

**Ayer Finance Committee
Meeting Minutes for June 30, 2021, 6pm**

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@ 5:00pm

Attendance: Patrick Diamond (Chair); Mark Smith; Lou Conrad

Absent: Matthew Selby

Also in Attendance: Cindy Knox, Information Technology Director

Call to Order: The meeting of the Finance Committee was called to order by P. Diamond at 6:01pm in the First Floor Meeting Room of the Ayer Town Hall.

New Business:

- A. RFT for IT Department, 01166, \$14,000 discuss and vote
- B. Appointment of Finance Committee Rep to the Capital Planning Committee. Discussion and vote.
- C. Appointment of Finance Committee Clerk. Discuss and vote.

A. Presentation by Cindy Knox on the RFT for IT Department, 01166:

C.Knox, Information Technology Director, briefed the Committee on the RFT for \$14,000. During the COVID pandemic, Ms. Knox was out of the office for an extended period of time and the Town of Ayer required outside services to support the Town's IT Department. The majority of the \$14,000 was for Labor.

Fully understanding the request there was no discussion.

Motion: A motion was made by M.Smith to approve the RFT IT Department, 01166, for \$14,000. It was seconded by L.Conrad. No discussion. Motion passed 3-0.

B. Appointment of Finance Committee Rep to the Capital Planning Committee

Motion: There was a motion by M.Smith to appointment Pat Diamond as the Finance Committee Rep to the Capital Planning Committee. It was seconded by L.Conrad. There was no discussion. Motion passed 3-0.

C. Appointment of Finance Committee Clerk.

This item was deferred to the next Finance Committee meeting.

There was no new business.

Finance Committee was adjourned at 6:07pm.

Member

Signature

Date

Patrick Diamond, Chair



11/16/21

Mark Smith, Vice Chair

Lou Conrad
