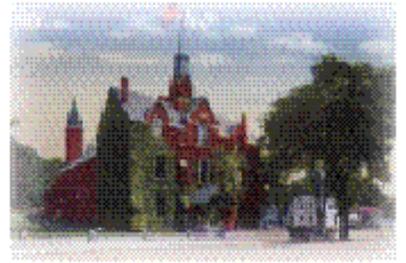


Town of Ayer

Finance Committee

Ayer Massachusetts, 01432



Location: Ayer Town Hall, Meeting Room
Finance Committee Minutes

Wednesday October 12, 2011

Present: Brian Muldoon; Chairman, Scott Houde; Vice Chairman, John Kilcommins; Clerk, Michael Pattenden; member

Absent: Jesse Reich; member

In attendance: Mary Spinner, Pauline Conley

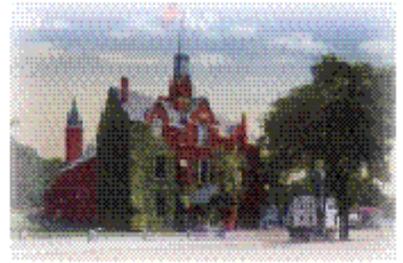
Called to order at 7:00 pm by Brian Muldoon

- Meetings with committee chairs and town administrators.
 - This month's meeting will need to be rescheduled.
 - MS-What are these meetings for?
 - BM-These are informal meetings of the chairs of the BOS, FinCom, and the town administrator. They are an opportunity to share updates; these are not decision making meetings.
- Vicksburg Square
 - V. Norman of the Harvard FinCom will attend the next Ayer FinCom meeting on 10/26. He will be available for questions on the Harvard DEAT study.
- Delinquent Taxes
 - BM – Per the town clerk Ayer follows MA general laws when collecting delinquent taxes. BM has requested a copy of the laws.
 - PC – I posted a list of delinquent taxes on outside the clerk's
- Town issued Business Certificates/Licenses
 - BM – Contacted the town clerk who indicated that those needing licenses are referred to the building inspector. The issue remains open as businesses should be issued licenses and/or certificates by the town clerk.
- Fall town meeting warrant
 - SH – Will the FinCom be giving our comments at town meeting as the BOS does? A one to two sentence comment on why we recommend yes or no on a warrant.
 - BM-Will prepare comments.
 - SH- Will field the CPC related commentary.
- FinCom Survey
 - SH – The survey is done with a total of 57 replies. What is the best method for sharing the results? SH will review the comments and forward them to the appropriate town personnel to answer any questions.
 - BM –The results, once assembled, should be shared via the town newspaper and the FinCom web site.
 - SH- Confirmed that the results will be ready by the 11/9 FinCom meeting.
 - MP –Did anything jump out as you reviewed the surveys?
 - SH – 62% of respondents indicated that they would support increased funding for town services even though it may result in increased taxes via an override.
- Posting Old Budgets
 - BM – All old budgets have been posted to the town web site.

Town of Ayer

Finance Committee

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- Tri-Board and sub-committee meetings
 - BM – The leadership working group is made up of the chairs of the Ayer and Shirley BOS, FinCom’s, and the RSC. These meetings are for gathering information to be shared with each leader’s own committee.
 - BM – The school budget process needs to commence along with a five year school plan. Carl Mock and Bob Prescott were in agreement though they could not commit to a date.
 - BM – The school budget is needed in order prepare the budget for the remaining departments. Emphasis was placed on the fact that a number for the sake of a number was not enough. Time should be taken to prepare an accurate budget.
 - BM –The RSC’s goal is to have an expenditures and department requirement over view prepared by town meeting.
 - MP- I believe the town is entitled to a certain % of town income?
 - SH-No, you may be thinking of minimum funding.
 - BM- The RSC presents their budget to the town and then we vote. We need to look at this as soon as we can.
 - SH- We still have time to work with them in good faith.
 - MS-What is the total enrollment of the entire regional school system?
 - BM-Will get the exact number.
 - BM- The RSC’s budgeting process will be impacted by the timing of the state government releasing their budget.
 - BM- Need to think if we need to move out our budget schedule.
 - PC- Per the town accountant last year’s books are still open. Need to finalize the prior year’s school spending.
 - BM –Do we need to consider pushing out the policy group?
 - SH-We should push it off.
 - BM - Will follow up with the treasurer in regards to the actuarial report.
- FinCom round table
 - BM – John and I will be attending the Association of Finance Committee meeting 10/15. We will provide summaries at the next FinCom meeting.
- Budgeting
 - BM – Need to get out the budget memo. Goal is get everyone a 1% (salary) increase. Do we need to meet with the department heads again?
 - SH – The biggest factor will be zero based budgeting. We may discover excess funds as a result of this process.
 - PC – Meet with only the heads of the larger departments? Anyone over a certain size budget? At a minimum meet with any department with a salary line and above 5K in spending.
 - BM – This only eliminates committees.
 - SH – This could reduce our load by 10 or meetings.
 - MP - We should provide a provisional budget.
 - JK - This would run contrary to zero based budgeting.
 - PC - Confirmed the next zero based committee meeting for the 20th.
 - PC - Zero based budgets should result in fewer line items than current budgeting. The Harvard budgets should be looked at as an example of our final product.
 - MS- The department heads will want to do their budgets the old way. May have some resistance.
 - SH- The department heads should be asked 1.) for their minimum budget and, if the zero based identifies free cash, asked for 2.) their spending priorities.
 - PC- Statutorily it is up to the FinCom to determine how the town budgets.
 - MS – The town accountant should be consulted in regards to reducing the number of line items.
 - MP – Will we get enough detail to know what makes up each line item?
 - SH – The process will result in fewer line items. It will grow over time.

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- o Motion to adjourn at 7:57 pm

Motion	SH
Second	MP
B. Muldoon	Aye
J. Reich	Absent
S. Houde	Aye
J. Kilcommins	Aye
M. Pattenden	Aye
Vote	4 – 0

Brian Muldoon, Chairman _____ Date _____

Scott Houde, Vice Chairman _____ Date _____

John Kilcommins, Clerk _____ Date _____

Jesse Reich, member _____ Date _____

Michael Pattenden, member _____ Date _____