

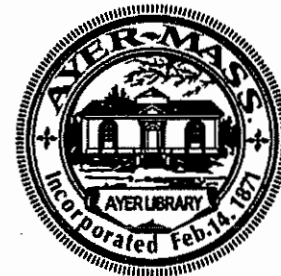
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TOWN CLERK  
TOWN OF AYER

2015 OCT 16 AM 11:05

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Ayer Town Hall – 1<sup>st</sup> Floor Meeting Room  
Ayer, MA 01432

Town of Ayer  
Board of Selectmen



Tuesday October 20, 2015  
Open Session Meeting Agenda

- 7:00 PM Call to Order  
Review and Approve Agenda; Announcements
- 7:05 PM\* Public Input  
  
Chief William A. Murray, Ayer Police Department  
1. Appointment of Reserve Officer
- 7:10 PM Ms. Alicia Hersey, Program Manager, Office of Community Development  
1. Contract Execution for Lead Specialist  
2. Contract Execution for Rehab Specialist  
3. Contract Execution for Infrastructure Consultant  
4. Lien Subordination Request, Case #06-316E, 56 Westford Rd.
- 7:15 PM Town Administrator's Report  
1. Administrative Update  
2. Appointments  
3. Planning Board Administrative Support Proposal  
4. Request for change in Sunday Hours, Nashoba Club, 14 Central Ave.  
5. DRAFT Affordable Care Act (ACA) Look Back Policy  
6. FY 2017 Budget Process Discussion  
7. Tax Classification Discussion [Proposed Public Hearing on Nov, 17, 2015, 7pm]
- 7:30 PM Discussion of Audit Management Letter
- 8:00 PM New Business/Selectmen's Questions
- 8:10 PM Approval of the Minutes  
October 6, 2015
- 8:15 PM Adjournment

\*Note:

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



# 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

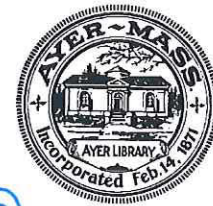
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OCT 15 2015

TOWN OF AYER  
SELECTMEN'S OFFICE

**To:** Board of Selectmen  
**From:** Chief William A. Murray   
**CC:** TA Pontbriand  
**Date:** October 14, 2015  
**Re:** Morrison Reserve Appointment

---

I am respectfully requesting that the Board appoint Dan Morrison to the position of Reserve Patrolman. Dan's service to the Town is well known and needs no elaboration. Dan's appointment would benefit the Town and the Department by giving us our first Reserve Officer who would already conform to the new training standards set by the Department and be available to augment or replace the patrol force. Dan would also be called upon to act as a leader within the Reserve Force and mentor the future officers of the Town. I am requesting that this appointment go into effect immediately.



Town of Ayer  
Department of Planning & Development

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

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OCT 15 2015

TOWN OF AYER  
SELECTMEN'S OFFICE

MEMORANDUM

TO: Robert Pontbriand, Town Administrator

CC: David Maher, Community Development

FR: Alicia Hersey, Program Manager

RE: RFP for Lead Paint Specialist

DT: October 7, 2015

Dear Robert,

The Town received two responses to our request for proposals for a Lead Paint Specialist to support our FY 15 CDBG grant. One of the responses came from Caulfield Environmental a firm from Leominster and the second from ASAP Environmental of Dorchester. The following is a review of the two RFP responses:

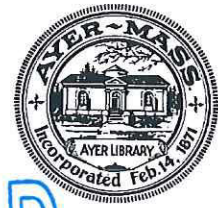
	<u>Caulfield</u>	<u>ASAP</u>
Scoring on written Proposal	<u>15</u>	<u>11</u>

Considering the scoring on the written proposal and the averaging of the cost on the cost proposal we recommend the contract for the FY 15 CDBG Housing Rehab Lead Specialist contract be awarded to Caulfield Environmental.

David Maher, Director  
Alicia Hersey, Program Manager

Town of Ayer  
Department of Planning & Development

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



RECEIVED  
OCT 15 2015  
TOWN OF AYER  
SELECTMEN'S OFFICE

MEMORANDUM

TO: Robert Pontbriand, Town Administrator  
FR: David Maher, Director  
CC: Alicia Hersey, Program Manager  
RE: RFP for Housing Rehabilitation Specialist  
DT: October 15, 2015

Dear Robert,

The Town received two responses to our request for proposals for a Housing Rehabilitation Specialist to support our FY 15 CDBG grant. Responses came from Bucchianeri Mgt. Services, Inc. and Douglas Desmarais, an inspector from Ashburnham, MA. The following is a review of the two RFP responses:

	<u>Bucchianeri</u>	<u>Desmarais</u>
Scoring on written Proposal	<u>15</u>	<u>15</u>
Cost Proposal Per Unit Cost	<u>\$2,400</u>	<u>\$2,000</u>
Education	<u>BA Architecture N. Carolina St. Univ., Masters of Building Construction Univ., Florida</u>	<u>High School Diploma Fitchburg MA Welding, Plumbing Montachusett Regional Vocational High School</u>

In reviewing and soliciting references for these two proposals similar strengths stand out for both candidates. Noting the differences, Mr. Bucchianeri has a higher price per each contract, but has notable academic qualifications which are one of the minimal requirements listed on the RFP, as well as twenty five years of HUD field experience with programs similar to ours.

Though Mr. Desmarais has a lower price cost proposal, his experience is only fifteen years in the field with at least five years of that working with multiple Massachusetts towns involved with HUD awards. We found both of these respondents to be excellent choices to support our grant but **due to the specified qualifications of the RFP which included a minimal college background we would like to recommend the BOS consider to approve Bucchianeri Mgt. Services to provide the Town's Rehab Specialist services.**

David Maher, Director Community Development  
Alicia Hersey, Program Manager



Town of Ayer  
Department of Planning & Development

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



MEMORANDUM



TO: Robert Pontbriand, Town Administrator  
FR: David Maher, Director  
CC: Alicia, Hersey, Program Manager  
RE: RFP Infrastructure Project Consultant – Pleasant St.  
DT: October 15, 2015

Robert:

The Town received two responses to our request for proposals for an Infrastructure Project Consultant to support our FY15 CDBG grant. The responses came from Community Opportunities Group and from CDR/Maguire. The following is a review of the two RFP responses:

	<u>COG</u>	<u>CDR/ Maguire</u>
Scoring on written Proposal	<u>15</u>	<u>14</u>
Cost Proposal	<u>\$50,000</u>	<u>\$49,260</u>
Firm Specialties	Community Development Planning & Housing	Emergency Management & Engineering

This grant was developed with cooperation between the Town's Community Development Department and the Town's Department of Public Works. The position of Infrastructure Project Consultant is a position responsible for overseeing the entire infrastructure project; keeping it within compliance of the DHCD's CDBG guidelines while working in cooperation with the Town's DPW department, superintendent and engineer.

The oversight of a HUD/DHCD infrastructure project is both highly technical and highly detailed especially as it pertains to all HUD protocol. Though both companies appear to be quite capable, we felt based on a number of phone referrals that were made that COG was better experienced at overseeing this level of HUD work and compliance. The price difference between the two proposals is minimal and **we would recommend that this contract be awarded to Communities Opportunity Group.**

David Maher, Director Community Development  
Alicia Hersey, Program Manager

# Town of Ayer

## Department of Planning & Development

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



### MEMORANDUM

TO: Board of Selectmen  
FR: Alicia Hersey, Community Development Office  
RE: Lien Subordination Request **CASE# 06-316E**  
DT: October 15, 2015



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

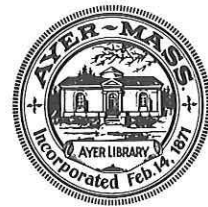
Assessed Value of Property (FY15)	\$209,000.00
Appraised Value of Property (7/15)	\$256,000.00
First Mortgage ( <b>to be paid off</b> )	\$183,363.56
Second Mortgage ( <b>to be paid off</b> )	\$ 16,958.54
Amount of Program Assistance (liens)	\$ 6,595.30
Proposed New Mortgage Amount	\$204,034.00
Proposed Total Loan Amount	\$210,629.30
Maturity Date of Program Lien	August 10, 2020

The borrower is seeking to obtain a new mortgage to pay-off her first mortgage and obtain a better interest rate. This will save her almost \$200 a month on her mortgage. The Town's lien is in force on this property until May 21, 2023.

Based upon the subordination policy approved by the Town and State Dept. of Housing and Community Development, "a recommendation to approve with conditions, or to deny, will be made to the Board of Selectmen" where outstanding liens are more than 80% of the fair market value of the property. In the current case, the outstanding liens (first mortgage and CDBG lien) will be equal to 82.28% of the appraised value of the property.

**At this time it is the Board's decision whether to approve or deny the subordination of the Town's lien for a first mortgage in the amount of \$204,034.00. Since the owner is refinancing to obtain a better interest rate and Combine a first and second mortgage the only equity being taken out of the home is the closing costs, the Town's position will not be changing.**

Office of the Ayer Board of Selectmen  
Office of the Ayer Town Administrator



Town of Ayer | Ayer Town Hall | 1 Main Street | Ayer, MA 01432 | 978-772-8220 | Fax 978-772-3017 | www.ayer.ma.us

MEMORANDUM

**DATE:** October 16, 2015

**TO:** Ayer Board of Selectmen

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

**SUBJECT:** Town Administrator's Report for the October 20, 2015 Board of Selectmen Meeting

Dear Honorable Selectmen,

I offer the following Town Administrator's report and Administrative Update for the October 20, 2015 Board of Selectmen Meeting. This report and update covers the period of September 15, 2015 thru October 20, 2015. If you have any questions prior to the meeting, please do not hesitate to contact me directly. Thank you.

Administrative Update:

- I will offer a brief oral update on various administrative matters from September 15, 2015 thru October 20, 2015.

Appointments:

- I am respectfully recommending the following appointments of Citizen Representatives to the Ayer Personnel Board as follows:
- Mr. Ron Defilippo to a vacant, unexpired Citizen Rep term to expire on June 30, 2017
- Mr. Sam Goodwin to a vacant, unexpired Citizen Rep term to expire on June 30, 2016

Planning Board Administrative Support Proposal:

- I offer the following proposed resolution to the issue of Planning Board Administrative Support for the remaining of FY 2016 as set forth in the attached memo (see attached memo).

**Request for Change in Sunday Hours for the Nashoba Club, 14 Central Ave.:**

- Please see the attached request for Change in Sunday Hours for the Nashoba Club, 14 Central Ave. (see attached)

**DRAFT Affordable Care Act (ACA) Look Back Policy:**

- Mr. Kevin Johnston, Benefits and Payroll Manager at my request will present the attached Affordable Care Act (ACA) Look Back Policy for consideration of approval by the BOS (see attached)

**FY 2017 Budget Process Discussion:**

With the FY 2017 Budget Process about to commence, I would like to discuss with the BOS the FY 2017 Budget including the BOS thoughts, ideas, suggestions, etc. as we prepare to commence with the FY 2017 Budget Process.

**Tax Classification Discussion:**

In consultation with the Assessing Administrator, it appears that the Tax Classification Public Hearing will be on November 17, 2015 as part of the BOS Meeting. The Assessor's are still working on the current tax information and numbers and as such they are not available yet. However, I think it would be prudent for the BOS to have a brief discussion on the overall issue of taxes to include your respective thoughts, ideas, suggestions, etc. in advance/preparation for the Tax Classification Hearing.

This concludes my report. Thank you.

Attachment(s).



Office of the Ayer Board of Selectmen  
Office of the Ayer Town Administrator



Town of Ayer | Ayer Town Hall | 1 Main Street | Ayer, MA 01432 | 978-772-8220 | Fax 978-772-3017 | www.ayer.ma.us

MEMORANDUM

DATE: October 16, 2015

TO: Ayer Board of Selectmen

FROM: Robert A. Pontbriand  
Town Administrator

SUBJECT: **Planning Board Administrative Support Proposal**

Dear Honorable Selectmen,

In an effort to address the administrative support needs of the Ayer Planning Board given the various constraints, I offer the following interim proposal to address the Planning Board's administrative support needs for the balance of FY 2016 (until June 30, 2016). As previously discussed, the Town will address the overall Planning Board and various land use needs of the Town as part of the FY 2017 Budget Process.

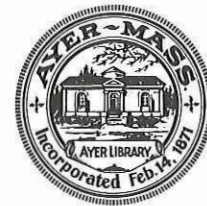
In consultation and mutual agreement with the AFSCME 93 Union (subject to BOS approval) I offer the following proposal for consideration:

1. The Union and Town mutually agree to providing five (5) hours a week of administrative support dedicated to the Planning Board;
2. The five (5) hours a week must be offered to a currently employed member of the AFSCME 93 Union;
3. The five (5) hour of administrative support will be under the direction of the Planning Board (in terms of substantive work matter) and Town Administrator (in terms of administrative matters);
4. The five (5) hours a week would be funded by the UDAG unrestricted funds subject to BOS approval;
5. The anticipated cost would not exceed \$5,000;
6. This arrangement upon approval would remain in effect until June 30, 2016; and
7. The larger issues of land use, admin support, etc. as previously discussed will be addressed and incorporated as part of the FY 2017 Budget Process

I believe that this is the best possible solution given the overall circumstances at this time and in the best interests of the Town of Ayer. Thank you for your consideration.

Cc: Ayer Planning Board  
Ms. Karin Swanfeldt, President, AFSCME 93 Union

Office of the Ayer Board of Selectmen  
Office of the Ayer Town Administrator



Town of Ayer | Ayer Town Hall | 1 Main Street | Ayer, MA 01432 | 978-772-8220 | Fax 978-772-3017 | www.ayer.ma.us

**Memorandum**

To: Board of Selectmen  
From: Carly M. Antonellis, Assistant to the Town Administrator  
Date: October 13, 2015  
Re: Nashoba Restaurant Inc.

Pursuant to MGL c.138 §33B, please see the attached request from the Nashoba Club; they are requesting to change their Sunday hours for alcohol sales from 12:00 PM to 10:00 AM to accommodate their Sunday morning meal service.

MGL c. 138 §33B states:

*Section 33B. The local licensing authority of any city or town which accepts this section may authorize licensees under section twelve to sell alcoholic beverages between the hours of 10:00 a.m. and 12:00 noon on Sundays, the last Monday in May and on Christmas day or on the day following when said day occurs on Sunday.*

The Town of Ayer accepted this provision of the Massachusetts General Laws at the Special Fall Town Meeting held on October 25, 2010.

If you have any further questions, please feel free to contact me.

978.777.2736

Ayer Board of Selectmen  
Ayer Massachusetts 01432

Robert Rakip, Manager  
Nashoba Restaurant Inc  
Fourteen Central Ave  
Ayer Massachusetts 01432

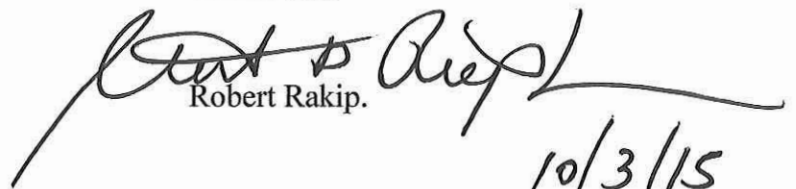
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OCT 13 2015

TOWN OF AYER  
SELECTMEN'S OFFICE

Dear Members of The Board

My name is Robert Rakip. I am the manager of the Nashoba Restaurant Inc. I open my doors and begin cooking every morning at 8AM. We are ready to serve the public by 9-9:30AM. Occasionally we serve a beer, wine, or highball at that time. We are open all seven days of the week, but on Sunday we do not serve beverages, because the beverage license prohibits the sale of such before 12NOON. However, it has come to my attention that, as an individual entity, we are able to ask permission to serve alcoholic beverages with meals on Sunday morning before 12NOON. If this is correct and legal, I now respectfully request consideration to this end.

Thank You

  
Robert Rakip.  
10/3/15

STM  
Art 7  
10/25/10  
passed.

## Carly Antonellis

---

**From:** Kevin Johnston <kjohnston@ayer.ma.us>  
**Sent:** Friday, September 25, 2015 1:08 PM  
**To:** Robert Pontbriand  
**Cc:** Carly Antonellis  
**Subject:** Board of Selectmen Meeting October 6th  
**Attachments:** ACA Look Back Policy 9 25 15 - DRAFT.docx

Good afternoon,

I've attached a DRAFT of an Affordable Care Act (ACA) Look Back Policy that I would like the Board of Selectmen to consider at their next meeting. This policy will document the procedures that will be used to identify health benefits eligible employees in accordance with the ACA and will be used when collecting data for the mandatory ACA reporting requirement that is required for this calendar year. I am available at your convenience to discuss this further and answer any questions.

Thank you.

Kevin

*Kevin A. Johnston*

Benefits and Payroll Manager

Town of Ayer

Office: 978-772-8248

Fax: 978-772-5968

[Kjohnston@ayer.ma.us](mailto:kjohnston@ayer.ma.us)





# Town of Ayer

## Policy and Procedures for Health Insurance under the Federal Affordable Care Act

Town of Ayer (Town) is implementing this Policy and the following procedures in order to meet its obligations under the Patient Protection and Affordable Care Act (ACA). The Town is committed to being in full compliance with the ACA. The Town is categorized as a large employer under the ACA and may be subject to an Employer Shared Responsibility Payment (ESRP) if one of its full-time employees purchases health insurance through the Massachusetts Health Connector and receives a tax credit for that purchase. The following procedures are designed to ensure that the Town will avoid, or at least minimize, the liability for any ESRP.

- **Look-Back Measurement Method: Measurement Administrative, and Stability Periods**

Pursuant to the ACA, ongoing (current) Town employees who are employed for at least 130 hours of service per month (1,560 hours annually) must be offered Town-sponsored health insurance for themselves, their spouses, and dependents up to age 26. The Town shall employ a 12-month look-back measurement method to determine eligibility for all employees. This standard measurement period shall begin on January 1, 2015. After twelve months, the Town shall have up to 3 months (the administrative period) to determine if any full-time employees (total hours divided by 12 must equal at least 130 hours) have not been offered Town-sponsored health insurance and to enroll (or dis-enroll) them if necessary. If there are any such employees, the Town shall offer them Town-sponsored health insurance for the 12 months following the measurement period.

This 12-month coverage period is called the stability period. How many hours an employee works during the stability period is relevant only in determining whether he/she will be eligible for Town-sponsored health insurance coverage in the next stability period. The measurement, administrative, and stability periods shall then repeat themselves on an ongoing basis.

The administrative period will be the same length for all employees and it will not serve to reduce or lengthen either the measurement or stability periods. To prevent gaps in health insurance coverage, the administrative period will overlap with the prior stability period during which time an employee's classification (full-time or part-time) will remain unchanged.

When the Town hires a new employee who is expected to work on a full-time basis, the Town shall offer Town-sponsored health insurance upon initial employment. Once the employee has been employed by the Town for a full standard measurement period (the same period that applies to ongoing employees), the new employee shall become an ongoing employee and be included in the normal look-back measurement cycle

for determining eligibility.

For new employees expected to be variable hourly, seasonal, and part-time employees, The Town shall track their hours of service using an initial measurement period of 12 months. The initial measurement period shall begin on the first day of the first calendar month following the employee's start date (or on the first day of the first payroll period starting on or after the employee's start date, if later). As with ongoing employees, an administrative period of up to 3 months shall be employed, along with a 12-month stability period. Once a new variable hour, seasonal, or part-time employee has been employed by the Town for a full standard measurement period (the same period that applies to ongoing employees), he/she shall become an ongoing employee and be included in the normal look-back measurement cycle for determining eligibility.

- **Hours of Service and Periods of Time Not Included in 6-Month Calculation**

As mentioned previously, a Town employee must average at least 130 hours of service over a 12-month period (1,560 hours annually) to be entitled to Town-sponsored health insurance. The following categories of service count toward the 130 hour average: each hour worked for which an employee is paid; unpaid short scheduled breaks (not including unpaid lunch breaks of at least 30 minutes), paid time off due to vacation, holiday, illness, incapacity (including disability), layoff, jury duty, military duty or leave of absence.

Generally, unpaid time off will not count toward the 130 hours of service. Some specific periods of unpaid time off that will not be included when calculating the 12-month standard measurement period include: unpaid Family and Medical Leave Act leave, military leave, or any other leave without pay. For these special periods of unpaid time off, the Town will determine the average hours during the measurement period, excluding the special unpaid leave period, and will use that average as the average for the entire measurement period.

- **Guidance**

Should Town of Ayer employees have any questions regarding this policy, please contact Kevin A. Johnston in the Payroll and Benefits Office at 978-772-8248 or by e-mail at [kjohnston@ayer.ma.us](mailto:kjohnston@ayer.ma.us).

*Giusti, Hingston and Company*  
*Certified Public Accountants*  
*36 Jackman Street, Unit 1*  
*Georgetown, MA 01833*  
*Tel: 978-352-7470 Fax: 978-352-8812*  
*Email: [GiustiHingstonCo@aol.com](mailto:GiustiHingstonCo@aol.com)*

May 29, 2015

Board of Selectmen  
Town of Ayer  
Town Hall  
Ayer, MA 01432

COPY

Dear Members of the Board:

In planning and performing our audit of the financial statements of the Town of Ayer, Massachusetts as of and for the year ended June 30, 2014, in accordance with auditing standards generally accepted in the United States of America, we considered the Town of Ayer, Massachusetts' internal control over financial reporting (internal control) as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Town of Ayer, Massachusetts' internal control. Accordingly, we do not express an opinion on the effectiveness of the Town of Ayer, Massachusetts' internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be significant deficiencies or material weaknesses and therefore there can be no assurance that all such deficiencies have been identified.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or combination of deficiencies in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis.

We do not consider the following matters to be significant deficiencies or material weaknesses. However, they are matters we want to communicate to you.

**Tax Collector's Depository Bank Account**

During our prior two audits (for the fiscal year ended, June 30, 2012 and June 30, 2013), and during the fiscal year 2014 audit, we noted that there were a number of cash reconciliation items that required a significant amount of attention, when performing the year end cash reconciliation work. These reconciling items relate to property tax and motor vehicle excise tax receipts and turnovers from the Tax Collector to the Treasurer. The procedures followed relating to these tax collections included depositing the receipts into a Tax Collector's bank account, by the Tax Collector's office, and then subsequently a turnover was made from the Tax Collector's bank account to the Treasurer's bank account. Because of the problems encountered reconciling cash, relating to the Tax Collector's bank account deposits, **we had recommended that the Tax Collector's bank account not be used any more, to make tax deposits. Instead, we recommended that a new bank account be opened. The new bank account would have been set up as a Treasurer's bank account and not a Tax Collector's bank account.**



During the fiscal year ended June 30, 2014, the Tax Collector, Finance Manager, Selectmen and Finance Committee were in agreement with us that these steps should be taken, relating to the Tax Collector's bank account. However, the Treasurer did not agree that these steps were necessary, and therefore a new account was never established. **Since the Treasurer did not agree, an alternative solution was agreed upon by the Tax Collector and Finance Manager.** The alternative solution (that is currently in effect, in fiscal year 2015), is to have the Tax Collector no longer make deposits into the Tax Collector's bank account, but instead to turn over all receipts directly to the Treasurer, to be deposited by the Treasurer.

By making these changes, and no longer making deposits into the Tax Collector's bank account, this bank account would soon become inactive, which will in turn allow the Tax Collector and Finance Manager to more easily identify and analyze cash reconciliation items, that have made the year end cash reconciliation process very difficult, during the past three fiscal year ends. As a historical note, most of the cash reconciliation issues came about because revenues received by the Tax Collector, relating to tax collections, were posted to the Town's accounts receivable accounting software (and therefore into the Town Accountant's general ledger), but these items were not turned over to the Treasurer until a later date. During our review and in the discussions that took place, relating to the Tax Collections and turnovers from the Tax Collector to the Treasurer, it was agreed upon by all parties that it is extremely important that the Tax Collector's office do all that it can to make timely turnovers every month, and, that the turnovers should be made in the same period as when the revenues are posted to the accounts receivable software. During our fiscal 2014 review, we found that turnovers were being made in a timely manner by the new Tax Collector.

During our review of the fiscal year ended June 30, 2014 tax collection and cash reconciliation work (and during my follow up meeting on June 9, 2015), we found that the Tax Collector and Finance Manager are doing a very good job in recording, reporting and reconciling the collections and cash reconciliation items.

We recommend that the Tax Collector continue to post the tax revenues to the accounts receivable computer system. It is also very important to be sure that the turnovers to the Treasurer are in the same period, that they have been posted to the Accounting system (at year end). In addition, the timing of when these postings are happening should be carefully reviewed by the Tax Collector with the Town Accountant every month, and especially at year end.

During our 2015 annual audit, we will work closely with the Finance Manager and the Tax Collector to analyze any cash reconciliation items that may be in existence, at June 30, 2015, and provide whatever assistance that may be needed (to determine if there is in fact a cash variance), and if there is, we will work with the Town to determine why the variance exists, and how to correct it.

### Cyber Security

In recent months, several Massachusetts municipalities have had cyber-attacks on their computer systems. The attacks have ranged from annoying intrusions to an attempt to transfer millions of dollars out of a town's bank account. As a result, it has become increasingly important to keep town employees keenly aware of the constant threat of cyber-attacks.

In addition to the risk of financial loss, the Town must be concerned with confidential/sensitive personal information that is on its computer systems including social security numbers, employee benefit and retirement information and tax records.

COPY



We recommend that the Town have “ongoing” discussions on how to mitigate the risk of cyber-attacks.

Topics for the discussions should include:

- Policies – There should be documented rules for various situations.
  - Be cautious about opening attachments or downloading files from emails
  - Don’t click on, or reply to email or pop-up messages that ask for personal or financial information
  - Don’t email personal or financial information
  - Require strong passwords that **must** be changed periodically
- Training – The level of training could vary by department based on perceived need.
- Technical Controls – Do we have the right technology in place (i.e. current anti-virus software and malware remover)?

It appears that the threat of cyber-attacks is a way of life in our age of technology. As the perpetrators of the attacks continue to grow more sophisticated, it is important that the Town remain vigilant in its efforts to protect the Town’s assets and the confidential personal information maintained by the Town.

### **IT Directors Management Response**

#### **I: Electronic Communication Policy**

COPY

The Town of Ayer has in place an Electronic Communication Policy which all employees and Board & Committee members with email are required to sign. The only exceptions to this are those employees who work at the Ayer Police & the Ayer Fire Departments. Ayer Police & Fire have their own internal policies. This policy, in part, states the following:

- Employees are prohibited from storing information on Personal Storage Devices unless authorized
- Any Personal Storage Devices that contain personal information must be encrypted

The Electronic Communication Policy also states that employees may not:

- Maliciously use or disrupt the Town’s computers, networks, internet services or breach the Systems’ security features
- Misuse computer passwords or accounts
- Load or download any software applications unless authorized
- Allow unauthorized persons to access the Town’s Systems
- Open any attachments unless they are reasonably sure the content is safe
- Use any unauthorized computer to remotely access Town Systems unless authorized
- Engage in any activity that subjects the systems to unwarranted exposure to viruses or other potential damage
- Attach computers or other hardware that is not owned by the Town to the Towns' Network
- Share passwords or leave passwords in a locked controlled access area

The Town’s internal network and other software require that passwords are changed every 90 days and passwords must be at least 8 characters in length and contain at least one uppercase character, one lowercase character, and one number.

## **II: Hardware, Software, Backups**

The Town has replaced its aging servers and workstations with the latest hardware and software. Servers are Windows Server 2012 and all workstations are Windows 7 Professional or above. Anti-Virus software is installed on the servers. Workstations are automatically updated from the server. Server Policy rules prevent tampering with the anti-virus software.

All servers are backed up on a daily basis. Currently, the Ayer Fire & Police Departments are backing up locally and offsite. The Ayer Town Hall and Department of Public Works servers backup locally. Currently plans are for these two locations to perform off site backups as well.

## **III: Training and Prevention**

The Town will, in fiscal year 2016, provide Cyber Security Training to all employees. This will take the form of required video training, agreement of adherence to policies when logging in to the Town's Network, and periodic reminders by email of security best practices.

Also in fiscal year 2016, the Town will finalize its Written Information Security Plan (WISP). This plan will identify reasonably foreseeable internal and external risks to records containing personal information. We will design and implement this WISP to put in place safeguards in place to minimize these risks.

## **IV: IT Committee**

The Town has an Information Technology Committee which meets several times a year. This committee reviews new security policies and procedures and acts in an advisory capability for new software and procedures. The committee is represented by the IT Department, the Town Administrator, Accounting, Department, Fire & Police Departments, and citizen members.

## **Payroll Procedures Relating to the Ayer Public Library**

The Town has hired a new Benefits and Payroll Manager to oversee the Town's entire payroll and benefits area. During our review of the Town's procedures, relating to these matters, we found that the new Manager has done a very good job reviewing the internal controls and related procedures and is working on ideas on how to make the entire process even better.

During our review of the payroll procedures being followed by the Town's Library Department, we found that the Library Director does a good job keeping track of payroll information, however, it has come to our attention that the payroll forms being submitted to the Town Accountant (from the Library Department), do not include a breakdown of sick, vacation or holiday time.

During our review of the Library payroll procedures, we noted that the personnel policies, which are approved by the Board of Trustees, include holidays, sick leave, family leave, personal-days, and vacation policies. The Director of the Ayer Library, marks the use of those on a monthly calendar. She also has a spreadsheet to keep track of the use of vacation time of each employee, beginning with the total vacation time an employee is allowed for the fiscal year. Unused vacation time from the prior year is not carried into the current year. The Director said that she told employees about how many unused vacation days she/he still had toward the end of the fiscal year. Per the personnel policies, an employee is only entitled to be paid for the number of vacation days she/he has remaining in the current fiscal year when the employment is terminated with the Library. Also, by the policies, an employee may take up to six weeks of accrued sick leave upon departure or retirement. The Director, also, keeps a running tally of built up sick hours in a

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document called "Compensated Absences" that is sent to the Town Accountant at the beginning of each new fiscal year. The Town Accountant keeps copies of this document.

There is a bi-weekly time sheet with every Library employee's name on it on the wall. The Director records the hours that each employee worked each day on the time sheet. The use of vacation time, sick time, and personal time are also recorded on the time sheet. The Director reports all hours as "regular hours," regardless of the paid time off recorded on her records, to the Payroll Office in the Town Hall. The Director keeps all the bi-weekly time sheets of a fiscal year with the copies of the calendar, marked with employees' vacation, sick, and personal time, in a binder. The personnel policies are kept up to date.

We recommend that the Ayer Public Library report sick, vacation and holiday time to the Town Accountant when the other payroll information is being reported. Reporting this additional payroll information, in the same way that all of the other Town departments report it, will increase Internal Account Control, relating to this important employee payroll information.

#### Library Director Management Response

I will discuss this matter and give copies of the letter requesting a suggested change in Library policy to the Board of Trustees at our next regular meeting on September 15, 2015. I'm sure they will take the recommendation under advisement.

#### GASB Statement #68 – Accounting and Financial Reporting for Pensions

Statement #68 establishes the methodology that must be used by governments to determine the "net pension liability" of the pension plan. The Town's share of the plan's net pension liability will be reported in the Town's Statement of Net Position. Reporting the net pension liability will have a significant impact on the Town's net position. Currently, the pension system's unfunded liability is only reported in the Required Supplementary Information section of the Town's financial statements and does not impact the Town's Statement of Net Position. **The Town's share of the Middlesex County Retirement System's unfunded actuarial accrued liability per the January 1, 2014 valuation is \$16,247,621.** The required implementation date of Statement #68 for the Town is June 30, 2015.

Since the unfunded "other post-employment benefits" liability is similar to the net pension liability, the Governmental Accounting Standards Board has proposed reporting the **entire** OPEB liability in the Statement of Net Position (the GASB has issued an exposure draft relating to the OPEB liability). Currently, the reporting the OPEB liability is being phased in over a thirty year period.

#### Health Insurance – Retirees

We have repeated this comment from our prior management letter. In 2010, the Massachusetts Legislature adopted Massachusetts General Laws (MGL) Chapter 32B Section 9A ½. This section of the law provides the statutory authority for one municipality to bill other municipalities for a percentage of a retiree's health insurance premium. The Town may issue a bill "*for the portion of the premium contributions that corresponds to the percentage of the retiree's creditable service that is attributable to each governmental unit.*"

The language of MGL 32B S 9A ½ is fairly broad, but it does address the circumstances where each Town pays a different percentage of retirees' health insurance. ("*The other governmental units shall be charged based on their own contribution rate or the contribution rate of the first employer, whichever is lower.*") Currently, many municipalities have their own requirements (years of service, must retire from that municipality) that must be met in order to be eligible for retirees' health insurance. These varying

requirements have made it difficult to determine what a municipality's "contribution rate" is (i.e. it may be interpreted that "based on their own contribution rate" could mean you owe nothing since the employee did not meet your eligibility requirements).

Another issue to be resolved is whether the premium bills from other municipalities should be considered "prior period bills" since you would be reimbursing a municipality for premiums paid in a prior fiscal year. Although a formal policy decision has not yet been made by the Division of Local Services, it is likely that they will provide guidance in the future.

Many municipalities have already begun issuing bills in accordance with MGL 32B S 9A ½ and it appears that more will soon follow. As a result, the Town will have to consider the potential costs during the appropriation process. In addition, we believe that the Town should develop procedures to bill other municipalities for their portion of retiree health insurance benefits. The regional (county) retirement system can be a resource in the billing process since they have the employment history for retirees.

Since the new legislation will impact all municipal entities, we recommend that the Town work with its state Legislators and other municipalities to develop procedures that will simplify what appears to be a cumbersome billing process. In addition, State Law requires that these bills be paid, so we recommend that the Treasurer review each bill that comes in and properly authorizes payment for legitimate bills.

#### **Non Sufficient Funds (NSF) Checks**

As we noted in our prior report, there are a number of checks that have been received by the Town, which were deposited into the Town's depository bank account that the bank subsequently returned to the Town because of insufficient funds. When the bank determines that a check has insufficient funds, it automatically redeposits the check in anticipation that funds would then be available. If there are still insufficient funds available, the bank notifies the Treasurer of the NSF check. The Treasurer then sends a letter to the person indicating that the check has been returned for insufficient funds, and requesting payment. In addition to the first letter that is being sent by the Town, we recommend that a second letter be sent within thirty days, if there is no success from the first letter.

We also recommend that the Town consider developing a policy with the objective of not giving Town goods or services to anyone who has a NSF check outstanding with the Town. A procedure could be developed so that any department that provides goods or services, would be notified in a very timely manner of any new NSF checks that the Town has been made aware of. This policy would have the effect of reducing the number of new NSF checks the Town is burdened with, by refusing to give goods or services to persons or businesses with these checks. During the fiscal year ended June 30, 2013, there were only seven new NSF checks that the Town added to the list. If a policy can be developed, the number of new NSF fund checks could be kept to a minimum.

#### **Informational Item**

Legislation related to retirees' health insurance has been introduced by the Governor. The legislation, if enacted, will affect all municipal entities in Massachusetts. We are providing the Town of Ayer with the following information relating to retiree health insurance that is not a finding, but, has been written for informational purposes only. Subsequent to the issuance of our prior year management letter, new developments have taken place, relating to House Bill 59, which we have noted below.



**Pending Legislation Retirees' Health Insurance**

In February of 2013, the Governor introduced legislation (House Bill Number 59) aimed at reducing the cost/liability for retirees' health insurance. The legislation, if enacted, will change the eligibility requirements for age and years of service that employees must meet in order to receive the retirees' health insurance benefit. In addition, the legislation pro-rates the retirees' health insurance benefit based on years of service. In order to receive the Town of Ayer's maximum benefit, an employee must have thirty years of service. If an employee retires with twenty years of service, he/she is eligible to receive 50% of the premium, regardless of the benefit offered by the employer. Upon reaching twenty-three and twenty-seven years of service the employee's benefit increases (if the employer's maximum benefit exceeds 50%). Long term employees would be among those who phase in to the maximum benefit. In an attempt to protect employees close to retirement and those on disability pensions, the legislation includes grandfathering and phase in provisions. The legislation, as written, does not include a local option provision.

On February 18, 2014, the Massachusetts legislature had a public hearing on this matter. In July of 2014, the Senate voted to extend the reporting deadline on the Bill. On September 29, 2014 the House discharged the Bill to the Committee on House Rules. Currently, nothing has been finalized relating to the Bill.

If passed, the long term impact of the legislation would reduce the Town's Other Post Employment Benefits liability and the future appropriation requirements for retirees' health insurance. We recommend that the Town of Ayer monitor the status of the House Bill Number 59.

\* \* \* \* \*

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This communication is intended solely for the information and use of management, and those charged with governance and others within the organization, and is not intended to be and should not be used by anyone other than those specified parties.

After you have had an opportunity to consider our findings and recommendations, we shall be pleased to discuss them further with you. We would like to thank you for the cooperation and courtesy extended to us during the course of the engagement.

Sincerely,

*Giusti, Hingston and Company*

Giusti, Hingston and Company  
Certified Public Accountants

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



**Tuesday October 6, 2015**  
**Meeting Minutes**

*Broadcast and Recorded by APAC*

Present: Jannice L. Livingston, Chair; Gary J. Luca, Vice-Chair;  
Christopher R. Hillman, Clerk (*Entered at 7:06 PM*)

Robert A. Pontbriand, Town Administrator  
Carly M. Antonellis, Assistant to the Town Administrator

**Call to Order:** J. Livingston called the meeting to order at 7:00 PM.

**Review and Approve Agenda:**

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

**Motion passed 2-0.**

**Announcements:** J. Livingston made the following announcements:

- World War II veterans and families are welcome to attend an event honoring World War II Veterans with special guest speaker Governor Charlie Baker on October 23, 2015 at 1:00 PM at the Hall of Flags at Fort Devens.
- The Ayer Fire Department will host an Open House Saturday, October 10, 2015 10am – 2pm at the Ayer Fire Station - 1 West Main St.
- The Ayer Police Department is now accepting application for its 16th Annual Citizen's Police Academy.
- The Ayer Shirley Regional High School Ribbon Cutting will be held on October 9, 2015, 10:00 AM
- The "Recycle Your Reusables" Event will take place Saturday October 17, 2015 from 9:00 AM – 2:00 PM at the Ayer Shirley Regional Middle School located in Shirley.
- The next meeting for the Comprehensive Plan Committee will be held on October 27, 2015 at 6:00 PM.

**Public Input:** None

**Ms. Alicia Hersey, Program Manager, Office of Community Development:** Ms. Hersey introduced Ms. Hillary Curtis from Advocates, Inc. to present the Behavioral Health Treatment Court Collaborative Grant (BHTCC) between the Town of Ayer and Advocates, Inc. Ms. Curtis stated that Advocates, Inc. will be expanding to the Worcester court, based on the success of the program at the Ayer District Court.

*C. Hillman enters at 7:06 PM*

**Motion:** A motion was made by G. Luca and seconded by C. Hillman to approve and sign the BHTCC grant between the Town of Ayer and Advocates, Inc. in the amount of \$341,312. **Motion passed 3-0.**

Ms. Curtis also presented the Board of Selectmen with a check in the amount of \$250 for the holiday lights fund.

*Compliance Certificate Local Initiative Program (LIP Program), 308 Autumn Ridge Drive* – Ms. Hersey explained that the unit at 308 Autumn Ridge Drive has been sold and the Department of Housing and Community Development would like the BOS to authorize DHCD's Compliance Certificate.

**Motion:** A motion was made by G. Luca and seconded by C. Hillman to authorize the Compliance Certificate with signature by the Chair. **Motion passed 3-0.**

*Lien Subordination, 3 Groton Harvard Road* - A. Hersey stated that the BOS approved the assumption request at the last meeting and is now requesting approval of the subordination request on case #09-330 in the amount of \$120,573.00.

**Motion:** A motion was made by G. Luca and seconded by C. Hillman to approve the subordination of the Town's lien for a first mortgage in the amount not to exceed \$120,573. **Motion passed 3-0.**

The Board then expressed their best wishes for Mr. David Maher, Director of Economic and Community Development who will be moving to South Carolina at the end of the month.

**Class II Motor Vehicle License Application:** *Power of Honesty, Inc. 179 West Main Street* - Attorney Ken Shutzer was in attendance with his clients Pavel Shumilovskiy and Pavel Batsian. The applicants are seeking a Class II motor vehicle license for 179 West Main Street. Attorney Shutzer detailed the information in the application.

**Motion:** A motion was made by C. Hillman and seconded by G. Luca to approve the Class II license application for Power of Honesty, Inc located at 179 West Main Street. **Motion passed 3-0.**

**Mr. John Hillier, Central Ave. Compassionate Care:** Mr. Hillier explained that they have started cultivating medical marijuana and will start seeing patients by the end of October/beginning of November. Mr. Hillier explained the net revenue distribution formula for Central Ave. Compassionate Care, where 50% goes back into the business, 20% is for patient transportation and 30% for public education and public grants. The availability of the funding for public education/grants will be delayed somewhat due to him needing to meet expenses but he was still very much committed in making funds available. The Board thanked him for the update.

**Seven Point of Massachusetts, Inc.:** Attorney Valerio Romano and Founder Brad Zerman brought forth a rendering of the proposed facility at 99 Fitchburg Road for a cultivation-only medical marijuana site. Attorney Romano and Mr. Zerman stated that they will not be selling the product in Ayer, just cultivating and processing it.

G. Luca stated his concerns; primarily that he doesn't want the Town of Ayer to be associated with marijuana.

C. Hillman asked if Chief Murray had any concerns. Chief Murray stated that he has many concerns and that he hasn't spoken to this company at all. Attorney Romano stated that they have every intention of working with all public safety officials, but didn't feel like they were far enough in the process to do so.

J. Livingston then highlighted the estimated timeline in the process. She estimated it would be 2017 before they began cultivating.

C. Hillman said he felt more comfortable with the proposal because it was a cultivation only site. Attorney Romano said they could write the cultivation-only stipulation into the letter of non-opposition.

G. Luca asked why they hadn't reached out to the Police Department.

Mr. Zerman stated that Seven Point has to find a home first, and then go through the local process. He stated again that he had every intention to work with local officials throughout the process.

**Motion:** A motion was made by C. Hillman and seconded by J. Livingston to grant a letter of non-opposition for a cultivation only facility located at 99 Fitchburg Road for Seven Point of Massachusetts, Inc. **Motion passed 2-1.**

**Review and Approval of Special Fall Town Meeting Warrant:**

Chairman S. Houde called the Finance Committee to order at 8:07 PM.

R. Pontbriand suggested going through the warrant article by article and if anyone wanted to discuss a specific item to say "pass".

S. Houde asked to hold Article 3, Article 5; J. Livingston asked to hold Article 6; G. Luca asked to hold Article 14; R. Pontbriand asked to hold Article 15.

*Articles 2-4* - S. Houde requested additional information as it pertains to the intent of the study, specifically if it covered all non-union positions or those not covered by personal services contracts.

R. Pontbriand gave a history of the entire process and said he was surprised with the Finance Committee's questioning of the intent in the eleventh hour after the Personnel Board unanimously approved the study to move forward.

G. Luca stated that though there were flaws in the process, he felt compelled to yield to the study in an effort to treat all employees fairly.

S. Houde stated that he didn't appreciate the way he was being treated.



*Article 5* – S. Houde stated that he had issues with the use of a stipend. He would like to see this funding in the fire department line item in future budgets for transparency.

*Article 6* – J. Livingston stated that both the ZBA and Planning were zeroed out at the 2014 Annual Town Meeting. She also said the amount of the funding request was never explained to her and she thought the hours requested were a little high. J. Livingston further stated she had concerns with the article overall: the timing, the hours requested, the amount requested.

R. Pontbriand stated that based on the concerns from around the table and the legal issues that need to be brought to light; he would recommend withdrawing the article.

**Motion:** A motion was made by G. Luca and seconded by C. Hillman to strike Article 6. **Motion passed 3-0.**

*Article 14* – G. Luca asked what the Town's obligation would be. M. Wetzel stated this was the first step, as there is a Town Bylaw that requires approval for out of Town sewer and water connections. All of the details would be worked out in an Inter Municipal Agreement, pending the Town of Groton receiving the MassWorks grant.

*Article 15* – J. Livingston asked the Town Moderator to explain this article. He stated that this article is clarifying that on a voice vote needing two-thirds approval, after ascertaining from the stage that two-thirds have approved the vote, if 1 member of Town Meeting questioned that ruling, then voters would be counted.

*Citizen's Petition* – Members from both committees were looking for information as to quantify the request. J. Livingston stated that the Water and Sewer Rate Review Committee discussed it at their last meeting. M. Wetzel stated he was in the process of running the numbers to get an actual cost.

S. Houde stated that he made notes of the financial articles, those being: 1,2,3,4,5,7,8 and 9. He asked if there were any objections.

P. Conley stated she objected Warrant Article 3.

**Finance Committee Motion:** A motion was made by P. Conley and seconded by M. Zawacki to recommend articles 1,2,4,5,7,8 and 9 to Town Meeting. **Motion passed 3-0.**

There was no motion to recommend article 3 from the Finance Committee.

**Finance Committee Motion:** A motion was made by S. Houde and seconded by M. Zawacki to adjourn at 9:04 PM. **Motion passed 3-0.**

**Motion:** A motion was made by G. Luca and seconded by C. Hillman to approve the Special Fall Town Meeting warrant as edited. **Motion passed 3-0.**

*J. Livingston steps out of room momentarily.*

**Superintendent Mark Wetzel, Department of Public Works:** M. Wetzel presented a list of items for BOS consideration.

*Execute Layout of Calvin Street Extension, Blueberry Circle, Hibiscus Lane, Mulberry Circle, Magnolia Drive and Samantha Lane* - M. Wetzel stated that this was the final step needed to be taken prior to the Fall Town Meeting and that the Planning Board had approved the layout at their October 1, 2015 meeting.

**Motion:** A motion was made by G. Luca and seconded by C. Hillman to execute the layout of Calvin Street Extension, Blueberry Circle, Hibiscus Lane, Mulberry Circle, Magnolia Drive and Samantha Lane. **Motion passed 2-0.**

*J. Livingston re-enters.*

*Transfer Station Paving Contract Execution* – M. Wetzel is recommending that the contract be executed between the Town of Ayer and Sunshine Paving Corporation from North Chelmsford.

*Transfer Station Concrete Pad Construction Contract Execution* – M. Wetzel is recommending that the contract be executed between the Town of Ayer and Sunshine Paving Corporation from North Chelmsford.

**Motion:** A motion was made by G. Luca and seconded by C. Hillman to execute the contracts for both the Transfer Station Paving and Transfer Station Concrete Pad Construction between the Town of Ayer and Sunshine Paving from North Chelmsford in the amounts of \$82,000 and \$53,000 respectively. **Motion passed 3-0.**

*Washington (Highland to Nashua) Street Water Main Replacement Contract Execution* – M. Wetzel is recommending that the contract be executed between the Town of Ayer and Cedrone Corp. from North Billerica.

**Motion:** A motion was made by G. Luca and seconded by J. Livingston to execute the contract for the Washington Street Water Main Replacement between the Town of Ayer and Cedrone Corp. from North Billerica in the amount of \$208,046.67. **Motion passed 3-0.**

*Upper Blackstone Water Pollution Abatement District (UBWPAD), Sludge Hauling Contract Extension* – M. Wetzel stated that the Town has a Wastewater Sludge Disposal Agreement with UBWPAD. He is asking for consideration of the second one year contract extension.

**Motion:** A motion was made by G. Luca and seconded by C. Hillman to approve the contract extension between the Town of Ayer and the UBWPAD for sludge hauling with signature by the Chair. **Motion passed 3-0.**

*Family Dollar Water/ Sewer Tie-In Discussion (Selectman Luca)* - G. Luca requested additional information about the sewer tie-in at the Family Dollar location on Fitchburg Road. M. Wetzel gave him the

timeline of events. R. Pontbriand assured the BOS that no Certificate of Occupancy could be awarded without all matters being resolved with the Building Commissioner.

**Town Administrator's Report:** R. Pontbriand gave a very brief administrative update.

*Appointments* – R. Pontbriand stated that Ms. Susan Tordella had expressed interest in serving on the Comprehensive Plan Committee.

**Motion:** A motion was made by G. Luca and seconded by C. Hillman to appoint Ms. Susan Tordella to the Comprehensive Plan Committee. **Motion passed 3-0.**

*Proposed Sexual Harassment Policy & Proposed CORI Policy* – R. Pontbriand and Benefits and Payroll Manager Kevin Johnston presented a DRAFT Prevention of Sexual Harassment policy and a Policy on CORI checks. K. Johnston is recommending that both policies be sent to the Personnel Board for review, pursuant to the Personnel Bylaw.

J. Livingston stated that she thought the draft was decent, but wants people to be mindful that sexual harassment isn't always clear or has a real visual sign. There are many nuances that are hard to describe in a written policy.

**Motion:** A motion was made by G. Luca and seconded by C. Hillman to refer both draft policies to the Personnel Board for review. **Motion passed 3-0.**

**New Business/Selectmen's Questions**

G. Luca stated that October is breast cancer awareness month and to remember those affected by cancer. J. Livingston stated that not only women are affected by breast cancer.

**Approval of the Minutes:**

**Motion:** A motion was made by J. Livingston and seconded by C. Hillman to approve the meeting minutes from September 15, 2015. **Motion passed 3-0.**

**Adjournment:**

**Motion:** A motion was made by G. Luca and seconded by C. Hillman to adjourn at 9:54 PM. **Motion passed 3-0.**

Minutes Recorded and Submitted by Carly M. Antonellis

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

Christopher R. Hillman, Clerk: \_\_\_\_\_