

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

**Tuesday June 5, 2018**  
**Open Session Meeting Agenda**

- 7:00 PM**                    **Call To Order**  
Pledge of Allegiance; Review and Approve Agenda; Announcements
- Recognition of Ayer Shirley Regional High School Reporters, Track Team, and Robotics Team**
- 7:05 PM\***                    **Public Input**
- Superintendent Mark L. Wetzel, Ayer Department of Public Works**  
1. Ayer Wastewater Treatment Facility FY'18 Improvements Contract
- 7:15 PM**                    **Presentation of Final of Plans for Commuter Rail Trail Parking Project and Depot Square Improvement Project**
- 7:45 PM**                    **Chief William A. Murray and Deputy Chief Brian Gill**
- 7:50 PM**                    **Mr. Alan Manoian, Director of Community and Economic Development**  
1. Adopted Master Plan Overview
- 8:00 PM**                    **Discussion on Transfer Station Hours Survey Questions**
- 8:10 PM**                    **Town Manager's Report**  
1. Administrative Update/Review of Warrant(s)  
2. Appointments/2018 Reappointments Part 1  
3. Reserve Fund Transfer Requests – COA and Veterans  
4. Approval of MassWorks Payment to MART (Demolition of Advocates Building)  
5. Release of Statement of Claim – 66 Westford Road  
6. BOS Letter to EPA regarding PFAS
- 8:40 PM**                    **New Business/Selectmen's Questions**  
1. Groton Harvard Road/Central Ave. Intersection (Selectman Hillman)  
2. Adopt a Street (Selectman Hillman)  
3. Annual BOS and Town Manager Goals Discussion
- 8:50 PM**                    **Approval of Meeting Minutes**  
May 17, 2018
- 8:55 PM**                    **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 June 19, 2018 at 7:00 PM

## Central Mass. Div. 2 boys' indoor track championships: Ayer-Shirley captures first team crown

By Steve Farley, Correspondent

Posted Feb 10, 2018 at 7:36 PM

Updated Feb 10, 2018 at 9:59 PM

FITCHBURG — Last year, Ayer-Shirley was just happy to walk out of the Doug Grutchfield Field House at Fitchburg High with a strong second-place performance at the Central Mass. Division 2 boys' indoor track and field championships.

This time, anything less than first was considered unacceptable.

The Panthers, sparked by key wins from Trevor Fields in the 1,000 meters and Matthew Sabatino in the shot put, defeated Murdock, 77-31, to capture the school's first district indoor title.

"It means a lot to us," Fields, a senior, said. "Last year, we were close. Our goal was to take this meet. We didn't come in overconfident, but we came in with the right amount of confidence. It would have been a little disappointing (not winning). Now after this, we can go to the (Division 5) states and see what we can do there."

"This is our last year together," said Sabatino, also a senior. "We wanted to go out strong. Senior year, we knew if we worked hard enough, we'd get this. We knew most of our team was coming back."

Ayer-Shirley is the seventh school to be crowned Division 2 champs in as many years. Defending champion Hopedale tied Nipmuc and Leicester for 14th with eight points.

"We've been runner-up a few times, which is great, but we kind of wanted to cement one today," Ayer-Shirley co-coach Chris Donovan said. "When you have a big senior class, we wanted them to go out with a win."

Ayer-Shirley co-coach Mike Seguin has been impressed with the work ethic of his talented squad.

"It's been the commitment of the athletes over the last six years," Seguin said. "I think everyone has gotten so much better since last year."

In one of the most exciting finishes of the morning session, Fields edged Lunenburg senior Chris McCauliff in the 1,000. Fields crossed the finish line in 2 minutes, 47.66 seconds, McCauliff in 2:47.90.

"It was a rough start for me," said Fields, who also helped Ayer-Shirley take second in the 3,200 relay. "I got stuck in the middle of the pack. I had to make up for the time I lost in the first few laps."

Sabatino, who was the top seed, held off classmate Steven Lawton in the shot put with a throw of 42 feet, 7 inches. Lawton's top heave was 41-11¼. The duo were fifth and sixth, respectively, last year.

"I knew I had to bring out some good throws to pull out the win," said Sabatino, whose personal best is 43-4. "I'm hoping to win at the D5 meet and go to All-States."

The Division 5 state meet is Thursday at the Reggie Lewis Athletic Center in Boston.

Ayer-Shirley picked up valuable points in the 55 dash (Marcus Fields, fifth), 600 (William Ernst, third), mile (Ethan Matthews, third), 2 mile (William Schilip, second), 55 hurdles (Nick Casavecchia, fourth), high jump (Edward Ernst, third), and sprint relay (second).

Sutton senior captain Joe Jepsen repeated as high jump champion while tying his personal best by clearing 6 feet, 2 inches higher than Uxbridge senior Ryan Silbor.

"I was more nervous than last year," said the Assumption College-bound Jepsen, the reigning CMass decathlon champion. "Last year, I was the only one at 6 feet coming into this meet. This year, I was one of four guys ranked at 6 feet. You never know what's going to happen."

Other individual winners included Holy Name senior Henry Osei (55 dash, 6.75), Hudson junior Michael Blake (300, 37.61), Murdock junior Richard Swanson (600, 1:26.77), Lunenburg junior David Gardner (mile, 4:43.32), Hopedale senior Brandon Hall (2 mile, 9:45.19), and Oakmont senior Ben Telicki (55 hurdles, 8.19).

—Contact Steve Farley at [sports@telegram.com](mailto:sports@telegram.com).

	<b>Indoor Team</b>	<b>State Team</b>	
Andre	Aaronson	Jack	Brewer
Gus	Angulo	Nicholas	Casavecchia
Garreth	Austin	Manny	deSouza
Conor	Bresnahan	Edward	Ernst
Jack	Brewer	William	Ernst
Caleb	Callaluca	Marcus	Fields
Mason	Casavecchia	Trevor	Fields
Nicholas	Casavecchia	Steven	Lawton
Aidan	Coss	Ethan	Matthews
Manny	deSouza	Davis	Preston
Edward	Ernst	Matthew	Sabatino
William	Ernst	William	Schilp
Marcus	Fields	Ariel	Velasquez
Trevor	Fields	Scott	Walters
Daniel	Fleming		
Matthew	Gill		
Liam	Gleason		
Dillon	Granberg		
Eric	Gravelle		
Hunter	Hefti		
Jacob	Kalgren		
Jason	Langlais		
Steven	Lawton		
Dana	Maloney		
Timothy	Manchester		
Ethan	Matthews		
Brandon	Morales		
Liam	Mountford		
Davis	Preston		
Matthew	Sabatino		
William	Schilp		
Dante	Sequeira		
Ariel	Velasquez		
Logan	Walker		
Scott	Walters		
James	Wilson		

It was a very successful season for the Ayer Shirley Regional High School's FIRST Robotics Competition Team, Andromeda One. The team is larger than ever involving 17% of the high school students this season. The team was recognized with the Engineering Inspiration Award at their first competition at WPI. At our second competition in Reading, the team's strong performance earned them the position of 3rd place captain in the finals and the team received the Creativity Award, the team's first award to recognize the robot design. For the 5th year in a row, the team qualified and competed in the New England Championship and was invited to attend the World Championship. Forty-nine team members from Andromeda One competed in the World Championship in Detroit. The robot performed great and the team won the Team Spirit Award trophy, the team's first award won at a World Championship. The judges said "This team's inclusive approach embodies a spirit that has impacted thousands of people in their school and surrounding community. Their campaign to get a FIRST program in every school district in Massachusetts proves they are a shining star!"

Providing this outstanding FIRST Robotics Competition experience wouldn't be possible without our sponsors including Boston Scientific, Schneider Electric, Analog Devices, ASEF, BAE Systems, ANSYS, Deloitte, SolidWorks, Pet Food Shop, HUB International, the Lura White FLL Coaches, the Tyagi Family, the Miska Family and Ferrite Microwave Technologies as well continued support from the Ayer Shirley Regional School District.

The current active list of students is provided below: 47 students (4 middle schoolers in blue and 43 high school students). You might also be interested to know that one of our 3 graduating seniors is going to Yale University to pursue engineering next year.

Thanks,  
Christine

First Name	Last Name
Dryden	Arsenault
David	Audette
Grace	Audette
Matt	Blood
Caleb	Callaluca
Devin	Cannava
John	Canning
Anabelle	Clemence
Abigail	Clemence
Kyle	Crawford
Will	Doyle
Sean	Doyle
William	Ernst
Edward	Ernst
Eric	Gravelle
Ethan	Hasz

Hunter	Hefti
Emily	Hernandez
Robert	Houde
Natalie	Kalgren
Ian	Keene
<b>Katie</b>	<b>Kilcommins</b>
Ryan	Kilcommins
Iman	Kilo
Rosalind	Lupaczyk
William	MacDonald
Owen	MacDonald
Dana	Maloney
Zach	Malstrom
Anthony	Mavilia
Eris	McCubbin
Ethan	McFetridge
Alana	Miska
Hyeseong	Moon
Courtney	Niedermeier
Olivia	Oestreicher
Colman	Richards
Zoe	Saldana
Owen	Salter
Will (Jr)	Schilp
Cheyenne	Sequeira
Dante	Sequeira
Shaunessy	Straitiff
Bryce	Valliere
<b>Seth</b>	<b>Valliere</b>
Ariel	Velasquez
Henry (Leyong)	Zhang

# 5<sup>th</sup> Year FRC Team 4905 from Ayer & Shirley Massachusetts

Boston Scientific - Schneider Electric - Analog Devices - ASEF - Ayer Shirley Regional High School

## ANDROMEDA ONE

**Team Motto:** Let's build something amazing!

**Team Mission:** We will strive to learn and grow as a diverse team of students, professionals and parents as we work together to build a robot that will bring pride to our team, our school and our community.

### **Diverse Team Inspiring Many Students:**

72 members strong

17% of high school students are on the team

43% female students

1/3 female mentors, 45% are STEM professionals

38% free and reduced lunch rate in our school

Students also participate in Boy Scouts, Basketball, Volleyball, Mock Trial, Band, Soccer, Hockey, Swim Team, School Play, Altar Serving, Relay for Life, DI, Student Council, Special Needs Baseball Mentors, Tech Kids, Hour of Code and FLL Coach/Volunteers.

### **Measurable Impact:**

- 78% of team graduates pursue STEM careers.
- 12% increase in female students in one year.
- All students use a tool to help build our robot!
- Exceeded the team's rookie year goal to inspire the school to add 1 new STEM class per year for 3 years. The high school added 7 new STEM courses (CAD I, CAD II, AP Physics, AP Biology, AP Chemistry and Genetics) and created a "STEM Pathway" to graduation in last 4 years!
- A Robotics Coordinator position was added to the school district.
- Added stipends for teachers coaching robotics with FRC coach on par with football coach.
- Numerous students changed their career goals to engineering after joining the team.
- 78 New STEM programs added in our district.

**Andromeda One Robots:** In 2017 ranked 27 out of 194 in New England, competed in playoffs at every event, qualified for the World Championship. In 2016, our robot ranked 18 out of 181 in New England, we were district event finalists, qualified for the World Championship. In 2015, our robot was 4 out of 40 at Granite State and 2 out of 40 at Reading and we qualified for New England Championship.

**Awards:** 2017 District and NE Championship Engineering Inspiration Award, 2017 Chairman's Award, 2016 Chairman's Award, 2015 Chairman's Award, 2014 Rookie All Star in New England at WPI, 2 Dean's List Finalist. We are the first in New England to win Chairman's Award as a 2<sup>nd</sup> year team.

### **MassFIRST Campaign:**

The team has accepted Dean Kamen's challenge to get FIRST into every school district in Massachusetts.

- Met with State Representative Jen Benson, Steve Cremer and Dana Henry for support.
- Presented to superintendents and school committee members at the MASS/MASC conference.
- Gained Governor Baker's support for our campaign at the Massachusetts STEM Summit leading to a meeting at the State House. Hosted the Governor at a 2016 FRC event.
- Presented to MA Legislators at the State House.
- Blair Brown and Bob LePage from the Executive Office of Education visited our team meeting to learn about FIRST.
- Met with Lego Education to find areas of collaboration.
- Mapped all towns with no FIRST team in the district.
- Collaborating with other FRC teams to start new teams.



### **Supporting & Starting New FIRST Teams:**

- Started and mentored Mechanical Advantage FRC 6328 from Littleton who won Rookie All Star Award in 2017.
- Mentored the Stormgears rookie FRC team 5422 from Westford who won Rookie All Star Award in Reading, MA.
- Donated a Lego Mindstorm EV3 and mentoring Long Nguyen, a physics teacher at a high school for gifted students to start the first FLL team in Vietnam.
- Mentor FLL teams in Harvard, MA and assisted 3 others.
- Recruited new FLL coaches to expand the middle school team limit from 10 kids to unlimited kids.
- Co-hosted a FLL Tournament at the Leominster Boys and Girls Club.
- Hosted Panther Pandemonium practice FLL tournament.
- Volunteered at several FLL tournaments.
- Supported 7 FLL teams with Lego construction and grant-writing resulting in 5 new robots.
- Volunteered at the FLL summer robotics program
- 12 Andromeda One team members coach 13 FLL teams and just added an FLL Jr. team.
- Hold annual FLL and FRC coach training session to help initiate multiple new teams.

# 5<sup>th</sup> Year FRC Team 4905 from Ayer & Shirley Massachusetts

Boston Scientific - Schneider Electric - Analog Devices - ASEF - Ayer Shirley Regional High School

## Community Impact:

- Partnered with Park & Rec to offer Summer STEM week for 4th thru 8th grade students.
- Invited 8 FLL teams, 2 Girl Scout troops and 3 Boy Scout troops to the New England FRC Championship. 20+ guests were paired with Andromeda One buddies.
- Students are mentoring the FLL teams and scouts as well as providing mentorship for the new Parks and Recreation after-school science program.
- Six Andromeda One high school junior students are coaching 13 elementary school FLL teams.
- Initiated school robot essay contest where winners go with team to FRC competition.
- Created, led and completed a new Girl Scout Robotics patch using a Lego Mindstorm Robot resulting in new robotics team members.
- Worked with FIRST and Girl Scouts leadership for almost a year to offer a robotics patch to all scouts.
- Created a CAD 3D Printing Girl Scout patch.
- Led the completion of the Boy Scout Robotics merit badge during 3 scout meetings.
- Partnered with Jeff Thomas, Head of Ayer Parks and Recreation to develop and implement Tech Kids, a new after-school STEM program for 4<sup>th</sup> and 5<sup>th</sup> grade girls; This was the first rec department program that isn't sports. 5 team members mentored. 75 students or 30% of school signed up for this after school program!
- Regular meetings with the school superintendent to champion stronger STEM in the schools.
- Presented at multiple School Committee meetings.
- Team accomplishments were recognized by the town Selectmen at a televised meeting twice.
- Display our robot and provide kids activities at the Janice Bresnahan 5K race for education (600+ people), the Holdenwood Trail Run (200+ people), the Shirley Hoe Down fair (hundreds of people), the Ayer Harvest Fest (hundreds of people).
- Ran the Veggie Derby at the Pig-n-Pepper festival where kids build and race veggie cars. (1,000 people)
- Presented on FIRST Robotics and gave demos at the Deloitte/Singularity University's Exponential Manufacturing Summit (500+ people)
- Demonstrated our robot at the Robotica Conference at Devens for the past 3 years (hundreds of people).
- Featured presentation at the Joint MA Superintendent & School Committee Conference in Hyannis, MA for our MassFIRST campaign (900+ people).
- Displayed robots and met Governor Baker at the Massachusetts STEM Summit. (1,600 people)
- Invited by Governor Baker to the MA State House.
- Marched and provided activities for kids at the Ayer 4<sup>th</sup> of July Parade and Pirone Park Festivities and Fireworks attended by thousands of people.
- Initiated and chaperoned the Women In Science and Technology workshop for high school girls to UNH and FIRST Place.
- Brought the All Girls Challenge STEM program to the school district – 3 students selected to participate.
- 10 team newspaper articles published (5 front page articles)
- Created Hour of Code Challenge
- Volunteered to support students for the Hour of Code.
- Our mentors teach classes in 1. Electronics, 2. Programming, 3. SolidWorks CAD and 4. Systems Engineering to students, teachers and mentors.
- 4905 mentor taught seminars at the 2017 and 2018 FRC Kickoff events.
- Brought the BAE Systems 16-week Women In Technology to the school district – 2 student selected.

**Social Media:** Our strategy is to keep the team and community informed, recognize sponsors and inspire followers in STEM. Find us at:

Website: <http://andromedaone.wordpress.com/>

Facebook: [frc4905](https://www.facebook.com/frc4905) Instagram: [@frc4905](https://www.instagram.com/frc4905)

Twitter: <https://twitter.com/frc4905>

YouTube: [Andromeda One Team: 4905](https://www.youtube.com/channel/UC4905)

Email: [ayershirleyfirst@gmail.com](mailto:ayershirleyfirst@gmail.com)



# DEPARTMENT OF PUBLIC WORKS

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Mark L. Wetzel, P.E., Superintendent  
Daniel Vas Schalkwyk, P.E. Town Engineer  
Pamela J. Martin, Business Manager



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

## MEMORANDUM

**Date:** May 31, 2018  
**To:** Board of Selectmen  
**From:** Mark Wetzel, P.E. Superintendent of Public Works  
Dan Van Schalkwyk, P.E. Town Engineer  
**Subject:** **June 5, 2018 Meeting Agenda Items**

1. **Ayer Wastewater Treatment Facility FY18 Improvements Contract** – Bids for construction of the Ayer Wastewater Treatment Facility FY18 Improvements were opened on May 3, 2018. A total of 2 bids were received. Waterline Industries bid was \$2,177,677.00 and New England Builders & Contractors, Inc was \$2,241,600.00

The project is the initial phase of the three year \$6M improvement project and includes safety, electrical and architectural improvements.

(Motion: vote to execute the Agreement for Ayer Wastewater Treatment Facility FY18 Improvements Contract with Waterline Industries Corporation for the amount of \$2,177,677.00, for execution by the Chairman.)

TOWN OF AYER, MASSACHUSETTS  
AYER WASTEWATER TREATMENT FACILITY - FY2018 IMPROVEMENTS  
CONTRACT NO. 18DPW07

AGREEMENT

THIS AGREEMENT made as of the \_\_\_\_\_ day of \_\_\_\_\_ in the year 2018 by and between the Town of Ayer, Massachusetts acting through its Board of Selectman hereinafter called OWNER and Waterline Industries Corp. with legal address and principal place of business at 7 London Lane Seabrook, NH hereinafter called CONTRACTOR. OWNER and CONTRACTOR in consideration of the mutual covenants hereinafter set forth, agree as follows:

 **COPY**

ARTICLE 1. WORK.

1.1 CONTRACTOR shall perform the Work as specified or indicated in the Contract Documents. The Work is as described in SECTION 01010.

ARTICLE 2. ENGINEER.

2.1 The Project has been designed by CDM Smith, 75 State Street, Boston, MA 02109 who will act as ENGINEER in connection with completion of the Work in accordance with the Contract Documents.

ARTICLE 3. CONTRACT TIME.

3.1 The Contract Time shall be 240 Calendar Days commencing twenty days following the Effective Date of this Agreement. Substantial completion shall occur within 180 Calendar Days commencing twenty days following the Effective Date of this Agreement and Final Completion shall be within 240 Calendar Days commencing twenty days following this Effective Date of Agreement.

3.2 CONTRACTOR agrees that the Work shall be prosecuted regularly, diligently and uninterruptedly and at such rate of progress as will insure full completion thereof within the Contract Time stated above. It is expressly understood and agreed, by and between CONTRACTOR and OWNER that the Contract Time is reasonable for the completion of the Work, taking into consideration the average climatic range and usual industrial conditions prevailing in this locality.

ARTICLE 4. CONTRACT PRICE.

4.1 OWNER will pay CONTRACTOR for performance of the Work in accordance with the Contract Documents in current funds at the Contract Price agreed upon in the CONTRACTOR's Bid Form attached to this Agreement.

ARTICLE 5. APPLICATIONS FOR PAYMENT

5.1 CONTRACTOR shall submit Applications for Payment in accordance with Article 14 of the Conditions of the Contract. Applications for Payment will be processed by ENGINEER as provided in the Conditions of the Contract.

ARTICLE 6. PROGRESS AND FINAL PAYMENTS

6.1 OWNER will make progress payments on account of the Contract Price on the basis of CONTRACTOR's Applications for Payment as recommended by ENGINEER, monthly during construction as provided below. All progress payments will be on the basis of the progress of the Work measured by the schedule of values provided for in Paragraph 14.01 of the Conditions of the Contract.

6.2 OWNER will make progress and final payments as provided in Article 14 of the Conditions of the Contract and in accordance with the applicable Massachusetts General Law.

#### ARTICLE 7. LIQUIDATED DAMAGES



7.1 OWNER and CONTRACTOR recognize that time is of the essence of this Agreement and that OWNER will suffer financial loss if the Work is not completed within the Contract Time specified in Article 3 above, plus any extensions thereof allowed in accordance with Article 12 of the General Conditions. They also recognize the delays, expense and difficulties involved in proving, in a legal or arbitration proceeding, the actual loss suffered by OWNER if the Work is not completed on time. Accordingly, instead of requiring any such proof OWNER and CONTRACTOR agree that as liquidated damages for delay (but not as a penalty) CONTRACTOR shall pay OWNER \$1,000 per day for each calendar day of delay until the Work is complete.

7.2 Provided, that CONTRACTOR shall not be charged with liquidated damages or any excess cost when the delay in completion of the Work is for reasons included in Paragraph 12.03 of the General Conditions.

7.3 Provided, further, that CONTRACTOR shall furnish OWNER the required notification of such delays in accordance with Paragraph 12.02 of the General Conditions.

#### ARTICLE 8. ASSURANCE

8.1 CONTRACTOR has familiarized himself with the nature and extent of the Contract Documents, Work, locality, and with all local conditions and Federal, State and local laws, ordinances; rules and regulations that in any manner may affect cost, progress or performance of the Work.

8.2 CONTRACTOR has made or caused to be made examinations, investigations and tests and studies of such reports and related data as CONTRACTOR deems necessary for the performance of the Work at the Contract Price within the Contract Time and in accordance with the other terms and conditions of the Contract Documents; and no additional examinations, investigations, tests, reports or similar data are or will be required for such purposes.

8.3 CONTRACTOR has correlated the results of all such observations, examinations, investigations, tests, reports and data with the terms and conditions of the Contract Documents.

8.4 CONTRACTOR has given ENGINEER written notice of any conflict, error or discrepancy that CONTRACTOR has discovered in the Contract Documents and the written resolution thereof by ENGINEER is acceptable to CONTRACTOR.

8.5 CONTRACTOR agrees that the Contract Documents are sufficient in scope and detail to indicate and convey understanding of all terms and conditions for performance of the Work.

#### ARTICLE 9. CONTRACT DOCUMENTS.

9.1 The Contract Documents which comprise the Contract between OWNER and CONTRACTOR are attached hereto and made a part hereof and consist of the following:

9.1.1 Invitation To Bid.

9.1.2 Instructions To Bidders.

9.1.3 Bid Form.

9.1.4 This Agreement.

9.1.5 Performance Bond, EJCDC Document C-610, 2013 edition, Payment Bond, EJCDC Document C-615, 2013 edition, and other required Bonds.

9.1.6 General Conditions, EJCDC Document No. C-700, 2007 edition.

9.1.7 Supplementary Conditions Parts I and II.

9.1.8 Specifications (as listed in Table of Contents).



9.1.9 Drawings, sheets 1 through 54, inclusive and dated March 2018.

9.1.10 Addenda numbers 1 to 3, inclusive.

9.1.11 Any modification, including Change Orders, duly delivered after execution of Agreement.

#### ARTICLE 10. MISCELLANEOUS

10.1 Terms used in this Agreement which are defined in Article 1 of the Conditions of the Contract shall have the meanings assigned in the Conditions of the Contract.

10.2 Neither OWNER nor CONTRACTOR shall, without the prior written consent of the other, assign or sublet in whole or in part any interest under any of the Contract Documents; and, specifically but without limitation, CONTRACTOR shall not assign any monies due or to become due without the prior written consent of OWNER. In case CONTRACTOR assigns all or any part of any monies due or to become due under this Contract, the instrument of assignment shall contain a clause substantially to the effect that it is agreed that the right of the assignee in and to any monies due or to become due to CONTRACTOR shall be subject to prior claims of all persons, firms and corporations for services rendered or materials supplied for the performance of the Work called for in this Contract.

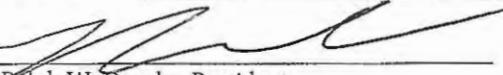
10.3 OWNER and CONTRACTOR each binds himself, his partners, successors, assigns and legal representatives in respect to all covenants, agreements and obligations contained in the Contract Documents.

10.4 The Contract Documents constitute the entire agreement between OWNER and CONTRACTOR and may only be altered, amended or repealed by a Modification.

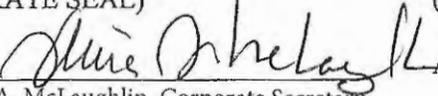
IN WITNESS WHEREOF, the parties hereto have signed this Agreement in sextuple. Four copies each have been delivered to OWNER and one copy each to CONTRACTOR and ENGINEER. All portions of

the Contract Documents have been signed or identified by OWNER and CONTRACTOR or by ENGINEER on their behalf.

This Agreement shall become effective on \_\_\_\_\_, 2018.

CONTRACTOR Waterline Industries Corp. OWNER \_\_\_\_\_   
BY  BY \_\_\_\_\_

Ralph W. Dumke, President  
(CORPORATE SEAL) (CORPORATE SEAL)

Attest  Attest \_\_\_\_\_  
Alicia A. McLaughlin, Corporate Secretary

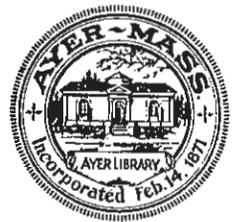
Address for giving notices Address for giving notices  
7 London Lane \_\_\_\_\_  
Seabrook, NH 03874 \_\_\_\_\_

Pursuant to M.G.L. Chapter 44 Section 31c, I certify that an appropriation has been made in the total amount of this contract.

Date \_\_\_\_\_ Signed \_\_\_\_\_   
Title \_\_\_\_\_

Note: If CONTRACTOR is a corporation, an affidavit giving the principal the right to sign the Agreement must accompany the executed Agreement.

**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:** May 29, 2018

**TO:** Police Chief William A. Murray

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

**SUBJECT: Appointment of Lt. Brian Gill as Deputy Police Chief at Grade 15, Step 9  
Effective May 29, 2018**

Dear Chief Murray,

I am in receipt of your letter dated May 25, 2018 recommending the appointment of Lt. Brian Gill to the position of Deputy Police Chief at a Grade 15, Step 9 as classified by the Board of Selectmen on March 27, 2018 in accordance with the Town's Classification and Compensation Plan.

In accordance with my authority as Town Manager as granted by Chapter 79 of the Acts of 2018, I hereby appoint Lt. Brian Gill as Deputy Police Chief for the Town of Ayer at Grade 15, Step 9 effective May 29, 2018. Additionally, by virtue of this appointment, the attached job description for the position of Deputy Police Chief is hereby approved, effective May 29, 2018.

As stated in your letter recommending appointment, the current position of Police Lieutenant will remain within the Police Department's staffing structure but will be kept vacant.

I look forward to presenting Deputy Chief Gill with you to the Ayer Board of Selectmen at their June 5, 2018 meeting.

Please extend my congratulations to Deputy Chief Gill!

Thank you.

Attachment(s): Recommendation of Appointment from Police Chief (May 25, 2018)  
Approved Job Description for Position of Deputy Police Chief (May 29, 2018)

Cc: Ayer Board of Selectmen  
Deputy Chief Brian Gill  
Personnel File



# AYER POLICE DEPARTMENT

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



William A. Murray  
Chief of Police



## MEMORANDUM

**To:** Town Manager Pontbriand  
**From:** Chief William A. Murray  
**CC:** Brian Gill, file  
**Date:** May 25, 2018  
**Re:** Deputy Police Chief

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I respectfully request that the Town create the position of Deputy Chief within the Ayer Police Department and that Brian Gill be appointed to fill that position. Justification for this creation has already been established and the Board has shown favorable approval. The current position of Lieutenant, filled by Gill, will remain within our structure but will be kept vacant.

At a meeting in March the Board of Selectmen approved a wage classification adjustment for the Lieutenant moving the position to Grade 15 and placing the incumbent Gill at Step 9. I recommend that this adjustment become the classification grade for the Deputy Chief and that Gill remain at Step 9. As Deputy Chief would be a true Second in Command position it only makes sense that it be one grade down from the Chief who is at Grade 16.

## DEPUTY POLICE CHIEF

### **Position Purpose:**

The purpose of the position of Deputy Police Chief is to perform responsible supervision, coordination and control of all sergeants, patrol officers, detectives, and all non-sworn employees. The Deputy Chief is also responsible for internal affairs, training, research and planning, along with assisting with administration and budget control/preparation.

The Deputy Chief performs complex supervisory, administrative, and professional work in planning, organizing, and directing the operations of the police department and its staff and equipment, in the protection of life and property and in the prevention and suppression of crime.

In the absence of the Chief, the Deputy Chief will assume the powers, duties and responsibilities of the Chief, subject to any limitations set by the Chief. He/she has the responsibility for constantly directing his/her best efforts towards providing the highest level of safety, security and service for the citizens of Ayer.

Performs all other related work as required.

### **Supervision:**

*Supervision Scope:* Performs highly responsible duties requiring frequent application of initiative and independent judgment to solve problems within and outside the limitations of established standards or precedents and in accordance with department policies, procedures, operations and plans.

*Supervision Received:* Works under the administrative direction of the Chief of Police and in accordance with applicable Massachusetts State Laws, town policies and bylaws, and relevant local, state and federal regulations and standards, referring all unusual cases to supervisor. Generally establishes own work plan and completes work in accordance with established departmental policies and standards.

*Supervision Given:* Supervises all subordinate employees, sworn and civilian, directly and indirectly, assigning tasks and providing instructions, training new employees in proper work procedures, evaluating work performance, and making recommendations to the Chief pertaining to all relevant personnel actions.

### **Job Environment:**

Administrative work is generally performed under typical office conditions. During emergencies or when conducting investigations, the employee is exposed to varying weather conditions and situations endangering personal safety. Required to work outside of normal business hours. May be contacted at home at any time to respond to important situations and emergencies.

Operates a police cruiser, all police equipment including firearms, computers, and other standard office equipment. Required to wear appropriate uniform and equipment.

Makes frequent contacts with the general public, other public officials, local civic and social organizations, district attorney's office, municipal vendors, state and local police, federal law enforcement agencies, courts, schools, correctional facilities, department of social services, hospitals, and various local businesses. Contacts usually involve an information exchange dialogue, but frequently require considerable persuasiveness and resourcefulness to influence the behavior of others.

Has access to extensive highly confidential and sensitive information such as personnel records, criminal investigations and records, lawsuits, personal information about citizens, and collective bargaining negotiating positions.

Errors could be costly in terms of decreased or less efficient protection to persons and property, significant confusion and delay, possible personal injury/death, and have direct financial and legal repercussions.

**Essential Functions:**

*(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)*

Assists the Chief of Police as directed, supervising police personnel in the performance of their duties, maintaining discipline, ensuring the adherence to the highest level of integrity and honesty within the department. Assists the Chief with the day-to-day operational management of the department.

Work carefully to be fully aware, and have a clear understanding, of the authority delegated to him/her for the performance of assigned duties and responsibilities.

Carries out all orders and directives from the Chief and clearly communicates to personnel the nature of any orders that affect them or their responsibilities. All significant changes are carefully explained so that there are no misunderstandings of their intent and purpose in order to ensure compliance.

Keeps the Chief informed of all significant events or developments which may affect the department or its personnel.

Serves as Internal Affairs Officer for the Department, conducting investigations and implementing, or recommending to the Chief, appropriate discipline in cases of alleged or apparent misconduct by Department members. Keeps internal affairs files separately in a secured location.

Conducts periodic staff meetings with Sergeants, Detectives, and the Communications Supervisor; solicit input from them and manage them in the appropriate performance of their duties; advise and inform the Chief in the preparation of both periodic administrative and full

staff meetings.

Assists in the preparation, monitoring and administering of the Department's annual budget as directed by the Chief; provides daily, weekly, monthly, semi-annual or annual reports to the Chief, as required and requested, regarding the operational, services and organizational needs of the Department. Prepares and submits an annual report of Department activity to the Chief of Police.

Responsible for the research and development of plans and procedures for all phases of Department operations and for reporting to the Chief any changes or innovations in police sciences or technology which would improve or enhance organizational operations.

Prepares and submits reports to the Chief, with appropriate recommendations, whenever any change or revision of current police/communications practices, policies or procedures seems advisable.

Assist the Chief with all matters pertaining to the hiring of qualified individuals, both sworn and civilian, for appointment and promotion to any and all positions within the Department; ensuring proper background investigations are conducted as required for initial appointment to the Department, coordinating and conducting interviews of potential candidates for the various positions within the Department; making recommendations on appointments and promotions to the Chief.

Maintains the department's Network and Workstation infrastructure.

Ensure uniform interpretation and compliance in all policies and memoranda, disciplinary procedures, and personnel matters.

Meet with shift supervisors on a regular and as needed basis to discuss the activities of the staff and the department, convey information from the Chief, and advise the Chief of all significant matters discussed during these meetings.

Monitors and distributes information over various departmental social and mass media forums.

Directly assists the Chief in the development of plans and programs for improving the delivery of Police and Communication services and the efficiency of Department operations.

Cultivates and promotes a close working relationship among all Department personnel to create the highest level of productivity and effectiveness.

Responds readily to questions from personnel regarding their duties and responsibilities and obtains official answers whenever necessary.

Reviews all incident and arrest reports for completion, content, liability issues, officer performance and training values.

*Deputy Police Chief  
FLSA- Exempt  
Approved by Town Manager 5/29/18  
Page 3 of 5*

Supervises the Detective Bureau; monitors caseload and status of investigations and directs investigations as appropriate.

Assists the Chief of Police in overseeing the supervision of the Dispatch Center through the Communications Supervisor.

Maintains discipline and morale and promotes harmonious relations and mutual cooperation among all personnel.

Observe, on a regular basis, the appearance, efficiency, initiative and capability of all personnel and advise, counsel and motivate those whose duty performance is unsatisfactory or inadequate.

Oversee the maintenance of, supplies for, and security of the Ayer Police Station.

Has access to extensive confidential information concerning personnel records and criminal investigations.

Directly assists the Chief with establishing incentive and disciplinary procedures to encourage professionalism in the Department; recommends positive reinforcement and disciplinary action as required.

Attends meetings and conferences for purposes of public relations, regional discussions, and information gathering and exchanges or as deemed necessary and appropriate by the Chief.

Under the Chief's direction, represents the Department and maintains mutual cooperation as a liaison with all Town Officials and with state, county, and federal agencies.

Periodically reviews the overall performance of the Department.

Applies for and administers available grants and funding opportunities. Performs similar or related work as required.

**Recommended Minimum Qualifications:**

Education, Training and Experience:

Bachelor's Degree; graduation from the Massachusetts Criminal Justice Academy. At least five years of experience as a permanent law enforcement officer for the Town of Ayer.

Special Requirements:

Certified Police Officer by the MPTC.  
Possession of valid Class D vehicle operator's license.  
Possession of a valid MA LTC.  
Executive Development School.

Knowledge, Ability and Skill:

*Knowledge:* Knowledge of the principles and practices of police administration, and of approved police methods and procedures. Thorough knowledge of state and federal laws and regulations affecting police work. Knowledge of criminal law and modern techniques of criminal investigations. Working knowledge of the entire police department both administratively and operationally. Knowledge of computer applications as they are used in police work. Knowledge of budgeting and fiscal control. Knowledge of the principles, practices and techniques of police supervision. Knowledge of appropriate police goals, objectives, methods, procedures, and techniques pertaining to major police functions (such as, patrol, traffic, criminal investigation, crime prevention, juvenile programs and problems, community relations).

*Ability:* Ability to confront problems, take charge, and assume responsibility. Ability to lead and supervise subordinates and to transmit general instructions in the form of detailed orders. Ability to establish and maintain effective working relationships with, subordinates, the general public and other law enforcement officials. Ability to analyze and interpret laws, bylaws, rules, regulations, standards, and procedures, and apply them to specific situations and cases. Ability to work in a high stress environment on a regular basis. Ability to remain calm, concentrate and perform all responsibilities in a competent manner at all times. Ability to communicate effectively and efficiently verbally and in writing at all times. Ability to coordinate efforts of others in accomplishing assigned objectives. Ability to analyze the RMS/CAD database.

*Skill:* Good problem solving skills. Good managerial and organizational skills. Skill in utilizing computers. Constant skill utilizing Microsoft Office suite of products, to include Outlook, Word, PowerPoint, and Excel. Skill in network installation and maintenance.

Physical Requirements:

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Must possess the ability to meet required physical standards of age, height, weight and strength. Performance of work frequently involves standing, walking, and driving for long periods of time. Correctable vision and hearing required; close vision, distance vision, and ability to adjust focus. During emergencies may be required to run, jump, climb, stoop, crouch, kneel, and climb a ladder/fence/stairs; must be able to access all levels of a building/structure. Operates all department vehicles, tools, equipment, office equipment, and firearms. Must occasionally lift and/or move objects weighing up to 100 pounds. Required to detect odors and have temperature sensitivity.

*(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)*

# Town of Ayer

## Office of Community & Economic Development

Town Hall ♦ One Main Street ♦ Ayer, MA 01432 ♦ 978-772-8206 ♦ Fax: 978-772-8208



To: Town of Ayer Board of Selectmen  
From: Alan S. Manoian AICP, Dir. Community & Economic Development  
Date: 5/31/2018  
RE: Adopted 2018 Ayer Master Plan & Implementation Plan

On behalf of the Ayer Office of Community & Economic Development and the Ayer Master Plan Steering Committee, we are pleased to submit to the Ayer Board of Selectmen the 2018 Ayer Master Plan & Implementation Plan which was officially adopted by the Ayer Planning Board on May 22, 2018.

Attached is the (Implementation Plan Chapter) of the 2018 Ayer Master Plan document. The Master Plan is the adopted municipal "blueprint" or "road map" for Ayer's future growth and development for the next 7-10 years; the Master Plan is not a regulatory instrument, but rather, an adopted guide and civic statement of values, principles, practices and future community aspirations.

It is the Implementation Plan that serves as the civic (active working instrument) that prescribes, designates, assigns, measures, and monitors the active progress of Ayer's various municipal boards, commissions, authorities, departments and officials in effectively and successfully advancing, managing, and delivering the stated and adopted Goals & Objectives of the 2018 Ayer Master Plan.

With the successful completion of the 2018 Ayer Master Plan document, the work of our municipal government and community partners has not been finished, but rather, the real and challenging work of IMPLEMENTATION over the next 7-10 years now begins for our township.

The Ayer Office of Community & Economic Development thanks the Ayer Board of Selectmen, the Ayer Master Plan Steering Committee, and the Office of the Town Manager for their consistent and thoughtful support, guidance, advice and encouragement throughout the 2+ year Ayer Master Plan civic process.

Thank you,  
Alan S. Manoian AICP  
Dir. Community & Economic Development  
Chairman-Ayer Master Plan Steering Committee

# Implementation Plan

## Introduction

The Implementation Plan is intended to guide Ayer through the next ten years as the town transitions from its military and industrial roots to a modern community of eclectic businesses, affordable housing opportunities, and diverse recreation and cultural amenities overseen by an efficient Town government. The purpose of the Implementation Plan is to create a blueprint to establish policies and actions that result in high quality and fiscally sustainable municipal services and facilities that will serve the community’s needs in upcoming years.

The goals and strategies listed in the Implementation Plan are derived from the three-year master plan process, which commenced in 2015 with the Master Plan Steering Committee and municipal staff. The five Master Plan Goals are intended to be the framework for the goals and actions developed for each of the topical elements: Land Use, Housing, Economic Development, Resources (Natural, Cultural, Historical, Open Space, And Recreation), Transportation, Infrastructure, and Municipal Services and Facilities. Note that some actions appear more than once under different elements as they may serve several different policy objectives.

Within this plan, there are a number of acronyms referring to responsible parties. Please refer to the table below for a complete list of responsible parties for each action.

Acronym	Name	Acronym	Name
BOS	Board of Selectmen	CC	Conservation Commission
TA	Town Administrator	CA	Conservation Agent
C&ED	Office of Community & Economic Development	HC	Historical Commission
TP	Town Planner	CPC	Community Preservation Committee
PB	Planning Board	FC	Finance Committee
DIR	Director of C&ED	LIB	Library
CDP	Community Development Program Manager	APD	Ayer Police Department
DPW	Department of Public Works	AO	Assessor’s Office
MART	Regional Transportation Planning	MRPC	Montachusett Regional Planning Commission
HA	Housing Authority	COA	Council on Aging
REC	Parks and Recreation	IDFA	Industrial Development Financing Authority
CUCO	Cultural Council	BOH	Board of Health
ASRSD	Ayer Shirley Regional School District	TC	Town Counsel

## Master Plan Goals:

1. Increase the Town’s ability to efficiently and effectively manage Ayer’s services and facilities in a fiscally sustainable and environmentally responsible manner to encourage a high quality of life for residents and an advantageous environment in which businesses can prosper.
2. Actively protect, conserve, and preserve Ayer’s natural resources, heritage, and supporting infrastructure to protect critical environmental habitats, drinking water supplies, recreational areas, and open spaces.
3. Encourage the comprehensive redevelopment of Downtown Ayer to better accommodate housing opportunities, for both renters and owners at all income levels, and to provide for a vibrant downtown through the creation of new high-quality public gathering places, increased pedestrian access, new commercial and public spaces, and an enhanced visitor experience.
4. Expand and upgrade equitable multimodal transportation opportunities, including sidewalks, paths, trails, and rails in addition to roadways, to ensure that residents, workers, and business transportation needs are efficiently met.
5. Enact creative strategies to actively and effectively engage Ayer residents of all ages and walks of life in the Ayer civic and public realms.



### Land Use Goals:

<b>1. Actively protect, conserve, and preserve Ayer’s natural resources and supporting infrastructure to protect critical environmental habitats, drinking water supplies, recreational areas, and open spaces.</b>		
Action	Priority	Responsibility
a. Draft and adopt the Petapawag Overlay zoning district to reduce development potential and protect the remaining lands within the Petapawag ACEC.	High	CA, TP
b. Procure lands near wellheads when they become available and place permanent conservation restrictions on them to preclude future development and protect the water supply.	Ongoing	CPC, CC, TA, BOS
c. Continue to manage, monitor, and treat Ayer’s ponds, streams, and open spaces for invasive species and other threats.	Ongoing	DPW, CC, CA
d. Remediate contamination on public lands. Perform soils test, studies, and seek grant funds as staff time and funding availability permits.	Ongoing	BOS, TA, DPW, FC
e. Revisit the creation of a stormwater utility to fund long term maintenance and system upgrades needed to comply with the Department of Environmental Protection regulations, as well as protect Ayer’s surface and ground waters.	Medium	DPW, TA, BOS
f. Modernize Stormwater regulations and make bylaw available on DPW’s website.	High	DPW
g. Continue to implement Best Management Practices for stormwater management with the installation of additional rain gardens, bioswales, and bioretention cells to mitigate runoff, erosion, and the discharge of pollutants.	Ongoing	DPW, CC
Funding Sources: General Fund, Open Space Trust Fund, CPA Funds, Grants		

<b>2. Encourage the expansion and continued redevelopment of Downtown Ayer to expand housing opportunities, for both renters and owners at all income levels, and promote a vibrant downtown through the creation of new public gathering places, increased pedestrian access, and new commercial space.</b>		
Action	Priority	Responsibility
a. Adopt a Smart Growth Overlay District under M.G.L. Ch.40R.	High	TP, DIR
a. Formulate and adopt a Form Based Code for Park Street.	High	TP, DIR, MART
Funding Sources: General Fund, MART		



## Housing Goals:

1. Increase local capacity to plan, develop and manage housing units that meet local needs.		
Action	Priority	Responsibility
a. Form a Housing Committee to maintain an inventory of Ayer’s affordable housing options and administration to determine if the town is meeting the needs and goals of Ayer’s residents today.	High	C&ED, CDP
b. Formally coordinate meetings between the Housing Committee, COA, Housing Authority, Community & Economic Development Department, Planning Board, and Community Preservation staff and committee chairs on a quarterly basis to discuss housing issues and opportunities to ensure information is being transmitted throughout Town Hall.	High	CDP
c. Increase the availability of information regarding housing assistance and request agency brochures to keep in Town Hall and via links on the Town’s website. (MassHousing loan programs, Section 8 application, private bank loans available to Low/Mod income households, etc.) Utilize the Town’s social media to advertise new opportunities.	Medium	CDP
d. Track affordable developments listed on the SHI and proactively address expiring restrictions.	Ongoing	CDP, CPC, HA
Funding Sources: General Fund, CPA Funds, Grants		

2. Increase housing opportunities for Ayer residents.		
Action	Priority	Responsibility
a. Work with the Planning Board to provide education on housing needs, particularly with respect to the types of housing needed, to ensure that new development meets local needs, is appropriately designed, and adequately reviewed by the Town.	High	PB, TP, CDP
b. Inventory affordable housing opportunities, both existing and in the development pipeline, and distribute between COA, HA, C&ED, CPC to increase awareness of local housing opportunities.	Medium	CDP
c. Promote and advertise the Housing Rehab program to increase awareness.	Medium	CDP
d. Coordinate with Casa Manor, the Ayer Motor Lodge, and local church leadership, who are currently providing most emergency housing services, and local nonprofits to formalize and improve homelessness services in Ayer.	Low	CDP
e. Identify town-owned property and/or lower cost market rate homes to convert into affordable housing as Local Initiative Projects (LIP).	Ongoing	CDP, TA, BOS
Funding Sources: General Fund, CPA Funds, Grants		



<b>3. Encourage housing development that is sustainable, affordable, and serves all members of Ayer’s population.</b>		
<b>Action</b>	<b>Priority</b>	<b>Responsibility</b>
a. Strengthen site plan review process and standards to ensure that new development will adequately serve Ayer residents. Waivers for sidewalks and other design standards should be discouraged. Board level review should encourage floor plans for 3+ bedroom family apartments, starter homes, and housing appropriate for seniors.	High	C&ED, DPW
b. Adopt a Chapter 40R Smart Growth Zoning District around Downtown to encourage redevelopment that will generate additional housing units, including affordable units.	High	TP, DIR, PB
c. Increase infill development opportunities in existing residential areas to minimize the destruction of critical environmental habitats and drinking water supply areas. Incentives could include zoning amendments that allow for Traditional Neighborhood Development (TND), minimum lot size reductions, shared driveway waivers, and accessory dwelling units.	High	TP, DIR, PB
d. Update subdivision bylaws to remove sections that encourage inefficient housing development (remove excessive roadway widths, ban cul-de-sacs and other roads that do not connect, mandate sidewalks, etc.).	High	DPW
Funding Sources: General Fund, MRPC, CPA Funds, Grants		

**Economic Development Goals:**

<b>1. Position Downtown Ayer as a regional destination for specialty retail shopping, dining, entertainment, special events, heritage tourism, and services within a high-quality public space experience.</b>		
<b>Action</b>	<b>Priority</b>	<b>Responsibility</b>
a. Perform outreach to local businesses to inform them of IDFA loans, state and federal resources, technical assistance and events through the Nashoba Valley Chamber of Commerce, and employee training programs offered through the Job Corps, Nashua Valley Technical School, and Mount Wachusett Community College.	Medium	DIR, IDFA
b. Continue to support and advocate for Ayer’s transportation needs at the Montachusett Regional Transit Authority (MART) to expand the current bus service from the MBTA Commuter Rail Station to Devens to include the Nashoba Valley Medical Center and Nemco Way Industrial Park to address first/last mile transportation issues facing Ayer businesses and employees.	High	DIR, TA, BOS
c. Maintain and promote an inventory of available commercial properties on the Town’s Economic Development homepage.	Ongoing	DIR
d. Continue to support and fund an economic development advocacy position in Town government to oversee attraction and retention, coordinate IDFA activities, provide representation for Ayer at regional and state organizations, and to provide an interface between the business community and Town government.	High	BOS, TA, FC
e. Adopt design standards and guidelines as part of the Town’s Zoning Bylaws and the Planning Board’s rules and procedures to ensure that new commercial development in Ayer’s gateways, corridors, and industrial areas contribute positively to Ayer’s streetscape and increases the Town’s “curb appeal”.	High	DIR, TP, PB
Funding Sources: General Fund, Grants		



2. Strengthen Ayer’s downtown to serve as a destination for retail, entertainment, and professional and personal services.		
Action	Priority	Responsibility
a. Adopt an MGL Ch.40R Smart Growth overlay district to incentivize new, mixed use development, and the increased production of housing that is affordable to Ayer’s residents and business employees.	High	DIR, TP, PB
b. As part of the Smart Growth District, develop uniform design standards and guidelines for Downtown to ensure new development is complementary to Ayer’s built form, heritage, and promotes current “best practices” for the design of inclusive and vibrant public spaces.	High	DIR, TP, PB
c. Incentivize redevelopment of underutilized properties downtown by “upzoning” to increase development potential.	Medium	DIR, TP, PB
d. Commit to providing a high-quality public realm by installing benches, banners, bike racks, and other streetscape amenities that encourage visitors to spend time in Downtown.	Ongoing	DIR, DPW, FC
Funding Sources: General Fund, Grants		

3. Strengthen Ayer’s regional economic competitiveness.		
Action	Priority	Responsibility
a. Review Ayer’s property taxation policies and consider the adoption of a Small Businesses Exemption under MGL Ch. 59 Section 51 to ease the tax burden on small local businesses.	High	BOS, TA, FC
b. Upgrade zoning and site plan review standards to ensure that reasonable buffers between residential and commercial (especially industrial) properties are maintained to mitigate nuisance and other noxious impacts, and that performance standards with respect to stormwater management, energy efficiency, and climate resiliency are commensurate with current best practices.	High	TP, PB
c. Provide training and education opportunities for local leaders, board members, and commissioners to ensure that projects are sufficiently reviewed for conformance with zoning, subdivision, and general bylaws and other local goals and objectives, and also that financial tools such as TIFs and grants are used as effectively and fairly as possible.	High	TA
Funding Sources: General Fund, Grants		



## Resources Goals:

1. Protect Ayer’s natural resources, including surface and ground water, habitats, and unique landscapes.		
Action	Priority	Responsibility
a. Advocate for clean-up of MGL Ch. 21e sites by seeking remediation funds, incentivizing private investment for projects involving clean-up of contaminated sites, and raising awareness of pollution in Ayer’s soils, aquifers, and waterways.	High	TA, DPW, C&ED
b. Prioritize open space acquisition that will serve to protect sensitive natural resources, such as parcels adjacent to existing protected open spaces and drinking water supply areas, as well as lands reverting from the MGL Ch. 61 program.	Ongoing	CC, CA, CPC
c. Coordinate volunteer efforts to enhance stewardship of open spaces. Hikers, boaters, bird watchers, hunters, fishers, cyclists, and other outdoor recreation enthusiasts can help identify and monitor concerns, as well as participate in habitat restoration projects and the removal of invasive plants.	Medium	CC, CA, REC
d. Encourage qualifying property owners to utilize the MGL Ch. 61 program and work with landowners in sensitive natural resource areas to consider Conservation Restrictions on their properties.	Low	Assessor, CA
e. Coordinate with both Watershed Associations, MassDevelopment, US Fish & Wildlife, Mass Fisheries & Wildlife, Mass Audubon, and neighboring towns to support conservation initiatives within or adjacent to Ayer.	Medium	CA, CA
f. Explore formation of a land trust or partnership with a regional land trust to help facilitate timely acquisition and management of open spaces.	Low	CA, CC, BOS
g. Employ best practices to ensure that zoning and subdivision regulations and DPW specifications adequately protect Ayer’s natural resources from contamination or erosion and encourage the protection of priority open spaces.	High	DPW, TP, PB
Funding Sources: General Fund, Open Space Trust Fund, CPA Funds, Grants		



<b>2. Expand access to recreational opportunities for all residents.</b>		
<b>Action</b>	<b>Priority</b>	<b>Responsibility</b>
a. Prioritize the expansion of open space and/or public access easements around ponds and streams in Ayer to facilitate public access for recreational use such as kayaking launches and hiking trails.	High	CC, REC
b. Expand the network of trails where appropriate, particularly where they can connect recreational, cultural, and neighborhood amenities, as well as regional open space resources. Ensure that trails will remain in existence by seeking public access easements where trails currently traverse privately-owned land.	Medium	REC, TA, BOS, TC
c. Identify opportunities to create neighborhood parks within neighborhoods that are not currently walkable to, or served by, a public park. Parks should be designed with input from prospective users and should consider the needs of users of all of ages and abilities.	Medium	C&ED, REC, DPW
d. Address and budget for indoor recreation space needs by finding or a creating a suitable indoor space to adequately serve the needs for youth sports and adult recreation (including seniors).	High	REC, TA, BOS, COA
e. Identify a location that could accommodate the spatial needs of the Senior Center to expand capacity for services and programs.	High	COA, TA, BOS
f. Provide wayfinding signage, maps, and online information about the location of Ayer’s parks, trails, and recreational assets, including water access for boating and fishing.	Low	REC, CC, C&ED
<b>Funding Sources: General Fund, Open Space Trust Fund, CPA Funds, Grants, User Fees</b>		

<b>3. Highlight and promote Ayer’s historical, cultural, and natural assets that embody the Town’s heritage.</b>		
<b>Action</b>	<b>Priority</b>	<b>Responsibility</b>
a. Create a Historic Preservation Plan to identify historic resources, local needs and priorities, and to create a long-term strategy to ensure that Ayer’s heritage endures and is documented, preserved, and promoted.	High	HC, LIB
b. Develop a strategy for completing Ayer’s inventory of historic objects, landscapes, and structures for submission to the Massachusetts Historic Commission.	High	HC, CUCCO
c. Identify funding and regulatory incentives to encourage the rehabilitation and reuse of historic buildings.	Medium	C&ED, CPC
d. Install interpretive elements, such as signs, markers, plaques, and monuments to highlight important stories and features in Ayer’s landscapes and built environments.	Low	HC, LIB, CUCCO
e. Continue to archive, preserve, and digitize artifacts and records that document Ayer’s history through the Nutting Room at the Library and other publicly accessible facilities.	Ongoing	LIB, HC, CPC
f. Investigate the adoption of a Local Historic District or Neighborhood Conservation District to ensure sensitive historic resources are preserved.	Low	HC
g. Compose and produce an “Ayer Historic Property Architectural Guide” to assist owners of historic structures with architecturally sensitive renovations consistent with the guidelines of U.S. Secretary of Interior Standards for the Treatment of Historic Properties.	High	HC, DIR
h. Consider the adoption of a demolition delay bylaw to encourage the preservation of historically and culturally valuable buildings, objects, and landscapes.	Medium	HC, PB, C&ED
<b>Funding Sources: General Fund, CPA Funds, Grants</b>		



<b>4. Increase organizational capacity and awareness of Ayer’s recreational and cultural programming.</b>		
<b>Action</b>	<b>Priority</b>	<b>Responsibility</b>
a. Increase coordination between Schools, Community Education Program, Library, Senior Center, Recreation Department, Cultural Council, Freedom’s Way National Heritage Area, watershed associations, and other entities that offer cultural, educational, and recreational programs, to facilitate cross-marketing and broaden awareness of what is happening in town.	Medium	ASRSD, LIB, CUCO, REC, COA, Freedom’s Way
b. Increase the amount of part-time staff time available to coordinate outreach efforts for volunteer-based activities.	Medium	LIB, FC, TA
c. Maintain the volunteer coordination web page to alert people to volunteer opportunities, as well as open seats on town Boards and Commissions.	High	TA
d. Connect with local businesses and nonprofit groups to cross-market and invite sponsorship of recreation and cultural events.	Low	C&ED, REC
e. Utilize display space in public buildings for art, historic artifacts, or other cultural exhibits.	Medium	LIB, COA, TA, HC, CUCO
f. Explore opportunities to develop a Community Center to address insufficient indoor recreation facilities for youth sports and recreation as well as senior recreation and services offered through the Council on Aging.	High	COA, TA, BOS, FC, REC
Funding Sources: General Fund, Grants		

<b>5. Make Ayer more sustainable by promoting the concept of a local food system and increase access to local food.</b>		
<b>Action</b>	<b>Priority</b>	<b>Responsibility</b>
a. Identify leadership to be responsible for coordinating the return of the Ayer Farmer’s Market. A committee of interested residents, Town staff, representatives from the Chamber of Commerce, local artisans, crafters, farmers, and other parties could be established to coordinate vendors and promotion.	Medium	CUCO, BOH, BOS, TA
b. Identify a location to establish a community garden with plots available to residents, particularly those who do not have access to private open space, to provide planting areas with clean soils, varied sun exposure, and a water source.	Low	DPW
Funding Sources: General Fund, Grants		



## Transportation and Circulation Goals:

1. Adequately fund and maintain roadways, trails, sidewalks, public parking, and commuter facilities to ensure universal access and reasonable transportation choices for residents, workers, and businesses.		
Action	Priority	Responsibility
a. Continue to monitor the state of available road funds through Massachusetts Chapter 90 and other DOT programs to provide funding for the annual Capital Improvement Plan, and implementation of the Complete Streets Plan.	High	FC, DPW
a. Develop a prioritization matrix to prioritize roadwork projects to maximize positive impacts on quality of life by addressing congestion, improving safety, and managing train and school related peak traffic volumes.	Medium	DPW
b. Obtain funds to complete upgrades to pedestrian facilities to meet the requirements of the Americans with Disabilities Act (ADA).	Medium	DPW, TA, Building Dept
c. Explore the potential to upgrade the MBTA commuter rail station facilities to include bike racks, pick up and drop off area, waiting facilities, and restrooms, and improve pedestrian crossings to public parking and nearby neighborhoods.	Medium	DPW, MART, MBTA, TA
d. Work with PanAm to ensure that the needs of businesses relying on freight transit are being reasonably accommodated with respect to upgrades to signalization and shared rail service.	High	C&ED
e. Continue to explore public-private partnership with MART to expand operations of a shuttle from the Commuter Rail station to Devens, Nashoba Valley Medical Center, and other key employment centers within Ayer.	Medium	C&ED, MART
Funding Sources: General Fund, Grants		

2. Ensure new transportation facilities including roads, trails, sidewalks, driveways, parking areas, and multimodal hubs are designed to meet current best practices and future needs.		
Action	Priority	Responsibility
a. Update subdivision bylaw regulations regarding sidewalk installation, roadway geometry, and roadway specifications to meet modern standards.	High	DPW, TP
b. Consider the needs of future transportation technologies (such as ride sharing, ride hailing, driverless cars/Automated Vehicles (AVs)) as well as MART buses by designing more efficient roadways and exploring opportunities for the location of pick-up and drop-off areas in key locations through Ayer.	Medium	DPW
c. Update zoning bylaws to consider the adoption of flexible dimensional standards for new residential and mixed-use developments to decrease the amount of roadways, curbcuts, and other paved roadways necessary to serve a development.	High	TP, PB
d. Update zoning bylaws to ensure that new developments are served by sidewalks, oriented around multimodal transportation networks (e.g. 40R Smart Growth Zoning adjacent to MBTA commuter rail station) and employment centers to reduce auto dependency.	High	TP, PB
e. Create a test-street program to pilot experimental low-cost transportation policies; e.g. shared bike lanes, crosswalk signalizations and paint, and alterations to parking programs; to determine the appropriateness of such policies, programs, or designs for Ayer.	Low	DPW
Funding Sources: General Fund, Grants		



3. Improve and enhance Ayer’s Gateways, pedestrian, and bicycle access throughout Ayer by providing a safe, scenic, interconnected system of roads, sidewalks and trails.		
Action	Priority	Responsibility
a. Implement the Complete Streets plan to ensure safe pedestrian crossings, shared usage of roadways, and safe sight lines at intersections.	High	DPW
b. Provide safety and operational improvements at Park Street/Main Street intersection.	Medium	DPW, APD
c. Create additional access points to the Nashua River Rail Trail from residential neighborhoods through property acquisitions, easements, and site plan reviews of new development, to create safe routes to local schools and athletic fields.	Ongoing	C&ED, REC, BOS, TC
d. Install critical missing sidewalk segments along Groton-Harvard Road and Washington Street to accommodate pedestrian traffic to the Paige Hilltop School and the Ayer Shirley Regional High School; as well as along Fitchburg Road connecting to Park Street to provide access to retailers such as the Shop N Save market.	High	DPW
Funding Sources: General Fund, Grants		

4. Provide and manage downtown parking facilities to meet the needs of residents, shoppers, business owners and employees, commuters and visitors.		
Action	Priority	Responsibility
a. Support the construction of a parking deck to accommodate commuter rail parking. Adequately support the neighborhoods and businesses abutting the MBTA and MART facilities by ensuring that a construction management plan to address impacts during the construction process, and that a parking management and enforcement program are in place prior to the commencement of construction.	High	TA, BOS, C&ED, DPW
b. Complete and implement recommendations of Downtown Parking Study: <ul style="list-style-type: none"> <li>i. Wayfinding signs</li> <li>ii. Smart pricing – meters, pay lots, and parking restrictions and enforcement.</li> <li>iii. Resident/employee permit program</li> </ul>	High	DPW, APD, BOS
c. Revise zoning bylaws and site plan standards to protect and enhance the streetscape by encouraging buildings and parking areas to be sited in such a way as to interact and contribute to the streetscape.	High	TP, PB
Funding Sources: General Fund, Parking Revenues, MRPC, Grants		



<b>5. Provide a safe, efficient roadway network that meets the distribution and workforce transportation needs of Ayer’s industrial employers and also protects neighborhoods from residential-industrial use conflicts.</b>		
<b>Action</b>	<b>Priority</b>	<b>Responsibility</b>
a. Work with MART and local employers to improve connectivity between the MBTA commuter rail station and employment centers to offer transit options for the first and last mile of local trips.	Ongoing	C&ED
b. Work with MART, the BOS, and the Ayer Council on Aging to continue to support the Council on Aging’s transportation services.	Ongoing	COA, MART, BOS, TA
c. Work with leaders in Lowell, Fitchburg, and Leominster as well as MART to explore regional transportation solutions to better connect the regional workforce to Ayer businesses, and Ayer residents to social service providers in neighboring communities.	Ongoing	C&ED, TA
d. Provide signage and roadway improvements to manage heavy truck traffic through Ayer to mitigate impacts on residential neighborhoods.	Medium	DPW
Funding Sources: General Fund, MART, Grants, User Fees		

**Infrastructure Goals:**

<b>1. Continue to provide a safe and reliable drinking water supply to Ayer residents and businesses.</b>		
<b>Action</b>	<b>Priority</b>	<b>Responsibility</b>
a. Construct additional wells and treatment facilities as needed at Spectacle Pond to ensure the Town’s continued access to safe, potable water.	High	DPW
b. Continue to fund and improve water treatment facilities to ensure that Ayer’s system will remain compliant as regulations evolve and require the monitoring and treatment of additional contaminants.	High	DPW, FC, BOS
c. Adequately fund the annual water main improvement budget, budgeted at approximately \$250,000 a year, to replace aging water mains throughout Ayer and keep up with maintenance needs.	High	DPW, FC, BOS
d. Complete installation of new water meters in private buildings to improve efficiency, mitigate illegal connections, abate leaks, and prevent infiltration.	Medium	DPW
e. Implement water conservation measures and provide public education regarding ways to reduce water consumption.	Medium	DPW, BOS
f. Ensure long term protection of Ayer’s public water supply by acquiring open space near wellheads and continuing to look for new water sources (e.g. connections with Devens or other locations within Ayer).	Ongoing	DPW, CPC, BOS
Funding Sources: General Fund, Grants, User Fees		



2. Maintain and protect Ayer’s wastewater system to ensure that current and future development can be supported in a manner that is safe, sanitary, and protects the public health.		
Action	Priority	Responsibility
a. Continue to implement the 2015 Wastewater Treatment Plant Evaluation and Capital Improvement Program.	High	DPW
b. Complete and implement recommendations resulting from the Inflow and Infiltration Study, to reduce waste, leakage, and infiltration into the Town’s sanitary sewer system.	High	DPW
c. Continue policy to evaluate underground infrastructure, including sewer lines, prior to making roadway improvements to ensure pipes will not collapse and fail, and reduce needs for repaving.	Ongoing	DPW
d. Fund and implement recommendations found in the Sewer System Operations and Maintenance Plan.	High	DPW, FC, BOS
e. Seek regional solution to wastewater sludge disposal to reduce costs and increase reliability for sludge removal.	High	DPW, BOS
f. Begin negotiations with Devens regarding Ayer’s wastewater disposal agreement which is set to expire in 2021. This agreement is necessary for Ayer’s wastewater system to meet permitting requirements with respect to capacity.	High	DPW, BOS, TA
Funding Sources: General Fund, Grants, User Fees		

### Municipal Services and Facilities Goals:

1. Address municipal facilities needs for recreation and social services programming, an improved senior center, and adequate storage and meeting space.		
Action	Priority	Responsibility
a. Perform a needs analysis to determine what type of programming, services, and facilities are needed and/or wanted by Ayer residents.	High	TA
b. Conduct feasibility analysis for the construction of a community center to determine if all facilities needs could potentially be accommodated by one building, or if separate facilities for a senior center, community center, and Town Hall Annex would be most appropriate.	High	TA, BOS
c. Identify a potential site for a facility either as new construction or rehabilitation of an existing building.	Medium	TA, BOS
d. Identify potential funding sources and grant opportunities for construction and programming.	Ongoing	TA, BOS, COA
Funding Sources: General Fund, CPA Funds, Grants, User Fees		



2. Recruit and increase civic involvement on local boards, commissions, and committees to improve civic engagement, expand institutional knowledge and memory, and address succession planning issues as current staff and volunteers approach retirement.		
Action	Priority	Responsibility
a. Maintain online portal advertising board openings and volunteer opportunities, applications, and other important resources.	Ongoing	TA
b. Engage with the Ayer-Shirley Regional School district to expand the Town’s youth volunteer and work opportunities in the Department of Public Works and the Recreation Department. The Town may also expand membership of local boards and commission to include non-voting student members.	Medium	ASRSD, DPW, REC
c. Advocate for the implementation of junior level staffing positions in single-person departments, as well as in the Police and Fire Departments to help offset impacts from departing and retiring personnel.	Medium	TA, BOS, FC
d. Ensure that boards are staffed by qualified professionals with proper credentials rather than by political appointees. For example, the Zoning Board of Appeals (ZBA) is typically served by a Town Planner rather than the Town Manager’s office. Town planners are trained in such matters, typically at a graduate level of education with requirements for continuing legal education. Failure to assign appropriate staff is a significant liability to the Town.	High	TA, BOS
Funding Sources: General Fund, Grants		

3. Increase the Town’s ability to efficiently and effectively manage Ayer’s services and facilities in a fiscally sustainable and environmentally responsible manner to encourage a high quality of life for residents and an attractive environment in which businesses can operate.		
Action	Priority	Responsibility
a. Adequately fund and maintain roadways, trails, sidewalks, public parking, and commuter facilities to ensure universal access and reasonable transportation choices for residents, workers, and businesses.	High	CA, TP
b. Procure lands near wellheads when they become available and place permanent conservation restrictions on them to preclude future development and protect the water supply.	Ongoing	CPC, CC, TA, BOS
c. Work with MART and local employers to improve connectivity between the MBTA commuter rail station and employment centers to offer transit options for the first and last mile of local trips.	High	DPW, CC, CA
d. Work with MART and the Ayer Council on Aging to continue to support the Council on Aging’s transportation services.	Ongoing	BOS, TA, DPW, FC
Funding Sources: General Fund, Open Space Trust Fund, CPA Funds, Grants		

Please see the **Appendix for Implementation Checklists** for each department to monitor implementation progress on an annual basis as part of the Capital Improvement Plan and the Budgetary Processes.

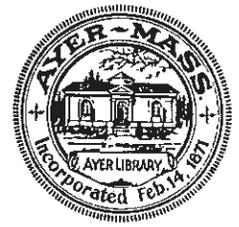


## Sample Survey Questions Submitted by Selectman Scott Houde

At the Annual Town Meeting on May 14, 2018, a non-binding citizen's petition was passed to extend the Transfer Station hours until 3pm. The current schedule of hours is Wed, Sat, & Sun 6am – 2pm in the summer and 7am – 3pm in the winter. The Board of Selectmen wants feedback from the greater population regarding the Transfer Station hours before making any decisions.

1. The current schedule of hours is Wed, Sat, & Sun 6am – 2pm in the summer and 7am – 3pm in the winter. Are you happy with the current schedule?
  - a. Yes
  - b. No
2. Currently, the Transfer Station is open for a total of 24 hours are you in favor of expanding the total hours the Transfer Station is open. Please note this will be an additional cost to the town and taxpayers.
  - a. Yes
  - b. No
3. The BOS, in its initial discussion on the matter, touched upon the possibility of having the Transfer Station open longer on some days and earlier on other days. Please select which option you prefer.
  - a. Have the TS open shorter on Wednesdays but longer each day Saturday and Sunday
  - b. Have the TS open shorter on Wednesdays and Sunday but longer on Saturday
  - c. Have the TS open until 3pm each day regardless of the opening time (note: this will incur additional cost)
  - d. Eliminate the summer hour change and set the TS hours at 7-3 Wednesday, Saturday, and Sunday.
  - e. Keep the hours we have in place now.

**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:** June 1, 2018

**TO:** Ayer Board of Selectmen

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

**SUBJECT: Town Manager's Report for the June 5, 2018 BOS Meeting**

Dear Honorable Selectmen,

I am pleased to transmit to you the following Town Manager's Report for the June 5, 2018 BOS Meeting. If you have any questions prior to the meeting, please do not hesitate to contact me directly. Thank you.

Administrative Update/Review of Warrants:

- I will provide a brief Administrative Update for the BOS on the recent activities, initiatives, and projects of the Administration since the last BOS meeting on May 17, 2018.
- I have reviewed, approved and signed the following warrants since the BOS last met on May 17, 2018:  
Payroll Warrant #18-23 in the amount of \$307,770.66 was reviewed, approved and signed on 5/22/2018  
A/P Warrant #18-22 in the amount of \$347,338.47 was reviewed, approved and signed on 5/29/2018

Appointments/2018 Reappointments Part 1:

- I am respectfully recommending the appointment of Mr. Gary J. Luca to a three (3) year term as an Alternate ZBA Member effective July 1, 2018.
- I am respectfully recommending the attached 2018 Reappointments for BOS consideration and approval (See Attached).
- Further recommendations for Appointments and 2018 Reappointments for BOS consideration and approval will be presented to the BOS and the next meeting on June 19, 2018.

Reserve Fund Transfer Requests: COA and Veterans

- I am respectfully recommending and requesting BOS approval of the following Reserve Fund Transfers:

Council on Aging (COA) in the amount of \$11,701.00 (See Attached RFT)

Veterans Benefits in the amount of \$6,000.00 (See Attached RFT)

Approval of MassWorks Payment to MART (Demolition of Advocates Building):

- I am respectfully recommending that the BOS vote to approve the MassWorks payment of \$50,200 to MART (Demolition of Advocates Building) which will then be reimbursed to the Town from the MassWorks grant (See Attached Memo).

Release of Statement of Claim – 66 Westford Road:

- As the BOS is aware, 66 Westford was officially sold on Friday, May 29, 2018 to Cataldo and the Town has received total payment as follows:

\$209,580.48 for the Town's costs to remediate 66 Westford Road; and

\$31, 271.02 for past real estate taxes owed on 66 Westford Road

Total: \$240,851.50

- The BOS is respectfully requested to vote to approve and sign the Discharge of Statement of Claim for the release of the Town's claim in the amount of \$209,580.48 now that the Town has been paid. (See Attached)

BOS Letter to EPA regarding PFAS:

- The Town has recently been advised that the Town of Ayer through the Board of Selectmen should send a formal letter to the new EPA Regional Director regarding the Town's PFAS issue(s) and requesting that the EPA compel the U.S. Army to compensate the Town for all of its costs associated with the remediation of PFAS.
- This recommendation was received late Thursday, May 31, 2018 and a DRAFT letter is currently being composed by the Town Manager and DPW Superintendent for consideration of approval and signature by the BOS. The DRAFT letter will be transmitted to the BOS no later than Monday, June 4, 2018 in preparation for the BOS meeting on June 5, 2018.

Thank you.

Attachment(s): 2018 Reappointments List

COA RFT

Veterans Benefits RFT

MassWorks Memo from Assistant Town Manager

Discharge of Statement of Claim – 66 Westford Road (Copy)

The Town of Ayer on \_\_\_\_\_  
(date)

HAS OFFICIALLY APPOINTED \_\_\_\_\_  
(name)

of \_\_\_\_\_  
(mailing address)

TO REPRESENT US ON THE MART ADVISORY BOARD FOR THE YEAR  
BEGINNING JULY 1, 2018 THROUGH JUNE 30, 2019.



BY:

\_\_\_\_\_  
(name)

\_\_\_\_\_  
(title)

**YOUR CURRENT REPRESENTATIVE IS:**

Robert Pontbriand

CHECK THIS BOX TO RE-NOMINATE THE CURRENT REPRESENTATIVE

PLEASE EMAIL THIS FORM TO:

keary.connors@mrta.us

THANK YOU FOR YOUR PROMPT ATTENTION.

### BOS Appointment Expiring June 30, 2018 - Round 1

Board / Committee	Term Label	Current Member	Term Length	Status
CABLE TV ADVISORY COMMITTEE	BOS SEAT	Was held by Gary Luca	1y	
CAPITAL PLANNING COMMITTEE	SEAT 8	James D. Stephen	1y	Seeking Reappointment
	SEAT 3	Mary E. Spinner	1y	Seeking Reappointment
	SEAT 9	John D. Kilcommins	1y	Seeking Reappointment
COMMUNITY PRESERVATION COMMITTEE	SEAT 1	Beth Suedmeyer	3y	Seeking Reappointment
CONSERVATION COMMISSION	SEAT 1	Jessica G. Gugino	3y	Seeking Reappointment
	SEAT 2	Jon Schmalenberger	3y	Seeking Reappointment
COUNCIL ON AGING BOARD OF DIRECTORS	SEAT 2	Sally J. Balcom	3y	Seeking Reappointment
CULTURAL COUNCIL	SEAT 6	Janice Goodrow	3y	Seeking Reappointment
	SEAT 11	Sandi Regan	3y	Seeking Reappointment
ENERGY COMMITTEE	CITIZEN	Carolyn L. McCreary	1y	Seeking Reappointment
	CITIZEN	Ken Diskin	1y	Seeking Reappointment
IDFA	SEAT 5	Kevin P. Horgan	5y	Seeking Reappointment
MART ADVISORY BOARD		Robert A. Pontbriand	1y	Seeking Reappointment
MEMORIAL GARDEN COMMITTEE	SEAT 5	Carol L. Bousquet	1y	Seeking Reappointment
	SEAT 6	Bob Eldredge	1y	Seeking Reappointment
	SEAT 10	James M. Fay	1y	Seeking Reappointment
	SEAT 1	Janet Lewis	1y	Seeking Reappointment
	SEAT 7	Chuck McKinney	1y	Seeking Reappointment
	SEAT 4	Ruth E. Rhonemus	1y	Seeking Reappointment
	SEAT 9	Steve Slarsky	1y	Seeking Reappointment
POND & DAM MANAGEMENT COMMITTEE	SEAT 2	Susan Tordella	3y	Seeking Reappointment
WATER & SEWER RATE REVIEW COMMITTEE	SEAT 3	Richard W. Skoczylas	1y	Seeking Reappointment
	SEAT 5	Mary E. Spinner	1y	Seeking Reappointment
ZONING BOARD OF APPEALS	SEAT 1	Ron Defilippo	3y	Seeking Reappointment
	SEAT 7	John Ellis	3y	Seeking Reappointment

### Other Expiring Appointment Expiring June 30, 2018

CAPITAL PLANNING COMMITTEE	FINANCE COMMITTEE	Patrick Diamond	1y	Fin. Comm. Appointment
FINANCE COMMITTEE	SEAT 2	Gary J. Luca	3y	Moderator Appointment

## 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:                    \$11,701.00
  
2. To be transferred to:  
    A. Account Name            Council on Aging  
    B. Account #:                01541
  
3. Present balance in budget        \$13,632.49
  
4. The amount requested will be used for (please attach supporting information):  
    To pay for wages and expenses remaining in FY18.
  
5. The expense is extraordinary or unforeseen for the following reason(s):  
    Costs incurred due to unforeseen mainly due to MART's reduction in the van cost reimbursements  
    (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

FOR 2018 11

ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT
001 GENERAL FUND	APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES	BUDGET	USED
-----							
01541 COUNCIL ON AGING							
-----							
01541 51000 COUNCIL ON AGING, WAGE	114,628	6,049	120,677	108,436.83	.00	12,240.17	89.9%
01541 52000 SERVICES	17,600	0	17,600	6,822.52	.00	10,777.48	38.8%
01541 53065 AROBICS INSTRUCTOR	0	0	0	3,400.00	.00	-3,400.00	100.0%*
01541 54000 SUPPLIES	2,000	0	2,000	1,872.01	.00	127.99	93.6%*
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	7,303.67	.00	-6,703.67	1217.3%*
TOTAL COUNCIL ON AGING	135,820	6,049	141,877	128,244.51	.00	13,632.49	90.4%
TOTAL GENERAL FUND	135,820	6,049	141,877	128,244.51	.00	13,632.49	90.4%
TOTAL EXPENSES	135,820	6,049	141,877	128,244.51	.00	13,632.49	

*Estimated expenses for remainder of FY18*

*Wages 15,500 -*  
*Services 1200 -*  
*Aerobics 600 -*  
*Supplies 170 -*  
*Other charges 1200 -*

*18670*

*Shortfall*  
*Estimated*  
*Shortfall caused*  
*by MART*  
*(see next page)*  
*RFT*

*5038*

*6663*

*11,701*

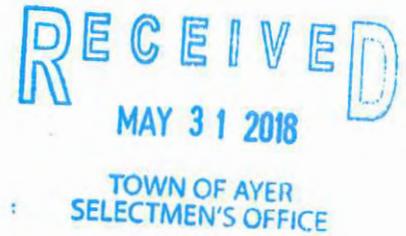
**AYER VETERAN'S OFFICER**

Dwight M. Detillion  
vet@ayer.ma.us



Town of Ayer, Massachusetts  
1 Main Street – Ayer, MA 01432  
(978) 772-8212

To: Lisa Gabree, Robert Pontbriand, Finance Committee  
Date: 05/31/18  
From: Dwight M. Detillion, Ayer Veterans' Officer  
Re: Reserve Fund Transfer Request for June 2018



After reviewing veterans account balance it is necessary to request a transfer of \$6,000 for June benefits. As with all veteran benefits they are unpredictable from month to month as we establish the need at the last minute for the month. Based on needed benefits for June I believe this requested amount will be sufficient to end the year.

Respectfully,

Dwight M. Detillion

2018 MART van reimbursements vs. cost

	Monthly COA expense	Health insurance expense	Total	Cash collected	Amount requested	Amount reimbursed	difference		
Jul-17	\$4,841.59								
MLR adj	\$1.96								
	<u>\$4,843.55</u>	\$906.33	\$5,749.88	(\$318.00)	\$5,431.88	\$5,431.88			
Aug-17	\$5,486.22	\$906.33	\$6,392.55	(\$237.00)	\$6,155.55	\$6,155.55			
Sep-17	\$7,162.42	\$225.05	\$7,387.47	(\$353.00)	\$7,034.47	\$7,034.47			
Oct-17	\$5,826.75	\$1,131.37	\$6,958.12	(\$341.00)	\$6,617.12	\$6,491.36	(\$125.76)	(\$125.76) unreimbursed health ins	(\$125.76)
Nov-17	\$9,020.59	\$1,131.37	\$10,151.96	(\$336.00)	\$9,815.96	\$6,013.92	(\$3,802.04)	(\$1,131.37) unreimbursed health ins (\$2,670.67) unreimbursed COA costs	(\$1,131.37) (\$2,670.67)
Dec-17	\$3,679.43	\$1,131.37	\$4,810.80	(\$348.00)	\$4,462.80	\$4,462.80			
Jan-18	\$8,912.79	\$1,131.37	\$10,044.16	(\$324.00)	\$9,720.16	\$5,472.76	(\$4,247.40)	(\$1,131.37) unreimbursed health ins (\$3,116.03) unreimbursed COA costs	(\$1,131.37) (\$3,116.03)
Feb-18	\$5,664.36	\$1,131.37	\$6,795.73	(\$356.00)	\$6,439.73	\$5,804.56	(\$635.17)	(\$635.17) unreimbursed health ins	(\$635.17)
Mar-18	\$7,233.26	\$1,131.37	\$8,364.63	(\$262.00)	\$8,102.63	\$6,163.08	(\$1,939.55)	(\$1,131.37) unreimbursed health ins (\$808.18) unreimbursed COA costs	(\$1,131.37) (\$808.18)
Apr-18	\$6,776.74	\$1,131.37	\$7,908.11	(\$292.00)	\$7,616.11	\$6,416.15	(\$1,199.96)	(\$1,131.37) unreimbursed health ins (\$68.59) unreimbursed COA costs	(\$1,131.37) (\$68.59)
May-18 estimate	\$9,000.00	\$1,131.37	\$10,131.37	(\$300.00)	\$9,831.37	\$6,000.00	(\$3,831.37)	(\$1,131.37) unreimbursed health ins (\$2,700.00) unreimbursed COA costs	(\$1,131.37) (\$2,700.00)
Jun-18 estimate	\$6,000.00	\$1,131.37	\$7,131.37	(\$300.00)	\$6,831.37	\$6,000.00	(\$831.37)	(\$831.37) unreimbursed health ins	(\$831.37)
						\$34,333.27	(\$11,824.12)		(\$6,663.47) (\$5,286.41)

## 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: \$6,000.00
  
2. To be transferred to:
  - A. Account Name Veterans Benefits
  - B. Account #: 01547 53170
  
3. Present balance in budget \$6,415.76
  
4. The amount requested will be used for (please attach supporting information):  
Pay June veteran benefits.
  
5. The expense is extraordinary or unforeseen for the following reason(s):  
As with all monthly veteran benefits they differ from month to month as the need requires.

Date 5/31/2018 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



05/30/2018 10:57  
2481gabr

TOWN OF AYER  
BUDGET REPORT

P 1  
glytdbud

FOR 2018 11

JOURNAL DETAIL 2018 11 TO 2018 11

ACCOUNTS FOR: 001 GENERAL FUND	ORIGINAL APPROX	TRNFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<b>01547 VETERANS BENEFITS</b>							
01547 53170 VETERANS SERVICES	140,000	0	140,000	133,584.24	.00	6,415.76	95.48*
2018/11/000350 05/29/2018 API	445.00 VND 005002 PO		HOLMES, JONATHAN D.	MAY BENEFITS			77559
2018/11/000350 05/29/2018 API	1,171.98 VND 005149 PO		ASH, NICHOLAS	MAY BENEFITS			77561
2018/11/000350 05/29/2018 API	480.22 VND 005252 PO		WRIGHT, MARY	MAY BENEFITS			77563
2018/11/000350 05/29/2018 API	1,129.00 VND 005301 PO		WALKER, JIMMIE D.	MAY BENEFITS			77564
2018/11/000350 05/29/2018 API	333.76 VND 005428 PO		POUCH, MICHAEL D.	MAY BENEFITS			77565
2018/11/000350 05/29/2018 API	428.70 VND 005453 PO		SCHAEFER, DONALD F.	MAY BENEFITS			77566
2018/11/000350 05/29/2018 API	547.32 VND 005456 PO		SCHAEFER, WILLIAM J.	MAY BENEFITS			77568
2018/11/000350 05/29/2018 API	893.00 VND 005572 PO		DOLAN, DANIEL	MAY BENEFITS			77571
2018/11/000350 05/29/2018 API	2,318.76 VND 005610 PO		CHOI, JAMES W.	MAY BENEFITS			77572
2018/11/000350 05/29/2018 API	576.53 VND 005646 PO		THORPE, MARTHA	MAY BENEFITS			77573
2018/11/000350 05/29/2018 API	1,299.70 VND 005663 PO		MIRAGLIA, JUSTIN J.	MAY BENEFITS			77574
2018/11/000350 05/29/2018 API	333.76 VND 005695 PO		RICHARDSON, DARRELL	MAY BENEFITS			77575
2018/11/000350 05/29/2018 API	442.00 VND 005756 PO		SLATER, WILLIAM H.	MAY BENEFITS			77577
2018/11/000350 05/29/2018 API	470.00 VND 005886 PO		MARTIN, STEPHEN	MAY BENEFITS			77581
2018/11/000350 05/29/2018 API	2,000.00 VND 006233 PO		WILLIAMS, ZACHARY	REIMBURSEMENT FATHERS FUNERAL			77589
2018/11/000350 05/29/2018 API	600.00 VND 007322 PO		VETERANS, INC.	MAY RENT			77603
TOTAL VETERANS BENEFITS	140,000	0	140,000	133,584.24	.00	6,415.76	95.48
TOTAL GENERAL FUND	140,000	0	140,000	133,584.24	.00	6,415.76	95.48
TOTAL EXPENSES	140,000	0	140,000	133,584.24	.00	6,415.76	

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

**Memorandum**

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

From: Carly M. Antonellis, Assistant Town Manager 

Date: May 23, 2018

Re: June 5, 2018 BOS Meeting – Approval of MassWorks Invoice

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Greetings!

I am respectfully submitting the following invoice for approval by the BOS:

<b>Payable to:</b> MART	<b>Amount:</b> \$50,200	<b>Reason for invoice:</b> Advocates Building Demo and Relocation of Water Line
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As you are aware, the Town of Ayer has received a MassWorks grant in the amount of \$266,667 from the Commonwealth of Massachusetts. The grant will cover certain costs associated with the Ayer Commuter Rail Trail Parking Project. Because the grant has been awarded to the Town of Ayer, Ayer must reimburse MART for the completed work, and then once the funds have been paid to MART, the Commonwealth will reimburse the Town the same amount.

This particular invoice is before you this evening, as it falls under M.G.L. c.149 §§ 44A-44J procurement law and is over \$50,000.

Thank you for your consideration.



*The total in the line above should not factor in retainage, only the total amount of invoices submitted in this request for reimbursement.*

Below, please provide a brief summary of the work completed since the commencement of the project (if this is the first request for reimbursement) or since the last request for reimbursement. All invoices submitted should accurately reflect the work completed and not deviate from the scope of services provided in Article 7 of Attachment A of the Contract.

Demolition and removal of 70 Main Street, Ayer, MA near commuter rail station.

Relocation of water line under building.

Have scheduled milestones passed since the last request for payment?  
No (skip bullet questions below)      Yes (proceed to bullet questions below)

- Have milestone(s) been met? Yes
- If no, attach a description of how and why the timeline has changed.
- If no, attach a description of what is being done to get back on track with the timeline.

**Check this box if this is the final payment request as further detailed in the Project Closeout Certification Form (Exhibit E).**

Please attach a separate sheet listing any additional issues or concerns the Executive Office of Housing and Economic Development should be made aware of in regards to said infrastructure project.

*Robert Pinhorn*

By signing below, I, Carly Antonek certify that the expenditures enumerated by this request are in accordance with the Contract, and the funds disbursed by the MassWorks Infrastructure Program shall only be used to pay for the invoices and contractors submitted.

*Carly Antonek*  
Signature of person preparing request

6/12/18  
Date

MONTACHUSETT REGIONAL TRANSIT AUTHORITY

Grass Management

76948

76948

BOURGEOISWRECKI BOURGEOIS WRECKING

00005038

3/29/2018

00014646	575	2/16/2018	\$47,200.00	\$47,200.00	50.00	90.00	\$47,200.00
00015592	575-1	3/16/2018	\$3,000.00	\$3,000.00	50.00	90.00	\$3,000.00

\$50,200.00	\$50,200.00	50.00	90.00	\$50,200.00
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TO VERIFY AUTHORITY, PLEASE REFER TO DESCRIPTION OF THE LIABILITY / PAYMENT

MONTACHUSETT REGIONAL  
TRANSIT AUTHORITY  
R1427 WATER STREET  
FITCHBURG, MASSACHUSETTS 01420

ENTERPRISE BANK AND TRUST COMPANY  
LEOMINSTER MASSACHUSETTS 01453

76948

53-274-113

DATE

AMOUNT

3/29/2018 76948

PAY

Fifty Thousand Two Hundred Dollars and 00 Cents

\$50,200.00

TO THE ORDER OF:

BOURGEOIS WRECKING  
AND EXCAVATION INC  
26 BOURGEOIS TERRACE  
WESTMINSTER MA 01473

*Bruno J. Gaby*  
AUTHORIZED SIGNATURE

⑈076948⑈ ⑆01⑆302742⑆ 247 614⑈

MONTACHUSETT REGIONAL TRANSIT AUTHORITY

76948

**Bourgeois Wrecking & Excavation, Inc.**

26 Bourgeois Terrace  
Westminster, MA 01473

Phone # 978-874-6333      bourgdemo@yahoo.com  
Fax # 978-874-1699

**Invoice**

Date	Invoice #
2/16/2018	575

**Bill To**

Montachusett Regional  
Transit Authority  
R 1427 Water Street  
Fitchburg, MA 01420

**Project location**

70 Main Street  
Ayer, MA  
Demolition and Water Line

Description	Amount
Original contract for demolition and removal of 70 Main Street Ayer, MA according to specifications	47,200.00
Change order to original contract: Re-route water line under building.	3,000.00

Digitally signed  
by Robert  
Benoit  
Date:  
2018.03.08  
15:20:41 -05'00'

Please remit to above address

**Total** \$50,200.00

**DISCHARGE OF  
STATEMENT OF CLAIM**

For consideration of Two Hundred Nine Thousand Five Hundred Eighty and 48/100 (\$209,580.48) Dollars paid, the Town of Ayer, by and through its Board of Selectmen, hereby discharges and releases the Statement of Claim, dated June 29, 2017, recorded with the Middlesex South District Registry of Deeds in Book 69667, Page 91, affecting the real property of Ralph Andrew McNiff, located at 66 Westford Road, Ayer, Middlesex County, Massachusetts, more particularly described in a deed dated July 22, 1998, recorded with said Registry of Deeds in Book 28963, Page 340.

Executed under seal as of the 5th day of June, 2018.

TOWN OF AYER,  
By Its Board of Selectmen

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

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

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

A red stamp with the word "COPY" in a bold, sans-serif font. To the left of the text is a blue outline of a document icon with a folded corner.

COMMONWEALTH OF MASSACHUSETTS

Middlesex, ss.

On this 5th day of June, 2018, before me, the undersigned Notary Public, personally appeared the above-named \_\_\_\_\_, member of the Ayer Board of Selectmen, who proved to me by satisfactory evidence of identification, being (check whichever applies):  driver's license or other state or federal governmental document bearing a photographic image,  oath or affirmation of a credible witness known to me who knows the above signatory, or  my own personal knowledge of the identity of the signatory, to be the person whose name is signed above, and acknowledged the foregoing to be signed by him/her voluntarily for its stated purpose and as the free act and deed of the Town of Ayer.



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Notary Public  
My Commission Expires:

**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 May 17, 2018**  
**Open Session Meeting Minutes**

**BOS Present:** Jannice L. Livingston, Chair; Christopher R. Hillman, Vice – Chair (*Entered at 6:11 PM*); Scott A. Houde, Clerk

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

**Call to Order:** J. Livingston called the meeting to order at 6:00 PM.

**Moment of Silence:** BOS members and meeting attendees observed a moment of silence in memory of former Selectman Pauline Hamel.

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

**Review and Approve Agenda:** R. Pontbriand stated that there was one amendment to the agenda. The APAC Board of Directors would not be in attendance as originally scheduled.

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

**Announcements:** J. Livingston announced that the Memorial Day Ceremony will be held on Saturday May 26, 2018 and that the DPW Administrative Offices are closed on Monday May 21, 2018 and Tuesday May 22, 2018 due to the moving of their administrative offices.

**Public Input:** None

**Application for Class II Used Motor Vehicles License:** Mr. Clayton Arvidson was in attendance seeking a Class II Used Motor Vehicle License for his property, Turbo Lube located at 21 Fitchburg Road. Mr. Arvidson stated that he would like to sell 1-2 cars at a time.

**Motion:** A motion was made by S. Houde and seconded by J. Livingston to approve the Class II License limiting the number of sales to two (2) at a time. **Motion passed 2-0.**

*C. Hillman enters at 6:11 PM.*

**Application for Common Victualler's License:** Mr. Ken Huang was in attendance seeking a Common Victualler's License for 9 Main Ayer, Inc. d/b/a Osawa Bistro located at 9 Main Street. Mr. Huang has already been granted his All Alcohol License.

**Motion:** A motion was made by S. Houde and seconded by C. Hillman to approve the Common Victualler's License. **Motion passed 3-0.**

**Superintendent Mark L. Wetzel, Ayer Department of Public Works:** M. Wetzel and Town Engineer and Dan Van Shalkwyk were in attendance. M. Wetzel gave a brief presentation on Public Works Recognition Week.

*Pearl Street Water Main Replacement and Sewer Relining Contract* – M. Wetzel was requesting approval of the contract between the Town of Ayer and J. D’Amico, Inc. in the amount of \$325,754.64 for Pearl Street Water Main Replacement and Sewer Relining. J. D’Amico, Inc. was the low bidder. M. Wetzel stated that the project was designed in-house.

**Motion:** A motion was made by C. Hillman and seconded by S. Houde to approve the contract between the Town of Ayer and J. D’Amico, Inc. in the amount of \$325,754.64. **Motion passed 3-0.**

*2018 Culvert Improvements* – M. Wetzel was requesting approval of the contract between the Town of Ayer and J. D’Amico, Inc. for the construction of the 2018 Culvert Improvement program. J. D’Amico was the low bidder at \$57,500. This project was also designed in-house

**Motion:** A motion was made S. Houde and seconded by C. Hillman to approve the contract between the Town of Ayer and J. D’Amico, Inc. in the amount of \$57,500. **Motion passed 3-0.**

**Mr. Ed Starzek, Director of Land Planning and Permitting:** Mr. Ed Starzek was in attendance to discuss the potential future development of Vicksburg Square at Devens. MassDevelopment is potentially looking to rezone Vicksburg Square to allow for residential use, both at market and affordable rates. The affordable housing units would count towards Ayer’s 10% affordable housing stock.

C. Hillman asked what the benefit would be to the Town of Ayer besides achieving 10% affordable housing. Mr. Starzek stated that he was in front of the BOS to get the conversation started on what the Town of Ayer would like to see.

S. Houde had questions about the percentage of affordable units that they were looking to build. S. Houde also stated that an October Super Town Meeting is a very aggressive and that the Town of Ayer will need some time to digest the proposal.

E. Starzek will be setting up a meeting with the Town Planner and the Office of Community and Economic Development to discuss further.

**Town Manager’s Report:**

*Administrative Update/Review of Warrant(s)* – R. Pontbriand stated that he signed the following warrants:

- 18-22                      Payroll                      May 8, 2018              \$306,211.47
- 18-21                      Accounts Payable              May 14, 2018              \$1,284,085.62

Both J. Livingston asked that APAC be invited to attend an upcoming meeting, since they were unable to make it tonight.

R. Pontbriand reported that he met with Nasoya recently and that they will be submitting an application to the ZBA for the installation of their exhaust stack in the coming weeks. He also reported that he continues to work with the railroad regarding the conditions of the rail corridor and the platform.

R. Pontbriand asked the Board about their preference on appointing a new representative to the Nashoba Valley Technical High School Committee to replace Mr. Ted Januskiewicz; he reported that there has to be a joint appointment made by the School Committee, Moderator, and the BOS. BOS members agreed to

advertise and give it a two week period for residents to express interest. The interviews will then be scheduled for an upcoming meeting.

*High Deductible Health Insurance HSA* - R. Pontbriand and Benefits and Payroll Manager, Kevin Johnston reported that they had met with the Insurance Advisory Committee to negotiate the terms of the Health Savings Account (HSA). The Town will contribute 50% of the deductible for HSA qualified health plans, which will be paid in June.

**Motion:** A motion was made by C. Hillman and seconded by S. Houde to authorize the HSA negotiation terms as outlined. **Motion passed 3-0.**

*Request for One Day Beer & Wine License* – St. Mary’s Parish is requesting the BOS approve a One Day Beer and Wine License for their Annual Block Party on June 9, 2018 from 1:00 PM to 9:00 PM.

**Motion:** A motion was made by C. Hillman and seconded by J. Livingston to approve the One Day Beer and Wine License as requested. **Motion passed 3-0.**

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

*Transfer Station Hours General Discussion* – J. Livingston stated that though the Citizen’s Petition recently considered at the Annual Town Meeting on May 14, 2018 regarding the hours at the transfer station was advisory, it passed. She said that when the change was made, she remembers the union saying if it became a problem for residents, it would be changed back.

BOS members and several residents had general discussion on the matter.

S. Houde stated that though it passed at Town Meeting, that the Town should do a survey to get a larger sense, since there were only approximately 120 people at Town Meeting. J. Livingston agreed. Draft survey questions will be discussed at the next BOS meeting.

*FY 2020 Budget Process and Financial Policies Update (Selectman Houde)* – S. Houde stated that he had felt overall frustration regarding the timing and process of the budget. He would like the Administration to lay out a calendar that works, with ample time for the public to review and have a Q and A period.

C. Hillman stated that he would like the Groton Harvard Road/Central Street intersection placed under New Business for the next meeting.

**Approval of Meeting Minutes:**

**Motion:** A motion was made by J. Livingston and seconded by S. Houde to approve the BOS minutes from May 1, 2018. **Motion passed 3-0.**

**Adjournment:**

**Motion:** A motion was made by J. Livingston and seconded by S. Houde to adjourn at 7:47 PM **Motion passed 3-0.**

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

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

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