

04/17/2024 Workgroup Meeting Notes by Dan Van Schalkwyk

Attendees from Workgroup: Robert Pontbriand (Town Manager), Jonathan Kranz (Planning Board/Resident/Workgroup), Dan Van Schalkwyk (Ayer DPW), Beth Suedmeyer (Resident), Heather Hampson (Conservation Agent), Emily Scerbo (Tighe and Bond), Jin Hong (Finance Committee/Resident), Barbara Tierney (Finance Manager)

Rate Structure Review

- The Group discussed the “Right Sizing” Table
 - The footnotes were updated and an explanation of the funding provided in an email by Tighe and Bond to DPW. In short, the text was incorrect when referencing the staff salaries.
 - The Group discussed how this table could be modified for simplicity and used as a basis for future presentations to the public.
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Credit Policy Discussion

- Matt Herson provided a draft credit policy and application form to the Workgroup via email on April 12th, the Workgroup reviewed and discussed at the meeting.
 - Changes/additions were identified by the Workgroup, Dan to coordinate changes with Matt
 - Discussion of the proper standards to meet, authority, credit for redevelopments, engineer certification, etc.
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Town Counsel Updates (Legality of cap, Procedure for Town Meeting Approval, Discounts for Certain Groups)

- Dan and Robert let the Group know we had received comments from Town Counsel; however, they misunderstood the cap question. Rather than sending several messages to the Group, we will obtain the proper answer from Counsel then send an update to the Workgroup.
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Draft Regulations Discussion

- Tighe and Bond presented the draft regulations through a screen share.
 - The regulations mirror the Town’s sewer regulations.
 - Town Counsel will need to provide opinion of whether these should be a regulation or a bylaw.
 - Group needs to review the delegation of authority
 - Draft is about 85% complete, Tighe and Bond will finish the draft and send to the Group for review prior to next meeting.
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Public Outreach Discussion

- Items Completed Since Last Meeting
 - Dan summarized the items completed which included:
 - Revised the Workgroup Outreach Timeline
 - The hyperlink for the presentation related to Stormwater “When the Rain Comes: Stormwater & Climate Resiliency in Ayer” was made available on the Town’s website
 - Dan has inquired with APAC about a highlight video of the presentation, but has not yet received an answer
 - A social media message promoting Stormwater was distributed by Heather
 - Heather prepared a one-page document with Dan to be placed at Town meeting for residents. The one-page document will also be posted at prominent areas in Town.
 - Review of Outreach Timeline for Changes
 - Continue Monthly social media messaging
 - No updates to Outreach Timeline at this time
 - Steps to Implement Upcoming Timeline Items
 - See “Assignments” section at the end of this document
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Assignments

Assignment 1 – Town Counsel:

Robert will clarify the cap question with Town Counsel.

Robert to inquire if regulations or a bylaw are required to support a stormwater enterprise fund.

Assignment 2 - Outreach:

Matt, Heather, and Dan as the primary members responsible for implementing social media messaging, will distribute the monthly social media message.

Dan will continue inquiry with APAC about preparing a highlight version of the Stefanie Covino presentation.

Assignment 3 – Rates/Credit Policy:

Tighe and Bond will distribute the draft regulations by April 26th after completing outstanding items in the draft.

Workgroup Members will review the draft regulations prior to May 15th meeting.

Dan and Matt will update the draft credit policy based on the Group’s comments and distribute to the Group.

The next meeting is scheduled for May 15th at 4:00PM.