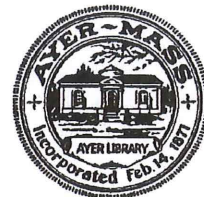


Town of Ayer Finance Committee

Meeting Minutes: Wednesday September 11, 2019



FINCOM Members Present: Patrick Diamond, Chairman; Mark Smith, Vice Chairman,
Terry Harvell, Clerk, Matthew Selby, Member

Additional Guests Present: Robert Pontbriand/Ayer City Manager

Called to Order: 6:30 pm

New Business:

RECEIVED

OCT 10 2019

TOWN OF AYER

Anna Opplund

- a. Gregory Ketcham/FINCOM Clerk, resigned from the Finance Committee,
 - Town Moderator Thomas Horgan to rescind Mr. Ketcham's posting on 12 Sept 2019.
 - Robert Pontbriand/City Manager to direct a posting of the FINCOM seat opening for a two-week period.
- b. Terry Harvell to assume duties of FINCOM Clerk as of 11 Sept 2019.
- c. Discussion and vote on BOS recommended Page Hilltop option 3 request for Regional School District to develop letter of interest to Mass State Gov for replacement of Page Hilltop elementary school.
 - Mark Smith made a motion for the FINCOM to support the BOS request for the Ayer-Shirley RSD to submit a letter of interest to Mass State Gov for replacement of Page Hilltop elementary school (Option 3). The motion was seconded by Terry Harvell.
 - Motion Passed 4-0.
 - In Favor-- Diamond, Smith, Harvell, Selby
 - Opposed -- None
 - Abstaining -- None
- d. Discussion Only: Matthew Selby addressed the Budget Process\Calendar recommending a joint meeting with the FINCOM and BOS at which point the department heads present their budgets.
 - Robert Pontbriand mentioned that the Ayer budget calendar has been shared via email to all FINCOM members and that the proposed budget will be forwarded to the FINCOM in sufficient time for review prior to the joint BOS/FINCOM/Department Head meetings.
- e. Discussion Only. Terry Harvell asked for the current storage location of previous FINCOM meeting minutes
 - Approved meeting minutes are posted on the website
- f. Follow On meeting minute discussion revealed 5 meeting minutes are missing and is a violation of open meeting requirements.
 - Matthew Selby made a motion that we review previous meeting recordings and transcribe minutes from them and present for approval at the 9 October FINCOM meeting. The motion was seconded by Mark Smith. Motion
 - Motion Passed 4-0.
 - In Favor-- Diamond, Smith, Harvell, Selby
 - Opposed -- None
 - Abstaining -- None
- g. Discussion Only: Engage with the Ayer IT department to set up a file-share location for FINCOM meeting minute storage.
- h. Matthew Selby made a motion to adjourn at 6:58 PM.
 - Motion Passed 4-0.
 - In Favor-- Diamond, Smith, Harvell, Selby
 - Opposed -- None
 - Abstaining -- None

Town of Ayer Finance Committee
Meeting Minutes: Wednesday September 11, 2019



Member	Signature	Date
Patrick Diamond, Chairman	<u>NOT PRESENT / Taft</u>	<u></u>
Mark Smith, Vice Chairman	<u>[Signature]</u>	<u>10.9.2019</u>
Terry Harvell, Clerk	<u>[Signature]</u>	<u>10/9/19</u>
Matthew Selby, Member	<u>[Signature]</u>	<u>10/9/19</u>