

**Ayer Finance Committee
Meeting Minutes for November 16, 2021**

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

Also in Attendance: Carly Antonellis, Assistant Town Manager

Call to Order: The meeting of the Finance Committee was called to order by P. Diamond at 4:01 pm via a Zoom virtual meeting.

Motion: A motion was made by L. Conrad to approve the agenda. Seconded by M. Smith. No discussion. Motion passed 3 – 0.

New Business

1. Reserve Fund Transfer (RFT) request for Council on Aging (COA), 01541-57000, \$4,500 for Software Upgrade; discuss and vote

C. Antonellis presented the RFT request on behalf of Katie Petrossi, the COA Director, who was unable to attend the rescheduled committee meeting. K. Petrossi, who was previously the COA Assistant Director for the Town of Townsend, is familiar with software that could be used to better track data for the COA, including Meals on Wheels, managing events, and other programming needs. The cost of this software enhancement is an estimated \$4,500. The Select Board approved this expenditure at its November 2, 2021 meeting.

With this straightforward request, there was no discussion.

Motion: A motion was made by M. Smith to approve the RFT request for the COA, 01541-57000, for \$4,500. It was seconded by L. Conrad. No discussion. Motion passed 3 – 0.

Old Business: None.

Approval of Meeting Minutes

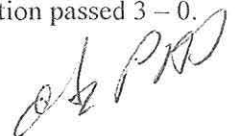
1. The meeting minutes of the Ayer Finance Committee for January 13, 2021 and June 30, 2021 were presented as drafted.

Motion: A motion was made by M. Smith to approve the January 13, 2021 minutes. Seconded by L. Conrad. Motion passed 3 – 0.

Motion: A motion was made by P. Diamond to approve the June 30, 2021 minutes. Seconded by M. Smith. Motion passed 3 – 0.

Committee Updates: P. Diamond announced that there were two vacancies on the Ayer Finance Committee, as well as the process to apply for those vacancies.

Adjournment: M. Smith made a motion to close the meeting. L. Conrad seconded. Motion passed 3 – 0. The Ayer Finance Committee was adjourned at 4:11 pm.



Member

Signature

Date

Patrick Diamond, Chair

P. Diamond *1-7-22*

Mark Smith, Vice Chair

Remote approval via zoom

Lou Conrad, Clerk

Remote approval via zoom

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JAN 06 2022

TOWN OF AYER
TOWN CLERK

(Signature)