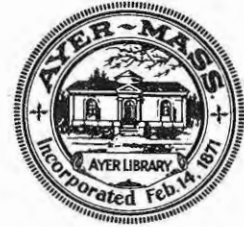


Town of Ayer
Board of Selectmen
Ayer Town Hall – 1st Floor Meeting Room
Ayer, MA 01432



Tuesday April 17, 2018
Executive Session Meeting Agenda

6:30 PM

Call To Order

Executive Session pursuant to MGL Chapter 30A, Section 21A:

1. Exemption #2 (Non-Union Contract Negotiations) DPW Superintendent

Open Session Meeting Agenda

7:00 PM

Reconvene in Open Session

Pledge of Allegiance; Review and Approve Agenda; Review of Warrant(s);
Announcements

7:05 PM*

Public Input

Ms. Alicia Hersey, Program Manager, Office of Community Development

1. Lien Subordination Request Case # 06-316E

7:10 PM

Joint Meeting of the Board of Selectmen and Finance Committee

1. Review/Approval of the FY 2019 Budget

7:40 PM

Approval of the Annual Town Meeting (May 14, 2018) Warrant

8:00 PM

Town Accountant Lisa Gabree

1. Reserve Fund Transfer - Council on Aging

8:05 PM

Town Administrator's Report

1. Administrative Update
2. Update to the Recycled Product Procurement Policy

8:15 PM

New Business/Selectmen's Questions

1. License/Permit Rate Review (Selectman Livingston)

8:20 PM

Approval of Meeting Minutes

April 3, 2018

Adjournment*

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

The next regularly scheduled meeting of the Board of Selectmen is Tuesday May 1, 2018 at 7:00 PM

Town of Ayer

Department of Planning & Development

Upper Town Hall ♦ One Main Street ♦ Ayer, MA 01432 ♦ 978-772-8221 ♦ Fax: 978-772-8208



MEMORANDUM

TO: Board of Selectmen
FR: Alicia Hersey, Community Development Office
RE: Lien Subordination Request **CASE# 06-316E**
DT: April 12, 2018



The property owner of housing at 56 Westford Rd. has requested the Town subordinate its mortgage on the property in favor of a new first mortgage.

Assessed Value of Property (FY18)	\$227,700.00
Appraised Value of Property (7/15)	\$253,000.00
First Mortgage (to be paid off)	\$195,244.10
Second Mortgage (to be paid off)	
Amount of Program Assistance (liens)	\$ 4,397.00
Proposed New Mortgage Amount	\$208,100.00
Proposed Total Loan Amount	\$212,497.00
Maturity Date of Program Lien	April 24, 2023

The borrower is seeking to obtain a new mortgage to pay-off her first mortgage and obtain a better interest rate. The Town's lien is in force on this property until May 24, 2023.

Based upon the subordination policy approved by the Town and State Dept. of Housing and Community Development, "a recommendation to approve with conditions, or to deny, will be made to the Board of Selectmen" where outstanding liens are more than 80% of the fair market value of the property. In the current case, the outstanding liens (first mortgage and CDBG lien) will be equal to 83.99% of the appraised value of the property.

At this time it is the Board's decision whether to approve or deny the subordination of the Town's lien for a first mortgage not to exceed the amount of \$208,100.00.

FY2019 Omnibus Budget

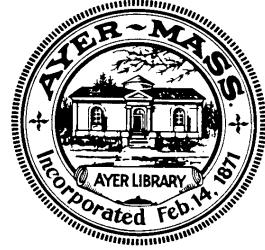
	FY2017 Actual	FY2018 Approved	FY2019 Proposed	Difference		Notes
Department 100 - General Government						
01 Selectmen	\$218,200.00	\$221,502.00	\$246,308.00	\$24,806.00	11.20%	includes \$16,712 impact of reclassifying Assistant from Grade 9 to Grade 14; step increase and 2% COLA for staff and \$2,000 add'l for land appraisals
02 Town Counsel	\$84,283.00	\$120,000.00	\$130,000.00	\$10,000.00	8.33%	increased for ongoing legal matters
03 Town Clerk	\$79,146.00	\$83,110.00	\$121,075.00	\$37,965.00	45.68%	includes \$34,727 for full-time Clerk, due to government re-org
04 Moderator	\$500.00	\$510.00	\$520.00	\$10.00	1.96%	
05 Parking Tickets	\$1,000.00	\$1,300.00	\$1,500.00	\$200.00	15.38%	
06 Public Buildings & Property Maintenance	\$269,143.00	\$338,132.00	\$343,498.00	\$5,366.00	1.59%	
07 Registrations & Elections	\$16,336.00	\$14,946.00	\$20,946.00	\$6,000.00	40.14%	includes \$4,500 to cover early voting events
08 Postage	\$20,136.00	\$20,000.00	\$20,000.00	\$0.00	0.00%	
09 American Legion	\$600.00	\$600.00	\$600.00	\$0.00	0.00%	
10 Memorial Day	\$280.00	\$2,000.00	\$2,000.00	\$0.00	0.00%	
11 4th of July Celebration	\$10,000.00	\$10,000.00	\$10,000.00	\$0.00	0.00%	
12 Holiday Lights	\$10,000.00	\$10,000.00	\$10,000.00	\$0.00	0.00%	
13 Teenage Anxiety Depression Solutions (TADS)	\$0.00	\$0.00	\$4,000.00	\$4,000.00	100.00%	new omnibus line item
14 Personnel Board	\$0.00	\$500.00	\$0.00	(\$500.00)	-100.00%	
Department 100 Total	\$709,624.00	\$822,600.00	\$910,447.00	\$87,847.00	10.68%	
Department 200 - Finance						
01 Town Accountant	\$187,255.00	\$195,589.00	\$200,359.00	\$4,770.00	2.44%	includes \$2,297 for union increase & \$2,097 COLA only for Accountant
02 Benefits & Payroll	\$65,531.00	\$74,872.00	\$75,541.00	\$669.00	0.89%	
03 Computer Support - Financial Systems	\$44,407.00	\$48,288.00	\$48,615.00	\$327.00	0.68%	
04 Assessors	\$178,861.00	\$177,786.00	\$182,158.00	\$4,372.00	2.46%	includes \$1,232 for union increase & \$2,027 COLA only for Assessor
05 Treasurer/Tax Collector	\$152,283.00	\$177,266.00	\$157,724.00	(\$19,542.00)	-11.02%	includes \$19,861 reduction in wages due to government re-org
06 Health & Life Insurance	\$1,370,428.00	\$1,532,673.00	\$1,709,057.00	\$176,384.00	11.51%	reflects an average increase in premiums of 7.5%; also includes \$42,408 cost of Region Dispatch which is offset by Shirley Assessment
07A Property & Liability Insurance	\$117,909.00	\$132,603.00	\$93,224.00	(\$39,379.00)	-29.70%	savings due to new carrier
07B Workers Compensation	\$46,991.00	\$56,161.00	\$46,132.00	(\$10,029.00)	-17.86%	savings due to new carrier
07C Fire & Police Accident	\$120,470.00	\$185,359.00	\$60,000.00	(\$125,359.00)	-67.63%	savings due to FY18 change in insurance carrier
<i>subtotal</i>	<i>\$285,370.00</i>	<i>\$374,123.00</i>	<i>\$199,356.00</i>	<i>(\$174,767.00)</i>	<i>-46.71%</i>	
09 Unemployment Compensation	\$3,131.00	\$25,000.00	\$25,000.00	\$0.00	0.00%	
10 County Retirement Assessment	\$1,429,491.00	\$1,363,375.00	\$1,450,939.00	\$87,564.00	6.42%	Middlesex Retirement Assessment
11 Notes & Bonds(Principal)	\$947,900.00	\$942,010.00	\$1,073,719.00	\$131,709.00	13.98%	includes \$139,200 for debt exclusions voted in FY18; offset by taxes
12 Interest	\$176,090.00	\$179,095.00	\$226,375.00	\$47,280.00	26.40%	includes \$87,000 for debt exclusions voted in FY18; offset by taxes
13 Tax Title	\$1,921.00	\$8,000.00	\$8,000.00	\$0.00	0.00%	
14 FICA Medicare	\$98,183.00	\$108,000.00	\$112,500.00	\$4,500.00	4.17%	
15 Finance Committee	\$226.00	\$500.00	\$500.00	\$0.00	0.00%	
16 Reserve Fund	\$77,379.00	\$150,000.00	\$150,000.00	\$0.00	0.00%	
Department 200 Total	\$5,018,456.00	\$5,356,577.00	\$5,619,843.00	\$263,266.00	4.91%	
Department 300 - Public Safety						

FY2019 Omnibus Budget

	FY2017 Actual	FY2018 Approved	FY2019 Proposed	Difference		Notes
01 Police Department	\$2,299,130.00	\$2,606,205.00	\$2,750,029.00	\$143,824.00	5.52%	includes \$140,062 add'l wages re: patrol & dispatch negotiations & reclass of lieutenant & steps/COLA for other staff & \$4,400 increase in maint service cost of 4 Dispatches hired for Region; offset by Shirley Assessment (local receipts)
01A Region Dispatch			\$57,592.00	\$57,592.00	100.00%	
02 Fire Department	\$1,590,610.00	\$1,688,656.00	\$1,732,137.00	\$43,481.00	2.57%	includes \$39,743 for union increases; Chief's new contract and non-union increase
03 Building Department	\$124,387.00	\$99,936.00	\$103,653.00	\$3,717.00	3.72%	step and COLA for building inspector
04 Emergency Management	\$12,209.00	\$12,592.00	\$21,860.00	\$9,268.00	73.60%	includes \$6,635 for additional cost of Fire Chief contract & \$1,905 for CERT Team supplies & other expense increases
05 Animal Control Officer (Dog Officer)	\$12,359.00	\$13,711.00	\$14,293.00	\$582.00	4.24%	
06 Animal/Barn Inspector	\$2,600.00	\$2,600.00	\$2,600.00	\$0.00	0.00%	
07 Tree Warden	\$44,452.00	\$44,579.00	\$44,701.00	\$122.00	0.27%	
Department 300 Total	\$4,085,747.00	\$4,468,279.00	\$4,726,865.00	\$258,586.00	5.79%	
Department 400 - Public Works						
01 Public Works	\$664,382.00	\$1,120,687.00	\$1,184,634.00	\$63,947.00	5.71%	includes \$30,204 for union increases, non-union increases & DPW Superintendent's new contract; \$10,000 cost related to new building; \$25,000 increase in storm drain upgrades
02 Snow & Ice Removal	\$406,185.00	\$300,000.00	\$320,000.00	\$20,000.00	6.67%	
03 Public Works - Street Lighting	\$62,033.00	\$60,000.00	\$40,000.00	(\$20,000.00)	-33.33%	reduced due to LED conversion
04 Care of Graves	\$2,500.00	\$2,500.00	\$2,500.00	\$0.00	0.00%	
Department 400 Total	\$1,135,100.00	\$1,483,187.00	\$1,547,134.00	\$63,947.00	4.31%	
Department 500 - Human Services						
01 Council on Aging	\$128,899.00	\$135,828.00	\$179,113.00	\$43,285.00	31.87%	includes \$25,548 impact of new pending contract with MART; \$7,038 union and non-union wage increases; \$5,400 additional cost of services
02 Board of Health	\$15,043.00	\$17,693.00	\$18,388.00	\$695.00	3.93%	
03 Nashoba Assoc.. Board of Health	\$25,439.00	\$26,711.00	\$28,047.00	\$1,336.00	5.00%	FY19 Assessment
04 Parks Department	\$126,550.00	\$142,776.00	\$151,268.00	\$8,492.00	5.95%	includes \$4,113 in wage increases and \$3,854 increase for utilities for new building
05 Ayer/Shirley Youth Football & Cheerleading	\$4,000.00	\$4,000.00	\$4,000.00	\$0.00	0.00%	
06 Little League	\$4,000.00	\$4,000.00	\$4,000.00	\$0.00	0.00%	
07 Veterans Agent	\$18,438.00	\$19,219.00	\$19,609.00	\$390.00	2.03%	
08 Veterans Benefits	\$147,513.00	\$140,000.00	\$140,000.00	\$0.00	0.00%	
09 Library	\$561,676.00	\$578,251.00	\$595,277.00	\$17,026.00	2.94%	includes \$8,996 increases in wages; \$4,053 increase in books and \$3,977 increase in supplies and other expenses
10 Disabilities Comm.	\$0.00	\$700.00	\$500.00	(\$200.00)	-28.57%	
Department 500 Total	\$1,031,558.00	\$1,069,178.00	\$1,140,202.00	\$71,024.00	6.64%	
Department 600 - Management Support						
01 Conservation Commission	\$41,831.00	\$55,086.00	\$57,669.00	\$2,583.00	4.69%	includes \$1,183 increase in union wages & \$1,400 increase in expenses
02 Economic & Community Development	\$33,846.00	\$35,852.00	\$37,439.00	\$1,587.00	4.43%	wage increase
03 Town Planner	\$0.00	\$75,000.00	\$81,428.00	\$6,428.00	8.57%	includes \$3,446 increase in wages & \$2,000 increase in expenses

FY2019 Omnibus Budget

	FY2017 Actual	FY2018 Approved	FY2019 Proposed	Difference		Notes
04 Historical Commission	\$297.00	\$750.00	\$750.00	\$0.00	0.00%	includes \$1,530 increase in wages
05 Montachusett Reg. Plan. Comm.	\$2,331.00	\$2,390.00	\$2,450.00	\$60.00	2.51%	
06 Mngmt Support (printing & reporting)	\$46,250.00	\$49,774.00	\$51,804.00	\$2,030.00	4.08%	
07 Information Technology	\$134,102.00	\$149,699.00	\$158,163.00	\$8,464.00	5.65%	includes \$3,914 increase in wages; \$3,200 increase in services previously covered by grant; and \$1,000 increase in training
Department 600 Total	\$258,657.00	\$368,551.00	\$389,703.00	\$21,152.00	5.74%	
Total Summary by Department						
Dept 100 - General Government	\$709,624.00	\$822,600.00	\$910,447.00	\$87,847.00	10.68%	
Dept 200 - Finance	\$5,018,456.00	\$5,356,577.00	\$5,619,843.00	\$263,266.00	4.91%	
Dept 300 - Public Safety	\$4,085,747.00	\$4,468,279.00	\$4,726,865.00	\$258,586.00	5.79%	
Dept 400 - Public Works	\$1,135,100.00	\$1,483,187.00	\$1,547,134.00	\$63,947.00	4.31%	
Dept 500 - Human Services	\$1,031,558.00	\$1,069,178.00	\$1,140,202.00	\$71,024.00	6.64%	
Dept 600 - Management Support	\$258,657.00	\$368,551.00	\$389,703.00	\$21,152.00	5.74%	
Total Operating Budgets	\$12,239,142.00	\$13,568,372.00	\$14,334,194.00	\$765,822.00	5.64%	



Town of Ayer

SPECIAL TOWN MEETING WARRANT

Ayer Shirley Regional High School Auditorium
141 Washington Street
Ayer, MA 01432
May 14, 2018 at 7:00 PM

Commonwealth of Massachusetts
Middlesex, ss.

GREETINGS:

In the name of the Commonwealth of Massachusetts you are hereby directed to notify and warn the inhabitants of the Town of Ayer qualified to vote in Town Elections and Affairs to meet at the Auditorium in the Ayer Shirley Regional High School located at 141 Washington Street, Ayer, Massachusetts on Monday, the Fourteenth (14th) day of May, 2018, at seven o'clock in the evening (7:00 PM) then and there to act on the following articles:

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

Given under our hands this 17th day of April AD 2018.

Christopher R. Hillman
Christopher R. Hillman, Chair

Jannice L. Livingston
Jannice L. Livingston, Vice-Chair

Gary J. Luca
Gary J. Luca, Clerk

AYER BOARD OF SELECTMEN

Any persons needing disability related assistance (such as signing, etc.) at the town meeting please contact the Selectmen's Office at 978-772-8220 before May 1, 2018. We shall make every reasonable effort to assist you. Large print version of the text of this warrant is available upon request.

For more information, please visit the Town's website: www.ayer.ma.us

**ARTICLE 1: TEENAGE ANXIETY AND DEPRESSION SOLUTIONS
 (TADS)**

To see of the Town will vote to transfer from Free Cash and appropriate the sum of \$4,000 to fund the second year of the Town's portion of the Teenage Anxiety and Depression Solutions (TADS) two (2) year contract (November 1, 2016 – October 31, 2018); or take any action thereon or in relation thereto.

Explanatory Note:

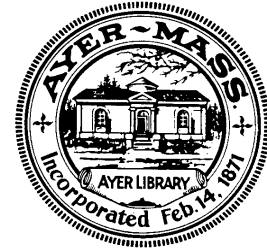
Sponsor: Board of Selectmen
Finance Committee:

Simple Majority Vote Required

For more information, please visit the Town's website: www.ayer.ma.us

Town of Ayer

ANNUAL TOWN MEETING WARRANT



Ayer Shirley Regional High School Auditorium
141 Washington Street
Ayer, MA 01432
May 14, 2018 at 7:05 PM

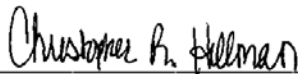
Commonwealth of Massachusetts
Middlesex, ss.

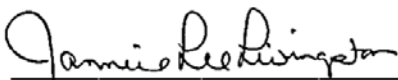
GREETINGS:

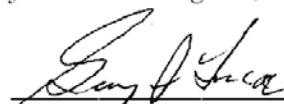
In the name of the Commonwealth of Massachusetts you are hereby directed to notify and warn the inhabitants of the Town of Ayer qualified to vote in Town Elections and Affairs to meet at the Auditorium in the Ayer Shirley Regional High School located at 141 Washington Street, Ayer, Massachusetts on Monday, the Fourteenth (14th) day of May, 2018, at five past seven o'clock in the evening (7:05 PM) then and there to act on the following articles:

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

Given under our hands this 17th day of April AD 2018.


Christopher R. Hillman, Chair


Jannice L. Livingston, Vice-Chair


Gary J. Luca, Clerk

AYER BOARD OF SELECTMEN

Any persons needing disability related assistance (such as signing, etc.) at the town meeting please contact the Selectmen's Office at 978-772-8220 before May 1, 2018. We shall make every reasonable effort to assist you. Large print version of the text of this warrant is available upon request.

For more information, please visit the Town's website: www.ayer.ma.us

ARTICLE 1: TOWN ELECTIONS

The Town Elections are the first article of business and were held on Monday, April 23, 2018.

ARTICLE 2: SALARIES OF ELECTED OFFICIALS

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

	<u>FY-18 SALARY</u>	<u>FY-19 SALARY</u>	<u>% OF CHANGE</u>
Moderator	\$510	\$520	2%
Selectmen: Chair	\$2,556	\$2,607	2%
Selectmen: Members (2)	\$2,280	\$2,326	2%
Assessors: Chair	\$2,530	\$2,581	2%
Assessors: Members (2)	\$2,254	\$2,299	2%

Explanatory Note: This article is required as Town Meeting sets the salaries of elected officials pursuant to MGL Chapter 41, Section 108. The proposed 2% reflects a Cost of Living Adjustment for all paid elected officials.

Sponsor: Board of Selectmen

Finance Committee:

Simple Majority Vote Required

ARTICLE 3: CONTRACT FUNDING: Ayer Police Patrolmen's Association (APPOA)

To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to fund the first year cost items of a collective bargaining agreement between the Town of Ayer and the Ayer Police Patrolmen's Association (APPOA) for the period of July 1, 2018, through June 30, 2021, or take any action thereon or in relation thereto.

Explanatory Note: Per MGL Chapter 150 E, Union Contracts are subject to the appropriation of funds by Town Meeting. The Board of Selectmen and the APPOA reached a Memorandum of Agreement for a three year contract. The FY 2019 total cost of the Contract is \$48,373.33. Memorandum of Agreement available on Town's website at www.ayer.ma.us.

Sponsor: Board of Selectmen

Finance Committee:

Simple Majority Vote Required

For more information, please visit the Town's website: www.ayer.ma.us

ARTICLE 4: CONTRACT FUNDING: Ayer Police Patrolmen's Association (APPOA) – Communications Division

To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to fund the first year cost items of a collective bargaining agreement between the Town of Ayer and the Ayer Police Patrolmen's Association (APPOA) – Communications Division for the period of July 1, 2018, through June 30, 2021, or take any action thereon or in relation thereto.

Explanatory Note: Per MGL Chapter 150 E, Union Contracts are subject to the appropriation of funds by Town Meeting. The Board of Selectmen and the APPOA – Communications Division reached a Memorandum of Agreement for a three year contract. The FY 2019 total cost of the Contract is \$8,719.06. Memorandum of Agreement available on Town's website at www.ayer.ma.us.

Sponsor: Board of Selectmen
Finance Committee:

Simple Majority Vote Required

ARTICLE 5: OMNIBUS BUDGET

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

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

Explanatory Note: Please see insert for Omnibus Budget. Finance Manager and Finance Committee will make a presentation on the budget. Omnibus Budget represents a 2% Cost of Living Adjustment (COLA) as recommended by and approved by the Board of Selectmen.

Sponsor: Board of Selectmen
Finance Committee:

Simple Majority Vote Required

ARTICLE 6: FY 2019 AYER SHIRLEY REGIONAL SCHOOL DISTRICT ASSESSMENT

To see if the Town will vote to raise and appropriate the sum of \$10,693,991 required to fund the Town's FY 2019 assessment for the Ayer Shirley Regional School District, and to raise and appropriate the sum of \$976,899 for the Town's portion of the ASRSD High School Building Project debt service, or take any action thereon or in relation thereto.

For more information, please visit the Town's website: www.ayer.ma.us

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

Simple Majority Vote Required

ARTICLE 7: FY 2019 NASHOBA VALLEY TECHNICAL VOCATIONAL SCHOOL ASSESSMENT

To see if the Town will vote to raise and appropriate the sum of \$680,545 required to fund the FY 2018 assessment for the Nashoba Valley Regional Technical High School, or take any action thereon or in relation thereto.

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

Simple Majority Vote Required

ENTERPRISE FUND ARTICLES

Handouts will be provided at Town Meeting with further detail on Articles No. 8 – 11

ARTICLE 8: SOLID WASTE

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

Direct costs of \$394,119 of which \$264,157 is to come from solid waste revenue, \$12,489 is to come from solid waste retained earnings and \$117,473 is to come from the tax levy, and indirect costs of \$115,067 to come from the tax levy; or take any action thereon or in relation thereto.

Sponsor: Board of Selectmen
Finance Committee: To report at Town Meeting

Simple Majority Vote Required

ARTICLE 9: AMBULANCE

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

Direct costs of \$190,472 is to come from ambulance revenue, and indirect costs of \$370,791 of which \$278,824 is to come from ambulance revenue and \$91,967 from ambulance retained earnings; or take any action thereon or in relation thereto.

Sponsor: Board of Selectmen
Finance Committee:

Simple Majority Vote Required

For more information, please visit the Town's website: www.ayer.ma.us

ARTICLE 10: SEWER

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

Direct costs of \$2,722,159 of which \$2,701,219 is to come from sewer revenue and \$20,940 to come from the tax levy, wastewater treatment plant improvements of \$337,377; or take any action thereon or in relation thereto.

Sponsor: Board of Selectmen
Finance Committee:

Simple Majority Vote Required

ARTICLE 11: WATER

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

Direct costs of \$1,904,239 of which \$1,682,843 is to come from water revenue, \$221,396 to come from water retained earnings and indirect costs of \$278,604 to come from water revenue; or take any action thereon or in relation thereto.

Sponsor: Board of Selectmen
Finance Committee:

Simple Majority Vote Required

REVOLVING FUNDS ARTICLE

ARTICLE 12: REVOLVING FUNDS ARTICLE

To see if the Town will vote, pursuant to the provisions of G.L. c. 44, sec. 53E ½, to establish the Fiscal Year 2019 spending limits for each revolving fund, as established in Article LV of the Town's General Bylaws:

Authorized Revolving Funds	Fiscal Year Expenditure Limit
FIRE ALARM FUND	\$ 75,000
HAZARDOUS MATERIALS FUND	\$ 10,000
FOURTH OF JULY FUND	\$ 25,000
DPW INSPECTION FEES FUND	\$100,000
TOWN HALL MAINTENANCE FUND	\$ 10,000

For more information, please visit the Town's website: www.ayer.ma.us

Or take any action thereon or in relation thereto.

Explanatory Note: The provisions of the Municipal Modernization Act include revisions to G.L. c.44, §53E 1/2. Revolving funds must now be established by bylaw and will not need an annual vote of Town Meeting unless a revolving fund is added/deleted or a limit needs to be changed. All of the above Revolving Funds were established by bylaw at the 2017 Annual Town Meeting. However, the expenditure limit for the Fire Alarm Fund is being increased from \$35,000 to \$75,000.

Sponsor: Board of Selectmen
Finance Committee:

Simple Majority Vote Required

BORROW ARTICLE

ARTICLE 13: CAPITAL BUDGET REQUESTS

To see if the Town will vote to authorize the Treasurer, with the approval of the Board of Selectmen, to borrow the sums set out in the Warrant and hereby listed for the purposes of funding the following equipment, services, and public works projects as contained in the **Capital Budget**, each sum hereafter to be voted on separately. Any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount, or take any action thereon or in relation thereto.

<u>Department</u>	<u>Item</u>	<u>Amount</u>
Building Inspection Facilities	Department vehicle	\$35,000
	Electric door locking system for Town Hall	\$40,000
	External LED display for Fire Station	\$35,000
	Automated HVAC system for Police Station	\$45,950
Fire Department	Replace Forestry 2 service truck	\$44,000
Police Department	Upgrade evidence/property storage	\$65,000
DPW – Highway	Road paving	\$150,000
	Hooklift truck	\$240,000
DPW – Stormwater	Biofiltration/outfall improvements	\$50,000
Ambulance Enterprise	Ambulance	\$300,000
Water Enterprise	Water main replacements	\$200,000
	Water storage tank mixing system	\$50,000
	Utility truck	\$65,000
Sewer Enterprise	Collection system repair/reline	\$50,000
	Wrightway pumping station	\$100,000
Total:		<u>\$1,469,950</u>

Sponsor: Capital Planning Committee
Board of Selectmen:
Finance Committee:

Two Thirds Vote Required

For more information, please visit the Town's website: www.ayer.ma.us

ARTICLE 14: BORROW AUTHORIZATION FOR GROVE POND

WATER TREATMENT PLANT – IMPROVEMENTS FOR REMOVAL OF PERFLUORINATED ALKYL SUBSTANCES (PFAS)

To see if the Town will vote to authorize the Treasurer, with the approval of Board of Selectmen, to borrow the sum of \$4,170,000 for the purposes of funding the construction of the Grove Pond Water Treatment Plant – Improvements for Treatment of PFAS, including costs incidental or related thereto; that to meet this appropriation the Treasurer with the approval of the Board of Selectmen is authorized to borrow \$4,170,000 and issue bonds or notes thereof under Chapter 44 of the General Laws and/or Chapter 29C of the General Laws, or any other enabling authority; that such bonds or notes shall be general obligations of the Town unless the Treasurer with the approval of the Board of Selectmen determines that they should be issued as limited obligations and may be secured by local system revenues as defined in Section 1 of Chapter 29C; that the Treasurer with the approval of the Board of Selectmen is authorized, but not required to, to borrow all or a portion of such amount from the Massachusetts Clean Water Trust established pursuant to Chapter 29C and in connection therewith to enter into a financing agreement and/or security agreement with the Trust and otherwise to contract with the Trust and the Department of Environmental Protection with respect to such loan and for any federal or state aid available for the project or for the financing thereof. Any premium received upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount; or take any action thereon or in relation thereto.

Sponsor: Board of Selectmen
Finance Committee:

Two Thirds Vote Required

Explanatory Note: The US Environmental Protection Agency (EPA) and Massachusetts Department of Environmental Protection (MassDEP) requires water systems to test the drinking water for a series of unregulated contaminants. One of these unregulated contaminants, Per and Polyfluoroalkyl Substances (PFAS) was found in one of Ayers drinking water wells and has been taken out of service. The DPW has evaluated treatment options for removal of these contaminants and this will require an addition to the existing Grove Pond Water Treatment Plant to add filters with specialized PFAS removal media. Without the treatment for these wells, the town will not have adequate water supply to meet the existing and future water demands.

TRANSFER ARTICLES

ARTICLE 15: CAPITAL BUDGET REQUESTS

To see if the Town will vote to transfer from Capital Stabilization the following sums hereby listed for the purpose of funding the following equipment, services and public works projects as contained

For more information, please visit the Town's website: www.ayer.ma.us

in the Capital Budget, each sum hereafter to be voted on separately, or take any action thereon or in relation thereto:

Council on Aging	Senior Center feasibility study	\$30,000
Town Clerk	Voting machines	\$20,000
Information Technology	Infrastructure upgrades	\$25,000
Parks	Dock system	\$25,000
Fire Department	Replace hoses, nozzles & appliances	\$25,000
DPW – Highway	Flail mower for trackless municipal tractor	\$30,000
Total:		<u>\$155,000</u>

Sponsor: Capital Planning Committee
Board of Selectmen:
Finance Committee:

Two Thirds Vote Required

ARTICLE 16: UDAG REPLENISHMENTS

To see if the Town will vote to transfer \$200,000 from Free Cash to replenish the Urban Development Action Grant (UDAG) account for the following:

Police Radio Infrastructure Project	\$200,000
Total:	<u>\$200,000</u>

Or take any action thereon or in relation thereto.

Explanatory Note: This article will replenish the Town's UDAG Fund in the amounts set forth in the article. These funds were used from the UDAG's unrestricted funds for purposes state in the Article and did not have a repayment mechanism.

Sponsor: Board of Selectmen
Finance Committee:

Simple Majority Vote Required

ARTICLE 17: GASB-45/OPEB (Post-Employment Benefits) FUND

To see if the Town will vote to raise and appropriate \$128,000 and transfer \$172,000 from Free Cash, totaling the sum of \$300,000, to meet the Town's obligations under the Government Accounting Standards Board (GASB) Statement 45 to fund the Town's future obligation for the cost of other post-employment benefits (OPEB), or take any action thereon or in relation thereto.

Sponsor: Board of Selectmen
Finance Committee:

Simple Majority Vote Required

For more information, please visit the Town's website: www.ayer.ma.us

ARTICLE 18: FUNDING OF CONSERVATION FUND

To see if the Town will vote to transfer the amount \$5,000.00 from Free Cash for the purposes of funding the Town's Conservation Fund, or take any action thereon or in relation thereto.

Sponsor: Board of Selectmen
Finance Committee:

Simple Majority Vote Required

Explanatory Note: Town Meeting established the Town's Conservation Fund at the 2017 Special Fall Town Meeting with funding in the amount of \$500,000 from Community Preservation Funds for the purposes of acquiring land for open space and/or conservation purposes. This Article would fund \$5,000 into the Town's Conservation Fund.

RAISE & APPROPRIATE ARTICLES

ARTICLE 19: FIRST YEAR'S INTEREST-GENERAL FUND BORROWING

To see if the Town will vote to raise and appropriate the sum of \$55,671 required to provide for the first year's interest charges and associated administrative expenses on all General Fund borrowing/bonding authorized by this Town Meeting, or take any action thereon or in relation thereto.

Sponsor: Board of Selectmen
Finance Committee: To report at Town Meeting

Simple Majority Vote Required

Explanatory Note: This Article will provide the funding associated with the administrative expenses on all General Fund borrowing/ bonding authorized by Town Meeting.

ARTICLE 20: FUNDING FOR AQUATIC WEED CONTROL FOR TOWN PONDS

To see if the Town will vote to raise and appropriate the sum of \$40,000 for the purpose of funding the aquatic weed control program for the Town's ponds, and any incidental and related costs and expenses; or take any action thereon or in relation thereto. Funds are to be spent by June 30, 2022; unexpended funds on June 30, 2022, to close and revert to general fund balance or take any action thereon or related to.

Explanatory Note: Funding from this Article will be used by the Conservation Commission for the purposes of the aquatic weed control of all the Town's ponds.

Sponsor: Board of Selectmen
Finance Committee:

Simple Majority Vote Required

For more information, please visit the Town's website: www.ayer.ma.us

ARTICLE 21: START-UP FUNDING FOR “ADOPT AN ISLAND” PROGRAM

To see if the Town will vote to raise and appropriate the sum of \$10,000 for the purpose of providing start-up funding for the local “Adopt and Island” Program, or take any action thereon or in relation thereto. Funds to be spent by June 30, 2022; unexpended funds on June 30, 2022 to close and revert to general fund balance or take any action thereon or related to.

Sponsor: Board of Selectmen
Finance Committee:

Simple Majority Vote

Explanatory Note: This Article would provide the start-up funding for the “Adopt An Island” Program which would make Landscaping/ beautification improvements to the traffic islands at the Charlton Circle Rotary in cooperation with MassDOT.

ARTICLE 22: AYER CULTURAL COUNCIL FUNDING

To see if the Town will vote to appropriate \$4,600 to provide funding for the Ayer Cultural Council (ACC). This amount matches funds allocated from the Massachusetts Cultural Council. These funds allow the ACC to provide additional support to local artistic and cultural exhibitions, performances and events that benefit Ayer residents.

Sponsor: Board of Selectmen
Finance Committee

Simple Majority Vote Required

Explanatory Note: This Article requested by the Ayer Cultural Council (ACC) will supplement their funding from the Massachusetts Cultural Council to support a variety of cultural programs in the Town of Ayer. The Ayer Cultural Council estimates using 2016 Census Data, that the cost of this request per resident would be approximately .58 cents per person.

ARTICLE 23: FIRE EQUIPMENT GRANT MATCH

To see if the Town will vote to raise and appropriate the sum of \$1,158.00 as the Town’s matching share of a grant to be used for the training of pump operator’s and any incidental and related costs and expenses, or take any action thereon or in relation thereto.

Sponsor: Board of Selectmen
Finance Committee

Simple Majority Vote Required

ARTICLE 24: STABILIZATION FUND

To see if the Town will vote to raise and appropriate \$697,562 from Free Cash or such other sum or sums of money, with \$97,562 to be credited to the Stabilization Fund under the provisions of Chapter 40, Section 5B of the General Laws, and \$600,000 to be credited to the Capital Stabilization Fund per the Town’s Financial Policies or take any action thereon or in relation thereto.

For more information, please visit the Town’s website: www.ayer.ma.us

Sponsor: Board of Selectmen
Finance Committee:

Simple Majority Vote Required

COMMUNITY PRESERVATION ARTICLES

ARTICLE 25: COMMUNITY PRESERVATION ACT

To see if the Town will hear and act on the report of the Community Preservation Committee on the Fiscal Year 2019 Community Preservation Act budget, and appropriate from the estimated FY 2019 Community Preservation Fund revenues:

- A sum of money equal to five percent, and not to exceed five thousand dollars (\$5,000), to meet the administrative expenses and all other necessary and proper expenses of the Community Preservation Committee for Fiscal Year 2019.

And further, to reserve for future appropriation from the estimated FY 2019 Community Preservation Fund revenues the following sums of money, as recommended by the Community Preservation Committee, for each of the following purposes:

- A sum of money equal to \$124,715, more or less, for acquisition, creation and preservation of open space excluding land for recreational use, and
- A sum of money equal to \$21,986 more or less, for acquisition, preservation, restoration and rehabilitation of historic resources, and
- A sum of money equal to \$21,986 more or less, for acquisition, creation and preservation and support of community housing.

And the remainder sum of \$34,174 for the Community Preservation FY 2019 Budgeted Reserve.

Or take any action thereon or in relation thereto.

Sponsor: Community Preservation Committee
Board of Selectmen:
Finance Committee:

Simple Majority Vote Required

Explanatory Note: Disbursement required by the Commonwealth of Massachusetts under M.G.L. Chapter 44B for the estimated FY 2019 Community Preservation Fund revenues.

ARTICLE 26: COMMUNITY PRESERVATION FUND FY 2019 TRANSFER OF FUNDS

To see if the Town will vote to transfer from Community Preservation Fund FY 2019 estimated annual revenues, not-to-exceed the sum of \$12,000, and reserve said sum for future appropriation by the Community Preservation Committee for general open space purposes; or take any action thereon or in relation thereto.

For more information, please visit the Town's website: www.ayer.ma.us

Sponsor: Community Preservation Committee
Board of Selectmen:
Finance Committee:

Simple Majority Vote Required

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

**ARTICLE 27: COMMUNITY PRESERVATION FUND FY 2019
TRANSFER OF FUNDS TO HISTORICAL RESOURCE
CATEGORY**

To see if the Town will vote to transfer from the Community Preservation Fund FY 2019 Undesignated Fund Balance, General Fund Category the sum of money not-to-exceed \$108,000 to Community Preservation Fund FY 2019 Historical Resource Category; or take any action thereon or in relation thereto.

Sponsor: Community Preservation Committee
Historical Commission: Recommends
Board of Selectmen:
Finance Committee:

Simple Majority Vote Required

Explanatory Note: To transfer the funds needed for the Sandy Pond School Association's priority structural project request from the General Fund Category to the Historical Resource Category.

**ARTICLE 28: COMMUNITY PRESERVATION FUNDING OF SANDY
POND SCHOOL ASSOCIATION PRIORITY
STRUCTURAL RESTORATION PROJECT**

To see if the Town will vote to transfer from the Community Preservation Fund FY 2019 Balance Reserve from Historic Resources the sum of money not-to-exceed \$108,000 to support the Sandy Pond School Association with its priority structural restoration of the National Historic building located at the corner of Sandy Pond, Willow, and Westford Roads; or take any action thereon or in relation thereto.

Sponsor: Community Preservation Committee
Historical Commission: Recommends
Board of Selectmen:
Finance Committee:

Simple Majority Vote Required

Explanatory Note: To support the priority structural restoration of the Sandy Pond School House (a National Historic building) located at the corner of Sandy Pond, Willow and Westford Roads.

For more information, please visit the Town's website: www.ayer.ma.us

OTHER BUSINESS ARTICLES

ARTICLE 29: GRANT OF EASEMENT AT DEPOT SQUARE

To see if the Town will vote to authorize the Board of Selectmen to grant an easement over a portion of the property located at 7 Depot Square and 12-50 Main Street, as shown on a sketch plan entitled "Depot Square," dated March 19, 2018, on file with the Town Clerk, being portions of Parcel D and Parcel E as shown on a plan entitled "Plan of Lands of Worthen Dale Realty Corp. Access Corridor and Advocates Building to be Acquired by the Town of Ayer, Massachusetts," dated May 6, 2016, recorded with the Middlesex South District Registry of Deeds as Plan 461 of 2016, for the purpose of pedestrian and vehicular travel, on such terms and conditions as the Board of Selectmen deems appropriate, or take any action thereon or in relation thereto.

Board of Selectmen

Simple Majority Vote Required

Explanatory Note: This Article will grant an easement over a portion of Depot Square to permit Worthen Dale Realty Corp. to have improved access to their property for truck traffic.

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 to authorize the Board of Selectmen to do and take any and all actions necessary or appropriate to carry out the intent of this vote as the Board of Selectmen deems appropriate, or take any action thereon or in relation thereto.

Board of Selectmen
Finance Committee

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

For more information, please visit the Town's website: www.ayer.ma.us

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.

Board of Selectmen
Finance Committee:

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 cost impact to the Town of Ayer. For more information on the Stewardship Plan and the Wild and Scenic Designation, please visit www.wildandscenicnashuarivers.org.

ARTICLE 32: LOCAL SALES TAX FOR THE SALE OF RETAIL MARIJUNANA PRODUCTS

To see if the Town will vote to accept the provisions of G.L. c. 64N, sec. 3 to impose a local sales tax upon the sale or transfer of marijuana or marijuana products by a marijuana retailer operating within the Town to anyone other than a marijuana establishment at a rate of three percent (3%) of the total sale price received by the marijuana retailer as consideration for the sale of marijuana or marijuana products, or take any action thereon or in relation thereto.

Sponsor: Board of Selectmen

Finance Committee: Recommends (Vote taken on March 28, 2018) Simple Majority Required

Explanatory Note: This Article would enable the Town of Ayer to tax up to 3% of the total sale price received by marijuana retailers for the sale of marijuana products.

ARTICLE 33: AUTHORIZATION TO GRANT ONE ADDITIONAL ALL ALCOHOL LICENSE FOR THE VINEYARD LOCATED AT 63 PARK STREET

To see if the Town will vote to authorize the Board of Selectmen to petition the General Court to authorize the Town to grant one additional license for the sale of all alcoholic beverages not to be drunk on the premises for the Vineyard located at 63 Park Street, in the form set forth below; and provided further that the General Court may make clerical or editorial changes of form only to the bill, unless the Board of Selectmen approves amendments to the bill before enactment by the General Court, and to authorize the Board of Selectmen to approve amendments which shall be within the scope of the general public objectives of the petition:

For more information, please visit the Town's website: www.ayer.ma.us

*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 FOR THE VINEYARD*

*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. 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 The Vineyard located at 63 Park Street, Ayer, MA 01432. The license shall be subject to all of said Chapter 138, except said Section 17. The licensing authority shall not approve the transfer of the license to any other location, person, or entity, 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 indicated that the license is in good standing with those departments and that all applicable taxes, fees and contributions have been paid. If the license granted under 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.

Section 2. This act shall take effect upon passage.

Or take any action thereon or in relation thereto.

Sponsor: Board of Selectmen
Finance Committee

Simple Majority Vote Required

Explanatory Note: If passed this Article would petition the State Legislature to authorize the Board of Selectmen to issue one (1) additional all-alcohol license specifically for The Vineyard located at 63 Park Street. If passed the total number of all-alcohol licenses for the Town of Ayer would increase from three (3) to four (4).

CITIZENS PETITIONS

CITIZEN'S PETITION #1: TRANSFER STATION HOURS

Make the Transfer Station closing time three o'clock in the afternoon, 3:00p.m., 15:00hrs.

Explanatory Note: This Citizens Petition was submitted to the Town Clerk on March 29, 2018 and certified at that time by the Town Clerk to contain the required signatures to be placed on the Annual Town Meeting Warrant as a Citizens Petition. Citizens Petitions are advisory.

For more information, please visit the Town's website: www.ayer.ma.us

A True Copy Attest: _____

Date: April 20, 2018

Susan E. Copeland

Town Clerk, Treasurer, Tax Collector

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

Constable

Date: April 20, 2018

For more information, please visit the Town's website: www.ayer.ma.us

RESERVE FUND TRANSFER REQUEST

Section I (Completed by Elected Official or Department Head)

This request for a transfer from the Reserve Fund is being made in accordance with M.G.L., Chapter 40, Section 6:

1. Amount requested: \$6,049.00
2. To be transferred to:
 - A. Account Name Council on Aging
 - B. Account #: 01541-51000
3. Present balance in budget \$20,938.30
4. The amount requested will be used for (please attach supporting information):
To pay for wages remaining in FY18.
5. The expense is extraordinary or unforeseen for the following reason(s):
Costs incurred due to unforeseen retirement of the Nutrition Coordinator.
(See attachment)

Date 4/11/2018

Elected Official or Department Head

Section II Action by Board of Selectmen or Appointing Authority when Section I not completed by an Elected Official

Transfer Approved: YES NO

Amount Approved: \$ _____

Date of Meeting: _____

Number Present/Voting _____

Chairman

Section III Action by Finance Committee

Transfer Approved: YES NO

Amount Approved: \$ _____

Date of Meeting: _____

Number Present/Voting _____

Chairman

COA - REASONS FOR FY2018 BUDGET SHORTFALL IN WAGES:

(THIS DOES not INCLUDE ANY IMPACT FROM MART NOT PAYING FULL REIMBURSEMENTS)

Wages

Retirement payout for L. Ratcliffe	unused sick buyback	\$2,500
	unused vacation	<u>\$3,549</u>
		\$6,049

04/11/2018 11:38
 2481gabr

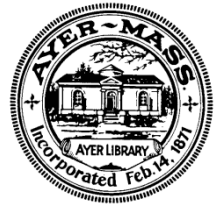
TOWN OF AYER
 BUDGET REPORT

P 1
 glytdbud

FOR 2018 10

ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	YTD EXPENDED	ENCUMBRANCES	AVAILABLE	PCT
001 GENERAL FUND	APPROF	ADJUSTMTS	BUDGET			BUDGET	USED
01541 COUNCIL ON AGING							
01541 51000 COUNCIL ON AGING WAGE	114,628	0	114,628	93,217.59	.00	21,410.41	81.3%
01541 52000 SERVICES	17,600	0	17,600	9,364.20	.00	8,235.80	53.2%
01541 53065 AROBICS INSTRUCTOR	0	0	0	4,200.00	.00	-4,200.00	100.0%*
01541 54000 SUPPLIES	2,000	0	2,000	1,381.66	.00	618.34	69.1%
01541 54200 OFFICE SUPPLIES	800	0	800	.00	.00	800.00	.0%
01541 54900 FOOD SUPPLIES	200	0	200	409.48	.00	-209.48	204.7%*
01541 57000 OTHER CHARGES & EXPENS	600	0	600	6,316.77	.00	-5,716.77	1052.8%*
TOTAL COUNCIL ON AGING	135,828	0	135,828	114,889.70	.00	20,938.30	84.6%
TOTAL GENERAL FUND	135,828	0	135,828	114,889.70	.00	20,938.30	84.6%
TOTAL EXPENSES	135,828	0	135,828	114,889.70	.00	20,938.30	

**Office of the Board of Selectmen
Office of the Town Administrator**



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

Memorandum

To: Ayer Board of Selectmen
Robert A. Pontbriand, Town Administrator

From: Carly M. Antonellis, Assistant to the Town Administrator

Date: April 12, 2018

Re: Recycled Product Procurement Policy

Greetings!

The following is a redlined DRAFT update to the Town of Ayer's Recycled Product Procurement Policy, last updated in 1998. Ms. Laurie Sabol of the Ayer Recycling Committee has asked the BOS to update the policy. In order to apply for grants from the Massachusetts Department of Environmental Protection, the Town has to submit our Recycled Product Procurement Policy, which promotes the purchasing of recycled products.

Recycled Product Procurement Policy

Adopted September 14, 1998

Updated April 17, 2018

In recognition of the need to make more efficient use of our natural resources, create markets for the materials collected in recycling programs, reduce solid waste volume and disposal costs, and serve as a model for private and public institutions, the Town of Ayer is committed to purchasing products that are environmentally preferable and/or made of recycled materials, whenever such products meet quality requirements and are available at reasonable prices and terms.

To the maximum extent practicable, the following standards shall be adhered to:

- a) For all purchase of printing and writing paper for in house use or custom printed materials by professional printers, including copier paper, offset paper, forms, stationary, envelopes, labels, notepads and file folders, the minimum content stands shall be no less than ~~20~~30% post-consumer recycled materials to meet the current state and federal minimum standards. ~~This minimum standard may be increased to 30% beginning December 31, 1998 to match the scheduled increase in feral minimum standards.~~
- b) Town departments shall ensure that all contracts for printing require the inclusion of an imprint identifying the recycled content of the paper whenever practicable, along with the recycling symbol.
- c) For the purpose of measuring the progress of the program and success in meeting the recycling goals of the Commonwealth, each department shall report purchases of recycled products to the Town Manager (or other appropriate municipal chief/board) on July 30 for the previous fiscal year.

As voted upon and approved by the Ayer Board of Selectmen at the 9/14/98 Selectmen's meeting and updated on 4/17/18:

Ayer Board of Selectmen:

Christopher R. Hillman, Chair

Jannice L. Livingston, Vice-Chair

Gary J. Luca, Clerk

Board of Selectmen

MEETING MONDAYS AT 7:00 P.M. • UPPER TOWN HALL • 1 MAIN STREET • AYER, MASSACHUSETTS 01432



PAULINE J. HAMEL, *Chairman*
PAUL D. BRESNAHAN, *Clerk*
CORNELIUS F. SULLIVAN, *Member*
Tel. (978) 772-8220
Fax. (978) 772-3017

JAMES M. KREIDLER, JR.
Town Administrator
(978) 772-8210

TOWN OF AYER

RECYCLED PRODUCT PROCUREMENT POLICY

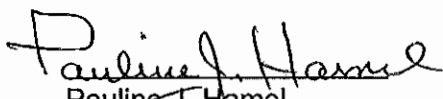
In recognition of the need to make more efficient use of our natural resources, create markets for the materials collected in recycling programs, reduce solid waste volume and disposal costs, and serve as a model for private and public institutions, the Town of Ayer is committed to purchasing products that are environmentally preferable and/or made of recycled materials, whenever such products meet quality requirements and are available at reasonable prices and terms.

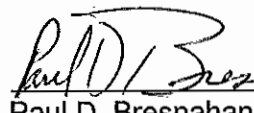
To the maximum extent practicable, the following standards shall be adhered to:

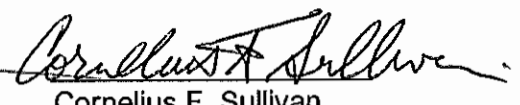
- a) For all purchases of printing and writing paper for in house use or custom printed materials by professional printers, including copier paper, offset paper, forms, stationary, envelopes, tablets, notepads and file folders, the minimum content standards shall be no less than 20% post-consumer recycled materials to meet the current state and federal minimum standards. This minimum standard may be increased to 30% beginning December 31, 1998, to match the scheduled increase in federal minimum standards.
- b) Town departments shall ensure that all contracts for printing require the inclusion of an imprint identifying the recycled content of the paper whenever practicable, along with the recycling symbol.
- c) For the purpose of measuring the progress of the program and success in meeting the recycling goals of the Commonwealth, each department shall report purchases of recycled products to the Town Manager (or other appropriate municipal chief/board) on July 30 for the previous fiscal year.

As voted upon and approved by the Ayer Board of Selectmen at the 9/14/98 Selectmen's meeting,

Ayer Board of Selectmen:


Pauline J. Hamel
Chairman


Paul D. Bresnahan
Clerk


Cornelius F. Sullivan
Member

[illegible]

**Town of Ayer
Board of Selectmen
Ayer Town Hall – 1st Floor Meeting Room
Ayer, MA 01432**



Broadcast and Recorded by APAC

Tuesday April 3, 2018
Open Session Meeting Minutes

Present: Christopher R. Hillman, Chair; Jannice L. Livingston, Vice – Chair
Robert A. Pontbriand, Town Administrator

Absent: Gary J. Luca, Clerk

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

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

Review and Approve Agenda:

Motion: A motion was made by J. Livingston and seconded by G. Luca to approve the agenda, presented.

Motion passed 2-0.

Review of Warrants: J. Livingston reported that she signed Accounts Payable Warrant #18-18 on April 3, 2018 in the amount of \$3,746,979.57

Announcements: None

Public Input: None

Recognition of David Nelson, Jr., Ayer Wastewater Treatment Operator: DPW Superintendent Mark Wetzel and the BOS recognized David Nelson, Jr., Ayer Wastewater Treatment Operator for his recent completion of the Massachusetts Wastewater Operator Certification course which is a year-long program covering the various disciplines of wastewater treatment.

Police Chief William A. Murray: *Appointment of Mr. David Trinqué to the Position of Full-Time Dispatcher* – Chief Murray presented and recommended Mr. David Trinqué for appointment as a full-time Dispatcher at Step 1, effective April 17, 2018 contingent upon successfully passing a background investigation, drug testing and field training.

Motion: A motion was made by C. Hillman and seconded by J. Livingston to appoint Mr. David Trinqué as a full-time Dispatcher at Step 1 effective April 17, 2018 contingent upon successfully passing a background investigation, drug testing and field training. **Motion passed 2-0.**

Recognition of Telecommunicators Week – Chief Murray asked the BOS to recognize National Telecommunicators Week (April 8th thru April 14th) which recognizes all Dispatchers for their hard work and dedication to public safety and the communities they serve. Chief Murray, the Town Administrator, and BOS thanked all of the Ayer Dispatchers for their hard work and dedication to the Town.

Approval of Tri Tech Purchase Order #2506 – Chief Murray presented a purchase order in the amount of \$113,256.11 from Tri Tech for the purchase of communications infrastructure equipment for the regional dispatch center. He explained that the funding for this purchase order is all grant funding from State 911.

Motion: A motion was made by J. Livingston and seconded by C. Hillman to approve the purchase order from Tri Tech (Purchase Order #2506) in the amount of \$113,256.11 for signature by the Chair. **Motion passed 2-0.**

Public Hearing – FY 2019 Water and Sewer Rate(s) Public Hearing:

J. Livingston read the Public Hearing Notice as posted on March 22, 2018 into the record.

C. Hillman declared the Public Hearing Open.

R. Pontbriand introduced the Town Finance Manager, Ms. Lisa Gabree, and the DPW Superintendent, Mr. Mark Wetzel to give the presentation of the Water and Sewer Rate Committee. R. Pontbriand thanked the members of the Water and Sewer Rate Review Committee.

L. Gabree and M. Wetzel made a presentation on behalf of the Water and Sewer Rate Review Committee. The recommendation(s) of the Committee to the BOS for the FY 2019 Water and Sewer Rate(s) were as follows:

Proposed FY 2019 Water Rates (Effective July 1, 2018):

	Current	Proposed	% Increase
Step 1	2.52	2.57	2%
Step 2	3.12	3.18	2%
Step 3	3.69	3.76	2%

Note: Current and proposed rate steps increase at 3,000 cubic feet.

Proposed FY 2019 Sewer Rates (Effective July 1, 2018):

	Current	Proposed	% Increase
Step 1	7.41	7.67	3.5%
Step 2	8.49	8.79	3.5%
Step 3	9.66	10.00	3.5%

Note: Current and proposed rate steps increase at 3,000 cubic feet. FY 2019 rates are in line with those project in FY 2018.

Impact on Average Residential Bill (Effective July 1, 2018):

	Quarterly FY 2019	Quarterly FY 2018	Quarterly Increase	Annual Increase
Water	\$25.70	\$25.20	\$.70	\$2.80
Sewer	\$76.70	\$74.10	\$2.60	\$10.40
Total	\$102.40	\$99.30	\$3.30	\$13.20

Note: Impact on single family residential quarterly bill based on average quarterly usage of 1,000 cubic feet

Motion: A motion was made by J. Livingston and seconded by C. Hillman to approve the FY 2019 Water and Sewer Rates effective July 1, 2018 as recommended by the Water and Sewer Rate Review Committee.
Motion Passed 2-0.

Ms. Lisa Gabree, Finance Manager – Reserve Fund Transfer for Accounting Department:

Ms. Gabree appeared before the BOS with a Reserve Fund Transfer in the amount of \$21,320 for Account # 01135. The Reserve Fund Transfer is needed to pay for wages reaming in FY 2018 due to the unforeseen retirement of the Assistant Accountant as well as unforeseen costs for cash audits as the result of turn-over in the Treasurer's Office.

Motion: A motion was made by J. Livingston and seconded by C. Hillman to approve the Reserve Fund Transfer in the amount of \$21,320 for Account #01135 as presented by the Finance Manager with signature by the Chair. **Motion passed 2-0.**

State Representative Jennifer Benson:

State Representative Jennifer Benson appeared before the BOS to provide an update to the BOS on the various legislative activities, initiatives, and projects that she is working on. She also discussed with the BOS various issues and concerns facing the Town of Ayer. The topics discussed included Chapter 90 Funding; Chapter 70 Funding; Lottery Funding; Health Insurance Costs; Conditions of the Ayer Rail Corridor; and other matters of mutual concern/interest.

Town Administrator's Report:

The Town Administrator gave a brief Administrative Update to the BOS on the various activities, initiatives and projects of the Administration since the last BOS meeting on March 27, 2018.

New Business/Selectmen's Questions:

C. Hillman discussed the issue of rail ties and other debris left by the various railroads throughout the Town's rail corridor from the Littleton town line to the Shirley town line with specific concerns at the Commuter Rail Platform; Sandy Pond Road; Willow Road; and Wagon Road. He asked about fining the railroads as a means of getting these areas cleaned up. These conditions would not and are not tolerated in other Towns such as Littleton, Acton, and Concord. Additionally, C. Hillman stated that he was informed by railroad employees that in towns where the railroads are fined they get these rail ties removed.

R. Pontbriand stated that the Town should first give specific notice to the various railroads to include the specific issues; specific locations; and supporting photographs. Within a defined period of time, if there is no progress, than the BOS could proceed with the appropriate enforcement action.

Motion: A motion was made by C. Hillman and seconded by J. Livingston to issue formal notice to the various railroads to remove their rail ties and other debris from the rail corridor or be subject to enforcement/fining. **Motion passed 2-0.**

Approval of Meeting Minutes:

Motion: A motion was made by J. Livingston and seconded by C. Hillman to approve the meeting minutes for March 20, 2018 and March 27, 2018 as recorded. **Motion passed 2-0**

Executive Session pursuant to G.L. c. 30A, sec. 21(a): Exemption #3 (Collective Bargaining) APPOA Contract MOA and APPOA Communications Contract MOA:

Motion: A motion was made by C. Hillman and seconded by J. Livingston at 8:54 PM to enter into Executive Session pursuant to G.L. c. 30A, sec. 21 (a) Exemption #3 (Collective Bargaining) APPOA Contract MOA; and pursuant to G.L. c. 30A, sec. 21 (a) Exemption #3 (Collective Bargaining) APPOA Communications Contract MOA; and to adjourn at the conclusion of the Executive Session. C. Hillman further stated that to discuss these matters in Open Session would be detrimental to the Town's negotiating strategy. **By Roll Call:** C. Hillman, aye; J. Livingston, aye; **Motion passed by Roll Call Vote 2-0.**

Minutes Recorded and Submitted by Robert A. Pontbriand, Town Administrator

Date Minutes Approved by BOS: _____

Signature Indicating Approval: _____