

Town of Ayer

Finance Committee

Ayer Massachusetts, 01432



Location: Ayer Town Hall, Meeting Room
 Finance Committee Minutes

Wednesday June 13, 2012

Present: Scott Houde; Chairman, Brian Muldoon; Vice Chairman, John Kilcommins; Clerk, Michael Pattenden; Member, Marianne Zawacki; Member

In Attendance: Mary Spinner, Pauline Conley, Stephanie Ginter, Robert Pontbriand

Called to order at 7:03 pm by Scott Houde

- Mail and Minutes
 - SH Distributed FinCom mail for review. Distributed minutes for approval.
 - BM-Motion to approve the minutes for 5/9/12 and 5/23/12 as presented.

Motion	BM
Second	JK
B. Muldoon	Aye
S. Houde	Aye
J. Kilcommins	Aye
M. Pattenden	Aye
M. Zawacki	Aye
Vote	5-0

- Reserve Fund Transfers
 - SH Led a discussion of two transfer requests submitted by the Town Clerk.
 - BM-Do we know why he is requesting \$1900? Do we know what is in the account now?
 - SH-No, we could postpone this until the next meeting.
 - BM-Motion that we postpone the reserve fund transfer until next meeting.

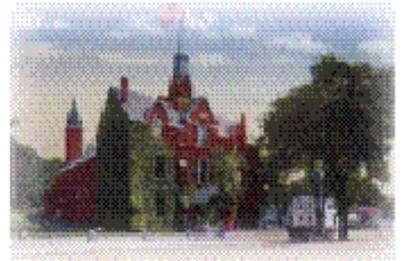
Motion	BM
Second	MP
B. Muldoon	Aye
S. Houde	Aye
J. Kilcommins	Aye
M. Pattenden	Aye
M. Zawacki	Aye
Vote	5-0

- Compensation Memo and Budget Process
 - SH Initiated a discussion of the compensation memo.
 - SH-The memo clarifies that the \$96K covers all compensation increases. The BOS will revisit this on the 19th and the Personnel Board on the 20th.
 - RP-The decision needs to be made on the 19th for payroll reasons. I encourage the FinCom to attend; historically the Personnel Board has weighed in.
 - SH-We'll respect the Personnel Board's opinion. There is only so much in the budget; I will reach out to Kathleen O'Connor.
 - SH-The big lesson we learned is that we need to know more going into the budget process.

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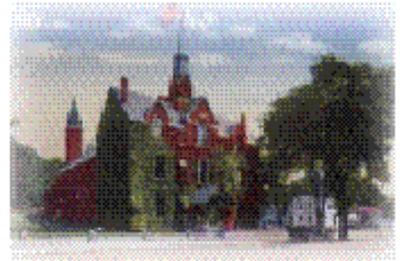


- Reclassification
 - SH-A couple of weeks ago the BOS accepted the ability to reclassify positions regardless of the appointing authority. There is a potential financial impact. The Treasurer is reserving the right to hire to backfill the Assistant Treasurer position. I will work with the BOS Chair. The budget is set, there is no line item for this in the selectmen's budget.
 - SH Shared the attached memos from Kopelman & Paige PC and Gelb & Gelb LLC.
 - RP-The BOS did vote 3-2 in favor of reverting to the 1999 policy for reclassifications. As far as the potential impact that assumes the Personnel Board completes the process and approves the reclassification. There will be more information in the next few weeks.
 - MP-As I understand it the Assistant Treasurer will move from the Treasurer to the BOS. Where did the job come from? Is it necessary?
 - SG-There is no position, it would be created by the BOS.
 - MP-At this time there is no Assistant Treasurer but if it is a necessary position then this person needs to be replaced.
 - RP-To clarify there is an Assistant Treasurer, she still performs the functions, and the administrative oversight is under the BOS. This arrangement expires on June 30th.
 - SG-The selectmen have included duties to create this HR position.
 - SH-I just want the FinCom to be aware of the financial impact.
 - PC-The change to the 1999 policy has the same effect on the employees of all appointed officials. This impacts the Assessors, Board of Health, Council on Aging, Fire Department, Library etc. The 2002 policy kept every employee from asking for a reclassification. This can have a huge financial impact.
- Outstanding Water and Sewer Amounts
 - SH Distributed the attached list of unpaid water and sewer liens.
 - SH-Over \$77K has been moved into water and sewer liens.
 - SH-The latest DPW report shows \$442K of outstanding water and sewer bills. Superintendent Wetzel is working to get a shut off policy to the BOS in late June or early July. There is not threat of ending service now.
- Informational Requests
 - SH-There are other groups in town that we should be inviting to our meetings. These are groups that we should be exchanging information with such as the Assessors, Personnel Board and DPW.
 - BM-I would also like to get the Moderator in. I'd like an update on Robert's Rules; he can give us some insight.
- FinCom Summer Work
 - SH- I want to give Marianne an opportunity to join one of our summer projects. Both the Devens work and the 5 year model will be spreadsheet heavy.
 - MZ-I'll take Devens if it's not taken, is there anyone on the 5 year?
 - MP-Sure would like to work with you on it.
 - SH-Zero based is John and myself, financial policies is Brian and I, the 5 year model will be Michael and Marianne and I'll start the FinCom survey. Rick Gilles has also offered assistance with the 5 year model.
 - JK-I'll stay with the school building committee.
- Old Business
 - SH-David Maher will be coming in August to talk about town issued certificates and licenses.
 - RP-The issue of rates and fees remains open. We are overdue to review the rates and fees for the town. We'll need to hold public hearings if there are any changes.
- Executive Session
 - MZ-I move the Board enter Executive Session pursuant to MGL c.39 sec. 23B, Exemption No. 3 to discuss strategy with respect to collective bargaining and to adjourn from Executive Session into Open Session. Second: by Michael Pattenden.

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Roll call vote: Brian Muldoon-Aye; Michael Pattendon-Aye; John Kilcommins-Aye; Marianne Zawacki-Aye; Chairman Houde-Aye; 5-0 motion passes.

- o See separate notes for Executive Session.

- o Motion to adjourn (open session) at 8:37 pm

Motion	MP
Second	MZ
B. Muldoon	Aye
S. Houde	Aye
J. Kilcommins	Aye
M. Pattenden	Aye
M. Zawacki	Aye
Vote	5 – 0

Scott Houde, Chairman _____ Date _____

Brian Muldoon, Vice Chairman _____ Date _____

John Kilcommins, Clerk _____ Date _____

Michael Pattenden, Member _____ Date _____

Marianne Zawacki, Member _____ Date _____