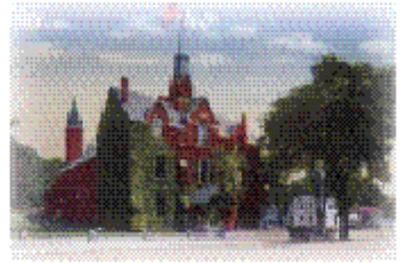


Town of Ayer

Finance Committee

Ayer Massachusetts, 01432



Location: Ayer Town Hall, Meeting Room
 Finance Committee Minutes

Wednesday September 14, 2011

Present: Brian Muldoon; Chairman, Jesse Reich; Vice Chairman; Scott Houde; Clerk, John Kilcommins; member, Michael Pattendon; member

In attendance: Lisa Gabree, Mary Spinner, Frank Maxant, Pauline Conley

Called to order at 7:00 pm by Brian Muldoon

- Lisa Gabree – Budget Report
 - Summary report presented for new member of the FY2012 budget
 - Review of the report structure
 - Lisa explained the process of funding in the budget
 - Amendments at town meeting
 - Line Item Transfers
 - Encumbered Funds – funds paid in the current fiscal year based on prior fiscal year.
 - JK – Who decides which account the expenses should come from?
 - LG – Accounting assistant generally decides some of the accounts the are coded to for processing.
 - MS – The school contract must be changed to allow the town to use the schools free of charge. Currently, Shirley’s contract has it but Ayer’s does not, It is needed for town meeting and emergency shelter.
- Mail
 - Beacon, agenda, budget update, email from Frank Maxant regarding Vicksburg Square, business card from Victor Normans of Harvard.
- Minutes
 - Outstanding minutes 6/22/11, 7/13/11, 7/27/11, 8/10/11
 - Motion to accept the minutes for 6/22/11 and 7/13/11 as presented

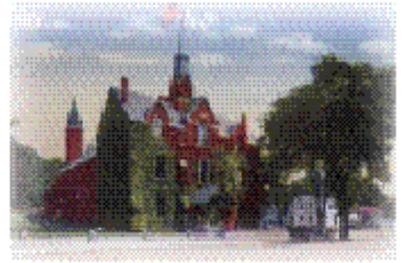
Motion	SH
Second	JR
B. Muldoon	Aye
J. Reich	Aye
S. Houde	Aye
J. Kilcommins	Abstain
M. Pattenden	Abstain
Vote	3 – 0

- DPW is looking for a FinCom member to sit on the Storm Water Enterprise Fund
 - Committee agrees to wait for more information until a member can commit.
- Ayer Shirley Regional School Committee leadership committee has been established and appointed
 - Ayer representatives are Dan Gleason, Bob Prescott, Evan Katz, Robert Pontbriand, Lisa Gabree, Brian Muldoon.
- Vicksburg Square
 - JK – What is FinCom’s role with VB?
 - BM – Vote on the warrant at town meeting
 - SH – The concerns are the housing type and the tax impact on the town.
 - PC – The school population is half of what the original estimate was.
 - SH - \$1.3m in expense with only \$400,000 in tax revenue,.
 - BM – I have asked Victor Normand to a FinCom meeting. Victor is from Harvard and headed the Devens Economic Analysis Team (DEAT). The committee was established by the Harvard Board of Selectmen,
 - PC – DEAT is scheduled to report to the Harvard BOS on Sept 20th.
- Zero Based Budgeting

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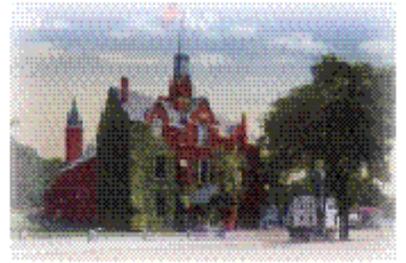
- JK – First session was last night. Methodology was discussed. Certain line items will not change on some departments due to contract obligations.
- BM – Testing departments?
 - JK – Discussion is to do all
 - PC – The next meetings will be biweekly. The group should have something together for Fall Town Meeting.
- Delinquent Taxes
 - BM – Is there a policy about posting delinquent taxes publicly? As much as I know there is none set. They are generally on the bulletin board
 - The original amount FinCom was given in the spring was \$289,000. there have been payments since then and the current amount is approximately \$87,000.
 - MP – I propose that the committee request to publish the delinquent taxes. The tax collector should publish locally on the website and in the paper. This should include all water and sewer bills.
 - BM – What is the definition of delinquent? The tax collector must decide.
- Rates and Fees
 - MS – Certificates and Fees have not changed in ten years.
 - BM – A rates and fees study was requested by the town administrator. The rates and fees are generally done in August. Robert is compiling.
 - JR – Who sets certificates; BOS or clerk?
 - MS – It should be the clerk with the push of the BOS.
 - PC – Certificates come from the clerk and licenses from the BOS. There needs to be a communication line.
 - BM – Let’s start with an email to the clerk asking about the certificate process. Rates and fees should be reviewed by the rates and fees committee.
- Weed Control
 - SH – There was a proposal to Community Preservation to for \$35,000 of CPC funds be used to fund Article 38 from Spring Town Meeting. The article was passed after the budget was set and therefore the budget is unbalanced. We will need to find a funding source at the fall town meeting.
 - MP – According to the assessors, Chuck Miller owns lot 40 which goes into the pond. Lot 48 which makes up 40% of the private land under the pond has been paying taxes up through 2010.
 - PC – Harvard uses CPC funds for Bear Hill Pond to preserve and protect the pond. Rather see CPC funds used rather than require cuts elsewhere in the general budget.
 - MS – Dam management committee with DPW will have an impact. If the dams remain closed in the warmer months the water level will stay higher and slow the growth of weeds.
- Town email accounts
 - Town email accounts have been forwarded to members. Begin migrating mails over to new account.
- Elections
 - Chairman – Motion to nominate Brian Muldoon as chairman of the Finance Committee

Motion	SH
Second	JR
B. Muldoon	Aye
J. Reich	Aye
S. Houde	Aye
J. Kilcommins	Aye
M. Pattenden	Aye
Vote	5 – 0

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- Vice Chairman – Motion to nominate Scott Houde a Vice Chairman of the Finance Committee

Motion	JR
Second	JK
B. Muldoon	Aye
J. Reich	Aye
S. Houde	Aye
J. Kilcommins	Aye
M. Pattenden	Aye
Vote	5 – 0

- Clerk – Motion to nominate John Kilcommins a Clerk of the Finance Committee

Motion	SH
Second	JR
B. Muldoon	Aye
J. Reich	Aye
S. Houde	Aye
J. Kilcommins	Aye
M. Pattenden	Aye
Vote	5 – 0

- Old Business

- Fincom Survey
 - SH – The survey was pulled off the website and survey monkey on Sept 9th
- FY 2011 budget is now available on the website.
- ASRSC committee meeting is Oct 29th
- Governance Council – meeting 9/28 but could be moved or cancelled due to conflict with FinCom.
- Annual Finance Committee is in October. John and Brian will be attending.
 - Motion to authorize spending up to \$120 for the annual Finance Committee meeting

Motion	JR
Second	SH
B. Muldoon	Aye
J. Reich	Aye
S. Houde	Aye
J. Kilcommins	Aye
M. Pattenden	Aye
Vote	5 – 0

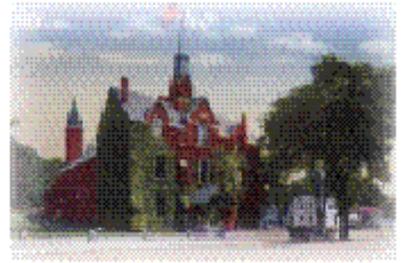
- Open Floor

- MS – Capital Planning Requests were distributed and are due on October 7th.

- Motion to adjourn at 8:50pm

Motion	JR
Second	JK
B. Muldoon	Aye
J. Reich	Aye
S. Houde	Aye
J. Kilcommins	Aye
M. Pattenden	Aye
Vote	5 – 0

Town of Ayer
Finance Committee
Ayer Massachusetts, 01432



Brian Muldoon, Chairman _____ Date _____

Jesse Reich, Vice Chairman _____ Date _____

Scott Houde, Clerk _____ Date _____

John Kilcommins, member _____ Date _____

Michael Pattenden, member _____ Date _____