the USACOE Interim Regional Supplemental to the Corps of Engineers Wetland Delineation Manual: Northcentral and Northeast Region (U.S. Army Engineer Research & Development Center/Environmental Laboratory; October 2009).

Vegetation alone is anticipated to serve as the primary indication of the presence/absence and location of wetlands. To locate and map the boundaries of vegetated wetlands, sequentially numbered flags will be placed along the upland/wetland boundary. The location of these flags will be surveyed and plotted on base maps of the project area by the CONSULTANT's surveyor, Chappell Engineering Associates, LLC. Upon receipt of the surveyed wetland resource location plans, the CONSULTANT will review the boundary information to ensure it accurately represents the resource boundaries delineated in the field.

### 3. *Field Survey*

The CONSULTANT'S surveyor will complete the bridge, roadway and resource area survey and mapping along West Main Street and Shirley Street in Ayer, Ma. The limits of the survey will extend approximately 300' in each direction from the center of the bridges on West Main Street and Shirley Streets. The survey will also include a resource area / channel survey of 500' along the Nonacoicus Brook for purposes of completing the hydraulic analysis. Survey information shall be based on NAD 83 and NAVD 88 datum and all information will be provided in AutoCAD 2014 Civil 3D format

The survey will also include research of layouts, plans and deeds at Municipal

and County facilities, recovery of boundary markers, and completing of GPS and boundary and control survey. The topographic detail survey will include surface features including: 3D Topographic point grid not to exceed 25' spacing detail of: pavements, structures, walls, abutments, fences, tops and bottoms of banks, edge of vegetation, trees over 6", and landscaping features as required. Bridge culvert and structure survey will include: heights, elevations, beams, openings, headwalls, and abutments under bridges as required.

#### 4. *Subsurface Investigation*

The CONSULTANT will prepare and coordinate the subsurface investigation program, which is necessary to determine soil properties for bridge foundation design. Northern Test Boring, Inc. (NTB) will complete the drilling work, which will be overseen by the design CONSULTANT staff. The number and location of required borings is not known at this time, but based on the CONSULTANT's experience with projects of similar size and scope we expect to drill one boring and one bedrock probe behind the abutments of each bridge (4 borings and 4 probes total). For the purposes of this agreement, three days of drilling have been assumed.

#### 5. *Geotechnical Analyses*

The soil profile at the bridge site is currently unknown. It is assumed, however, that a stratum of soil suitable for supporting spread footing abutments and wingwalls exists at a reasonable depth below the existing streambed; deep foundations (i.e. pile-supported) are not anticipated to be necessary. Preliminary geotechnical analyses will be completed to determine a recommended bottom of footing elevation, and necessary soil parameters for foundation design.

Streambed material will be sampled and sent to a laboratory for sieve analysis testing. Information about the grain size distribution of the soil particles in the streambed will be necessary for calculating scour at the crossing. The depth of scour, discussed in further detail below, will be considered concurrently with soil properties when evaluating bottom of footing elevation.

#### 6. *Hydrologic and Hydraulic Analyses*

The CONSULTANT will recommend for concurrence by the Town appropriate

storm event(s) for which the replacement West Main Street structure should be designed, and the existing Shirley Street crossing analyzed. Flows at the crossing will be calculated for the storm events using USGS regression equations and gauging station data, if available. A hydraulic model of Nonacoicus Brook will be created, extending from upstream of the Shirley Street Bridge to downstream of the West Main Street Culvert. HEC-RAS software will be used for modeling the brook.

The hydraulic performance of the existing Shirley Street Bridge will be evaluated in conjunction with replacement of the West Main Street Culvert. It is the CONSULTANT's understanding that there is no known history of flooding at this location; therefore, the span length of the replacement West Main Street structure will likely be based on stream crossing and environmental permitting requirements rather than hydraulic performance, and could be in the 40-50' range.

Goals of the hydraulic analysis include:

- Evaluate hydraulic performance of the environmentally-sized West Main Street replacement structure.
- Determine hydraulic opening for a structure sized for hydraulic performance
- Evaluate hydraulic performance of the existing Shirley Street Bridge
  - If the design storm event inundates the low chord, evaluate performance of the crossing with the existing superstructure removed
- Evaluate scour at both the bridges

Preliminary scour calculations will be prepared to evaluate the bottom of footing elevation at the West Main Street Bridge, and to determine the type and extent of scour countermeasure that may be necessary at both crossings. It is anticipated that typical erosion stone (riprap) channel protection will be sufficient to counteract scour for this project; design of more complex countermeasure is not included in the scope of work.

## 7. Utility Coordination

There will be both temporary and permanent impacts to utilities resulting from replacement of the West Main Street culvert. Several utilities penetrate the hydraulic opening of the structure, and will have to be accommodated during construction and relocated on the new structure.

The CONSULTANT will coordinate with utility companies having facilities on the West Main Street culvert early in the design process to understand the requirements and limitations of the utilities. An on-site utility coordination meeting will be held with representatives from all utilities. In addition there is a 10" gravity sewer main in this area flowing west to east and an 8" gravity sewer flowing from Shirley Street to West Main Street which will need to be considered in the design.

#### 8. *Early Environmental Coordination and Pre-Application Correspondence*

Based on findings of the preliminary hydraulic analyses, and interpretation of the Massachusetts River and Stream Crossings Standards, the CONSULTANT will begin coordination with permitting agencies regarding the required span length and structure type for the replacement structure. The CONSULTANT will determine the level of regulatory agency coordination and environmental permitting that will be required based upon the selection of the preferred alternative(s). CONSULTANT will also coordinate with the NHESP to determine required permitting efforts to be completed during the final design phase of the project.

##### Preparation of General Permit 1 from ACOE



CONSULTANT will coordinate with the New England Division of the ACOE for the replacement of the West Main Street Culvert. We have assumed that the activities under consideration for this project will be Self Verification Eligible (SVE) and at most may require the submittal of a Self-Verification Notification Form. It is not anticipated that any other General Permits from the ACOE will be needed for the project and have not been included in the Scope of Services.

#### 9. *Roadway Design*

The approach roadways to West Main Street and Shirley Street will be designed in accordance with all relevant MassDOT standards including the 2006 MassHighway Project Development and Design Guide and the most recent edition of MassDOT Construction Standard Details. The Design CONSULTANT will also use the MassDOT Complete Streets Policy to the maximum extent possible.

A conceptual level evaluation of the existing and proposed horizontal and vertical geometry will be completed to determine the amount of possible

wetland impacts and the hydraulic opening beneath the appropriate proposed bridge types selected for the Preliminary Design Report. Also, the southern side of West Main Street will be evaluated to determine if the sidewalk could be extended to the Union Street intersection.

An evaluation of the bridge approach roadway for Shirley Street will be completed to determine if any temporary upgrades would be needed in the event West Main Street would be closed for reconstruction of the proposed bridge.

#### 10. Conceptual Design Plan Development

The Design CONSULTANT will develop conceptual plans for the feasible alternatives. It is anticipated that the following plans will be created for all feasible alternatives:

- Typical Roadway and Bridge Plans and Sections
- Replacement Structure Plan and Elevations
- Concept-Level Traffic Management Plans



**COPY**

Replacement superstructure types that may be suitable for the likely 40-50' span range to be considered in preliminary design may include the following:

- Precast concrete arch bridge (such as CON/SPAN or BEBO by Contech)
- Precast box beams, spread or butted, with or without cast-in-place (CIP) concrete deck overpour
- Steel girder beams with CIP concrete deck or precast deck panels
- Precast NEXT beams, with or without CIP deck overpour

The substructures (abutments and wingwalls) will be evaluated in conjunction with results of the preliminary geotechnical and hydraulic/scour analyses to determine feasible alternatives. Viable abutment types are expected to be limited to either CIP or precast concrete abutments for the girder-type superstructures, and CIP or precast footings for the precast arch alternative. Wingwall types may include CIP concrete cantilever walls, precast wall panels, precast or prefabricated segmental walls, or steel sheetpile walls (with or without facing installed).

Should preliminary environmental coordination and hydraulic evaluation efforts indicate a shorter span length will be acceptable for this crossing,

other structure types such as a CIP or precast concrete rigid frame, or a corrugated metal pipe arch (CMPA), will also be considered.

### *11. Preliminary Design Report*

The information gathered in the previous tasks will be evaluated by the Design CONSULTANT, including development of concept-level opinions of probable construction cost. This information will be compiled into a draft Preliminary Design Report (PDR), including the conceptual design plans. Funding sources for the project will be evaluated and discussed in the PDR. The PDR will include a preliminary recommendation from the Design CONSULTANT for the preferred structure alternative. We have assumed this document and preliminary design plans will be reviewed by the Town with no involvement by MassDOT at this level of development.

The Design CONSULTANT will attend a meeting with the Town to present a draft version of the PDR. Comments received from the Town's review of the draft will be incorporated into a final report. Upon selection of a preferred alternative, and approval from the Town, the Design CONSULTANT will proceed to Phase 2 - Final Design and Permitting.

### **B. Phase 2 – Final Design & Permitting**



#### *1. Final Design*

The Design CONSULTANT will progress the Town's preferred alternative to final design. Anticipated final design tasks include the following, and will be refined through coordination with the Town and the CONSULTANT after the PDR has been completed:

- Final bridge and roadway design
  - o Finalize geotechnical analysis;
  - o Finalize hydraulic analysis;
  - o Evaluation of water diversion alternatives, and development of parameters to be included in the contract documents for cofferdam or water diversion design (by Contractor);
  - o Finalize utility coordination and utility accommodation design
  - o Final bridge structure design;
  - o Final roadway design, including development of traffic management and construction sequencing/phasing plans, as applicable;

- Preparation of easement documents, if necessary;
- Preparation of permit application documents, and providing assisting to the Town during the permitting process, including attendance at meetings with permitting agencies;
- Preparation of final design plans and specifications, suitable for public bidding;
- Preparation of final Opinion of Probable Construction Cost;

The Town has requested that separate final design documents be provided for the West Main Street and Shirley Street projects. As previously described, the CONSULTANT's approach to this project is to construct modifications to the Shirley Street Bridge as necessary to carry traffic during a complete closure and detour of West Main Street during construction. Since the work at the two crossings must be completed concurrently, it may be less complicated (and/or contractually necessary) to combine the work into a single construction project. The CONSULTANT will coordinate with the Town regarding this request, after the PDR is completed and the preferred alternative has been selected. The scope of services for final design will be modified accordingly.

## 2. Environmental Permitting - Notice of Intent (NOI) – Project Construction



**COPY**

Following the approval of the Preliminary Design, the NOI pertaining to the replacement of the West Main Street Culvert and demolition of the Shirley Street Bridge over Nonacoicus Brook will present the results of all prior wetland resource documentation efforts. The NOI will comply with all applicable State regulations and guidelines and, as such, is anticipated to focus on the following wetland-related issues:

- Wetland Resource Impacts and Wetland Compensation Planning/Design
- Pre- and Post-Construction Hydrological Conditions
- Massachusetts River and Stream Crossing Standards
- Stormwater Management Standards
- Construction Best Management Practices (BMP)
- Compliance with State/Municipal regulations/guidelines, including MESA issues relative to State-listed rare species

The NOI will contain engineering drawings of the replacement culvert. Coincident with the filing of the NOI with the Conservation Commission, an abutter notification form will be forwards via certified mail to all abutters based on a certified list provide by the Ayer Assessor's Office.

The CONSULTANT will attend up to two (2) public meetings and site visits held by the ACC relative to the NOI for project construction.

**C. Engineering Services during Construction**

**1. General**

- a. It is anticipated that the Town of Ayer will advertise, administer and control the construction phase of this project. The CONSULTANT will provide construction administration services including pre-construction conferences, review and approval of shop drawings, site visits, inspections, meetings, consultation, assistance in the final inspection, or other related work, as requested by the Town in connection with the improvement project.

**III. FEES**



- A. The TOWN will pay the CONSULTANT full compensation for the work as described in Section II, Part A, Phase 1 - "*Preliminary (25%) Design*", the lump sum fee of **\$96,625.00**.
- B. The TOWN will pay the CONSULTANT full compensation for the work as described in Section II, Part B, Phase 2 - "*Final Design and Permitting*", the lump sum fee of **\$130,000.00**. This fee may be modified based on the results of Phase 1, and as mutually agreed upon in the form of an Amendment to this Agreement.
- C. The fee for the work as described in Section II, Part C, "*Engineering Services during Construction*" shall be billed to the TOWN on a time and materials basis at the CONSULTANT's Standard Billing Rates in effect at the time that the services are performed. Limits on work hours and an identified upset limit will be determined following submission of the final design and as mutually agreed upon in the form of an Amendment to this Agreement.
- D. Direct expenses incurred in conjunction with the performance of the work shall include, but are not necessarily limited to, travel, reproductions, telephone, materials and supplies, shipping, delivery, and postage. Direct expenses are included in the lump sum fee.
- E. Reimbursable expenses, as may be required, shall be billed to the TOWN on a direct expense basis at 1.10 times cost. Reimbursable expenses incurred in conjunction with the performance of the work shall include, but are not necessarily limited to police details, additional printing costs unless otherwise provided for herein, or other additional outside services as may be required and/or requested by the TOWN. Reimbursable expenses are not included in the lump sum fee. Reimbursable expenses are presently estimated at **\$0.00**.



**IV. MISCELLANEOUS**

- A. It is understood that all information that the TOWN has available relative to the project (i.e., existing plans, reports, studies, TOWN design standards, economic and demographic information, etc.) will be made available to the CONSULTANT at no cost so that we may properly review the project area.
- B. Unless otherwise provided for hereinbefore, the attached "Standard Terms and Conditions" are incorporated herein by reference, and shall be considered a part of this Agreement.
- C. Fees for services as described herein will be paid to the CONSULTANT by the TOWN as the work progresses, based upon the presentation of a monthly statement for services by the CONSULTANT. (See attached "Standard Terms and Conditions.>").
- D. Nothing contained herein shall obligate the CONSULTANT to prepare for, or appear in arbitration or litigation on behalf of the TOWN or to undertake additional work on matters not included herein, except in consideration of additional compensation mutually agreed upon.

**V. ENTIRE AGREEMENT**

- A. This Agreement constitutes the entire understanding between the parties with respect to the subject matter hereof, and shall supersede all understandings and agreements between the parties prior to the date hereof.





**GREEN COMMUNITIES  
COMPETITIVE GRANT  
PROGRAM  
2016**



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# GRANT APPLICATION INFORMATION

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## ELIGIBILITY CRITERIA AND SCHEDULE

- Applicant must be an existing designated Green Community.
- Applicants must have:
  - expended all prior Green Communities designation and competitive grant funds;
  - submitted their final grant report and satisfied all outstanding questions no later than 5 pm **February 26, 2016**; and
  - submitted their FY 2015 Annual Report and satisfied all outstanding questions no later than 5 pm **February 12, 2016**.
- **Competitive grant applications are due by 5 pm on March 25, 2016**
  - This application is available as PON-ENE-2016-009 on COMMBUYS (as a “Bid”) and at [www.mass.gov/energy/grantsandcontracts/](http://www.mass.gov/energy/grantsandcontracts/).
  - All questions must be submitted by 5 pm on March 11, 2016, to COMMBUYS.
  - To find an item on COMMBUYS: log into [COMMBUYS](http://COMMBUYS), locate the Bid, acknowledge receipt of the Bid, and scroll down to the bottom of the Bid Header page. The “Bid Q&A” button allows Bidders access to the Bid Q&A page.
  - To submit an application, see the Instructions on page 8.

## SPECIAL ELIGIBILITY CRITERIA

- Applicants must have met all of the eligibility criteria above.
- Applicants that have also met their 20 percent Energy Reduction Plan target **after five or more years of their Energy Reduction Plan implementation** are eligible to apply for additional qualified projects, as detailed on pages 6.
- Applicants whose vehicle fuel use comprises at least 25 percent of total municipal energy consumption are eligible to apply for additional qualified projects, as detailed on page 6.


ATTACHMENT C

**CERTIFICATION OF APPLICATION**


The Certification of Application below must be completed, scanned and uploaded as a PDF file.

**CERTIFICATION OF APPLICATION**

The **Chief Executive Officer** must complete this certification.

I, \_\_\_\_\_  **COPY** \_\_\_\_\_ am authorized to execute said Application on behalf of -  
\_\_\_\_\_, the applying municipality and verify that the  
information in the Green Communities Competitive Grant Application is true.

\_\_\_\_\_  
[Signature of Chief Executive Officer]

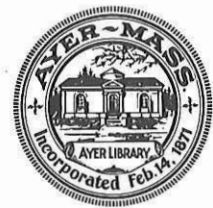
 **COPY**

\_\_\_\_\_  
[Title of Chief Executive Officer]

\_\_\_\_\_  
[Date]

**NOTE:** The Chief Executive Officer is defined as the manager in any city having a manager and in any town having a city form of government, the mayor in any other city, and the board of selectmen in any other town unless some other officer or body is designated to perform the functions of a chief executive officer under the provisions of a local charter or laws having the force of a charter.

Office of the Ayer Board of Selectmen  
Office of the Ayer Town Administrator



Town of Ayer | Ayer Town Hall | 1 Main Street | Ayer, MA 01432 | 978-772-8220 | Fax 978-772-3017 | www.ayer.ma.us

MEMORANDUM

**DATE:** March 17, 2016

**TO:** Ayer Board of Selectmen

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

**SUBJECT:** Town Administrator's Report for the March 23, 2016 Board of Selectmen Meeting

Dear Honorable Selectmen,

I am pleased to provide the following Town Administrator's Report for your March 23, 2016 Board of Selectmen Meeting. If you have any questions regarding this report prior to the meeting, please do not hesitate to contact me directly. Thank you.

Administrative Update:

- I will offer a brief oral administrative update on various administrative issues, projects, and matters since the last Board meeting of March 8, 2016. The focus of the last two weeks in addition to various other ongoing matters and projects has been the development of the FY 2017 Budget; the DRAFT ATM Warrant; and the three ongoing contract negotiations.

Appointments:

Council on Aging Board of Directors Appointment

- I am respectfully recommending in conjunction with the Council on Aging that the Board appoint Ms. Susan Copeland to the Council on Aging Board of Directors. (See Attached).

Reappointment of Veterans Affairs Officer

- I am respectfully requesting per MGL that the Board of Selectmen reappoint Mr. Mike Detillion as the Town of Ayer's Veteran's Officer to a term of one year from April 1, 2016 to March 31, 2017. As the Board is aware, per MGL, the Veterans Officer is a one year statutory term from April 1<sup>st</sup> to March 31<sup>st</sup> subject to reappointment by the Board of Selectmen.

Building Department Hours Proposal:

- In an effort per the Board of Selectmen to create a full time Building Department that is fully staffed, I offer the following Building Department Hours Proposal for your consideration and approval. This proposal will achieve the goals of a full-time, fully staffed department as well as allow for a transition plan in the department. Please see the attached memo. (See Attached).

Amendment for FY 2011 CDBG Grant:

- Please see the attached memo from the Community and Economic Development Office regarding an Amendment for the FY 2011 CDBG Grant. The Board of Selectmen is respectfully requested to review and approve the Amendment. (See Attached).

Thank you.

Attachment(s)

## Carly Antonellis

---

**From:** Karin Swanfeldt <kswanfeldt@ayer.ma.us>  
**Sent:** Thursday, March 10, 2016 10:46 AM  
**To:** Robert Pontbriand; Carly Antonellis  
**Subject:** COA letter of consideration  
**Attachments:** COA Board of Director Letter SUSAN.doc

The attached is a letter of consideration from Susan Copeland to the COA board. The board members would like to have Susan take the 5th open seat for the COA. Please submit to the BOS for their OK. Thank you!!

Karin Dynice-Swanfeldt  
Executive Director Ayer Council on Aging

Susan E. Copeland  
36 Fletcher Street  
Ayer MA 01432  
(978)855-3360

March 9, 2016

To: Board of Directors, Council of Aging

This letter is for your consideration and approval to join the Town of Ayer Council of Aging Board of Directors.

I have been a resident of Ayer just under 40 years. I'm a wife, mother, sister, daughter, friend, and current employee of the Town of Ayer. I am involved with the school, church, and community including the Ayer Shirley Lions Club.

I feel the interests and well-being of all residents of Ayer is what makes this town one of the best hidden treasures in Central MA. We need to maintain strong programs and resources for all members of the community from 0-100+.

Thank you for your consideration and I look forward to working with you all.

 Thank you,  
**COPY**

Susan E. Copeland

RECEIVED

MAR 17 2016

TOWN OF AYER  
SELECTMEN'S OFFICE

# Town of Ayer

Department of Planning & Development

Town Hall ♦ One Main Street ♦ Ayer, MA 01432 ♦ 978-772-8221 ♦ 978-772-8208 (fax)



## MEMORANDUM

TO: Board of Selectmen

FROM: Alicia Hersey, Program Manager Community Development

DATE: March 16, 2016

RE: BOS Approval of Chairman's Signature for Amendment for  
FY11 CDBG Grant

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The Office of Community Development is requesting approval, by the Ayer Board of Selectmen to amend the FY11 CDBG Housing Rehab Grant removing the balance of Program Income. The balance of Program Income in the FY11 Grant is \$1,386.00, this will be moved back to the Town's Program Income account.

The total amount of the FY11 grant award was \$900,000. The Town spent an additional \$69,240.83 of Program Income making the total spent in this grant \$969,240.83. With the additional Program Income the Town was able to rehab a further 3 units.

Please find attached the CDBG grant amendment form for the approval of the Board of Selectmen and signature of the Chair.

Alicia Hersey  
Program Manager

**Request the Board of Selectmen approve signature by the Chairman on attached documents for FY11 CDBG grant Amendment.**



Massachusetts Community Development Block Grant Program

**Budget and Program Revision Form**

<b>Community/Grantee:</b> Town of Ayer	<b>Original Award:</b> \$900,000.00
<b>Program Name/Year:</b>	<b>Revision #:</b> P-number (program revision) B-number (budget revision) E-number (extensions)
<b>Grant #:</b> CDF II-G-2011-Ayer-00023	
<b>Contract End Date:</b> 12/31/2015	<b>Date Revision Submitted:</b> 03/16/2016

This request is for the following change(s). Grantee check all "Requested" that apply; DHCD will initial those that are approved in the approved column

Grantee Requested	An X in the left column indicates the item is included by the Grantee, an X in the right hand column indicates DHCD approval of the item when the form is signed.	DHCD Approved
X	<b>Budget Amendment to increase the grant award to \$969,240.83</b>	
	<b>Budget Revision for:</b>	
	• Change in administrative dollars	
	• Transfer of funds from construction to non-construction or vice versa	
	• Cumulative transfers among separately budgeted activities which exceed or are expected to exceed 10% of the approved grant award if the grant award exceeds \$100,000	
	<b>Program Extension (to increase period of availability of funds/period of performance) to</b>	
	• This extension will extend period of performance beyond the end of the term of the current grant agreement	
	<b>Program Revision for:</b>	
	• Revision in scope or effectiveness of a project/program design or significant change in the accomplishment of the national objective or beneficiaries to be served.	
	• Changes in key personnel	
	• For non-construction projects, contracting out or subgranting or otherwise obtaining services of a third party to perform activities which are central to the purposes of the award if not specified in the application or grant award	
	• Other, specify	

This request is submitted and all relevant information specified on page 4 is provided in attachments. I understand that the revision or extension requested is not approved unless and until this form is countersigned as "approved" or "approved with revisions" by the Associate Director and returned to me.

<b>Authorized Signature for Grantee:</b>	<b>Date:</b> 2/3 /16 <b>Print Name &amp; Title:</b> Jannice L. Livingston, Chairman BOS
<b>Program Rep. initial and date:</b>	<b>Program manager signature and date:</b>
This request # _____ is _____ approved as requested _____ approved with the modifications shown on the _____ denied following pages numbered _____.	
_____ <b>Authorized signature for Mass. CDBG</b>	Sandra L. Hawes, Associate Director, DCS _____ <b>Print name, title, and date</b>

Office of the Ayer Board of Selectmen  
Office of the Ayer Town Administrator



Town of Ayer | Ayer Town Hall | 1 Main Street | Ayer, MA 01432 | 978-772-8220 | Fax 978-772-3017 | www.ayer.ma.us

MEMORANDUM

**DATE:** March 18, 2016

**TO:** Ayer Board of Selectmen

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

**SUBJECT: Reorganization of the Building Department**

Dear Honorable Selectmen,

In an effort per the Board of Selectmen to create a full time Building Department that is fully staffed, I offer the following Building Department Reorganization Proposal for your consideration and approval. This proposal will achieve the goals of a full-time, fully staffed department that best serves the public while allowing for a transition plan in the department.

**Reorganization Proposal:**

Assistant Zoning Enforcement Officer/Building Inspector:

- Increase his hours from part-time 15 hours per week (currently) to full-time 32 hours per week at the same rate of pay of \$25 per hour (effective March 15, 2016). The incumbent though full time will not be taking any health benefits.
- The increased hours will allow for more customer service as well as a more proactive comprehensive enforcement approach across Town as previously requested by the Board of Selectmen.
- The incumbent is in the process of successfully completing all of the required Building Inspector examinations.

Building Commissioner:

- Reduction of hours from 16 hours per week to 8 hours per week and then to 4 hours per week (4 hours a week to be effective by July 1, 2016)
- MGL requires that every community in the Commonwealth have a Building Commissioner on staff to oversee the operations of the Building Department therefore the phased down reduction of hours from 16 hours per week to 8 hours per week and then to 4 hours per week.

- The Building Commissioner would continue to serve as the Building Commissioner for the Town thus meeting the requirement for MGL. During these four hours, the Building Commissioner would meet with the Assistant Zoning Enforcement Officer once a week, review any matters, sign permits and stay up-to-date on the operation of the office.
- For these services the Building Commissioner would charge \$70 per hour (effective March 23, 2016 with the initial reduction to 8 hours; reduction to 4 hours by July 1, 2016)
- Once the Assistant Zoning Officer/Building Inspector passes the Building Commissioner exam, the current Building Commissioner will resign his position.

Administrative Coordinator

- The Administrative Coordinator position will continue to provide administrative support and customer service to the Building Department (as well as Planning, Conservation, Economic Development, etc.).
- However since this position now supports multiple departments the salary line for this position for FY 2017 will be removed from the Building Department and put under Management Support in the Budget.

Reorganization Proposal Impacts to the FY 2017 Budget:

• <u>Building Commissioner:</u> \$70 per hour / 4 hours / week:	\$14,480.00/ year
• <u>AZE Officer/Building Inspector:</u> \$25 per hour / 32 hours / week ( <i>Position would now be benefitted but incumbent will not be taking health insurance</i> )	\$41,280.00/ year
TOTAL:	\$55,760.00

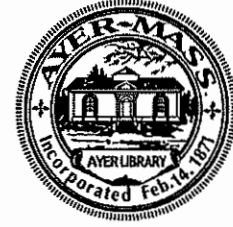
Benefits of the Reorganization:

- Creates full time and fully staffed Building Department
- Creates full time coverage at Town Hall as well as in the field
- Improved customer service and service to the building community
- Total budgetary impact is within the funding of previous Building Department Budgets
- Provides for increased, uniformed code enforcement across Town
- Provides for a transition plan for the Department and preparation for the retirement of the Building Commissioner

The Building Commissioner and AZE Officer will appear before the BOS with the Town Administrator on March 23, 2016 to answer any further questions you may have.

Thank you for your time and consideration.

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



Tuesday March 8, 2016  
Meeting Minutes

*Broadcast and Recorded by APAC*

**Present:** Jannice L. Livingston, Chair; Gary J. Luca, Vice-Chair; Christopher R. Hillman, Clerk  
Robert A. Pontbriand, Town Administrator  
Carly M. Antonellis, Assistant to the Town Administrator

**Call to Order:** J. Livingston called the meeting to order at 7:00 PM.

**Review and Approve Agenda:** R. Pontbriand asked to amend the agenda by deleting number #5 "Building Department Hours Proposal" from the Town Administrator's Report and to add a #3 "March Meeting Date Proposal" under New Business.

**Motion:** A motion was made by G. Luca and seconded by C. Hillman to approve the agenda, as amended.  
**Motion passed 3-0.**

**Announcements:** J. Livingston made the following announcements:

- The Department of Public Works will be conducting a public meeting on Wednesday March 16, 2016 at 7:00 PM at Ayer Town Hall relative to the East Main Street Water and Sewer project.
- Winter Parking Ban is in effect until April 15, 2016.

**Public Input:** None

**Chief William A. Murray, Ayer Police Department:** Chief Murray was in attendance to request approval of a Reserve Fund Transfer in the amount \$12,872.00 to hire a consultant to develop a solution to the police radio system. The Chief explained that the radio system has been plagued by poor reception due to the Town's topography.

**Motion:** A motion was made by G. Luca and seconded by C. Hillman to approve the Reserve Fund Transfer request in the amount of \$12,872.00 to account 01210. **Motion passed 3-0.**

**Superintendent Mark L. Wetzel, Department of Public Works:** M. Wetzel stated that the East Main Street Water and Sewer Improvements Contract, previously approved by the BOS, has been signed by the Contractor and is now ready for the Board of Selectmen's signature. M. Wetzel advised the Board that there were 6 copies and they could be signed after the meeting.

**Personnel Board Reclassification Recommendations:** R. Pontbriand gave a brief explanation and history

of the four reclassification requests. Personnel Board Chairman Brian Gill was also in attendance and referenced his memo of February 10, 2016 which contained the Personnel Board's reclassification grade recommendations. If approved, the reclassifications would go into effect on July 1, 2016.

R. Pontbriand stated that he recommends the following positions be ranked at the following grade and step: DPW Superintendent Grade 16/Step 7; Director of Parks and Recreation Grade 11/Step 4; Town Engineer Grade 12/Step 8; DPW Business Manager Grade 12/Stepped Out. R. Pontbriand noted that the Personnel Board recommended a Grade 9 for the DPW Business Manager position.

R. Pontbriand stated that the Non-Union Compensation Study completed by HRS had insufficient comparable data and methodology errors for these positions, which is why they have been requested for reclassification by the employees.

After some initial general discussion, J. Livingston suggested that the Board take up each reclassification request one at a time.

DPW Superintendent – C. Hillman asked if the recommendation of Grade 16/Step of 7 was because the comparable data used in the HRS study was not truly comparable.

R. Pontbriand explained that HRS used data from other Public Works Departments that have only a Highway Department. He explained further that Ayer is unique for such a small Town having a Highway Department, Sewer Department, Wastewater Department and Solid Waste Department.

R. Pontbriand stated that with the approval of the HRS study for the non-union positions at the 2015 Fall Town Meeting, no employee lost compensation. He also stated that concerns have been raised since March of 2015 with the four positions currently in front of the BOS.

J. Livingston explained that the Personnel Board's jurisdiction is over the Grade of the position and the Board of Selectmen have jurisdiction over the Step of the position, once it has been graded. She stated that the Personnel Board used the job descriptions to Grade the four positions.

G. Luca stated that he is having issues with the DPW Superintendent's proposed Step of 7 because he should be slotted into the grid like other employees, making him a Step 4.

C. Hillman stated that most employees were slotted into the grid because the comparable data used in the HRS study was more accurate.

R. Pontbriand stated that with the HRS study had major delays both by the Consultant and because of the lack of quorum on the Personnel Board and that in the wake of those two factors, the Town and the Personnel Board "picked up the slack" in the process. He further stated that the study was far from perfect but it was passed at the 2015 Fall Town Meeting as a baseline, knowing that these four positions would have to be adjusted.

**Motion:** A motion was made by G. Luca to approve a Grade 16/Step 4 effective immediately. Motion seconded by J. Livingston.

C. Hillman then said that he felt the board was not being fair to the employee and that the Town Administrator's recommendation of a Grade 16 Step 7 should be considered.

**Further Motion:** A further motion was made by J. Livingston and seconded by C. Hillman to vacate the previous motion. **Further motion passed 2-1.**

J. Livingston suggested moving on with the other reclassification requests and the coming back to the DPW Superintendent.

*Director of Parks and Recreation* – R. Pontbriand explained that the current Grade is a 10. He and the Personnel Board are recommending a Grade 11 and that the Parks Commissioners are requesting a Step of 4.

**Motion:** A motion was made by C. Hillman and seconded by G. Luca to approve the reclassification request of the Director of Parks and Recreation to a Grade 11 Step 4. **Motion passed 3-0.**

*Town Engineer* – R. Pontbriand stated that the current Grade is a Grade 11 and that the comparable data used in the HRS study for this position was not adequate because it only compared the position to one other Town. He is recommending a Grade 12 Step 8.

**Motion:** A motion was made by C. Hillman and seconded by G. Luca to approve the reclassification request of the Town Engineer to a Grade 12 Step 8. **Motion passed 3-0.**

*DPW Business Manager* – R. Pontbriand stated that in his analysis of the position, he was recommending a Grade 12. He then stated that the Personnel Board came up with a Grade of 9. The position is currently graded at 8.

M. Wetzel stated that he did a classification of the position and came up with a Grade 11.

J. Livingston stated that she was concerned in the discrepancies between the Personnel Board and the Town Administrator's grading.

R. Pontbriand stated that the Personnel Board all works independently to grade the positions and then convenes to compare and discuss the results and then makes the final recommendation. He stated that the Personnel Board came up with a Grade 9 for the position of DPW Business Manager.

**Motion:** A motion was made by C. Hillman to approve the reclassification request of the DPW Business Manager to a Grade 12 Step 3. The motion was seconded by J. Livingston. **Motion failed 1-2.**

**Motion:** A motion was made by G. Luca and seconded by J. Livingston to approve the reclassification request of the DPW Business Manager to a Grade 9 Stepped Out. **Motion passed 2-1.**

*DPW Superintendent* – J. Livingston stated that both the Town Administrator and the Personnel Board both agree to a Grade 16. R. Pontbriand stated that a Step 7 was within the parameters of the study, given the incumbent's education, experience and certifications.

**Motion:** A motion was made by C. Hillman and seconded by J. Livingston to approve the reclassification request of the DPW Superintendent to a Grade 16 Step 7. **Motion passed 2-1.**

**Town Administrator's Report:** R. Pontbriand gave a brief administrative update. He then asked the BOS if they would be amenable to changing the 2<sup>nd</sup> BOS meeting in March to March 23, 2016 instead of March 22,

2016 for a joint meeting with the Finance Committee relative to the FY' 17 budget. BOS members were in agreement.

*Household Hazardous Waste Amendment:* R. Pontbriand presented an amendment to the Household Hazardous Waste Agreement. He explained that the Town of Stow was joining the other Towns currently under the agreement.

**Motion:** A motion was made by G. Luca and seconded by C. Hillman to approve the amendment to the Household Hazardous Waste Agreement with signature by the Chair. **Motion passed 3-0.**

*Municipal Modernization Bill Discussion* – R. Pontbriand explained that Governor Baker had recently filed a bill the “Municipal Modernization Act” that seeks to make updates to outdated state laws that directly affect municipalities such as procurement, public hearing requirements, etc. R. Pontbriand asked the BOS if they would consider sending a letter of support to the Legislative Delegation.

**Motion:** A motion was made by C. Hillman and seconded by G. Luca for the Town Administrator to draft a letter of support on the municipal modernization bill. **Motion passed 3-0.**

*Mass Planning Organization (MPO) Representative Discussion/Appointment:* R. Pontbriand stated that the MPO has asked all towns to designate a volunteer to represent each MPO sub region. Each sub region will caucus and select an official Representative and Alternate.

**Motion:** A motion was made by C. Hillman and seconded by G. Luca to appoint Selectman Gary Luca as the primary volunteer and designate the Town Administrator as the alternate volunteer for the purposes of the MPO sub region. **Motion passed 3-0.**

**New Business/Selectmen’s Questions:**

*Summer Schedule (Selectman Livingston)* – J. Livingston asked to discuss the upcoming summer schedule. She proposed the dates of June 14, 2016; July 12, 2016; August 9<sup>th</sup> or 16<sup>th</sup>. The BOS agreed on the July 12, 2016 meeting date. G. Luca and C. Hillman asked that the June schedule not be set yet, as they believe there will be the need for more than one meeting. J. Livingston stated that as in year’s past, if there is a need for more than one meeting per month, the BOS will convene. No decision was made on the August meeting date.

*Traffic Improvements to Newton Street/ Central Avenue/ Columbia Street* – M. Wetzel presented several slides regarding traffic congestion/parking issues on Newton Street, Central Avenue and Columbia Street. He stated that he was planning on placing a rumble strip or painted lines at the end of Central Avenue to open the angle of the intersection.

C. Hillman then stated his concern about the number of U-Turns that are made at the end of Columbia Street.

Chief Murray stated that currently it is not illegal to make a U-Turn at the intersection of Columbia and Main Streets but that the BOS could vote to erect a “No U-Turn” sign.

**Motion:** A motion was made by J. Livingston and seconded by C. Hillman to install “No U-Turn” at the intersection of Main and Columbia Streets. **Motion passed 3-0.**

G. Luca wanted to thank resident Harry Zane for his hard work and time put in on the Master Plan Committee video.

**Approval Meeting Minutes:**

**Motion:** A motion was made by C. Hillman and seconded by G. Luca to approve the meeting minutes of February 9, 2016. **Motion passed 3-0.**

**Motion:** A motion was made by C. Hillman and seconded by G. Luca to approve the meeting minutes of February 16, 2016. **Motion passed 3-0.**

**Executive Session:** A motion was made by G. Luca and seconded by J. Livingston at 9:06 PM to enter into Executive Session pursuant to MGL c.30A, section 21A Exemption #3 (Litigation) Properties Enforcement Strategy Update; Exemption #6 (Strategy for the Contemplation of Acquiring Real Estate) Old Fire Station; Exemption #3 (Collective Bargaining) Contract Updates and Review, Approval of Executive Session Meeting Minutes and to adjourn from Executive Session. G. Luca further stated that to discuss these items in Open Session would be detrimental to the Town's negotiating study. **By Roll Call: J. Livingston, aye; G. Luca, aye; C. Hillman, aye. Motion passed by Roll Call 3-0.**

**Minutes Recorded and Submitted by Carly M. Antonellis**

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

**Christopher R. Hillman, Clerk:** \_\_\_\_\_