

RECEIVED

FEB 01 2019

TOWN OF AYER  
TOWN CLERK

10:35 AM *lf*

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



**Tuesday February 5, 2019**  
**Open Session Meeting Agenda**

7:00 PM

**Call To Order**

Pledge of Allegiance; Review and Approve Agenda; Announcements

7:05 PM\*

**Public Input**

**Public Hearing – Application for All Alcohol Beverages License –  
Sec. 15 Package Store**

1. The Vineyard, LTD, 63 Park Street

7:15 PM

**MART Commuter/Rail Trail Lot Project Update**

7:30 PM

**ASRSD FY 2020 Budget Presentation and Field Project Update – Dr.  
Mary Malone, ASRSD Superintendent**

*The Ayer Finance Committee will be in attendance and will participate in the discussion regarding the ASRSD FY 2020 Budget and Field Update*

8:00 PM

**Mr. Alan Manoian, Director, Community & Economic Development**

1. Request for BOS Approval of FY 2019 CDBG Grant Application

8:10 PM

**DPW Report - Mr. Dan Van Schalkwyk, Town Engineer**

1. Award of Highway Storage Garage Bid
2. Update Traffic Regulations with List of Existing One-Way Streets
3. Adoption of Prospect Street (westbound from School Street to Elm Street) as a One-Way Street
4. Municipal Vulnerability Preparedness Grant Letter of Support

8:30 PM

**Town Manager's Report**

1. Administrative Update/Review of Warrant(s)
2. Appointments – Council on Aging (2)
3. FY 2020 Budget Update
4. Rail Trail Lot Eminent Domain Takings
5. Adopt a Street Program Discussion

9:00 PM

**New Business/Selectmen's Questions**

1. Internet in Ayer (Selectman Livingston)

9:10 PM

**Approval of Meeting Minutes**

January 15, 2019

**Adjournment**

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

*The next regularly scheduled meeting of the Ayer Board of Selectmen is Tuesday February 19, 2019*

RECEIVED  
JAN 03 2019

TOWN OF AYER  
TOWN CLERK

3:50 pm *lf*

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



The Ayer Board of Selectmen will be conducting a Public Hearing on Tuesday February 5, 2019 at 7:05 PM at the Ayer Town Hall, 1st Floor Meeting Room, 1 Main Street, Ayer, MA 01432 regarding an application by Ayer Vineyard, LTD d/b/a The Vineyard, 63 Park Street, Ayer, MA 01432 seeking a new license, pursuant to Chapter 328 of the Acts of 2018, for an All Alcoholic Beverage Package Store Off-Premise License pursuant to MGL c. 138 sec. 15.

**Name of Applicant:** Ayer Vineyard LTD, 63 Park Street Ayer, MA 01432  
**Date of Public Hearing:** Tuesday February 5, 2019  
**Time of Public Hearing:** 7:05 PM  
**Location of Public Hearing:** 1<sup>st</sup> Floor Meeting Room, Ayer Town Hall  
1 Main Street Ayer, MA 01432

Copies of the application are available at the Ayer Board of Selectmen's Office Monday, Wednesday and Thursdays from 8:00 AM - 4:00 PM; Tuesdays 8:00 AM - 7:00 PM and Fridays 8:00 AM - 1:00 PM.

NASHOBA VALLEY VOICE

**Public Notice**

**Town of Ayer  
Notice of Public Hearing  
Ayer Board of Selectmen**  
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January 18, 2019



The Commonwealth of Massachusetts  
 Alcoholic Beverages Control Commission  
 239 Causeway Street Boston, MA 02114  
[www.mass.gov/abcc](http://www.mass.gov/abcc)

RECEIVED  
 DEC 26 2018

TOWN OF AYER  
 SELECTMEN'S OFFICE

9:50 am  
 incomplete

2:20 pm 1/3/19  
 complete

**APPLICATION FOR A NEW LICENSE**

Municipality

**1. LICENSE CLASSIFICATION INFORMATION**

ON/OFF-PREMISES	TYPE	CATEGORY	CLASS
<del>On-Premises-12</del> OFF premise 15	\$15 Package Store	All Alcoholic Beverages	Annual

Please provide a narrative overview of the transaction(s) being applied for. On-premises applicants should also provide a description of the intended theme or concept of the business operation. Attach additional pages, if necessary.

Now holder of and beer and wine at the same location that the all alcoholic will go.

Is this license application pursuant to special legislation?  Yes  No Chapter  Acts of

**2. BUSINESS ENTITY INFORMATION**

The entity that will be issued the license and have operational control of the premises.

Entity Name  FEIN

DBA  Manager of Record

Street Address

Phone  Email

Alternative Phone  Website

**3. DESCRIPTION OF PREMISES**

Please provide a complete description of the premises to be licensed, including the number of floors, number of rooms on each floor, any outdoor areas to be included in the licensed area, and total square footage. You must also submit a floor plan.

The premise has one exit and one entrance in the front of store.  
 There is two exits in the rear that go into a common area.

Total Square Footage:	<input type="text" value="2100"/>	Number of Entrances:	<input type="text" value="1"/>	Seating Capacity:	<input type="text" value="NA"/>
Number of Floors	<input type="text" value="1"/>	Number of Exits:	<input type="text" value="3"/>	Occupancy Number:	<input type="text" value="NA"/>

**4. APPLICATION CONTACT**

The application contact is the person whom the licensing authorities should contact regarding this application.

Name:  Phone:

Title:  Email:

**APPLICATION FOR A NEW LICENSE**

**5. CORPORATE STRUCTURE**

Entity Legal Structure	<input type="text" value="Corporation"/>	Date of Incorporation	<input type="text" value="8/24/2005"/>
State of Incorporation	<input type="text" value="Massachusetts"/>	Is the Corporation publicly traded? <input type="radio"/> Yes <input checked="" type="radio"/> No	

**6. PROPOSED OFFICERS, STOCK OR OWNERSHIP INTEREST**

List all individuals or entities that will have a direct or indirect, beneficial or financial interest in this license (E.g. Stockholders, Officers, Directors, LLC Managers, LLP Partners, Trustees etc.). Attach additional page(s) provided, if necessary, utilizing Addendum A.

- The individuals and titles listed in this section must be identical to those filed with the Massachusetts Secretary of State.
- The individuals identified in this section, as well as the proposed Manager of Record, must complete a CORI Release Form.
- Please note the following statutory requirements for Directors and LLC Managers:  
**On Premises (E.g. Restaurant/ Club/Hotel) Directors or LLC Managers** - At least 50% must be US citizens;  
**Off Premises(Liquor Store) Directors or LLC Managers** - All must be US citizens and a majority must be Massachusetts residents.
- If you are a Multi-Tiered Organization, please attach a flow chart identifying each corporate interest and the individual owners of each entity as well as the Articles of Organization for each corporate entity. Every individual must be identified in Addendum A.

Name of Principal	Residential Address	SSN	DOB
<input type="text" value="Jeffrey P. Gendron"/>	<input type="text" value="65 Shawna St. Fitchburg MA 01420"/>	<input type="text" value="[REDACTED]"/>	<input type="text" value="[REDACTED]"/>

Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen	MA Resident
<input type="text" value="President"/>	<input type="text" value="100"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No

Name of Principal	Residential Address	SSN	DOB
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen	MA Resident
<input type="text"/>	<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No

Name of Principal	Residential Address	SSN	DOB
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen	MA Resident
<input type="text"/>	<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No

Name of Principal	Residential Address	SSN	DOB
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen	MA Resident
<input type="text"/>	<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No

Name of Principal	Residential Address	SSN	DOB
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen	MA Resident
<input type="text"/>	<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No

Additional pages attached?  Yes  No

**CRIMINAL HISTORY**  
 Has any individual listed in question 6, and applicable attachments, ever been convicted of a State, Federal or Military Crime? If yes, attach an affidavit providing the details of any and all convictions.  Yes  No

**MANAGEMENT AGREEMENT**  
 Are you requesting approval to utilize a management company through a management agreement? Please provide a copy of the management agreement.  Yes  No

## APPLICATION FOR A NEW LICENSE

### 6A. INTEREST IN AN ALCOHOLIC BEVERAGES LICENSE

Does any individual or entity identified in question 6, and applicable attachments, have any direct or indirect, beneficial or financial interest in any other license to sell alcoholic beverages? Yes  No  If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Name	License Type	License Name	Municipality

### 6B. PREVIOUSLY HELD INTEREST IN AN ALCOHOLIC BEVERAGES LICENSE

Has any individual or entity identified in question 6, and applicable attachments, ever held a direct or indirect, beneficial or financial interest in a license to sell alcoholic beverages, which is not presently held? Yes  No  If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Name	License Type	License Name	Municipality
E@J sales Corp	Package Store	VAL-U Liquors	Fitchburg

### 6C. DISCLOSURE OF LICENSE DISCIPLINARY ACTION

Have any of the disclosed licenses listed in question 6A or 6B ever been suspended, revoked or cancelled? Yes  No  If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Date of Action	Name of License	City	Reason for suspension, revocation or cancellation

## 7. OCCUPANCY OF PREMISES

Please complete all fields in this section. Please provide proof of legal occupancy of the premises.

- If the applicant entity owns the premises, a deed is required.
- If leasing or renting the premises, a signed copy of the lease is required.
- If the lease is contingent on the approval of this license, and a signed lease is not available, a copy of the unsigned lease and a letter of intent to lease, signed by the applicant and the landlord, is required.
- If the real estate and business are owned by the same individuals listed in question 6, either individually or through separate business entities, a signed copy of a lease between the two entities is required.

Please indicate by what means the applicant will occupy the premises

Lease

Landlord Name

Landlord Phone

Landlord Email

Landlord Address

Lease Beginning Date

Rent per Month

Lease Ending Date

Rent per Year

Will the Landlord receive revenue based on percentage of alcohol sales?

Yes  No

**APPLICATION FOR A NEW LICENSE**

**8. FINANCIAL DISCLOSURE**

A. Purchase Price for Real Estate	0
B. Purchase Price for Business Assets	0
C. Other (Please specify)	
D. Total Cost	0

**SOURCE OF CASH CONTRIBUTION**

Please provide documentation of available funds. (E.g. Bank or other Financial Institution Statements, Bank Letter, etc.)

Name of Contributor	Amount of Contribution
Total	

**SOURCE OF FINANCING**

Please provide signed financing documentation.

Name of Lender	Amount	Type of Financing	Is the lender a licensee pursuant to M.G.L. Ch. 138.
Santander	██████	line of credit	<input checked="" type="radio"/> Yes <input type="radio"/> No
Santander	██████	commercial line	<input checked="" type="radio"/> Yes <input type="radio"/> No
Santander	██████	commercial line	<input checked="" type="radio"/> Yes <input type="radio"/> No
			<input type="radio"/> Yes <input type="radio"/> No

**FINANCIAL INFORMATION**

Provide a detailed explanation of the form(s) and source(s) of funding for the cost identified above.

The Vineyard is a current craft beer and store the corporate structure will proceed with the All Alohcol license.

**9. PLEDGE INFORMATION**

Please provide signed pledge documentation.

Are you seeking approval for a pledge?  Yes  No

Please indicate what you are seeking to pledge (check all that apply)  License  Stock  Inventory

To whom is the pledge being made?

**10. MANAGER APPLICATION**

**A. MANAGER INFORMATION**

The individual that has been appointed to manage and control the licensed business and premises.

Proposed Manager Name  Date of Birth  SSN

Residential Address

Email

Please indicate how many hours per week you intend to be on the licensed premises

**B. CITIZENSHIP/BACKGROUND INFORMATION**

Are you a U.S. Citizen?\*  Yes  No \*Manager must be a U.S. Citizen  
If yes, attach one of the following as proof of citizenship US Passport, Voter's Certificate, Birth Certificate or Naturalization Papers.  
Have you ever been convicted of a state, federal, or military crime?  Yes  No  
If yes, fill out the table below and attach an affidavit providing the details of any and all convictions. Attach additional pages, if necessary, utilizing the format below.

Date	Municipality	Charge	Disposition

**C. EMPLOYMENT INFORMATION**

Please provide your employment history. Attach additional pages, if necessary, utilizing the format below.

Start Date	End Date	Position	Employer	Supervisor Name
2002	Present	President/Owner	The Vineyard	Myself

**D. PRIOR DISCIPLINARY ACTION**

Have you held a beneficial or financial interest in, or been the manager of, a license to sell alcoholic beverages that was subject to disciplinary action?  Yes  No If yes, please fill out the table. Attach additional pages, if necessary,utilizing the format below.

Date of Action	Name of License	State	City	Reason for suspension, revocation or cancellation

I hereby swear under the pains and penalties of perjury that the information I have provided in this application is true and accurate:

Manager's Signature  Date

**ADDITIONAL INFORMATION**

Please utilize this space to provide any additional information that will support your application or to clarify any answers provided above.

I have extensive experience in the alcohol industry, with over 35 years between bartender, liquor and beer sales representative and liquor store owner.



**APPLICANT'S STATEMENT**

I, Jeffrey P. Gendron the:  sole proprietor;  partner;  corporate principal;  LLC/LLP manager  
Authorized Signatory

of Ayer Vineyard LTD  
Name of the Entity/Corporation

hereby submit this application (hereinafter the "Application"), to the local licensing authority (the "LLA") and the Alcoholic Beverages Control Commission (the "ABCC" and together with the LLA collectively the "Licensing Authorities") for approval.

I do hereby declare under the pains and penalties of perjury that I have personal knowledge of the information submitted in the Application, and as such affirm that all statements and representations therein are true to the best of my knowledge and belief. I further submit the following to be true and accurate:

- (1) I understand that each representation in this Application is material to the Licensing Authorities' decision on the Application and that the Licensing Authorities will rely on each and every answer in the Application and accompanying documents in reaching its decision;
- (2) I state that the location and description of the proposed licensed premises are in compliance with state and local laws and regulations;
- (3) I understand that while the Application is pending, I must notify the Licensing Authorities of any change in the information submitted therein. I understand that failure to give such notice to the Licensing Authorities may result in disapproval of the Application;
- (4) I understand that upon approval of the Application, I must notify the Licensing Authorities of any change in the ownership as approved by the Licensing Authorities. I understand that failure to give such notice to the Licensing Authorities may result in sanctions including revocation of any license for which this Application is submitted;
- (5) I understand that the licensee will be bound by the statements and representations made in the Application, including, but not limited to the identity of persons with an ownership or financial interest in the license;
- (6) I understand that all statements and representations made become conditions of the license;
- (7) I understand that any physical alterations to or changes to the size of the area used for the sale, delivery, storage, or consumption of alcoholic beverages, must be reported to the Licensing Authorities and may require the prior approval of the Licensing Authorities;
- (8) I understand that the licensee's failure to operate the licensed premises in accordance with the statements and representations made in the Application may result in sanctions, including the revocation of any license for which the
- (9) I understand that any false statement or misrepresentation will constitute cause for disapproval of the Application or sanctions including revocation of any license for which this Application is submitted.
- (10) I confirm that the applicant corporation and each individual listed in the ownership section of the application is in good standing with the Massachusetts Department of Revenue and has complied with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting of child support.

Signature:

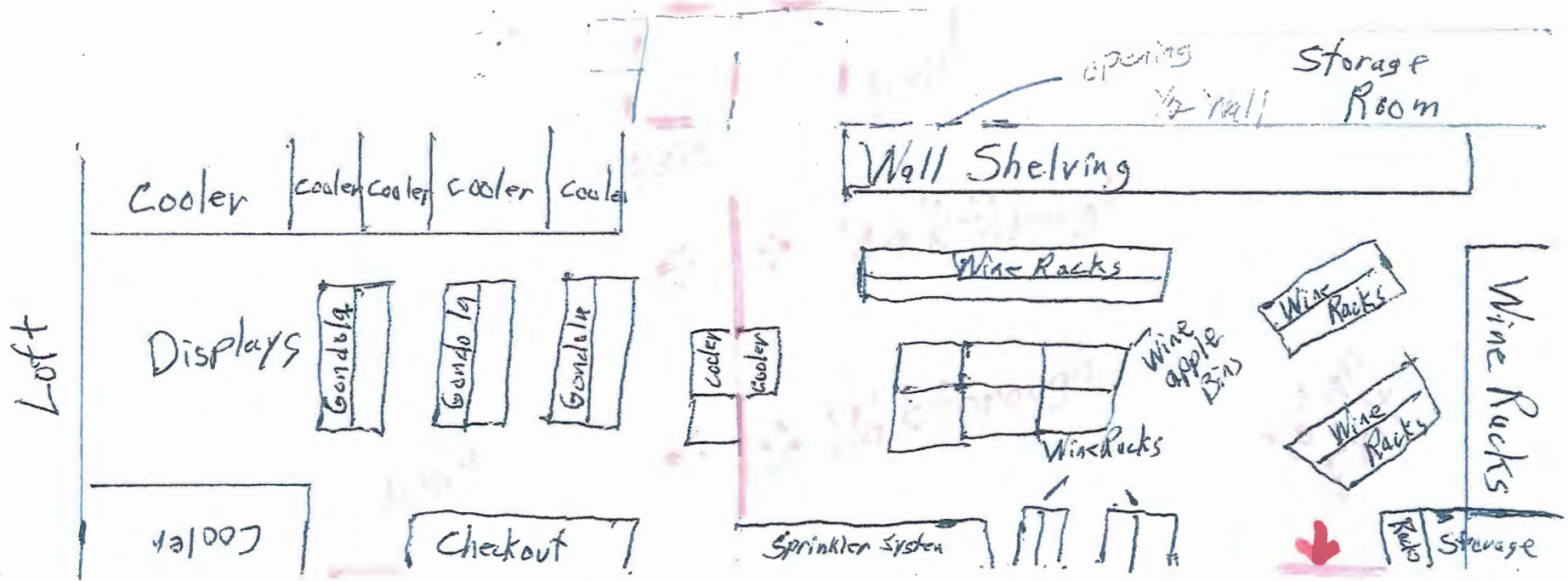
Jeffrey P. Gendron

Date:

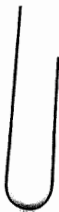
12/24/18

Title:

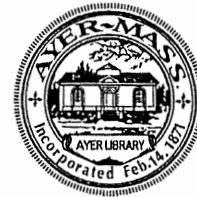
President



Fire Exit Red



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



- Board of Health
- Department of Public Works
- Police Department
- Fire Department
- Building Inspector/Zoning Enforcement Officer
- Conservation Committee
- Treasurer/Tax Collector
- Town Clerk
- Assessor's Office
- Town Planner
- Economic & Community Development Office

Review Deadline Date Wednesday January 30, 2019

Public Hearing Date Tuesday February 5, 2019

Permit Sought All Alcoholic Beverage Package Store Off-Premise License pursuant to MGL c. 138 sec. 15.

Description As authorized by the 2018 ATM and the Massachusetts Legislature (Ch. 328 of the Acts of 2018)

Submitted by Jeff Gendron, The Vineyard

Address 63 Park Street Telephone 978-772-0696

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.

Comments: N/A

Signed *Bridgeth Paley*

Title *Health Inspector*

Date *1/13/19*

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



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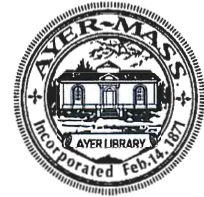
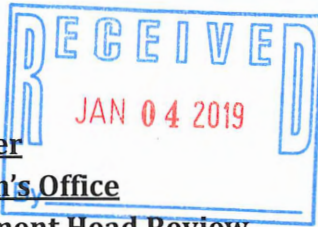
This plan is submitted for your review, comments, and recommendations. Please return to the Board of Selectmen's Office by the Review Deadline Date so that the Board of Selectmen can consider your recommendation.

Comments: No Issues

Signed 

Title Superintendent of Public Works

Date 1/10/19



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

- Board of Health
- Department of Public Works
- Police Department
- Fire Department
- Building Inspector/Zoning Enforcement Officer
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Comments:

Signed [Signature]

Title Chief of Police

Date 1/4/2019

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



- Board of Health
- Department of Public Works
- Police Department
- Fire Department
- Building Inspector/Zoning Enforcement Officer
- Conservation Committee
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Address 63 Park Street

Telephone 978-772-0696

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Comments: NO ISSUES

Signed [Signature]

Title Fire Chief

Date 1-7-2019

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



\_\_\_\_\_ Board of Health  
\_\_\_\_\_ Department of Public Works  
\_\_\_\_\_ Police Department  
 Fire Department  
\_\_\_\_\_ Building Inspector/Zoning Enforcement Officer  
\_\_\_\_\_ Conservation Committee  
\_\_\_\_\_ Treasurer/Tax Collector  
\_\_\_\_\_ Town Clerk  
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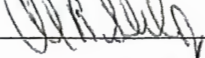
Submitted by Jeff Gendron, The Vineyard

Address 63 Park Street Telephone 978-772-0696

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Comments:

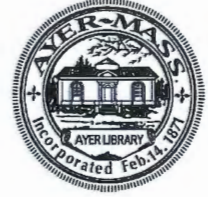
Please remind owner that movable (A-Frame) signs are only permitted in the downtown Business zone and his establishment is located in General Business zone  
Thank you

Signed 

Title Building/Zoning

Date 1/28/19

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



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Comments:

*conservation has no concerns with this.*

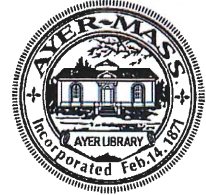
Signed *Jo. Anulyas*

Title *conservation administrator*

Date *1/28/18*



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



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- Department of Public Works
- Police Department
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Comments:

*Paid up to date w/ next. Due 2/1/19*

Signed Barbara Lacey

Title Treasurer/Tax Collector

Date 1/7/2019

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



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Comments:

*see attached signed legislation*

Signed

*Susan E. Shepard*  
*1/7/2019*

Title

*Town Clerk*

Date

Chapter <sup>328</sup>  
of the Acts of 2018

THE COMMONWEALTH OF MASSACHUSETTS

In the One Hundred and Ninetieth General Court

AN ACT AUTHORIZING THE TOWN OF AYER TO GRANT AN ADDITIONAL LICENSE FOR THE SALE OF ALL ALCOHOLIC BEVERAGES NOT TO BE DRUNK ON THE PREMISES.

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:

SECTION 1. (a) Notwithstanding section 17 of chapter 138 of the General Laws, the licensing authority of the town of Ayer may grant an additional license for the sale of all alcoholic beverages not to be drunk on the premises pursuant to section 15 of said chapter 138 to Ayer Vineyard, Ltd. d/b/a The Vineyard, located at 63 Park street in the town of Ayer. The license shall be subject to all of said chapter 138, except said section 17.

(b) The licensing authority shall not approve the transfer of the license granted pursuant to this act to any other location, but it may grant the license to a new applicant at the same location if the applicant files with the licensing authority a letter from the department of revenue and a letter from the department of unemployment assistance indicating that the license is in good standing with those departments and that all applicable taxes, fees and contributions have been paid.

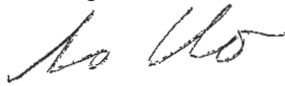
(c) If the license granted pursuant to this act is cancelled, revoked or no longer in use, it shall be returned physically, with all of the legal rights, privileges and restrictions pertaining thereto, to the licensing authority, which may then grant the license to a new applicant at the same location and under the same conditions as specified in this act.

(d) The license granted pursuant to this act shall be issued not more than 1 year after the effective date of this act; provided, however, that if the license is originally granted within that time period, it may be granted to a new applicant pursuant to subsection (b) or (c) anytime thereafter.

SECTION 2. This act shall take effect upon its passage.

House of Representatives, December 13, 2018.

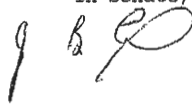
Passed to be enacted,



Acting Speaker.

In Senate, December 13, 2018.

Passed to be enacted,



Acting President.

December 20, 2018.

Approved,  
at 4 o'clock and 12 minutes, P. M.



Governor

RECEIVED  
JAN 07 2019  
TOWN OF AYER  
TOWN CLERK

A TRUE COPY, ATTEST



AYER

TOWN CLERK

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



- Board of Health
- Department of Public Works
- Police Department
- Fire Department
- Building Inspector/Zoning Enforcement Officer
- Conservation Committee
- Treasurer/Tax Collector
- Town Clerk
- Assessor's Office
- Town Planner
- Economic & Community Development Office

Review Deadline Date Wednesday January 30, 2019

Public Hearing Date Tuesday February 5, 2019

Permit Sought All Alcoholic Beverage Package Store Off-Premise License pursuant to MGL c. 138 sec. 15.

Description As authorized by the 2018 ATM and the Massachusetts Legislature (Ch. 328 of the Acts of 2018)

Submitted by Jeff Gendron, The Vineyard

Address 63 Park Street

Telephone 978-772-0696

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.

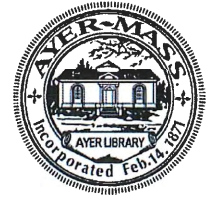
Comments:

Signed Thomas Hogan

Title Assessing Administrator

Date 1/14/19

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



- Board of Health
- Department of Public Works
- Police Department
- Fire Department
- Building Inspector/Zoning Enforcement Officer
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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.

Comments: I have no objection to this application.

Signed

Title Town Planner

Date 1-14-2019

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



- Board of Health
- Department of Public Works
- Police Department
- Fire Department
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Comments: RECOMMEND APPROVAL.

Signed [Signature]

Title Dir. Community + ECD Dev.

Date 1/14/2019



# Ayer Shirley Regional School District Preliminary Budget Presentation FY 2020

February 5, 2019

*Mary Malone, Ed. D, Superintendent  
William Plunkett, Director of Finance*

## Our District Vision

*Our vision is to connect, engage, and inspire all students in the Ayer Shirley Regional School District to reach **academic excellence**. We, the educators of the Ayer Shirley Regional School District, will instill habits of reflection and inquiry to challenge our students in **setting ambitious academic and personal goals**. Students will develop a strong voice to express thoughts and ideas in the community and the confidence to showcase their talents and successes in **preparation for entry into college and the world of work**.*

Mr. Jonathan M. Deforge, Chair	Mr. James D. Quinty
Mrs. Michele L. Granger, Vice-Chair	Mr. Dan Gleason
Mrs. Joyce L. Reischutz, Secretary	Mrs. Cheryl A. Simmons

Superintendent of Schools: Dr. Mary Malone  
@MaryMalone7

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# Agenda



- FY20 Budget
- Assessments
- Questions



3

## District Student Enrollment FY15-FY19 (October 1 Report)



	FY15	FY16	FY17	FY18	FY19	Change FY15-FY19	Projected FY20
District Enrollment	1657	1695	1721	1706	1712	+55	1782
Total ASRS Student Population (Includes OOD)	1695 (38)	1731 (36)	1755 (34)	1738 (32)	1745 (33)	+50	1814 (32)
Charter	FY15	FY16	FY17	FY18	FY19	Change FY18-FY19	Change FY15-FY19
Ayer	47	43	38	42	37	-5	-10
Shirley	43	35	32	29	29	0	-14
District	98	78	70	71	66	-5	-32
Nashoba Tech	FY15	FY16	FY17	FY18	FY19	Change FY18-FY19	Change FY15-FY19
Ayer	54	54	48	47	49	+2	-5
Shirley	76	70	57	53	50	-3	-26
District	130	124	105	100	99	-1	-31
Choice Out	FY15	FY16	FY17	FY18	FY19	Change FY18-FY19	Change FY15-FY19
District	133	131	122	124	112	-12	-21
Choice In	FY15	FY16	FY17	FY18	FY19	Change FY18-FY19	Change FY15-FY19
District	119	142	125	126	128	+2	+9

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## Enrollment Special Education



Student Enrollment	FY15	FY16	FY17	FY18	FY19 (Oct 1st)	Projected FY20
Total District Enrollment	1695	1731	1755	1738	1745	1762
ASRSD Special Education Students	376 22.2%	328 18.9%	319 18.2%	292 16.8%	301 17.2%	316
State Average	17.1%	17.2%	17.4%	17.7%	%	
Out of District Special Education Students	38	36	34	32	33	32
Percent of Special Education Students Out of District	9.2%	9.9%	9.6%	9.9%	9.9%	10.1%
Special Education Students In Out of District Placements from Total Enrollment	2.2%	2.1%	1.9%	1.8%	1.9%	1.8%
Total Special Education Student Population	414	364	353	324	334	338

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## Enrollment English Language



English Language Enrollment					
	2014-15	2015-16	2016-17	2017-18	2018-19
State	8.5%	9.0%	9.5%	10.2%	
District	3.2%	3.5%	3.4%	3.3%	3.7%
High School	2.6%	2.2%	2.4%	2.0%	2.1%
Middle School	2.2%	2.1%	2.0%	1.9%	3.4%
Lura A White	1.1%	1.0%	1.5%	0.8%	2.1%
Page Hilltop	5.6%	7.5%	6.7%	7.2%	6.4%

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## Special Education Out of District Costs

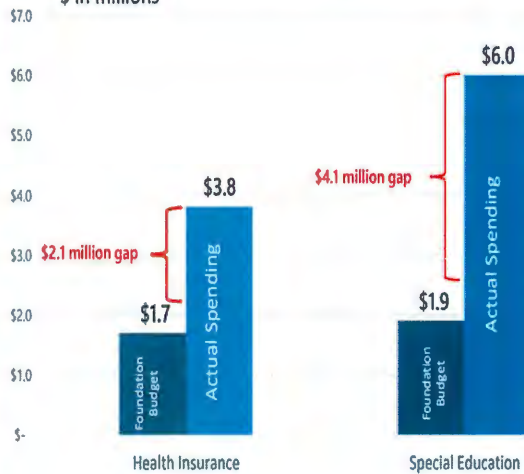


	FY15	FY16	FY17	FY18	FY19	FY20 Projected
Cost Range Placements Per Year	\$37,683-\$243,769	\$8,060-\$247,932	\$18,000-\$257,932	\$41,675 - \$251,780	\$33,300-\$283,694	\$33,900-\$288,806
Total Cost	\$2,559,259	\$2,715,588 9.4% of total budget	\$2,725,200 9.2% of total budget	\$3,072,698 10% of total budget	\$2,844,769 9% of total budget	\$2,791,862 8.7% of total budget

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## Health Insurance & Special Education

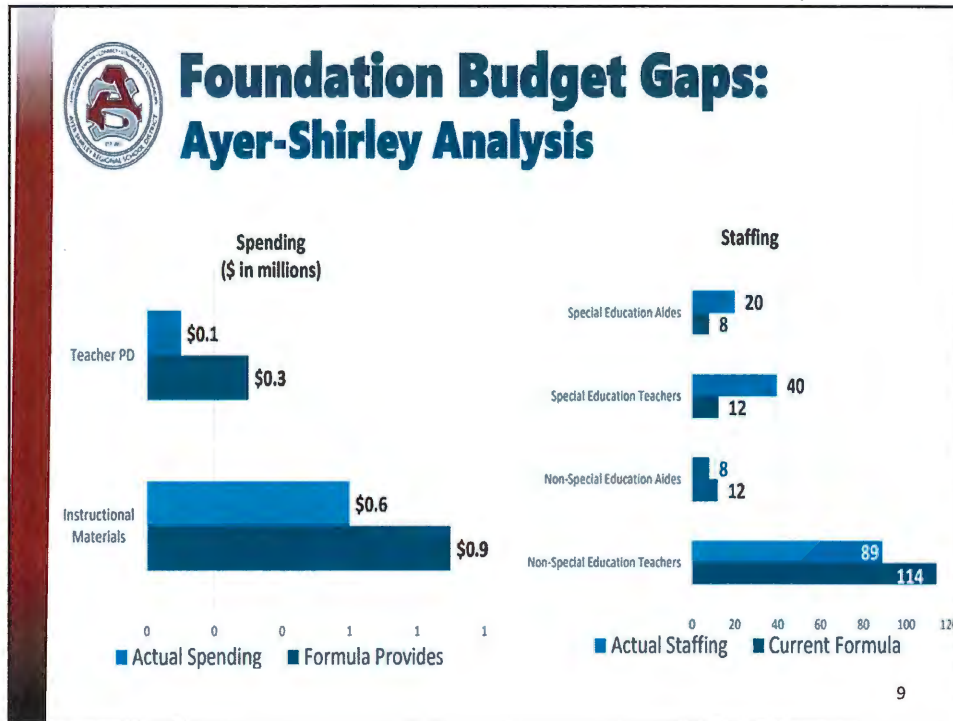
\$ in millions



### Ayer-Shirley

- Changed health insurance plans and prescription drug coverages
- Increased health insurance co-pays and deductibles.
- Created continuum of sped programs, K-12
- Able to reduce out of district placements
- Referrals to collaborative placements versus private day
- Applied Behavioral Analysis (ABA) training for teachers and paraprofessionals

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### FY20 Budget Drivers Assumptions and Projections

Gen. Fund Revenue	FY19	FY20	Change	
Assessments	18,025,219	18,622,142	596,923	FY20 Projected
Chapter 70	8,249,321	8,284,061	34,740	FY20 House 1 Budget
Charter Reim.	55,366	55,366	0	based on FY19 Conf. Committee
Transportation Reim.	320,065	360,000	39,935	based on FY19 estimate @ 65%
Medicaid	130,000	200,000	70,000	based on 5 year average
<b>Total General Fund Revenue</b>	<b>26,779,971</b>	<b>27,521,569</b>	<b>741,598</b>	

Budget Drivers	FY19	FY20	GF Impact	Detail
Salary Increase	0	560,000	560,000	100.0% All salary contract increases
Midd. Retirement	425,000	446,008	21,008	4.7% FY19 Actual
Charter Tuition Out	1,014,282	986,313	(27,969)	-2.8% based on FY19 Conf. Committee
Health Ins. Employees	3,564,960	3,564,960	0	0.0% FY19 est. + 6.8% = \$3.5m
Health Ins. Retirees	153,483	196,867	43,384	28.3% FY19 Estimate + 6.8%
Retirement payouts	24,000	36,000	12,000	50.0% 6 retirees; 5 FY19, 1 FY18
Health Offset	64,000	56,000	(8,000)	-12.5% 28 former APS teachers @ \$2k each
Property Insurance	85,075	88,478	3,403	4.0% increase
Worker's Comp.	115,825	120,458	4,633	4.0% increase
OPEB Valuation	6,500	0	(6,500)	-100.0% Required every 2 years
Heating Oil	136,499	144,689	8,190	6.0% FY20 pricing TBD
MS Electricity	83,600	86,108	2,508	3.0% 3%
LAW Maintenance Contracts	9,000	20,000	11,000	122.2% Three year average \$35k
SPED Transportation	825,000	850,000	25,000	3.0% Avg. increase over last 4 yrs.
Out of District Tuition	2,176,698	2,285,533	108,835	5.0% 5% OSD increase, 7 move-ins
Regular Transportation	778,794	816,325	37,531	4.8% FY19 Contract amount + CPI (3.4%)
McKinney Vento Transportation	15,000	17,750	2,750	18.3% FY18 Actual
<b>Total General Fund GAP</b>			<b>797,772</b>	<b>(56,174)</b>

Rev. Fund Revenue	FY19	FY20	Change	
School Choice	836,956	826,377	(10,579)	FY20 House 1 Budget
Circuit Breaker	880,000	720,329	(159,671)	based on FY19 estimate @ 72%
<b>Revolving Fund Revenue Sub-total:</b>	<b>1,716,956</b>	<b>1,546,706</b>	<b>(170,250)</b>	

### FY20 BUDGET ENHANCEMENTS District/School Initiatives, Staffing & Programming



	Cost
New Elementary Math Program/Social Studies Resources	\$70,000
.5 Preschool Teacher	\$40,000
Partnership with Mt. Wachusett: EMT Instructor, Psychology Instructor . Early Childhood Instructor	\$32,000
English Language Teacher (EL)	\$13,000
Keyboards for K-2 iPads	\$4,800
New Chromebook Carts	\$40,000
Redeploy chromebooks to Grades 3-5 (4 in each classroom)	0
Special Education	\$7,750
Regional Referral Interface	\$12,000
Unified Track Coach	\$3,000
Unified Basketball Coach	\$2,000
MS Volleyball Coach	\$2,000

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### School/District Priorities Aligned to Strategic Plan- Reallocations



Increased Hours for Athletic Trainer	\$5,000
Varsity Volleyball Uniforms	\$2,500
Unified Sports Uniforms	\$600
Increase High School Music/Band Program	\$4,000
Summer Clerical @ LAW, PH, MS	\$1,500
Supplies Panther Block	\$4,500
Supplies Advisory	\$2,000
Furniture & Supplies (LAW, PH, MS)	\$7,100
District Instruction	\$4,100
Equity & Equality/Strategic Plan Initiatives	\$0
Retention of All Teaching Positions	\$0
Maintain Reasonable Class Size	\$0
Sustain all current programming (academic, athletic, performing arts, robotics, STEM, technology, STARBASE, learning centers)	\$0
<b>TOTAL</b>	<b>\$257,850</b>

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## Superintendent's Budget



Full Time Technology Teacher at Lura White	\$15,000
Interventionists 1 ELA & 1 Math (Hourly)	\$40,000
Chromebooks 6-8	\$120,000
Media Teacher at Middle School	\$60,000
Late Bus	\$20,000
.5 Guidance Director	\$30,000
Cameras at Middle School	\$40,000
District Digital Radio System	\$45,000
Social Emotional Learning Supports	\$50,000
<b>Total</b>	<b>\$420,000</b>

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## History of Regional Budget



	FY15	FY16	FY17	FY18	FY19	FY20 Projected
<b>General Fund</b>	24,903,107	25,761,806	26,686,488	27,489,410	28,322,490	28,979,947
<b>Grants/ Revolving</b>	2,825,353	2,985,022	3,190,572	3,280,181	3,006,596	3,120,935
<b>All Funds</b>	27,728,460	28,746,828	29,877,060	30,810,532	31,329,087	32,100,882
<b>Increase Over Prior Year</b>		3.95%	2.9%	3.1%	1.7%	1.6%
<b>Excluded Debt</b>	(1,379,836)	(1,380,054)	(1,378,304)	(1,381,979)	(1,380,779)	(1,378,379)
<b>All Funds (Less Debt)</b>	26,331,524	27,366,774	28,498,756	29,428,553	29,948,308	30,722,503
<b>Increase Over Prior Year</b>		4.2%	4.1%	3.26%	1.8%	2.6%

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## Assessment History FY15-FY20



	FY15	FY16	FY17	FY18	FY19	FY20 Projected
<b>Assessment (Operating)</b>	14,996,105	15,970,290	16,762,989	17,455,126	18,025,219	<b>18,702,142</b>
<b>Increase</b>		974,185	792,699	692,140	570,091	<b>676,923</b>
<b>%</b>		6.5%	4.96%	4.1%	3.3%	<b>3.75%</b>

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## Revenue FY19 – FY20



Source	FY19 Cherry Sheet	FY20 House 1 Budget	+/-
Chapter 70	\$8,249,321	\$8,284,061	\$34,740
Regional School Transportation	\$371,057	\$410,000	\$38,943
Charter Tuition Reimbursement	\$55,366	\$62,355	\$6,989
School Choice Receiving Tuition	\$1,028,383	\$826,377	(\$202,006)
<b>Total Estimated Receipts:</b>	<b>\$9,440,226</b>	<b>\$9,492,263</b>	<b>(\$121,298)</b>
<b>Estimated Charges:</b>			
Special Education	\$11,479	\$9,918	(\$1,561)
School Choice Sending Tuition	\$668,286	\$630,720	(\$37,566)
Charter School Sending Tuition	\$877,445	\$986,313	\$108,868
<b>Total Estimated Charges:</b>	<b>\$1,557,210</b>	<b>\$1,626,951</b>	<b>\$69,741</b>
<b>Receipts Net of Charges:</b>	<b>\$8,146,917</b>	<b>\$7,955,878</b>	<b>(\$191,039)</b>

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## ASRSD Excess and Deficiency FY12-FY18



FY12	\$189,409	
FY13	\$79,622	
FY14	\$522,444	
FY15	\$911,575	
FY16	\$(400,077)	* Due to 1.8 in Capital Deficit
FY17	\$1,548,613	* Excess \$173,843 Returned to Town in FY19 Budget
FY17 Balance	\$1,374,770	
FY18	TBD	

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## Foundation Enrollment



Shirley	FY12	FY13	FY14	FY15	FY16	FY17	FY18	FY19	FY20
Foundation Enrollment	815	761	758	756	724	758	772	785	757
Required Local Contribution	\$3,787,564	\$3,793,926	\$3,955,439	\$4,092,358	\$4,088,557	\$4,236,390	\$4,468,875	\$4,678,267	\$4,867,440

Ayer	FY12	FY13	FY14	FY15	FY16	FY17	FY18	FY19	FY20
Foundation Enrollment	1,004	1,024	1,009	1,015	1,015	1,000	999	953	980
Required Local Contribution	\$6,112,209	\$6,251,074	\$6,502,485	\$6,644,403	\$6,752,864	\$6,771,591	\$6,854,187	\$7,215,157	\$7,565,796

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## FY20 Chapter 70 Summary

Massachusetts Department of Elementary and Secondary Education  
**FY20 Chapter 70 Summary**  
 616 Ayer Shirley

**Aid Calculation FY20**

<b>Prior Year Aid</b>	
1 Chapter 70 FY19	8,249,321
<b>Foundation Aid</b>	
2 Foundation budget FY20	19,044,671
3 Required district contribution FY20	12,433,236
4 Foundation aid (2 - 3)	6,611,435
5 Increase over FY19 (4 - 1)	0
<b>Minimum Aid</b>	
6 Minimum \$20 per pupil increase	34,740
<b>Non-Operating District Reduction to Foundation</b>	
7 Reduction to foundation	0
<b>FY20 Chapter 70 Aid</b>	
10 Sum of line 1, 5, & 6 minus 7	8,284,061

**Comparison to FY19**

	FY19	FY20	Change	Pct Chg
Enrollment	1,738	1,737	-1	-0.05%
Foundation budget	18,209,773	19,044,671	834,898	4.58%
Required district contribution	11,893,424	12,433,236	539,812	4.54%
Chapter 70 aid	8,249,321	8,284,061	34,740	0.42%
Required net school spending (NSS)	20,142,743	20,717,297	574,552	2.85%
Target aid share	34.62%	34.71%		
C70 % of foundation	43.30%	43.50%		
Required NSS % of foundation	110.62%	108.78%		

**Five Year Trend**

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## FY20 Chapter 70 Apportionment of Local Contribution - Shirley

Massachusetts Department of Elementary and Secondary Education  
 Office of School Finance  
**FY20 Chapter 70 Apportionment of Local Contribution Across School Districts**

**270 Shirley**

Prior Year Data (for comparison purposes)

1 FY19 foundation enrollment		785	54	839
2 FY19 foundation budget		8,221,069	879,652	9,100,721
3 Each district's share of municipality's combined FY19 foundation		90.33%	9.67%	100.00%
4 FY19 required contribution		4,678,267	500,573	5,178,840
<b>FY20 apportionment of contribution among community's districts</b>				
5 FY20 total unapportioned required contribution ('municipal contribution' sheet row 19 or 25)				0
6 FY20 foundation enrollment		757	51	808
7 FY20 foundation budget		8,301,243	867,398	9,168,640
8 Each district's share of municipality's total FY20 foundation		90.54%	9.46%	100.00%
9 <b>FY20 Required Contribution</b>		4,867,440	508,599	5,376,039
10 Change FY20 to FY19 (9 - 4)		189,173	8,026	197,199

	Shirley	Ayer Shirley	Nashoba Valley	Combined Total for All Districts
1 FY19 foundation enrollment		785	54	839
2 FY19 foundation budget		8,221,069	879,652	9,100,721
3 Each district's share of municipality's combined FY19 foundation		90.33%	9.67%	100.00%
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20



# FY20 Chapter 70 Apportionment of Local Contribution - Ayer



Massachusetts Department of Elementary and Secondary Education  
Office of School Finance



## FY20 Chapter 70 Apportionment of Local Contribution Across School Districts

19 Ayer	Ayer	Ayer Shirley	Nashoba Valley	Combined Total for All Districts
<b>Prior Year Data (for comparison purposes)</b>				
1 FY19 foundation enrollment		953	48	1,001
2 FY19 foundation budget		9,988,704	781,913	10,770,616
3 Each district's share of municipality's combined FY19 foundation		92.74%	7.26%	100.00%
4 FY19 required contribution		7,215,157	564,800	7,779,957
<b>FY20 apportionment of contribution among community's districts</b>				
5 FY20 total unapportioned required contribution ('municipal contribution' sheet row 19 or 25)				0
6 FY20 foundation enrollment		980	51	1,031
7 FY20 foundation budget		10,743,429	867,398	11,610,826
8 Each district's share of municipality's total FY20 foundation		92.53%	7.47%	100.00%
9 FY20 Required Contribution		7,565,796	610,843	8,176,639
10 Change FY20 to FY19 (9 - 4)		350,639	46,043	396,682

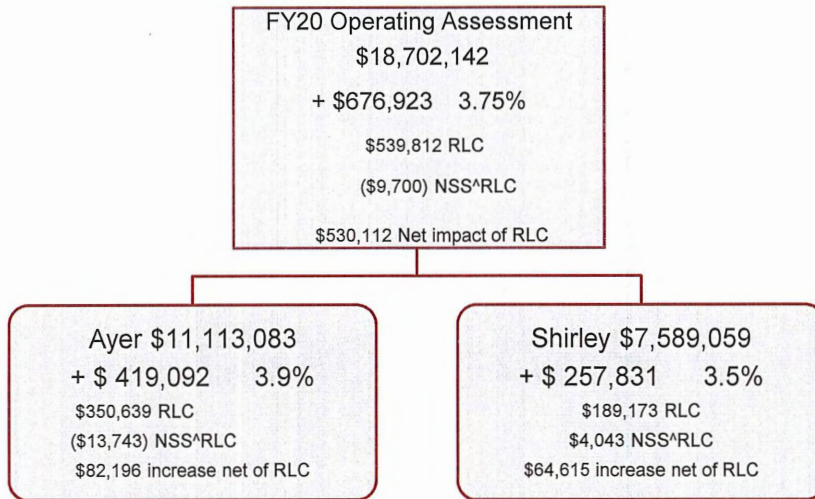
# FY20 RLC Impact



- RLC, NSS & the Assessment

FY20 RLC - NSS^RLC Breakdown	Ayer		Shirley		Total	
FY19 RLC	\$ 7,215,157.00		\$ 4,678,267.00		\$ 11,893,424.00	
FY20 RLC	\$ 7,565,796.00		\$ 4,867,440.00		\$ 12,433,236.00	
Change to RLC	\$ 350,639.00		\$ 189,173.00		\$ 539,812.00	
FY19 NSS^RLC	\$ 2,608,089.00	56.8%	\$ 1,986,442.00	43.2%	\$ 4,594,531.00	
FY20 NSS^RLC	\$ 2,594,346.00	56.6%	\$ 1,990,485.00	43.4%	\$ 4,584,831.00	
Change to NSS^RLC	\$ (13,743.00)		\$ 4,043.00		\$ (9,700.00)	
Net impact of RLC to FY20 budget	\$ 336,896.00		\$ 193,216.00		\$ 530,112.00	
FY20 Increase to assessment	\$ 419,092.00		\$ 257,831.00		\$ 676,923.00	
FY20 Increase net of RLC	\$ 82,196.00	0.8%	\$ 64,615.00	0.9%	\$ 146,811.00	0.8%

## Proposed ASRSD FY20 Assessments to Ayer & Shirley



# Questions



ASRSD FY20 House 1 Budget  
1-31-19

**EXPENSES**

General Fund Net School Spending	Cert. FY17	Certified FY18	Certified FY19	Preliminary FY20	
Central Office	682,500	697,208	675,134	906,555	
District Instruct. & Services	627,736	748,234	816,265	815,399	
Business	341,450	330,950	348,466	349,973	
Risk Management	4,143,734	4,428,879	4,658,499	4,730,927	
Technology	410,139	412,921	414,728	433,937	
Facilities	1,879,623	1,850,060	1,891,841	1,928,854	
Special Education	3,041,003	3,346,177	3,367,399	3,533,156	
Early Childhood	157,575	162,227	166,296	206,296	
Lura White	2,217,378	2,395,070	2,439,183	2,387,622	
Page Hilltop	3,039,866	2,789,858	2,878,656	2,901,599	
Middle School	2,450,935	2,502,628	2,557,539	2,528,464	
High School	3,108,504	3,288,771	3,355,939	3,469,708	
Other Districts	1,768,929	1,674,804	1,752,973	1,725,004	
	<b>23,869,372</b>	<b>24,627,787</b>	<b>25,322,918</b>	<b>25,917,494</b>	
<b>Non-Net School Spending</b>					
	Cert. FY17	Certified FY18	Certified FY19	Preliminary FY20	
Transportation	1,438,812	1,479,644	1,618,794	1,684,075	Transportation Assess. Formula
Capital - Debt (Excluded)	1,378,304	1,381,979	1,380,779	1,378,379	Debt Assessment Formula
	<b>2,817,116</b>	<b>2,861,623</b>	<b>2,999,573</b>	<b>3,062,454</b>	
<b>Total</b>	<b>26,686,488</b>	<b>27,489,410</b>	<b>28,322,491</b>	<b>28,979,947</b>	

**REVENUE**

General Fund Revenue	FY17	FY18	FY19	FY20	REVENUE
Chapter 70	8,082,521	8,179,471	8,231,861	8,284,061	FY20 House 1 Budget
Charter Tuition Reimbursement	87,508	62,491	60,724	55,366	FY19 Conference Committee Budget
Regional Transportation Reimbursement	285,165	306,340	320,065	360,000	FY19 Estimated @65%
Excess & Deficiency			173,843	0	excess of 5% of FY19 operating budget
Medicaid	110,000	110,000	130,000	200,000	5 yr. average
	<b>8,565,194</b>	<b>8,658,302</b>	<b>8,916,493</b>	<b>8,899,427</b>	

Assessment	FY17	FY18	FY19	FY20	Assessment
Operating	16,762,989	17,455,126	18,025,219	18,702,142	
Capital (Debt) Excluded	1,378,304	1,381,979	1,380,779	1,378,379	
<b>Total</b>	<b>18,141,293</b>	<b>18,837,105</b>	<b>19,405,998</b>	<b>20,080,520</b>	

Other Funds	FY17	FY18	FY19	FY20	
Revolving	1,891,583	1,935,118	2,045,738	1,885,738	(see detail page)
Grants	1,098,989	986,004	1,235,197	1,235,197	(see detail page)
<b>Subtotal</b>	<b>2,990,572</b>	<b>2,921,122</b>	<b>3,280,935</b>	<b>3,120,935</b>	
<b>All Funds - Total</b>	<b>29,677,060</b>	<b>30,410,532</b>	<b>31,603,426</b>	<b>32,100,882</b>	

ASRSD FY20 House 1 Budget  
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Operating Assessment	Total	Ayer	Shirley	Formula Source and Shares
Required Local Contribution	12,433,236	7,565,796	4,867,440	FY20 House Budget 1
Net School Spending Above RLC	4,584,831	2,594,346	1,990,485	ASRSD - 56.6/43.4 % allocation
Transportation	1,684,075	952,941	731,134	ASRSD - 56.6/43.4 % allocation
Capital: Debt (Not Excluded)				ASRSD - 58/42 % allocation
Capital - All Other				ASRSD - 57/43 % allocation
<b>Total</b>	<b>18,702,142</b>	<b>11,113,083</b>	<b>7,589,059</b>	

FY19	18,025,219	10,693,991	7,331,228
increase	676,923	419,092	257,831
	3.8%	3.9%	3.5%

Excluded Debt				
Capital: Debt Service	1,392,019	952,315	439,704	Calculation on Capital Debt detail page 17
Capital: Stab. Fund Withdrawal	(13,640)	0	(13,640)	To be Approved by Shirley Selectmen vote
<b>Total</b>	<b>1,378,379</b>	<b>952,315</b>	<b>426,064</b>	

Operating Assessment & Debt	20,080,520	12,065,397	8,015,123
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FY19	19,405,997	11,670,890	7,735,108
increase	674,523	394,507	280,015
	3.5%	3.4%	3.6%

Assessment Element	Basis & Calculation
Required Local Contribution	FY20 from DESE - Based on town income & property value
Net School Spending Above RLC	FY17 phase in 100%.
Transportation	Foundation Enrollment Share - five year average
Capital: Principal & Interest	50% Found. Enroll. Share and 50% Resid. Enroll. Share MS & HS (Roll. Avg.)
Capital - All Other	Five Yr. Avg. of 50% Found Enroll. Share and 50% Comb. Effort Yield (DESE)

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Function/Location CENTRAL OFFICE	Cert. FY17	Cert. FY18	Certified FY19	Preliminary FY20	FTEs	Detail	
<b>SCHOOL COMMITTEE (1110)</b>							
Treas./Assist. Salary	10,500	10,815	11,031	11,307	Stip.	Teachers FY20 negotiations + all other staff 7 Retirees (6 FY19, 1 FY18)	
Salary - Contract increases	380,000	380,000	350,000	560,000			
Salary - Retirement	20,000	24,000	24,000	36,000			
Supplies	1,100	1,100	1,100	1,100			
Advertising & Other	4,400	4,400	4,400	4,400			
Dues, Registrations	5,100	5,100	7,100	7,100			
	<b>421,100</b>	<b>425,415</b>	<b>397,631</b>	<b>619,907</b>			
<b>SUPERINTENDENT (1210)</b>							
Supt. Salary	158,100	166,843	170,920	175,620	1.0		\$3,000 stipend for RSC meetings
Admin. Assist. Salary	55,000	56,650	57,783	62,228	1.0		
Postage	1,000	1,000	1,000	1,000			
Supplies	3,500	3,500	3,500	3,500			
Memberships & Dues	5,300	5,300	5,300	5,300			
Services - Software	5,000	5,000	5,000	5,000			
Advertising	3,500	3,500	3,500	3,500			
Registrations & Conferences	2,500	2,500	2,500	2,500			
Travel	2,500	2,500	3,000	3,000			
	<b>236,400</b>	<b>246,793</b>	<b>252,503</b>	<b>261,648</b>			
<b>LEGAL (1430)</b>							
Legal - Supt./Other	25,000	25,000	25,000	25,000			
	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>			
	<b>682,500</b>	<b>697,208</b>	<b>675,134</b>	<b>906,555</b>	<b>2.0</b>		

ASRSD FY20 House 1 Budget  
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Function/Location DISTRICT INSTRUCTION	Cert. FY17	Cert. FY18	Certified FY19	Preliminary FY20	FTEs	
<b>CURRICULUM &amp; INSTR.(2110)</b>						
Salary - Asst. Superintendent	120,850	124,476	126,966	130,000	1.0	
Salary - Student Services			50,000	50,000	0.5	.5 FTE in Choice
Salary - Annuity	1,500	1,500	1,500	1,500		
	<b>122,350</b>	<b>125,976</b>	<b>178,466</b>	<b>181,500</b>		
<b>LEAD TEACHERS (2220)</b>						
Salary - Coordinators	6,150	38,261	35,761	10,761		AP Coord., Library Coord.
	<b>6,150</b>	<b>38,261</b>	<b>35,761</b>	<b>10,761</b>		
<b>TEACHER SALARY (2305)</b>						
Health Insurance Offset	68,000	64,000	64,000	56,000		28 @ \$2k ea.
Lane Changes	20,000	20,600	20,600	20,600		
	<b>88,000</b>	<b>84,600</b>	<b>84,600</b>	<b>76,600</b>		
<b>SPECIALIST TEACHER (2310)</b>						
Teacher Salary - EL	169,275	188,277	201,277	201,277	3.0	plus 10 hrs./wk. part timer
	<b>169,275</b>	<b>188,277</b>	<b>201,277</b>	<b>201,277</b>		
<b>SUBSTITUTES (2325)</b>						
Salary - Coordinator & Assist.	7,900	7,900	7,900	7,900		
Salary - Teachers - Long Term	37,000	37,000	37,000	37,000		
Salary - Other (Nurse Subs.)	10,000	8,000	8,000	8,000		
Service - Frontline (Sub software)	4,200	5,400	6,600	6,800		
	<b>59,100</b>	<b>58,300</b>	<b>59,500</b>	<b>59,700</b>		
<b>PROF. DEVEL (2357)</b>						
Salary - Subs. Teachers	2,000	2,000	2,000	2,000		
Supplies	8,000	8,000	6,000	6,000		
Services - Technology		16,800	0	0		
Services - Consultants	15,000	15,000	15,000	15,000		
Course Reimbursement	25,000	25,000	25,000	25,000		
Other (Travel/Conf.)	3,500	3,500	4,000	4,000		
	<b>53,500</b>	<b>70,300</b>	<b>52,000</b>	<b>52,000</b>		
<b>TEXTBOOKS (2410)</b>						
Textbooks	30,000	55,159	70,000	70,000		
	<b>30,000</b>	<b>55,159</b>	<b>70,000</b>	<b>70,000</b>		
<b>INSTRUCT. EQUIP. (2420)</b>						
Postage Machine Leases	5,100	5,100	5,100	5,100		
Copier Leases	57,536	57,536	57,536	57,536		
Copier Supplies	4,975	4,975	4,975	4,975		
	<b>67,611</b>	<b>67,611</b>	<b>67,611</b>	<b>67,611</b>		
<b>INSTR. SUPPLIES (2430)</b>						
Supplies - 504	500	500	2,000	2,000		
Supplies - EL	4,000	4,000	4,000	4,000		
Services - Interpreters, translation	1,000	5,000	1,800	1,800		
	<b>5,500</b>	<b>9,500</b>	<b>7,800</b>	<b>7,800</b>		
<b>OTHER INSTRUCT. (2440)</b>						
Services - Educator Evaluation Software			4,500	5,300		Teachpoint
District Travel	1,000	1,000	2,000	4,000		
	<b>1,000</b>	<b>1,000</b>	<b>6,500</b>	<b>9,300</b>		
<b>INSTRUCT. SOFTWARE (2455)</b>						
Software - Ren. Reading & Math	10,000	26,000	29,500	30,500		
Software - Library (Follett)	4,000	4,600	4,600	4,700		
Software - Lexia	0	7,200	7,200	7,200		
Software - Curriculum Mapping	5,000	5,200	5,200	5,200		
	<b>19,000</b>	<b>43,000</b>	<b>46,500</b>	<b>47,600</b>		
<b>HEALTH (3200)</b>						
School Physician	4,000	4,000	4,000	4,000		
Nurse Leader				25,000	0.5	
Software - SNAP	2,250	2,250	2,250	2,250		
	<b>6,250</b>	<b>6,250</b>	<b>6,250</b>	<b>31,250</b>		
	<b>627,736</b>	<b>748,234</b>	<b>816,265</b>	<b>815,399</b>	<b>5.0</b>	

ASRSD FY20 House 1 Budget  
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Function/Location BUSINESS OFFICE	Cert. FY17	Cert. FY18	Certified FY19	Preliminary FY20	FTEs	
<b>BUSINESS (1410)</b>						
Director - Salary	107,500	115,000	115,000	119,025	1.0	
Salary - Coord./Assists.	158,000	158,000	159,273	163,255	3.0	
Services - DESE Audit	3,000	3,000	3,000	3,000		
Services - Annual Audit	25,000	25,000	25,000	25,000		
Services - OPEB Valuation	5,500	0	6,500	0		
Services - Bank Fees	1,000	1,000	1,000	1,000		
Postage	2,000	2,000	2,000	2,000		
Supplies	3,950	3,950	3,950	3,950		
Services - Software Support	32,500	20,000	20,000	20,000		
Prof. Devel and Travel	3,000	3,000	3,500	3,500		
Interest - Bond Antic. Notes	0	0	9,243	9,243		\$515k BAN due July 2019
	<b>341,450</b>	<b>330,950</b>	<b>348,466</b>	<b>349,973</b>	<b>4.0</b>	

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Function/Location RISK MANAGEMENT	Cert. FY17	Cert. FY18	Certified FY19	Preliminary FY20	Detail
<b>RETIREMENT/MEDICARE (5100)</b>					
Middlesex Retirement	425,887	423,928	425,000	446,008	Projected assessment
Medicare Tax	207,713	212,906	212,906	212,906	
	<b>633,600</b>	<b>636,834</b>	<b>637,906</b>	<b>658,914</b>	
<b>EMPLOYEE INSURANCE (5200)</b>					
Health Ins. - Employees	3,118,089	3,360,000	3,564,960	3,564,960	FY19 est. + 6.8% = \$3.5m
Health Ins. - Retirees	144,795	144,795	153,483	196,867	FY19 estimate 6.8%
Life Ins. - Employees	3,000	3,000	3,000	3,000	
Life Ins. - Retirees	50	50	50	50	
Workers Comp.	93,000	113,000	115,825	120,458	4% increase per MIIA
Unemp. Comp.	60,000	60,000	60,000	60,000	
Unemp. Admin.	1,500	1,500	1,500	1,500	
COBRA Admin.	1,000	1,000	1,000	1,000	
Flex. Spending Admin.	4,000	4,000	4,000	4,000	
	<b>3,425,434</b>	<b>3,687,345</b>	<b>3,903,818</b>	<b>3,951,835</b>	
<b>OTHER INSURANCE (5260)</b>					
Fidelity Bonds	1,000	1,000	1,000	1,000	Treasurer
Property	63,000	83,000	85,075	88,478	4% increase per MIIA
Equip./Umbrella	6,600	6,600	6,600	6,600	
School Board Liability	4,800	4,800	4,800	4,800	
General Liability	8,300	8,300	8,300	8,300	
OPEB Funding			10,000	10,000	
Deductible Reserve	1,000	1,000	1,000	1,000	
	<b>84,700</b>	<b>104,700</b>	<b>116,775</b>	<b>120,178</b>	
	<b>4,143,734</b>	<b>4,428,879</b>	<b>4,658,499</b>	<b>4,730,927</b>	



ASRSD FY20 House 1 Budget  
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Function/Location	Cert. FY17	Cert. FY18	Certified FY19	Preliminary FY20	FTEs
<b>TECHNOLOGY</b>					
<b>TECHNOLOGY (1450)</b>					
Salary - Director	87,720	90,352	92,159	94,463	1.0
Salary - Coord./Other	149,155	149,155	149,155	150,250	3.0
Salary - Webmaster	5,000	5,150	5,150	5,150	stip.
Services - Internet/Firewall	26,064	26,064	26,064	33,335	
Services - E mail Archive	3,000	3,000	3,000	0	
Services - Software Subscriptions	5,200	5,200	5,200	8,200	
Services - Master Library (Work orders)	4,000	4,000	4,000	4,000	
Services - Repair	7,000	7,000	7,000	0	
Services - Prof. Devel.	5,000	5,000	5,000	5,000	
Equip. - Hardware Purchase / Replacement	25,000	25,000	25,000	40,000	
Equip. - Network & WiFi	20,000	20,000	20,000	20,000	
Equip. - Data Backup	2,000	2,000	2,000	2,000	
	<b>339,139</b>	<b>341,921</b>	<b>343,728</b>	<b>362,397</b>	
<b>INSTRUCT. TECH. (2451)</b>					
Software	18,000	18,000	18,000	18,000	
Supplies	23,000	23,000	23,000	23,000	
	<b>41,000</b>	<b>41,000</b>	<b>41,000</b>	<b>41,000</b>	
<b>INSTRUCT. SOFTWARE (2455)</b>					
Software - Student Admin (Rediker)	30,000	30,000	30,000	30,540	
	<b>30,000</b>	<b>30,000</b>	<b>30,000</b>	<b>30,540</b>	
	<b>410,139</b>	<b>412,921</b>	<b>414,728</b>	<b>433,937</b>	<b>4.0</b>

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Function/Location FACILITIES	Cert. FY17	Cert. FY18	Certified FY19	Preliminary FY20	FTEs
<b>CUSTODIAL (4110)</b>					
Facilities Coord.	20,000	80,000	81,600	83,640	1.0
Admin. Asst. - Salary			20,000	20,000	0.5
Cust. - LAW	124,800	124,800	124,800	124,800	3.0
Cust. - PH	166,400	166,400	166,400	178,107	4.0
Cust. - MS	104,000	104,000	104,000	104,000	2.5
Cust. - HS	167,200	167,200	167,200	167,200	4.5
Cust. - Maint./Tech.	80,000	23,239	24,201	25,769	0.5
Cust. - Shift Diff.	9,152	9,152	9,152	9,152	
Cust. - OT	10,000	10,000	10,000	10,000	
Cust. - Vac./Sick Cov.	41,456	41,456	41,456	41,456	
Cust. - Summer	13,440	13,440	13,440	13,440	
Cust. - Clothing Reim.	5,500	5,500	5,500	5,500	
Supp./Travel - District	10,000	10,000	10,000	10,000	
Supplies - LAW	7,500	7,500	7,500	7,500	
Supplies - PH	10,000	10,000	10,000	10,000	
Supplies - MS	7,500	7,500	7,500	7,500	
Supplies - HS	10,000	10,000	10,000	10,000	
	<b>786,948</b>	<b>790,187</b>	<b>812,749</b>	<b>828,064</b>	
<b>HEAT (4120)</b>					
Oil - PH	61,500	61,500	66,610	70,607	
Oil - LAW	64,780	64,780	69,889	74,082	
Gas - MS	72,000	72,000	72,000	72,000	
Gas - HS	84,000	84,000	84,000	84,000	
	<b>282,280</b>	<b>282,280</b>	<b>292,499</b>	<b>300,689</b>	
<b>UTILITIES (4130)</b>					
Telephone - Services	40,540	40,540	40,540	40,540	
Telephone - Supplies	5,000	5,000	5,000	5,000	
Septic - LAW	3,000	3,000	3,000	3,000	
Water/Sewer - LAW	6,400	6,400	6,400	6,400	
Water/Sewer - MS	10,000	10,000	10,000	10,000	
Water/Sewer - PH	9,000	9,000	9,000	9,000	
Water/Sewer - HS	13,000	13,000	13,000	13,000	
Electricity - PH	78,500	76,000	76,000	76,000	
Electricity - LAW	48,100	53,200	53,200	53,200	
Electricity - MS	108,750	83,600	83,600	86,108	
Electricity - HS	208,650	167,200	167,200	167,200	
Gas - PH	6,000	6,000	6,000	6,000	
Gas - LAW	4,000	4,000	4,000	4,000	
	<b>540,940</b>	<b>476,940</b>	<b>476,940</b>	<b>479,448</b>	
<b>GROUNDS (4210)</b>					
Salary - Grounds	23,260	23,958	23,958	23,958	0.5
Services	1,500	1,500	1,500	1,500	
Supplies	10,000	10,000	16,000	16,000	
	<b>34,760</b>	<b>35,458</b>	<b>41,458</b>	<b>41,458</b>	
<b>MAINTENANCE (4220)</b>					
Service Contracts - Dist.	26,986	26,986	26,986	26,986	
Service Contracts LAW	1,000	6,000	9,000	20,000	
Service Contracts MS	13,000	20,000	20,000	20,000	
Service Contracts PH	12,000	20,000	20,000	20,000	
Service Contracts HS	65,000	60,000	60,000	60,000	
Supplies District	10,750	10,750	10,750	10,750	
Supplies LAW	1,000	1,000	1,000	1,000	
Supplies PH	1,000	2,000	2,000	2,000	
Supplies MS	1,000	1,000	1,000	1,000	
Supplies HS	10,000	12,000	12,000	12,000	
Repairs - Plumbing	10,000	17,500	17,500	17,500	
Repairs - Electrical	10,000	10,000	10,000	10,000	
Repairs - Boilers/HVAC	20,000	20,000	20,000	20,000	
Repairs - Elev./Lifts	5,000	15,000	15,000	15,000	
Repairs - Fire Protect.	10,000	10,000	10,000	10,000	
Repairs - Trash	21,000	21,000	21,000	21,000	
Repairs - Other	11,959	11,959	11,959	11,959	
	<b>234,695</b>	<b>265,195</b>	<b>268,195</b>	<b>279,195</b>	
	<b>1,879,623</b>	<b>1,850,060</b>	<b>1,891,841</b>	<b>1,928,854</b>	16.5

ASRSD FY20 House 1 Budget  
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Function/Location SPED	Cert. FY17	Cert. FY18	Certified FY19	Preliminary FY20	FTEs	Detail
<b>LEGAL (1430)</b>						
Legal - SPED	15,000	15,000	15,000	15,000		
	<b>15,000</b>	<b>15,000</b>	<b>15,000</b>	<b>15,000</b>		
<b>SPED DIRECTOR (2110)</b>						
Director & Coord. - Salary	113,150	113,150	113,150	115,979	1.0	
Secretary - Salary	68,432	68,432	71,040	78,394	2.0	
Secretary - Sub. Salary	0	0	500	500		
Services Medicaid	6,000	6,000	6,000	6,000		
Services Misc.	2,783	2,783	2,783	2,783		
Software - eStar	11,000	9,000	9,000	9,000		
Supplies	4,000	6,000	6,000	6,000		
Postage	2,320	4,320	4,320	4,320		
Dues, Registrations	3,225	3,225	3,225	3,225		
Travel	3,500	2,500	2,500	4,000		
	<b>214,410</b>	<b>215,410</b>	<b>218,518</b>	<b>230,201</b>		
<b>SPED TEACHERS (2310)</b>						
Summer Salary	35,000	30,000	30,000	30,000		
	<b>35,000</b>	<b>30,000</b>	<b>30,000</b>	<b>30,000</b>		
<b>TEAM LEADER (2315)</b>						
Salary - Team Chairs	134,260	139,746	144,823	148,518	2.0	
	<b>134,260</b>	<b>139,746</b>	<b>144,823</b>	<b>148,518</b>		
<b>MEDICAL/THERAPY(2320)</b>						
Teacher Salary	221,050	280,240	288,158	296,294	4.0	
Spec. Salary	56,475	56,475	44,475	63,634	1.4	
Services - ABA	16,500	16,500	16,500	20,000		Dept. Head request
Services - Home/Hosp. Tutoring	10,000	10,000	10,000	10,000		
Services - FLLAC	90,000	80,000	85,000	85,000		
Services - Vision	55,000	55,000	55,000	55,000		
Services - Hear./Billing./Ind. Evals.	7,200	7,200	7,200	7,200		
Services - Vocational	7,250	7,250	7,250	10,000		Dept. Head request
Supplies	11,033	11,033	11,033	11,033		
Equipment	7,025	7,025	7,025	7,025		
	<b>481,533</b>	<b>530,723</b>	<b>531,641</b>	<b>565,186</b>		
<b>PARA. (2330)</b>						
Salary - Summer	20,000	16,000	16,000	16,000		
	<b>20,000</b>	<b>16,000</b>	<b>16,000</b>	<b>16,000</b>		
<b>PROF. DEVEL. (2357)</b>						
Services	3,000	5,000	5,000	5,000		
	<b>3,000</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>		
<b>INSTR. SUPPLIES (2430)</b>						
Classroom Supplies - District	15,000	10,000	6,500	6,500		
	<b>15,000</b>	<b>10,000</b>	<b>6,500</b>	<b>6,500</b>		
<b>INSTRUCT. TECH. (2455)</b>						
Software - District	1,000	1,000	1,000	1,000		
Hardware - District	3,000	3,000	3,000	3,000		
	<b>4,000</b>	<b>4,000</b>	<b>4,000</b>	<b>4,000</b>		
<b>PSYCHOLOGICAL (2800)</b>						
Psych. Salary	150,600	150,600	158,719	158,719	2.0	
Services Testing	10,500	10,500	14,000	14,000		
Services - Referral / Prevention			4,000	12,000		Regional service rolled into budget
Supplies	11,000	5,000	5,000	5,000		
Travel	1,500	1,500	1,500	1,500		
	<b>173,600</b>	<b>167,600</b>	<b>183,219</b>	<b>191,219</b>		
<b>TUITION - PUBLIC (9100)</b>						
Tuition Public School	35,000	35,000	35,000	35,000		
	<b>35,000</b>	<b>35,000</b>	<b>35,000</b>	<b>35,000</b>		
<b>TUITION - OUT OF STATE (9200)</b>						
Tuition Out-of-State	1,000	1,000	1,000	1,000		
	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>		
<b>TUITION - PRIVATE (9300)</b>						
Tuition Private Day/Summer	843,550	932,716	932,716	932,716		
Tuition Private Residential	525,650	614,816	614,816	669,233		2.5% increase per OSD
	<b>1,369,200</b>	<b>1,547,532</b>	<b>1,547,532</b>	<b>1,601,949</b>		
<b>TUITION - COLLAB. (9400)</b>						
Collaborative Day/Summer	540,000	629,166	629,166	683,583		2.5% increase per OSD
	<b>540,000</b>	<b>629,166</b>	<b>629,166</b>	<b>683,583</b>		
	<b>3,041,003</b>	<b>3,346,177</b>	<b>3,367,399</b>	<b>3,533,156</b>	12.4	

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Function/Location	Cert. FY17	Cert. FY18	Certified FY19	Preliminary FY20	FTEs	Detail
<b>EARLY LEARNING</b>						
<b>PS/PK TEACHER (2310)</b>						
Salary PS/PK - Integ. (PH)	99,875	102,871	78,796	118,796	1.5	
Salary PS/PK - Sep. (LAW)	55,200	56,856	85,000	85,000	1.0	
	<b>155,075</b>	<b>159,727</b>	<b>163,796</b>	<b>203,796</b>		
<b>PARA. (2330)</b>						
Salary PS/PK (PH)	0	0	0	0		1.0 FTE - 262 Grant, 1.5 FTE - Rev.
	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>INSTR. SUPPLIES (2430)</b>						
Classroom Supplies	2,500	2,500	2,500	2,500		
	<b>2,500</b>	<b>2,500</b>	<b>2,500</b>	<b>2,500</b>		
	<b>157,575</b>	<b>162,227</b>	<b>166,296</b>	<b>206,296</b>	<b>2.5</b>	

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Function/Location Lura A. White	Cert. FY17	Cert. FY18	Certified FY19	Preliminary FY20	FTEs	Detail
<b>PRINCIPAL (2210)</b>						
Principal Salary	97,925	100,863	103,000	105,575	1.0	
Assist. Prin. Salary	86,550	86,550	87,200	89,000	1.0	
Admin. Assist. Salary	42,533	43,809	47,179	52,377	1.5	\$500 summer hours
Admin. Assist. - Substitute	0	0	500	500		
Starbase Transportation	3,000	5,000	5,000	5,000		
Supplies	1,071	1,300	1,300	1,300		
Postage	1,236	1,250	1,250	1,350		
Other	1,350	1,250	1,250	1,250		
	<b>233,665</b>	<b>240,022</b>	<b>246,679</b>	<b>256,352</b>		
<b>CURRICULUM LEADERS (2220)</b>						
Salary	10,611	12,376	12,376	12,376		8 stipends
	<b>10,611</b>	<b>12,376</b>	<b>12,376</b>	<b>12,376</b>		
<b>CLASSROOM TEACHER (2305)</b>						
Teacher Salary - K to 5	980,791	1,021,812	1,060,683	1,070,278	18.0	1.0 FTE School Choice
Teacher Salary - Unified Arts	201,475	212,594	215,047	224,958	3.7	
Tutor Salary	1,500	1,500	1,500	1,500		
	<b>1,183,766</b>	<b>1,235,906</b>	<b>1,277,230</b>	<b>1,296,737</b>		
<b>SPECIALIST TEACHER (2310)</b>						
Teacher Salary - Reading	133,600	146,844	149,831	153,048	1.0	
Teacher Salary - SPED	290,885	290,885	273,185	203,185	5.0	
	<b>424,485</b>	<b>437,729</b>	<b>423,016</b>	<b>356,233</b>		
<b>SPECIALIST TEACHER (2320)</b>						
Teacher Salary - Speech	75,450	77,714	79,890	81,967	1.0	
	<b>75,450</b>	<b>77,714</b>	<b>79,890</b>	<b>81,967</b>		
<b>SUBSTITUTES (2325)</b>						
Salary - Reg. Ed. Teach. - LAW	13,000	13,000	13,000	13,000		
Salary - Sp. Ed. Teach. - LAW	4,000	4,000	4,000	4,000		
	<b>17,000</b>	<b>17,000</b>	<b>17,000</b>	<b>17,000</b>		
<b>PARA. (2330)</b>						
Para. Salary - K	28,460	108,953	108,953	68,953	3.0	
Para. Salary - Lunch/Recess	10,770	11,093	11,743	12,274	0.4	
Para. Salary - SPED	0	0	0	0		8.8 FTE grant funded
Subs. - LAW	10,000	10,000	10,000	10,000		
Para. Salary - Services	18,000	18,000	18,000	36,000		2.0 Merrimack Intern
	<b>67,230</b>	<b>148,046</b>	<b>148,696</b>	<b>127,227</b>		
<b>LIBRARY (2340)</b>						
Para. - Salary	23,069	23,069	24,317	24,317	1.0	
Supplies	2,318	1,000	1,000	1,000		
	<b>25,387</b>	<b>24,069</b>	<b>25,317</b>	<b>25,317</b>		
<b>TEXTBOOKS (2410)</b>						
Textbooks	10,000	12,000	12,000	12,000		
	<b>10,000</b>	<b>12,000</b>	<b>12,000</b>	<b>12,000</b>		
<b>INSTRUCT. EQUIP (2420)</b>						
Furniture	2,000	5,000	5,000	5,000		
	<b>2,000</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>		
<b>INSTR. SUPPLIES (2430)</b>						
Gen. School Supplies	14,000	10,000	14,000	14,000		
Classroom Supplies	17,500	15,000	15,000	17,000		
Classroom Supplies - SPED	1,500	2,500	2,500	2,500		
Classroom Supplies - UA	3,500	4,000	4,000	4,000		
	<b>36,500</b>	<b>31,500</b>	<b>35,500</b>	<b>37,500</b>		
<b>INSTRUCT. SOFTWARE (2455)</b>						
Software	1,000	2,000	2,000	2,000		
	<b>1,000</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>		
<b>GUIDANCE (2710)</b>						
Guidance Salary	60,400	79,877	82,114	84,249	1.0	
Supplies	500	500	500	500		
	<b>60,900</b>	<b>80,377</b>	<b>82,614</b>	<b>84,749</b>		
<b>HEALTH (3200)</b>						
Nurse - Salary	63,884	65,801	66,335	67,396	1.0	
Salary - Subs.	0	0	0	0		
Services	0	0	0	0		
Supplies	3,000	3,000	3,000	3,000		
	<b>66,884</b>	<b>68,801</b>	<b>69,335</b>	<b>70,396</b>		
<b>STUDENT ACTIVITIES (3520)</b>						
Stipends - Salary	1,000	1,030	1,030	1,268		
Supplies	1,500	1,500	1,500	1,500		
	<b>2,500</b>	<b>2,530</b>	<b>2,530</b>	<b>2,768</b>		
	<b>2,217,378</b>	<b>2,395,070</b>	<b>2,439,183</b>	<b>2,387,622</b>	<b>38.5</b>	

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Function/Location Page Hilltop	Cert. FY17	Cert. FY18	Certified FY19	Preliminary FY20	FTEs	Detail
<b>PRINCIPAL (2210)</b>						
Principal Salary	102,990	106,080	108,201	110,906	1.0	
Assist. Prin. Salary	85,000	85,000	87,200	89,380	1.0	
Admin. Assist. Salary	69,818	69,818	69,818	77,567	2.0	\$500 summer hours
Admin. Assist. Sub. Salary			500	500		
Starbase Transportation	5,500	5,500	7,000	7,000		
Supplies	5,500	5,500	5,500	5,500		
Dues, Registrations	1,000	1,000	1,000	1,000		
	<b>269,808</b>	<b>272,898</b>	<b>279,219</b>	<b>291,853</b>		
<b>CURRICULUM LEADERS</b>						
Salary	10,611	12,376	12,376	12,376		8 stipends
	<b>10,611</b>	<b>12,376</b>	<b>12,376</b>	<b>12,376</b>		
<b>CLASSROOM TEACHER (2305)</b>						
Teacher Salary - K - 5	1,549,450	1,510,998	1,532,432	1,530,349	24.0	
Teacher Salary - UA	50,000	51,500	52,250	54,100	1.0	4.0 FTE in Choice
Tutor Salary	14,500	14,500	6,500	6,500		
	<b>1,613,950</b>	<b>1,576,998</b>	<b>1,591,182</b>	<b>1,590,949</b>		
<b>SPECIALIST TEACHER (2310)</b>						
Teacher Salary - SPED	461,768	411,768	403,768	397,768	6.0	
	<b>461,768</b>	<b>411,768</b>	<b>403,768</b>	<b>397,768</b>		
<b>SPEECH &amp; LANGUAGE (2320)</b>						
Teacher - Salary	106,200	109,386	134,386	134,386	2.0	
Spec. - Salary	50,159	25,000	0	0		
	<b>156,359</b>	<b>134,386</b>	<b>134,386</b>	<b>134,386</b>		
<b>SUBSTITUTES (2325)</b>						
Salary - Reg. Ed. Teach. - PH	18,000	18,000	18,000	18,000		
Salary - Sp. Ed. Teach. - PH	6,000	6,000	6,000	6,000		
	<b>24,000</b>	<b>24,000</b>	<b>24,000</b>	<b>24,000</b>		
<b>PARA. (2330)</b>						
Salary - K	70,670	79,350	92,688	92,688	4.0	
Salary - Reading	0	0	33,483	35,006	1.0	
Salary - Lunch/recess	0	0	8,000	8,000	0.4	
Salary - SPED	185,706	25,000	33,647	64,341	4.0	6.0 FTE grant funded
Subs. - PH	18,000	18,000	18,000	18,000		
Salary - Services	18,000	18,000	18,000	0	0.0	Merrimack Intern 2.0 FTE@LAW
	<b>292,376</b>	<b>140,350</b>	<b>203,818</b>	<b>218,035</b>		
<b>LIBRARY (2340)</b>						
Salary - Para	17,860	20,397	22,079	23,318	1.0	
Supplies	2,000	2,000	2,000	2,000		
	<b>19,860</b>	<b>22,397</b>	<b>24,079</b>	<b>25,318</b>		
<b>TEXTBOOKS (2410)</b>						
Textbooks/Materials	19,275	19,275	19,275	19,275		
	<b>19,275</b>	<b>19,275</b>	<b>19,275</b>	<b>19,275</b>		
<b>FURNITURE (2420)</b>						
Furniture	0	0	5,000	5,000		
	<b>0</b>	<b>0</b>	<b>5,000</b>	<b>5,000</b>		
<b>INSTR. SUPPLIES (2430)</b>						
Gen. School Supplies	25,000	25,000	25,000	25,000		
Classroom Supplies	15,500	15,500	16,500	16,500		
Classroom Supplies - SPED	1,500	1,500	1,500	1,500		
Classroom Supplies - UA	4,000	4,000	4,000	4,000		
	<b>46,000</b>	<b>46,000</b>	<b>47,000</b>	<b>47,000</b>		
<b>INSTRUCT. SOFTWARE (2455)</b>						
Software	1,000	1,000	1,000	1,000		
	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>		
<b>GUIDANCE (2710)</b>						
Guidance Salary	53,600	55,208	59,150	59,150	1.0	
Services	500	500	500	500		
Supplies	1,500	1,500	1,500	1,500		
	<b>55,600</b>	<b>57,208</b>	<b>61,150</b>	<b>61,150</b>		
<b>HEALTH (3200)</b>						
Nurse - Salary	64,759	66,702	67,903	68,989	1.0	
Sal. - Subs.	0	0	0	0		
Supplies	3,000	3,000	3,000	3,000		
	<b>67,759</b>	<b>69,702</b>	<b>70,903</b>	<b>71,989</b>		
<b>STUDENT ACTIVITIES (3520)</b>						
Services	500	500	500	500		
Supplies	1,000	1,000	1,000	1,000		
	<b>1,500</b>	<b>1,500</b>	<b>1,500</b>	<b>1,500</b>		
	<b>3,039,866</b>	<b>2,789,858</b>	<b>2,878,656</b>	<b>2,901,599</b>	<b>49.4</b>	

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Function/Location	Cert. FY17	Cert. FY18	Certified FY19	Preliminary FY20	FTEs	Detail
<b>Middle School</b>						
<b>PRINCIPAL (2210)</b>						
Principal Salary	97,420	98,365	100,332	102,841	1.0	
Assist. Principal Salary	84,700	87,241	88,986	91,210	1.0	
Admin. Assist. Salary	46,545	46,545	46,545	51,988	1.5	\$500 summer hours
Admin. Assist. Sub. Salary	500	500	500	500		
Postage	4,045	4,045	4,045	4,045		
Supplies	6,000	6,000	6,000	6,000		
Travel	1,000	1,000	1,500	1,500		
	<b>240,210</b>	<b>243,696</b>	<b>247,908</b>	<b>258,084</b>		
<b>CURRICULUM LEADERS</b>						
Salary	7,074	9,282	9,282	9,282		6 stipends
	<b>7,074</b>	<b>9,282</b>	<b>9,282</b>	<b>9,282</b>		
<b>CLASSROOM TEACHER (2305)</b>						
Teacher Salary	1,115,281	1,157,893	1,190,508	1,203,103	19.0	
Teacher Salary - UA	0	0	0	0		6.0 FTE School Choice
Tutor Salary	1,500	1,500	3,500	3,500		
	<b>1,116,781</b>	<b>1,159,393</b>	<b>1,194,008</b>	<b>1,206,603</b>		
<b>SPECIALIST TEACHER (2310)</b>						
Teacher Salary - SPED	474,200	488,426	488,426	418,426	7.0	
	<b>474,200</b>	<b>488,426</b>	<b>488,426</b>	<b>418,426</b>		
<b>SUBSTITUTES (2325)</b>						
Salary - Reg. Ed. Teach. - MS	18,000	18,000	18,000	18,000		
Salary - Sp. Ed. Teach. - MS	5,000	5,000	5,000	5,000		
	<b>23,000</b>	<b>23,000</b>	<b>23,000</b>	<b>23,000</b>		
<b>PARA. (2330)</b>						
Salary - Vision Specialist	31,870	33,483	24,560	24,560	1.0	
Salary - Lunch/Recess	4,308	4,437	4,437	4,437	0.3	
Salary - SPED	221,746	211,746	234,085	246,407	12.0	1 FTE grant funded
Subs. - MS	10,000	10,000	10,000	10,000		
Salary - Services	18,000	18,000	18,000	18,000	1.0	Merrimack Intern
	<b>285,924</b>	<b>277,666</b>	<b>291,082</b>	<b>303,404</b>		
<b>LIBRARY (2340)</b>						
Salary - Specialist	30,700	25,700	26,471	26,518	1.0	
Books	2,000	2,000	2,000	2,000		
Technology	1,500	1,500	1,500	1,500		
Supplies	3,318	3,318	3,318	3,318		
	<b>37,518</b>	<b>32,518</b>	<b>33,289</b>	<b>33,336</b>		
<b>PROF. DEVEL (2357)</b>						
Services	1,000	1,000	1,000	1,000		
	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>		
<b>TEXTBOOKS (2410)</b>						
Textbooks/Materials	11,500	11,000	11,000	11,000		
	<b>11,500</b>	<b>11,000</b>	<b>11,000</b>	<b>11,000</b>		
<b>INSTRUCT. EQUIP (2420)</b>						
Furniture	0	0	0	2,500		
	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,500</b>		
<b>INSTRUCT. SUPPLIES (2430)</b>						
Supplies General	12,240	12,240	12,240	12,240		
Supplies Classroom	9,150	9,150	9,150	9,150		
Supplies SPED	1,500	1,500	1,500	1,500		
Supplies UA	8,317	8,317	8,317	8,317		
	<b>31,207</b>	<b>31,207</b>	<b>31,207</b>	<b>31,207</b>		
<b>INSTRUCT. SOFTWARE (2455)</b>						
Software	1,300	1,300	1,300	1,300		
	<b>1,300</b>	<b>1,300</b>	<b>1,300</b>	<b>1,300</b>		
<b>GUIDANCE (2710)</b>						
Guidance Salary	127,850	127,850	135,429	135,429	2.0	Extra days (rolled into salary)
Other Salary	3,492	3,492	0	0		
Services - Naviance	2,700	0	0	0		
Supplies	1,000	3,700	3,700	3,700		
	<b>135,042</b>	<b>135,042</b>	<b>139,129</b>	<b>139,129</b>		
<b>HEALTH (3200)</b>						
Nurse Salary	52,696	54,277	55,254	56,138	1.0	
Supplies	2,500	3,000	3,000	3,000		
	<b>55,196</b>	<b>57,277</b>	<b>58,254</b>	<b>59,138</b>		
<b>ATHLETICS (3510)</b>						
Salary - Assist. Director	3,075	3,167	0	0		
Salary - Coaches	14,529	14,965	14,965	16,965		\$2k Volleyball coach
Supplies	2,000	2,000	2,000	2,400		
	<b>19,604</b>	<b>20,132</b>	<b>16,965</b>	<b>19,365</b>		plus \$10,000 MS revolving
<b>STUDENT ACTIVITIES (3520)</b>						
Stipends - Schedule C Salary	10,378	10,689	10,689	10,689		
Services	1,000	1,000	1,000	1,000		
	<b>11,378</b>	<b>11,689</b>	<b>11,689</b>	<b>11,689</b>		
<b>GRAND TOTAL</b>	<b>2,450,935</b>	<b>2,502,628</b>	<b>2,557,539</b>	<b>2,528,464</b>	<b>47.8</b>	

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Function/Location High School	Cert. FY17	Cert. FY18	Certified FY19	Preliminary FY20	FTEs	Detail
<b>PRINCIPAL (2210)</b>						
Principal Salary	118,225	121,772	121,772	121,772	1.0	
Assist. Principal Salary	84,700	84,700	84,700	84,904	1.0	
Secretary Salary	70,219	70,219	75,326	82,481	2.0	Summer hours rolled in+210 sub pay
Services	2,500	0	0	0		
Expenses	12,000	12,000	12,000	12,000		
Dues, Registrations	2,500	5,400	10,400	10,400		MSSAA, NEASC
Graduation	10,000	10,000	11,200	11,200		
	300,144	304,091	315,398	332,757		
<b>CURRICULUM LEADERS</b>						
Salary	15,625	6,235	6,235	6,235		5 stipends
	15,625	6,235	6,235	6,235		
<b>CLASSROOM TEACHER (2305)</b>						
Teacher Salary	1,134,250	1,168,278	1,168,278	1,185,424	22.0	2.0 FTE School Choice
Teacher Salary - UA	515,199	515,199	515,199	515,199	6.0	
Tutor Salary	7,000	7,210	7,210	7,210		
	1,656,449	1,690,687	1,690,687	1,707,833		
<b>SPECIALIST TEACHER (2310)</b>						
Teacher Salary - SPED	348,685	408,539	421,959	428,480	7.0	
	348,685	408,539	421,959	428,480		
<b>SUBSTITUTES (2325)</b>						
Salary - Reg. Ed. Teach. - HS	18,000	18,000	18,000	18,000		
Salary - Sp. Ed. Teach. - HS	3,000	3,000	3,000	3,000		
	21,000	21,000	21,000	21,000		
<b>PARA. (2330)</b>						
Para. Salary - SPED	145,390	145,390	152,846	132,846	6.0	1.0 FTE Grant Funded
Detention Monitor				4,500		
Subs. - HS	2,000	2,000	2,000	2,000		
	147,390	147,390	154,846	139,346		
<b>LIBRARY (2340)</b>						
Librarian Salary	77,550	79,877	82,114	84,249	1.0	
Services	2,000	2,000	2,000	2,000		
Supplies	5,000	5,000	5,000	5,000		
	84,550	86,877	89,114	91,249		
<b>TEXTBOOKS (2410)</b>						
Math	5,000	5,000	5,000	5,000		
Humanities/English	17,300	7,200	7,200	7,200		
Science	9,500	9,500	9,500	9,500		
Computer Ed.		1,600	1,600	1,600		
STEM	2,500	2,500	2,500	2,500		
World Language	5,000	5,000	5,000	5,000		
	39,300	30,800	30,800	30,800		
<b>INSTRUCT. EQUIP (2420)</b>						
Furniture	0	0	0	2,500		Dept. Head request
	0	0	0	2,500		
<b>INSTR. SUPPLIES (2430)</b>						
Math	4,900	4,900	4,900	4,900		
English	800	800	800	800		
STEM	6,000	6,000	6,000	6,000		
Science	7,000	7,000	7,000	7,000		
History / Social Studies	1,500	1,500	1,500	3,750		Dept. Head request
Visual Arts	11,500	10,000	10,000	12,500		Dept. Head request
Computer Ed.		2,600	2,600	2,600		
Band / Choir		1,000	1,000	5,000		Dept. Head request
PE / Wellness		5,000	5,000	5,000		
Panther Block				4,500		Dept. Head request
Advisory Block				2,000		Dept. Head request
Classroom - SPED	1,500	1,500	1,500	1,500		
	33,200	40,300	40,300	55,550		
<b>INSTRCT. SERVICES (2440)</b>						
Services - MWCC	4,000	4,000	4,000	32,000		EMT, Pysch, Early Childhood courses
Services - MASS Insight	5,000	5,000	5,000	5,000		
	9,000	9,000	9,000	37,000		
<b>INSTRUCT. SOFTWARE (2455)</b>						
Math	1,190	1,190	1,190	1,190		
Edgenuity - VHS	6,000	6,500	6,500	10,000		Dept. Head request
	7,190	7,690	7,690	11,190		
<b>GUIDANCE (2710)</b>						
Guidance Salary	148,900	153,480	161,646	177,077	2.0	Extra days - (rolled into salary)
Other Salary	3,872	3,872	0	0		
Secretary Salary	37,236	37,236	41,353	44,030	1.0	
Services - Naviance	4,500	4,500	4,500	4,500		
Supplies	2,510	2,510	2,510	2,510		
Travel	150	150	150	150		
Dues	25	25	25	25		
	197,193	204,773	210,184	228,292		
<b>HEALTH (3200)</b>						
Nurse - Salary	72,350	74,521	76,608	66,608	1.0	
Supplies	3,000	3,000	3,000	3,000		
	75,350	77,521	79,608	69,608		
<b>HS ATHLETICS (3510)</b>						
Salary - Athletic Director	8,304	62,500	63,750	87,500	1.0	employees
Salary - Coaches - Prof. Staff	37,361	38,482	38,482	73,482		
Salary - Coaches (contracted)	57,807	60,307	60,307	30,307		
Salary - Trainer	0	20,000	20,000	25,000	0.5	Part-time, increase to 25 hrs/Awk.
Supplies - Trainer				5,000		
Services - Officials	10,500	10,500	10,500	10,500		plus \$20,000 from HS revolving fund
Transportation	10,700	10,700	10,700	10,700		plus \$10,000 from HS revolving fund
Supplies	7,000	12,000	12,000	15,000		plus \$10,000 from HS revolving fund
Insurance	4,500	4,500	4,500	4,500		
Other	14,500	14,500	14,500	14,500		
	150,672	233,489	239,739	276,489		
<b>STUDENT ACTIVITIES (3520)</b>						
Stipends - Clubs, Extra-curricular	20,756	21,379	27,379	27,379		
EMT Course		0	10,000	2,000		move \$6k to MWCC line
Services	1,500	1,500	1,500	1,500		
Supplies	500	500	500	500		
	22,756	23,379	39,379	31,379		
	3,108,504	3,288,771	3,355,939	3,469,708	81.5	



ASRSD FY20 House 1 Budget  
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Function/Location TUITION OUT	Cert. FY17	Cert. FY18	Certified FY19	Preliminary FY20	Detail
<b>OTHER DISTRICTS (9100)</b>					
Tuition - Choice	741,094	720,623	738,691	738,691	FY19 Prelim.+SpEd increment
Tuition - Charter	1,027,835	954,181	1,014,282	986,313	FY20 House 1 Budget
	<b>1,768,929</b>	<b>1,674,804</b>	<b>1,752,973</b>	<b>1,725,004</b>	

ASRSD FY20 House 1 Budget  
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Function 3300 Transportation	Cert. FY17	Cert. FY18	Certified FY19	Preliminary FY20	
Reg. Trans. In District	671,220	684,644	778,794	816,325	FY19 Contract + Cf
Out of District (Homeless)	45,000	45,000	15,000	17,750	
SPED Transportation	722,592	750,000	825,000	850,000	3%
	<b>1,438,812</b>	<b>1,479,644</b>	<b>1,618,794</b>	<b>1,684,075</b>	

ASRSD FY20 House 1 Budget  
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Capital - Facil. Debt	Total	Ayer	Shirley	Allocation Per Agreement
Interest - HS Debt	1,392,019	952,315	439,704	Based on 50% Found. Enroll & 50% Resid. Enroll.
Stab. Fund - HS Debt	-13,640		-13,640	Appropriation From Shirley Stabilization Fund
<b>FY20</b>	<b>1,378,379</b>	<b>952,315</b>	<b>426,064</b>	
FY19	1,380,779	976,899	403,880	
FY18	1,381,979	984,707	397,271	
FY17	1,378,304	1,004,944	373,360	
FY16	1,380,054	1,011,879	368,175	

		Total	Ayer	Shirley		
HS Debt	July, 2019	Prin./Int.	1,392,019	815,002	577,016	HS debt - 58.5% Ayer 41.5% Shirley
	Ayer	MS Debt	0	137,312	(137,312)	Ayer's 54.6% Share of Shirley MS Debt of \$251,590
	Shirley	Stab. Fund	(13,640)		(13,640)	Shirley's application of Stab. Fund against debt (to be BOS approved)
MS & HS Debt Subtotal			<b>1,378,379</b>	<b>952,315</b>	<b>426,064</b>	

FOUNDATION AND RESIDENT ENROLLMENT BLEND

FOUNDATION AND RESIDENT ENROLLMENT BLEND

		FY19 Found./Resid. Enroll. Blend	Ayer	Shirley
HIGH SCHOOL	Foundation Enrollment		56.6%	43.4%
	Resident Enrollment		60.5%	39.5%
	<b>50% Blend</b>		<b>58.5%</b>	<b>41.5%</b>

		FY19 Found./Resid. Enroll. Blend	Ayer	Shirley
MIDDLE SCHOOL	Foundation Enrollment		56.6%	43.4%
	Resident Enrollment		52.6%	47.4%
	<b>50% Blend</b>		<b>54.6%</b>	<b>45.4%</b>

FOUNDATION AND RESIDENT ENROLLMENT DATA

FOUNDATION AND RESIDENT ENROLLMENT DATA

REGION	Found. Enro	10/01/14	10/01/15	10/01/16	10/01/17	10/01/18	Share
ALL SCH.	Ayer	1015	1000	999	951	980	58.5%
	Shirley	724	758	772	783	757	41.5%
	<b>ASRSD</b>	<b>1739</b>	<b>1758</b>	<b>1771</b>	<b>1734</b>	<b>1737</b>	<b>100.0%</b>
	Ayer	58.4%	56.9%	56.4%	54.8%	56.4%	
	Shirley	41.6%	43.1%	43.6%	45.2%	43.6%	

HIGH SCHOOL	Resid. Enrol	FY15	FY16	FY17	FY18	FY19	Share
HIGH SCHOOL	Ayer	193	212	228	213	196	60.5%
	Shirley	111	108	139	156	166	39.5%
	<b>ASRSD</b>	<b>304</b>	<b>320</b>	<b>367</b>	<b>369</b>	<b>362</b>	<b>100.0%</b>
	Ayer	63.5%	66.3%	62.1%	57.7%	54.1%	
	Shirley	36.5%	33.8%	37.9%	42.3%	45.9%	

MIDDLE SCHOOL	Resid. Enrol	FY15	FY16	FY17	FY18	FY19	Share
MIDDLE SCHOOL	Ayer	205	202	179	199	207	52.6%
	Shirley	179	184	170	177	185	47.4%
	<b>ASRSD</b>	<b>384</b>	<b>386</b>	<b>349</b>	<b>376</b>	<b>392</b>	<b>100.0%</b>
	Ayer	53.4%	52.3%	51.3%	52.9%	52.8%	
	Shirley	46.6%	47.7%	48.7%	47.1%	47.2%	

ASRSD FY20 House 1 Budget  
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Source/Function REVOLVING FUNDS	Cert. FY17	Cert. FY18	Certified FY19	Certified FY20	FTEs
<b>CIRC. BREAKER</b>					
Collab. Tuition (9300)	780,000	780,000	880,000	720,000	
	<b>780,000</b>	<b>780,000</b>	<b>880,000</b>	<b>720,000</b>	
<b>SCHOOL CHOICE</b>					
LAW Teacher Salary (2305)	153,829	134,212	134,212	134,212	2.0
PH Teacher Salary (2305)	204,150	199,408	199,408	199,408	4.0
MS Teacher Salary (2305)	435,442	443,956	443,956	443,956	6.0
Student Services	0	59,380	50,000	50,000	0.5
	<b>793,421</b>	<b>836,956</b>	<b>827,576</b>	<b>827,576</b>	
<b>ACP/EXT. DAY</b>					
PH/LAW Heat (4120)	17,000	17,000	17,000	17,000	
PH/LAW Electric (4130)	28,000	28,000	28,000	28,000	
Retirement (5100)	15,720	15,720	15,720	15,720	
Health Insurance - ACP	54,168	54,168	54,168	54,168	
	<b>114,888</b>	<b>114,888</b>	<b>114,888</b>	<b>114,888</b>	
<b>EARLY LEARN. CTR.</b>					
Teacher Salary (2305)	73,450	73,450	73,450	73,450	1.0
Spec. PS/PK Salary (2330)	30,824	30,824	30,824	30,824	1.5
	<b>104,274</b>	<b>104,274</b>	<b>104,274</b>	<b>104,274</b>	
<b>RENT</b>					
Heat PH (4120)	41,500	41,500	41,500	41,500	
Heat LAW (4120)	7,500	7,500	7,500	7,500	
	<b>49,000</b>	<b>49,000</b>	<b>49,000</b>	<b>49,000</b>	
<b>MS ATHLETICS</b>					
Salary & Services (3510)	10,000	10,000	10,000	10,000	
	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	
<b>HS ATHLETICS</b>					
Services (3510)	20,000	20,000	20,000	20,000	
Supplies (3510)	10,000	10,000	10,000	10,000	
Travel (3510)	10,000	10,000	10,000	10,000	
	<b>40,000</b>	<b>40,000</b>	<b>40,000</b>	<b>40,000</b>	
<b>RETIREMENT BENEFITS</b>					
OPEB Contribution (5200)	0	0	20,000	20,000	
	<b>0</b>	<b>0</b>	<b>20,000</b>	<b>20,000</b>	
<b>Total</b>	<b>1,891,583</b>	<b>1,935,118</b>	<b>2,045,738</b>	<b>1,885,738</b>	<b>15.0</b>
<b>RESERVED FUNDS</b>					
<b>CAPITAL STABILIZATION FUND</b>					
Maintenance of Bldgs. (4220)	200,000	200,000	367,000	367,000	
	<b>200,000</b>	<b>200,000</b>	<b>367,000</b>	<b>367,000</b>	
<b>SPECIAL ED. RESERVE FUND</b>					
Tuition - Private (9300)	0	200,000	300,000	300,000	
	<b>0</b>	<b>200,000</b>	<b>300,000</b>	<b>300,000</b>	
<b>Total</b>	<b>200,000</b>	<b>400,000</b>	<b>667,000</b>	<b>667,000</b>	<b>0.0</b>

ASRSD FY20 House 1 Budget  
1-31-19

#	FEDERAL GRANTS	Sal. Admin.	Sal. Teacher	Sal. Stipend	Sal. Para	Exp. Services	Exp. Supplies	Exp. Other	Exp. MTRS/Ben.	Prelim. FY20	FTEs	Certified FY19	Cert. FY18	Cert. FY17
140	Teacher Quality			46,755		9,000	7,236	5,000	1,184	81,443	0.0	81,443	69,175	69,175
180	Title III English Lang. Acq.									27,856	0.0	27,856	27,595	
240	Spec. Educ.				340,553	115,241				474,639	16.0	474,639	455,794	455,794
309	Title IV									30,414		30,414		
305	Title One		153,692	4,557	34,100	29,000	8,821	4,000	44,242	490,784	3.6	490,784	278,412	278,412
										<b>1,105,136</b>	<b>19.6</b>	<b>1,105,136</b>	<b>849,922</b>	<b>822,327</b>
#	STATE GRANTS	Sal. Admin.	Sal. Teacher	Sal. Stipend	Sal. Para/Adm.	Exp. Services	Exp. Supplies	Exp. Equ.Trav.	Exp. Other	Prelim. FY20	FTEs	Cert. FY19	Cert. FY18	Cert. FY17
237	MA Family Network	44,268			43,892	4,300	9,040	1,900	2,500	105,900	2.2	105,900	105,900	105,900
262	Early Childhood				23,982					24,161	0.8	24,161	23,982	23,982
										<b>130,061</b>	<b>3.0</b>	<b>130,061</b>	<b>136,082</b>	<b>276,662</b>
<b>Total</b>										<b>1,235,197</b>	<b>22.6</b>	<b>1,235,197</b>	<b>986,004</b>	<b>1,098,989</b>

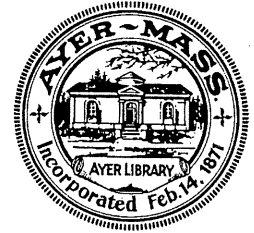
ASRSD FY20 House 1 Budget  
1-31-19

Found. Enrollment Detail	FY16	FY17	FY18	FY19	FY20		
Ayer Total							
Ayer Vocational*							
Ayer - ASRSD	1015	1000	999	951	980		
Shirley Total							
Shirley Vocational*							
Shirley - ASRSD	724	758	772	783	757		
Ayer + Shirley - ASRSD	1739	1758	1771	1734	1737	5 Yr. Avg.	1748
<b>Summary</b>	<b>FY16</b>	<b>FY17</b>	<b>FY18</b>	<b>FY19</b>	<b>FY20</b>		
Ayer - ASRSD	1015	1000	999	951	980	989	56.59%
Shirley - ASRSD	724	758	772	783	757	759	43.41%
Ayer - %	58.4%	56.9%	56.4%	54.8%	56.4%	56.59%	
Shirley - %	41.6%	43.1%	43.6%	45.2%	43.6%	43.41%	
	Oct. 1 2014	Oct. 1 2015	Oct. 1 2016	Oct. 1 2017	Oct. 1 2018	FY16 thru FY20	

# Town of Ayer

## Department of Planning & Development

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



### MEMORANDUM

TO: Ayer Board of Selectmen

CC: Robert Pontbriand, Town Manager

FROM: Alan S. Manoian AICP, Director (AOCED)  
Alicia Hersey, Program Manager

DATE: January 31, 2019

RE: BOS Approval of FY19 CDBG Grant Application

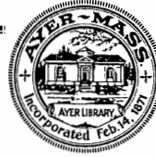
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This letter serves as an official request by the Ayer Office of Community & Economic Development (AOCED) for the Ayer Board of Selectmen to approve and authorize the (AOCED) to proceed with preparing and submitting the FY 2019 DHCD CDBG grant application for the "Ayer Historic Fire Station/ TOD Affordable Housing" development project. In addition, our office is requesting a formal "Letter of Support" for the proposed project from the Ayer Board of Selectmen, and to be signed by all three members of said Board.

**Request the Board of Selectmen vote to approve and authorize the submission of the FY 2019 CDBG grant application. Request the BOS approve and sign a Letter of Support for the FY19 CDF Grant.**

## DEPARTMENT OF PUBLIC WORKS

Mark L. Wetzel, P.E., Superintendent  
Daniel Van Schalkwyk, P.E., Town Engineer



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

### MEMORANDUM

Date: January 31, 2019  
To: Board of Selectmen  
From: Dan Van Schalkwyk, P.E. Town Engineer  
Subject: **February 5, 2019 Meeting Agenda Items**

1. **Award of Highway Storage Garage Bid** – General bids for the Highway Storage Garage were received at the DPW on January 25<sup>th</sup>. We received 7 bids ranging from \$746,600.00 to \$964,000.00. The low bidder is Nadeau Corporation from South Attleboro, MA. We have reviewed Nadeau Corporation's required submittals (paperwork, references, etc.) and recommend awarding the contract to Nadeau Corp.

Requested Motion – Vote to execute the Notice of Award to Nadeau Corporation for the DPW Highway Garage (for signature by the Chair).

2. **Update Traffic Regulations with List of Existing One-Way Streets** – The Town of Ayer Traffic Regulations do not include a list of the one-way streets currently present in Town. However, Article VII of the Traffic Regulations includes a placeholder for the list of one-way streets. I recommend that the Board vote to revise the Traffic Regulations to include the list of existing one-way streets as included in the packet.

Requested Motion – Vote to amend the Traffic Regulations of the Town of Ayer, adopted on May 23, 1939 and effective on July 10, 1939, by adding to Article VII, One-Way Streets, the list of existing one-way streets included in the packet.

3. **Adoption of Prospect Street (westbound from School Street to Elm Street) as a One-Way Street** – Prospect Street will be reconstructed this year as part of the Community Development Block Grant (CDBG). Currently, the block of Prospect Street between School and Elm Streets is designated for two-way travel. However, based on review of the design alternatives and existing conditions, the functionality of this segment will likely improve if it is designated a one-way in the westbound direction (i.e. from School Street to Elm Street). Additionally, the proposed change to a one-way has support from the local community, court house, and Town departments that have been involved.

Requested Motion – Vote to amend the Traffic Regulations of the Town of Ayer, adopted on May 23, 1939 and effective on July 10, 1939, by adding Prospect Street – Westbound from School Street to Elm Street to the list of one-way streets in Article VII, One-Way Streets.

4. **Municipal Vulnerability Preparedness Grant Letter of Support** – The DPW is applying for a grant from the Executive Office of Energy and Environmental Affairs to prepare a plan to for addressing climate change resiliency and implementing priority projects. The state awards communities with funding to complete vulnerability assessments and develop action-oriented resiliency plans. Communities who complete the MVP



02/05/2019 BOS Meeting Memo  
Ayer DPW

program become certified as an MVP community and are eligible for MVP Action grant funding and other opportunities. Funding amounts for each municipality are based on scope, need and community demographics and range from \$15,000-\$100,000. Attached is a letter of support for signature by the Board and is required for the grant application.

**SECTION 00810  
NOTICE OF AWARD**

Dated 02/05/2019

Project: DPW Highway Garage	Owner: Town of Ayer	Owner's Contract No.: 18DPW01
Contract: DPW Highway Garage		Engineer's Project No.:
Bidder: Nadeau Corporation		
Bidder's Address: (send Certified Mail, Return Receipt Requested)		

727 Washington Street

South Attleboro, MA, 02703-6948

You are notified that your Bid dated 01/25/2019 for the above Contract has been considered. You are the Successful Bidder and are awarded a Contract for the Proposed Contract Price. The Proposed Contract Price includes the Work of Item 1 and 2 as indicated in the bid. Deduct Alternates 1 through 4 are not accepted, therefore, these items are not removed from the Work.

\_\_\_\_\_ (Indicate total Work, alternates or sections or Work awarded.)

The Contract Price of your Contract is

\$746,600.00 Dollars (Seven Hundred Forty Six Thousand Six Hundred dollars and Zero cents).

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

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

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

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

1. Deliver to the Owner (Town of Ayer) three (3) fully executed counterparts of the Owner/Contractor Agreement and Form for Corporate Vote as specified in Article 9.2 of the Instructions to Bidders.
2. Deliver to the Owner (Town of Ayer) three (3) originals of the Contract security [Bonds] as specified in Article 9.4.1 and 9.4.2 of the Instructions to Bidders.
3. Other conditions precedent:

Additional forms required for Contract Approval are listed in Article 9 of the Instructions to Bidders. Please provide three (3) originals of each required form listed in Article 9.

\_\_\_\_\_  
\_\_\_\_\_

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

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

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

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

\_\_\_\_\_  
Chair, Town of Ayer Board of Selectmen  
Title

February 5, 2019  
Board of Selectmen Meeting Packet  
Dan Van Schalkwyk, P.E., Town Engineer

## **Agenda Item 2 - List of Existing One-Way Streets**

Cambridge Street – Westbound from Columbia Street to Washington Street  
Church Street – Southbound from East Main Street to Grove Street  
Lawton Street – Northbound from Cambridge Street to Groton Street  
Maple Street – Southbound from East Main Street to Fletcher Street  
Nashua Street – Southbound from Highland Avenue to Williams Street  
Newton Street – Eastbound from Washington Street to Columbia Street  
Oak Street – Northbound from Grove Street to East Main Street  
Old Sandy Pond Road – Westbound from Snake Hill Road to Sandy Pond Road  
Pleasant Street – Southbound from Groton Street to Main Street  
Washington Court – Westbound from Washington Street to Pleasant Street  
West Street – Northbound from Main Street to Cambridge Street

## **Agenda Item 3 - Proposed One-Way Street**

Prospect Street – Westbound from School Street to Elm Street

**Office of the Board of Selectmen  
Office of the Town Manager**

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Town of Ayer| Ayer Town Hall| 1 Main Street| Ayer, MA 01432|978-772-8220| [www.ayer.ma.us](http://www.ayer.ma.us)

February 5, 2019

Mr. Matthew A. Beaton, Secretary  
Executive Office of Energy and Environmental Affairs  
100 Cambridge St  
Boston, MA 02114

**Re: RFR ENV 19 MVP 01: Municipal Vulnerability Preparedness Grant, Ayer, MA**

We are pleased to write this letter of support in regards to the Town's request for grant funding towards the Municipal Vulnerability Preparedness Grant for FY19.

The Ayer Board of Selectmen fully support the need to plan and prepare for the impacts of climate change on our community. Ayer will commit sufficient staff time, including participation of the Fire Chief / Emergency Management Director, Superintendent of Public Works, Town Manger and Town Planner, to assure the successful completion and implementation of this project.

The Board of Selectmen and other Town officials will participate in the workshop process and support Town efforts to implement the recommendations of the planning grant, including developing policies, applying for MVP Action Grants and funding other related activities.

The Town of Ayer looks forward to becoming a Municipal Vulnerability Preparedness Community.

Sincerely,

\_\_\_\_\_  
Jannice L. Livingston, Chair

\_\_\_\_\_  
Christopher R. Hillman, Vice Chair

\_\_\_\_\_  
Scott A. Houde, Clerk

**Office of the Board of Selectmen  
Office of the Town Manager**



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

**MEMORANDUM**

**DATE:** February 1, 2019

**TO:** Ayer Board of Selectmen

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

**SUBJECT: Town Manager's Report for the February 5, 2019 Board of Selectmen's Meeting**

Dear Honorable Selectmen,

I am pleased to transmit to you the following Town Manager's Report for the February 5, 2019 Board of Selectmen's meeting. If you have any questions prior to the meeting, please do not hesitate to contact me directly. Thank you.

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

- At the meeting, I will provide the BOS with a brief Administrative Update of the various activities, initiatives, and projects of the Administration since the BOS last met on January 15, 2019.
- Review of Warrant(s):
- I have reviewed, approved, and signed the following Town warrants since the BOS last met on January 15, 2019
- Payroll Warrant #19-14 in the amount of \$330,482.21 was reviewed, approved and signed on January 15, 2019
- Accounts Payable Warrant #19-14 in the amount of \$1,175,888.45 was reviewed, approved and signed on January 22, 2019
- Payroll Warrant #19-15 in the amount of \$347,322.05 was reviewed, approved and signed on January 29, 2019

**Appointments - Council on Aging (2):**

- I am respectfully recommending that the BOS vote to appoint the following individuals to the Ayer Council on Aging Executive Board:
- Ms. Kathryn Pfaltzgraff of Ayer to the Council on Aging Executive Board (See attached letter)
- Ms. Janine Nichipor of Ayer to the Council on Aging Executive Board (See attached letter)

**FY 2020 Budget Update:**

- At the meeting, I will provide the BOS with an update on the FY 2020 Budget.

**Rail Trail Lot Eminent Domain Takings:**

- I am respectfully requesting that the BOS vote to approve the attached Order of Taking for the three parcels of land along the Ayer Rail Trail as authorized by Town Meeting under Article 30 of the 2018 Annual Town Meeting.
- As the BOS will recall and as presented to the 2018 Annual Town Meeting under Article 30, when the Commonwealth of Massachusetts originally took possession of the Rail Trail Lot they took portions of three private parcels off of Pearl Street for which they did not have clear title. Chapter 228 of the Acts of 2006 did not authorize the acquisition of these three parcels off of Pearl Street from the private property owners as the Commonwealth never had clear title. The 2018 Annual Town Meeting under Article 30 authorized the Board of Selectmen to proceed with resolving this issue with the private property owners of these three parcels.
- The matter will be resolved by the attached Order of Taking. Exhibit C of the Order of Taking indicates the damages awarded to each parcel owner as the result of the taking(s). (See Attached)

**Adopt a Street Program Discussion:**

- At the request of the BOS, I would like to further discuss the potential Adopt a Street Program with the BOS. Attached is a copy of the previous research done by the Director of Community & Economic Development Director about the program. Additionally, I have discussed with the Director of Community & Economic Development and the DPW Superintendent about working with the businesses to make Westford Road the first pilot street for this program with an anticipated implementation of the Spring/Early Summer of 2019.
- I look forward to further discussing with the BOS at the meeting. (See Attached)

Thank you.

Attachment(s): Letters of Recommendation for the COA Executive Board (2)  
Rail Trail Lot Eminent Domain Order of Taking  
Adopt a Street Program Research from the Dir. of Community & Economic Development

Ayer Council on Aging  
18 Pond Street  
Ayer, MA 01432  
978-772-8260

January 15, 2019

Dear Mr. Pontbriand,

It is with it is with great pleasure that I write to let you know that Kathryn Pfaltzgraff has expressed interest in becoming a COA Executive Board member.

She has been a bright addition to my volunteer component here at The Center. Her energy and spirit are exactly what is needed in an environment like our COA. Kathryn is new to our Ayer Community and fits in like a glove. Her CORI is on file with Kevin Johnston and current.

I would be so pleased to have her as a member of my E-Board. I feel with all of the upcoming changes and growth in our COA Kathryn would be a valuable addition.

I would request that she be appointed to my E-Board so she can come on board for our next meeting which is set for February 13, 2019.

As we move forward we will continue to offer quality in all we do for the 60+ population working as the TEAM we always are.

I am so excited for a very bright new year!!!

Respectfully written,

Karin Dynice-Swanfeldt  
Executive Director Ayer COA

Ayer Council on Aging  
18 Pond Street  
Ayer, MA 01432  
978-772-8260

January 18, 2019

Dear Mr. Pontbriand,

It is with great excitement that I write this letter to you with another interested person to fill my last open seat on my COA Executive Board member. Her name is Janine Nichipor, she and her husband own a new home here in our community.

She has been a new addition to my lunch program for over a year now and brings a bright, happy personality with her. Her energy and spirit are exactly what is needed in an environment like our COA.

I would be so pleased to have her as a member of my E-Board. I feel with all of the upcoming changes and growth in our COA Janine would be a valuable addition.

I would request that she be appointed to my E-Board so she can come on board for our next meeting which is set for February 13, 2019.

As we move forward we will continue to offer quality in all we do for the 60+ population working as the TEAM we always are.

I am so excited for a very bright new year!!!

Respectfully written,

Karin Dynice-Swanfeldt  
Executive Director Ayer COA



COMMONWEALTH OF MASSACHUSETTS

MIDDLESEX, SS.

TOWN OF AYER

ORDER OF TAKING

At a regularly convened meeting of the Ayer Board of Selectmen, held on the 5th day of February, 2019, it was voted and ordered as follows:

The Board of Selectmen, duly elected, qualified, and acting as such, on behalf of the Town of Ayer (the "Town"), pursuant to the authority granted pursuant to the vote taken under Article 30 of the 2018 Annual Town Meeting, Chapter 228 of the Special Acts of 2006, the provisions of Chapter 79 of the Massachusetts General Laws, and any and every other power and authority hereunto enabling it in any way, hereby takes, for the purpose of construction and maintenance of a public parking facility at the trailhead of the Nashua River Rail Trail, the fee interest in three (3) certain parcels of land, and any and all improvements thereon, located at Pearl Street, Ayer, Middlesex County, Commonwealth of Massachusetts, owned by those persons named at Exhibit A hereto, as shown on a plan entitled "Plan of Land in the Town of Ayer South Middlesex Registry Owned by the Commonwealth of Massachusetts and Others Prepared for the Division of Capital Asset Management & Maintenance on Behalf of the Department of Conservation and Recreation," dated October 31, 2017, prepared by Northeast Survey Consultants, recorded with the Middlesex South District Registry of Deeds as Plan 63 of 2018 (the "Plan"), said parcels described at Exhibit B hereto (the "Premises").

The purpose of this Order of Taking is to establish and confirm the ownership of the Town of Ayer in the Premises, which ownership shall be subject to the reservations, covenants and obligations as contained in a Release Deed from the Commonwealth of Massachusetts, acting by and through its Division of Capital Asset Management and Maintenance to the Town of Ayer, dated January 29, 2018, recorded with the Middlesex South District Registry of Deeds in Book 70578, Page 306.

Any and all trees and structures located upon the Premises are included in this taking. Notwithstanding the foregoing, there is excepted from this Order of Taking all easements for public utilities serving the Premises.

The parcels of land are owned or supposed to be owned and/or formerly owned by the parties listed in Exhibit A, which parties are hereinafter collectively referred to as Owners. If in any instance the name of any Owner is not correctly stated, the names of the supposed Owners being given as of this Order of Taking, it is understood that in such instance the land referred to is owned by an Owner or Owners unknown to us.

The amount awarded as damages to the Owners in accordance with the provisions of G.L. c.79, §6, as amended, and to any other person or corporation having an interest therein, is set

forth on Exhibit C, incorporated herein, but which shall not be recorded with the Middlesex South Registry of Deeds.

Betterments are not to be assessed under this taking.

[Signature Page Follows]

IN WITNESS WHEREOF, we, the duly elected and authorized members of the Ayer Board of Selectmen, have hereunto set our hands and seals on this 5th day of February, 2019.

TOWN OF AYER,  
By its Board of Selectmen

\_\_\_\_\_  
Jannice L. Livingston, Chair

\_\_\_\_\_  
Christopher R. Hillman, Vice Chair

\_\_\_\_\_  
Scott A. Houde, Clerk

COMMONWEALTH OF MASSACHUSETTS

Middlesex, ss.

On this 5th day of February, 2019, before me, the undersigned Notary Public, personally appeared \_\_\_\_\_, member of the Ayer Board of Selectmen, as aforesaid, who proved to me through satisfactory evidence of identification, which was \_\_\_\_\_, to be the person whose name is signed on the preceding or attached document, and acknowledged to me that he/she signed it voluntarily for its stated purpose on behalf of the Town of Ayer.

\_\_\_\_\_  
Notary Public  
My Commission Expires:

Exhibit A

Owners

Owner: Ivan Miranda and Danielle R. Calvert

Property Address: 2 Pearl Street, Ayer, MA 01432

Mailing Address: 2 Pearl Street, Ayer, MA 01432

Interest Taken: Parcel D as shown on the Plan (1,763 Square Feet)

Deed Reference: Middlesex South Registry of Deeds, Book 48702, Page 186

Owner: Lewis Frampton

Property Address: 4 Pearl Street, Ayer, MA 01432

Mailing Address: 4 Pearl Street, Ayer, MA 01432

Interest Taken: Parcel C as shown on the Plan (2,021 Square Feet)

Deed Reference: Middlesex South Registry of Deeds, Book 70635, Page 198

Owner: Pro Realty Ayer, LLC

Property Address: 8-10 Pearl Street, Ayer, MA 01432

Mailing Address: 17 Paulornette Circle, Andover, MA 01810

Interest Taken: Parcel B as shown on the Plan (1,483 Square Feet)

Deed Reference: Middlesex South Registry of Deeds, Book 64048, Page 595

Exhibit B

Parcel I

A parcel of land located off Pearl Street in Ayer, Middlesex County, Massachusetts, shown as "Parcel B" on the Plan, containing 1,483 square feet, more or less, bounded and described as follows:

Beginning at a point, being the northeasterly point of the described parcel; thence

South  $87^{\circ}49'51''$  West, a distance of 5.88 feet, more or less, along the southerly boundary of land now or formerly of Daniel L. McNiff, Trustee of J&A Realty Trust, to a point, at the northwest corner of the premises; thence

Southerly, on a curve to the left, having a radius of 1513.20 feet, a distance of 107.35 feet, more or less, to a point, at the southwest corner of the premises; thence

South  $88^{\circ}49'00''$  East, a distance of 20.65 feet, more or less, to a point, at the southeast corner of the premises; thence

North  $00^{\circ}00'07''$  East, a distance of 106.96 feet, more or less, to a point at the place of beginning.

Parcel II

A parcel of land located off Pearl Street in Ayer, Middlesex County, Massachusetts, shown as "Parcel C" on the Plan, containing 2,021 square feet, more or less, bounded and described as follows:

Beginning at a point, being the northeasterly point of the described parcel; thence

North  $88^{\circ}49'00''$  West, a distance of 20.65 feet, more or less, to a point, at the northwest corner of the premises; thence

Southerly, on a curve to the left, having a radius of 1513.20 feet, a distance of 80.12 feet, more or less, to a point, at the southwest corner of the premises; thence

South  $73^{\circ}42'15''$  East, a distance of 27.86 feet, more or less, to a point, at the southeast corner of the premises; thence

North  $00^{\circ}00'07''$  East, a distance of 87.27 feet, more or less, to a point at the place of beginning.

Parcel III

A parcel of land located off Pearl Street in Ayer, Middlesex County, Massachusetts, shown as "Parcel D" on the Plan, containing 1,763 square feet, more or less, bounded and described as follows:

Beginning at a point, being the northeasterly point of the described parcel; thence

North  $73^{\circ}42'15''$  West, a distance of 27.86 feet, more or less, to a point, at the northwest corner of the premises; thence

Southerly, on a curve to the left, having a radius of 1513.20 feet, a distance of 62.67 feet, more or less, to a point, at the southwest corner of the premises; thence

South  $73^{\circ}21'56''$  East, a distance of 29.81 feet, more or less, to a point, at the southeast corner of the premises; thence

North  $00^{\circ}00'07''$  East, a distance of 63.35 feet, more or less, to a point at the place of beginning.

**NOT TO BE RECORDED WITH THE REGISTRY OF DEEDS**

Exhibit C

Owner: Ivan Miranda and Danielle R. Calvert  
Property Address: 2 Pearl Street, Ayer, MA 01432  
Mailing Address: 2 Pearl Street, Ayer, MA 01432  
Interest Taken: Parcel D as shown on the Plan (1,763 Square Feet)  
Deed Reference: Middlesex South Registry of Deeds, Book 48702, Page 186  
Damages Awarded: \$9,700.00

Owner: Lewis Frampton  
Property Address: 4 Pearl Street, Ayer, MA 01432  
Mailing Address: 4 Pearl Street, Ayer, MA 01432  
Interest Taken: Parcel C as shown on the Plan (2,021 Square Feet)  
Deed Reference: Middlesex South Registry of Deeds, Book 70635, Page 198  
Damages Awarded: \$12,600.00

Owner: Pro Realty Ayer, LLC  
Property Address: 8-10 Pearl Street, Ayer, MA 01432  
Mailing Address: 17 Paulornette Circle, Andover, MA 01810  
Interest Taken: Parcel B as shown on the Plan (1,483 Square Feet)  
Deed Reference: Middlesex South Registry of Deeds, Book 64048, Page 595  
Damages Awarded: \$9,300.00

### **ARTICLE 30: RESOLUTION OF RAIL TRAIL LOT PARCELS**

To see if the Town will vote to authorize the Board of Selectmen to acquire by gift, purchase, eminent domain or otherwise, a fee interest in three parcels of land, being Parcels B, C and D as shown on a plan entitled “Plan of Land in the Town of Ayer South Middlesex Registry Owned by the Commonwealth of Massachusetts and Others Prepared for the Division of Capital Asset Management & Maintenance on Behalf of the Department of Conservation and Recreation,” dated October 31, 2017, prepared by Northeast Survey Consultants, recorded with the Middlesex South District Registry of Deeds as Plan 63 of 2018, on file with the Town Clerk, and, further, to authorize the Board of Selectmen to grant easements and other interests in said parcels to the Department of Conservation and Recreation for conservation purposes, including, but not limited to, recreational rail trail, utilities, pedestrian and vehicular travel, and to subject said parcels to such restrictions, affirmative and negative covenants and conditions, including a right of reverter for the benefit of the Department of Conservation and Recreation, on the same terms and conditions as set forth in a deed from the Commonwealth of Massachusetts to the Town, recorded with the Middlesex South District Registry of Deeds in Book 70578, Page 306; and to authorize the Board of Selectmen to do and take any and all actions and execute all documents necessary or appropriate to carry out the intent of this Article as the Board of Selectmen deems appropriate, or take any action thereon or in relation thereto.

Sponsor: Board of Selectmen

Simple Majority Vote Required

***Explanatory Note:** Chapter 228 of the Acts of 2006 authorizes the transfer of the Rail Trail Parking Lot from the Commonwealth to the Town of Ayer. When the Commonwealth of Massachusetts originally took possession of the Rail Trail Lot they took portions of three private parcels off of Pearl Street for which they did not have clear title. Chapter 228 of the Acts of 2006 did not authorize the acquisition of these three parcels off of Pearl Street from the private property owners as the Commonwealth never had clear title. This Article authorizes the Board of Selectmen to proceed with resolving this issue with the private property owners of these three parcels.*

### **ARTICLE 31: NASHUA RIVER WILD AND SCENIC DESIGNATION**

To see if the Town will vote to accept the Nashua, Squannacook, and Nissitissit Rivers Stewardship Plan developed by the Nashua River Wild and Scenic River Study Committee, together with its recommendation to seek Wild and Scenic River designation, or take any action thereon or in relation thereto.

Sponsor: Board of Selectmen

Simple Majority Vote Required

***Explanatory Note:** This article would accept the Nashua, Squannacook and Nissitissit Rivers Stewardship Plan as developed by the Nashua River Wild and Scenic River Study Committee and recommend the designation by the U.S. Parks Service of the portions of these rivers in the Stewardship Plan as Wild and Scenic. This designation will enable the River Study Committee to seek federal grant funds to implement the Stewardship Plan. This designation does not change local control of the rivers; does not change private property rights; and does not have any*

*For more information, please visit the Town's website: [www.ayer.ma.us](http://www.ayer.ma.us)*



## **Overview:** Town of Ayer Roadway/Highway Beautification Adoption

Community-based Highway "Adopt & Sponsor" Programs are administered through State Departments of Transportation (DOTs), not Federal or National agencies.

The Massachusetts Department of Transportation (MassDOT) runs three (3) programs that target highway litter and beautification:

<https://www.mass.gov/adopt-a-highway-programs>

### **MassDOT programs include:**

- **Sponsor-a-Highway.** This program allows civic-minded companies to pay for crews from Sponsor-A-Highway (SAHI)/Adopt-A-Highway Litter Removal Service Inc. to perform litter removal on a two-mile section of the highway. Cleanup crews are contracted to perform litter removal 14-24 times per year. The business sponsor receives recognition in the form of a branded sign. Sponsorship fees vary depending on the condition of the road and volume of litter.
- **Adopt-a-Highway.** This program relies on volunteer teams to clean up litter along state roadways. Each volunteer team adopts a two-mile section of highway with the expectation that they will remove litter at least once a month between April 15 and Nov. 15. In this case, the state covers the cost of signs to recognize volunteer groups.
- **Adopt-A-Visibility Site.** Similar to Adopt-a-Highway, this program encourages school, business, and community groups to beautify and maintain high visibility areas and on-off ramps on state highways. In addition to litter clean up, this may include beautification projects and ongoing maintenance. Again, the state covers the cost of signs for nonprofits. *\*(This is the program in which we are participating for the Ayer Rotary Planting Island Beautification Project).*

### **Adopt-A-Highway Litter Removal Service of America**

<https://adoptahighway.net/massachusetts/>



**ADOPT-A-HIGHWAY  
LITTER REMOVAL  
SERVICE OF AMERICA, INC.**



In addition, there is a:

**Massachusetts Litter Hotline**

To report Massachusetts litter, please call the “**Massachusetts Litter Hotline**” at 1-857-368-3500.

**Keep America Beautiful / Keep Massachusetts Beautiful**

Further, a number of Massachusetts communities have launched (fully-certified) Massachusetts Chapters of the “Keep America Beautiful” organization;

**Massachusetts Chapters of the “Keep America Beautiful”:**

Currently, four (4) communities in Massachusetts have launched a fully-certified “**Keep America Beautiful**” Chapter (Mansfield, Natick, North Attleborough & Springfield).

Several other Massachusetts communities or regions have launched or are in the process of launching a local “**Keep Massachusetts Beautiful**” Chapter including;

Massachusetts “Keep Beautiful” Chapters:

- Keep Mansfield Beautiful <http://keepmansfieldbeautiful.com/>
- Keep Natick Beautiful <http://keepnatickbeautiful.org/>
- Keep North Attleborough Beautiful <http://www.keepnabeautiful.com/>
- Keep Springfield Beautiful  
<https://www.facebook.com/KeepSpringfieldBeautiful/>
- Keep Boylston Beautiful <https://www.keepboylstonbeautiful.com/>
- Keep Cape Cod Beautiful <https://keepmassbeautiful.org/who-we-are/keep-cape-cod-beautiful.html>
- Keep Easton Beautiful <http://beautiful-easton.weebly.com/>
- Keep Hopkinton Beautiful
- Keep Hyde Park Beautiful
- Keep Stoughton Beautiful
- Keep Walpole Beautiful <https://keepmassbeautiful.org/who-we-are/keep-walpole-beautiful.html>

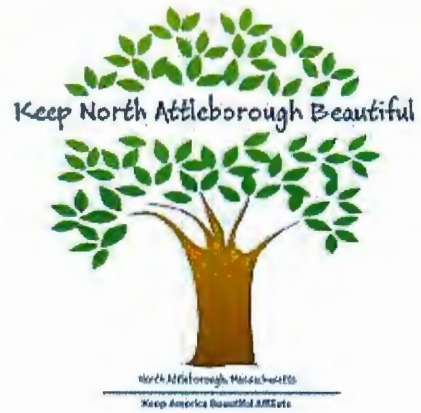
Many communities also have their own, non-affiliated volunteer groups that focus on litter, beautification, and sustainability. These include:

- Clean Gloucester <https://www.facebook.com/cleangloucester/>
- Don't Trash Wareham <http://donttrashwareham.com/>
- Duxbury Litter Patrol <https://keepmassbeautiful.org/news-events/events-calendar.html/event/2017/09/30/duxbury-litter-sweep>
- Lakeville Litter Lifters <https://www.facebook.com/lakevillelitterlifters/>
- Litter-Free Lowell Task Force <https://www.facebook.com/LFLTF/>
- Middleboro Mess Movers <https://www.facebook.com/MBMessMovers/>
- New Bedford: Operation Clean Sweep

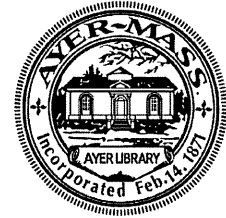
"Keep America Beautiful" **Cigarette Litter Prevention Program** supports local community improvement initiatives for reducing cigarette butt litter. An effective local program includes four proven, field-tested solutions or strategies for reducing cigarette butt litter:

- Review local cigarette butt litter laws (if any) and encourage enforcement
- Educate the public
- Place ash receptacles at transition points--those places where smokers must stop smoking before proceeding
- Distribute pocket ashtrays or portable auto ashtrays to adult smokers

Examples of Logos & Signage:



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



*Broadcast and Recorded by APAC*

**Tuesday January 15, 2019**  
**Open Session Meeting Minutes**

**BOS Present:** Christopher R. Hillman, Vice – Chair Scott A. Houde, Clerk

**Absent:** Jannice L. Livingston, Chair

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

**Call to Order:** C. Hillman called the meeting to order at 7:00 PM.

**Announcements:** None

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

**Public Input:** None

**Devens Disposition Study Committee:** *Update of Harvard Committee* – Chair of the Harvard Devens Disposition Committee Victor Normand was in attendance, accompanied by Ms. Susan Reddinger from the Harvard School Committee. Mr. Normand said that the voters passed a referendum several years ago saying that the Town of Harvard is ready to proceed with an analysis of resuming jurisdiction of Harvard property on Devens. The Harvard Select Board formed a Disposition Study Committee, which used the Master Plan template to study the disposition of Devens. Mr. Normand stated that Harvard sent a letter to MassDevelopment asking for participation in their Committee and to fund a consultant. The Committee would like the consultant to identify costs of resumption; identify potential revenue associated with resumption; the effect on Town operations and, the identification of conflicts. The initial report would tee up a subsequent study for implementation.

C. Hillman and S. Houde both agreed on Harvard's approach.

R. Pontbriand asked what the Committee was specifically studying. Mr. Normand replied that the charge from Harvard BOS has many elements including, keeping Harvard, Ayer and Shirley informed; keeping MassDevelopment informed; keeping the State Delegation informed; and to make sure the Disposition/Resumption process is transparent. The BOS charged the Committee with engaging residents and Town employees in the process. The goal is to hand the consultant a list of local concerns prior to a study being done.

*Update/Appointments of Ayer Committee* – R. Pontbriand reported that at a previous meeting the BOS authorized the creation of the Ayer Devens Disposition Committee, which has been modeled after Harvard. R. Pontbriand stated that they are awaiting the Planning Board to make their two appointments, before the other members of the Committee get appointed.

**Ms. Barbara Tierney, Treasurer/Tax Collector:** *Reserve Fund Transfer Request – Tax Title Account 01158-52000* – B. Tierney was in attendance requesting a Reserve Fund Transfer in the Tax Title Account. B. Tierney also gave an overview of the Tax Title process. Since starting with the Town, she has caught up on the Town's Tax Title and has brought in over \$100,000 in unpaid taxes and interest.

**Motion:** A motion was made by S. Houde and seconded by C. Hillman to approve a RFT in Account 01158-52000 in the amount of \$103.30. **Motion Withdrawn.**

**Motion:** A motion was made by S. Houde and seconded by C. Hillman to approve a RFT in Account 01158-52000 in the amount of \$12,000. **Motion passed 2-0.**

**Town Manager's Report:** *Administrative Update/Review of Warrant(s)* – R. Pontbriand referred BOS members to their packets for a list of warrants that have been signed. He also gave a brief administrative update on the following: the Master Plan Implementation Working Group; the Rail Trail Lot Parking Facility Project Bids will be opened at MART on 1/23/19; the fence wrap treatment for Depot Square is in the process of being finalized.

*FY 20 Budget Update* - R. Pontbriand reported that effective February 1, 2019, all municipalities must comply with OSHA standards and that there will be costs associated with that, mainly in the DPW, Fire, Police and Facilities budgets. He also reported that Dr. Malone from ASRSD will be coming to present the FY'20 budget on February 5, 2019. R. Pontbriand stated that we are still awaiting information on the health insurance and general insurance rates. He said that the Capital Planning Committee process is nearly complete.

*ASRSD Athletic Fields Project Update* – R. Pontbriand stated that the Town received a certified letter from the ASRSD in regards to the failed vote in Shirley relating to the athletic fields project. The school district has identified ADA compliancy and safety issues that are being costed. The school district is also debating whether to go back to Shirley for another vote on the funding mechanism.

*Adult Use Recreational Marijuana Update* – R. Pontbriand reported that he and members of the Administration have met with Mr. John and Mark Hillier about the upcoming opening of their recreational marijuana retail facility. The facility, named Gage, is hoping to open within the first quarter of the year. The Town has been meeting with Gage to discuss safety and traffic impacts and will continue to meet on a regular basis. R. Pontbriand also reported that Mr. Hillier was open to hosting another community forum prior to opening.

*License Update* – C. Antonellis reported that she received a request from Sean's Auto Sales to change the name to "Smart Auto Sales". She reported that his father, Mr. Don Partridge, will be taking over under the new name.

**Motion:** A motion was made by C. Hillman and seconded by S. Houde to approve the name change on License 2019-34 from Sean's Auto and Truck Center to Smart Auto Sales. **Motion passed 2-0.**

*Calling of the Special Town Meeting Monday June 10, 2019* – R. Pontbriand is requesting that the BOS vote to call a Special Town Meeting on Monday June 10, 2019 at 7:00 PM in the Auditorium of the Ayer Shirley Regional High School for the purposes of consideration of a marijuana zoning bylaw and form based code adoption.

**Motion:** A motion was made by C. Hillman and seconded by S. Houde to call a Special Town Meeting on Monday June 10, 2019 at 7:00 PM in the Auditorium of the Ayer Shirley Regional High School. **Motion passed 2-0.**

*UDAG Funding for Community Garden*- R. Pontbriand stated that as discussed with the BOS at the December 18, 2018 meeting, the Ayer Community Garden is in need of immediate funding between now and Town Meeting in May in order for them to successfully take advantage of the spring planting season. The Ayer Community Garden has submitted a request for \$14,820 in funding. The Ayer Community Garden is requesting that the BOS consider authorizing \$14,820 from UDAG unrestricted funds to facilitate the 2019 spring opening of the Community Garden and to have funds replenished by a future Town Meeting.

**Motion:** A motion was made by S. Houde and seconded by C. Hillman to authorize \$14, 820 in UDAG funding for the Ayer Community Garden to be replenished at a future Town Meeting. **Motion passed 2-0.**

*2019 Seasonal Population Increase Estimation Form* – C. Antonellis requested that the BOS approve the 2019 Seasonal Population Estimate as required by the ABCC. The seasonal population estimate as of July 10, 2019 is 7,300.

**Motion:** A motion was made by S. Houde and seconded by C. Hillman to approve the 2019 Seasonal Population as required by the ABCC. **Motion passed 2-0.**

*BOS Approval of Electronic Sign Board Policy* – R. Pontbriand reported that the new electronic sign board has been installed at the Fire Station. He is requesting approval of an Electronic Sign Board Policy, which has been recommended by the IT Committee.

**Motion:** A motion was made by S. Houde and seconded by C. Hillman to approve the Electronic Sign Board Policy, as presented. **Motion passed 2-0.**

*Ridge View Realty Trust/Lot H-1, Execution of Deed*- R. Pontbriand is requesting approval of a deed for Ridge View Realty Trust Lot H-1 as drafted by Town Counsel. This is the parcel where the Dog Park is located.

**Motion:** A motion was made by S. Houde and seconded by C. Hillman to approve the deed as drafted by Town Counsel. **Motion passed 2-0.**

**New Business/Selectmen's Questions:** *Vicksburg Square (Selectman Houde)* – S. Houde would like to come up with a questionnaire for Town Department Heads relative to the rezoning proposal at Vicksburg Square. He would like to get a sense from the various Town Departments about their concerns with the proposal.

*Transfer Station Sticker Purchase Location (Selectman Houde)* – S. Houde stated that in addition to the DPW Administrative Offices, he would like to have Transfer Station stickers available for sale at Town Hall and the Transfer Station next year as a convenience to residents. R. Pontbriand stated that he would discuss it with the DPW Superintendent.

*Meeting with Department Heads (Selectman Hillman)* – C. Hillman would like Department Heads to bring in new hires every few months to introduce new employees to the BOS, as well as provide periodic updates on departmental activities.

*Engineering Fund (Selectman Hillman)* – C. Hillman stated that the Town should have an Engineering Fund in the operating budget so that bigger projects can be done more efficiently, meaning that the projects could be engineered prior to going before the Capital Planning Committee. He believes that this will give the Town more realistic figures when planning for capital projects.

**Approval of Meeting Minutes:**

**Motion:** A motion was made by S. Houde and seconded by C. Hillman to approve the meeting minutes from December 18, 2018. **Motion passed 2-0.**

**Adjournment:**

**Motion:** A motion was made by C. Hillman and seconded by S. Houde to adjourn the meeting at 8:43 PM. **Motion passed 2-0.**

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

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

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