

Town of Ayer

Article 32

Readopt General Bylaws
in their Entirety

Article 33

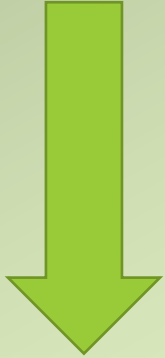
Readopt Zoning Bylaw in
its Entirety

Goals

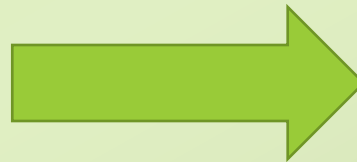
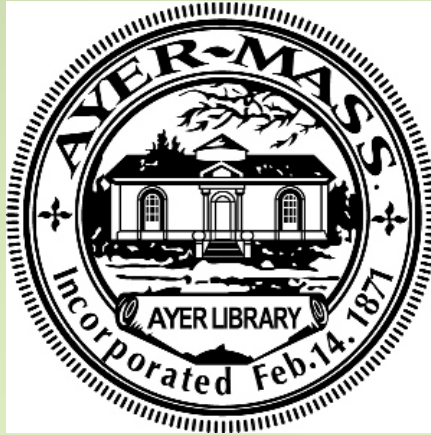
- The Town of Ayer began this process to co-locate all existing bylaws and regulations for ease of use and increased navigation abilities on our website.
- The Town wanted all information indexed in one central location.
- General Code's codification experts focus on simplifying how local governments and their constituents find, access, and share information by developing forward-thinking technologies and processes.

Bylaw Approval Process

Proposed
Bylaw



Town Meeting
Approval



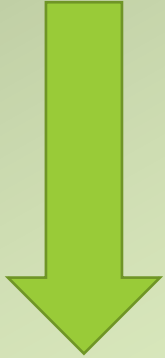
Becomes Bylaw



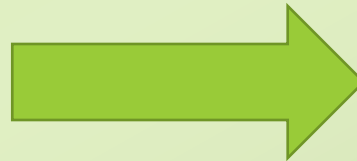
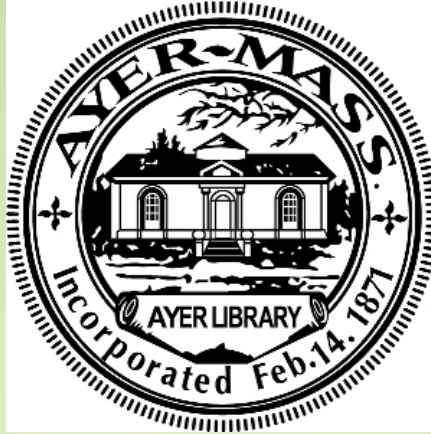
A.G. Review

Regulation Approval Process

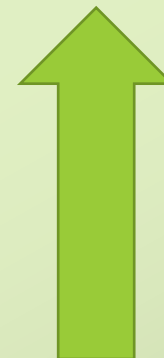
Proposed
Regulation



Public Hearings



Becomes
Regulation



Board
Approval

Then what?

Currently bylaws are on one section of the website in a series of PDF's and regulations are located elsewhere depending on topic matter/Board jurisdiction.

Town Bylaws

Articles

- [Article I - Town Meetings](#)
- [Article II - Town Seal](#)
- [Article III - Town Clerk](#)
- [Article IV - Town Finances](#)
- [Article V - Legal Affairs](#)
- [Article VI - Records and Reports](#)
- [Article VII - Junk-Dealers and Collectors](#)
- [Article VIII - Hackney Carriages](#)
- [Article IX - Police Regulations](#)
- [Article X - Penalties](#)
- [Article XI - Construction](#)

[Home](#) » [Boards & Committees](#) » [Board of Health](#)

Regulations

- [Body Art \(Tattoo\) Regulations](#)

[Home](#) » [Departments](#) » [Department of Public Works](#) » [Water](#)

Water Use Regulations Documents

[Marijuana Establishment Zoning Bylaw](#)

[Master Plan](#)

[Minutes](#)

[Planning Board Fee Schedule](#)

[Planning Board Rules & Regulations](#)

[Subdivision Regulations 2020](#)

Timeline

- Town Meeting approved Article 22 of the 5/8/2017 ATM - authorized \$20,000 for code review and update of Town's Bylaws
- Town contracted with General Code and convened internal working group consisting of Selectman Jannice Livingston, Assistant Town Manager Carly Antonellis, Town Clerk Susan Copeland and Police Chief Bill Murray.
- Town provided all existing Bylaws and Regulations to General Code for research, editorial and legal review to identify conflicts and inconsistencies; the creation of an index; the preparation of the newly organized code "Bylaws and Regulations of the Town of Ayer, Massachusetts"

Timeline, continued

- Beginning in June of 2017, the Town of Ayer's internal working group and General Code set out on the process to the right
- All Departments were integral in various parts of this process, reviewing their respective bylaws and regulations to ensure accuracy
- *Important to Note – All general content remains the same unless found to be in violation of state or federal law

The General Code Codification Process At-a-Glance



Sample of Code

Chapter 85 TOWN MEETINGS

§ 85-1. Dates for annual meetings.

§ 85-2. Notice.

§ 85-3. Annual Town Election.

§ 85-4. Quorum.

§ 85-5. Eligibility for attendance.

§ 85-6. Authority of Moderator in
supermajority votes.

[HISTORY: Adopted by the Town Meeting of the Town of Ayer as Art. 1 of the Bylaws.
Amendments noted where applicable.]

§ 85-1. Dates for annual meetings. [Amended 10-28-2019 STM by Art. 14]

The Annual Town Meeting shall be held on the fourth Monday of April each year. The Special Annual Fall Meeting shall be held at 7:00 in the evening on the fourth Monday in October of each year.

§ 85-2. Notice.

Every Town Meeting shall be notified by posting attested copies of the warrant calling the same in three or more public places, one of which shall be the Town Hall. Notice of the Annual Town Meeting shall be posted seven days at least before the day appointed for said meeting; and notice of a Special Town Meeting must be posted at least 14 days before the meeting.

§ 85-3. Annual Town Election. [Amended 10-28-2019 STM by Art. 14]

The Annual Town Election shall be held on the second Tuesday of May, with the polls open from 7:00 a.m. to 8:00 p.m.

§ 85-4. Quorum.

The number of voters necessary to constitute a quorum at Town Meetings shall be 50.

- Hard copies of the code will be delivered to Town Hall and Library for General Use



- Code will be also be fully searchable online at ayer.ma.us



Massachusetts Code Customers

General Code hosts Bylaws and Regulations for many Massachusetts municipalities including the following Towns:

- Town of Chelmsford
- Town of Groton
- Town of Harvard
- Town of Lancaster
- Town of Lunenburg
- Town of Sterling
- Town of Townsend
- Town of Westminster

The logo for General Code, featuring the word "GENERAL" in white capital letters above the word "CODE" in white capital letters, both set against a dark green rectangular background.

To View the
Final Draft...

Please visit the
Town's website or
you may request
a copy at

978-772-8220 or
atm@ayer.ma.us



The screenshot shows the Town of Ayer website. At the top is the town's seal and logo. Below is a navigation bar with links to 'About Ayer', 'Departments', 'Boards & Committees', and 'Community'. A red banner at the top right reads 'Town of Ayer COVID-19 Update & Information on Town F'. The main content area is divided into two columns. The left column is a blue sidebar with a list of links: '2020-05 Accounting', '2021 Budget' (with a dropdown arrow), 'Americans with Disabilities Act', 'BOS General Policies & Procedures', 'BOS Office Policies & Procedures', 'Classification Study Final Report - March 2014', 'Conflict of Interest Law for Municipal Employees', 'Department Head Reports', 'Electronic Sign Board Content Request', 'Filming Request Form', and 'General Code'. The right column has a white background and contains the following sections: a breadcrumb trail 'Home >> Departments', the title 'Town Manager', a blue button 'View Contact Info' with a dropdown arrow, a paragraph about transparency and personnel information with a link 'following this link', a section titled 'Mission' with a paragraph about the Town Manager's role, and a section titled 'Staff Contacts'.

Town of Ayer
Massachusetts

About Ayer | Departments | Boards & Committees | Community

Town of Ayer COVID-19 Update & Information on Town F

Home >> Departments

Town Manager

View Contact Info ▼

In keeping with the Board of Selectmen and Town Manager's commitment to improve transparency and understanding of personnel and all collective bargaining agreements and personal services, all now be found online by [following this link](#).

Mission

The Town Manager serves as the Chief Administrative Officer of Ayer and implements the policy directives of a three-member Board of Selectmen.

Staff Contacts