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Ayer Finance Committee

Meeting Minutes

June 26, 2019

6:30pm

Downstairs Conference Room, Town Hall, 1 Main Street

Present: Patrick Diamond (chair), Mark Smith (vice chair), Terry Harvell

Absent: Gregory Ketcham (clerk), Matthew "Selby"

1. Opening

Chair Patrick Diamond opened the meeting at 6:30pm.

2. Regular Business

A. Approval of Meeting Minutes – None

3. New/Special Business

A. Reserve Fund Transfer for Assistant Town Clerk Wages

Town Manager Robert Pontbriand presented a request for a reserve fund transfer in the amount of \$2,600 for Assistant Town Clerk wages. The transfer is needed due to an adjustment in the Assistant Town Clerk's salary.

Terry Harvell made a motion to approve the reserve fund transfer in the amount of \$2,600 for Assistant Town Clerk wages. Mark Smith seconded the motion.

The Finance Committee voted 3-0 to approve the motion. The motion was approved.

B. Reserve Fund Transfer for Public Hearing Notices (Town Planner account)

Town Manager Robert Pontbriand presented a request for a reserve fund transfer in the amount of \$2,100 for Town Planner account. The transfer is needed due to a significant cost increase in public hearing notices.

Terry Harvell made a motion to approve the reserve fund transfer in the amount of \$2,100 for public hearing notices in the Town Planner account. Mark Smith seconded the motion.

The Finance Committee voted 3-0 to approve the motion. The motion was approved.

C. Reserve Fund Transfer for Management Support

Town Manager Robert Pontbriand presented a request for a reserve fund transfer in the amount of \$5,800 for Management Support. The transfer is needed due to an adjustment in wages for a clerical position and an increase in printing costs for Town Meeting warrants.

Terry Harvell made a motion to approve the reserve fund transfer in the amount of \$5,800 for Management Support. Mark Smith seconded the motion.

The Finance Committee voted 3-0 to approve the motion. The motion was approved.

D. Reserve Fund Transfer for FICA Medicare

Benefits and Payroll Manager Kevin Johnson presented a request for a reserve fund transfer in the amount of \$1,000 for FICA Medicare. The transfer is needed due to unforeseen payroll expenses.

Terry Harvell made a motion to approve the reserve fund transfer in the amount of \$1,000 for FICA Medicare. Mark Smith seconded the motion.

The Finance Committee voted 3-0 to approve the motion. The motion was approved.

4. Adjournment

At 6:45 p.m., it was moved and seconded to adjourn the meeting. The motion was approved unanimously.

Documents and Exhibits Used During this Meeting

- None

Approved:

