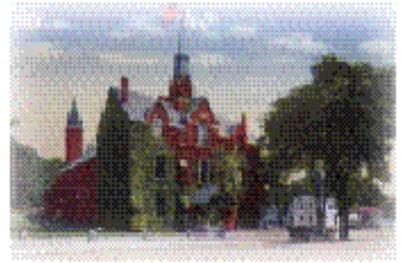


Town of Ayer

Finance Committee

Ayer Massachusetts, 01432



Location: Ayer Town Hall, Meeting Room
Finance Committee Minutes

Wednesday October 26, 2011

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

Absent: Jesse Reich; member

In attendance: Mary Spinner, Frank Maxtant, Mary Arata

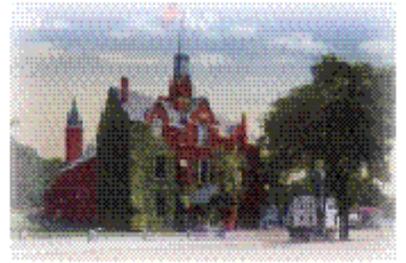
Called to order at 7:00 pm by Brian Muldoon

- Vicksburg Square
 - V. Norman of the Harvard FinCom was unable to attend the Ayer FinCom meeting.
 - BM-We will set up a private session with Norman.
 - SH-What happened at the BOS presentation Norman gave?
 - FM-Perhaps Mass DEV told Norman not to make another public presentation.
 - BM Led a discussion of what to review with Norman in regards to Vicksburg Square.
 - SH-Biggest issue is real estate taxes remaining constant for 40 years. It's unreasonable and no town could sustain this.
 - BM-Is there a push to increase the mix of affordable units?
 - FM-Unsure of that.
 - SH-Issue is with the type of housing. Local town employees make too much to qualify, who is this affordable housing for?
 - JK-Trinity's study identifies an additional 341K in increased tax revenues should the land revert to Ayer. The study does not address the increased expenses of reverting the land to Ayer.
 - MP-Not in favor of this happening. At what point do Ayer, Harvard, and Shirley decide this?
 - SH-At a super town meeting.
 - MA-The super town meeting is now being pushed to January or February per the recent Devens Enterprise meeting.
 - BM-Yes (to MP) we will make a recommendation at the town meeting.
 - MA-Further information on the economic impact can be found on the JBOS website.
- Delinquent Taxes
 - BM-Per the town clerk Ayer follows MA general laws when collecting delinquent taxes.
 - BM-There is nothing to prevent us from posting a list of delinquent taxes, the next step is to have it posted by the town tax collector.
 - SH-This list should be on the town web site as well for those who can't get to town hall.
 - MP-Should this also be listed in the town paper?
 - SH-Just when it hits tax title.
 - MP-Quarterly updates of the list to coincide with the tax cycle makes sense.
- Town issued Business Certificates/Licenses
 - BM-The assistant town clerk, who issues the business certificates, provided the procedure applicable to Mass general law.
 - BM-Will forward the procedure to the town administrator and town counsel for guidance.
 - MS-The problem with the procedure is that renewals are never sent.
 - BM-Key is we need a procedure written down.
 - MS-Town counsel isn't needed for this.
 - JK-Is there a rates review committee meeting scheduled?
 - MS-No

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- SH-Moving forward we should ask the town clerks office to put a procedure into place.
- BM-What's missing is that new businesses do not have to come get a business certificate.
- MS-Have to send out the renewals as well.
- MP-Does anyone know all the businesses in town?
- SH-It's the home based businesses that we don't know of.
- MP-We should run a notification in the paper.
- SH-Clerk should be able to get this from the MA DOR.
- BM-Will try to get this process moving.

- Initial Budget Forecast Meeting
 - BM -Will be meeting with the town administrator and accountant in order to put together a high level calendar for the leadership team meeting.
 - BM-Will check with the town administrator to obtain BOS approval for a FinCom review of town rates and fees.

- Capital Planning Meetings.
 - BM-The library is laying out a long term capital plan.
 - MS-They are laying out this plan prior to the department head retirement.
 - BM-Parks has requested \$7K for a mower, this falls below the capital budget threshold. Options are to fund this via the stabilization fund or the capital stabilization fund.
 - SH-They need two, can they be combined to get above the threshold. What's the capital threshold?
 - MS-\$10K.
 - SH-Keep in mind that zero based budgeting may provide some monies.
 - MS-The advertising sold at Pirone goes to a parent group. This money does not go into the revolving fund. What does this money get used for and could it be a source for this purchase?

- DPW Pavement Report
 - BM-The study is done.
 - BM Led a discussion of funding and ongoing pavement work in town.
 - MP-The town just doesn't have the money.
 - BM-We use just the Chapter 90 money in the budget.
 - MS-We need to get the rest of the roads accepted to be included in the Chapter 90 mileage.

- Chair/Town Administrator Meeting
 - BM-The meeting was postponed and will need to be rescheduled.

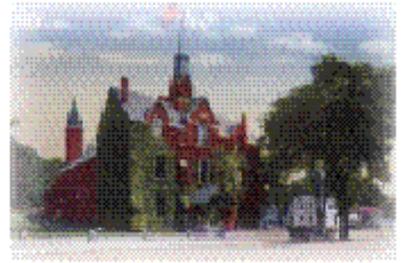
- Fall Town Meeting Feedback
 - SH Led a review of town meeting.
 - SH-The sex offender warrant was updated to include bus stops.
 - MP-The vast majority of town is now covered.
 - BM-This may cause a problem with the state.
 - MA-This could impact a resident's constitutional right to vote.
 - SH-Holding town meetings at a school could prevent an offender from attending the meeting.

- FY2012 FinCom Meeting Schedule
 - BM-Shall we meet more (i.e. twice a month) in November and December?
 - SH-I'm open.
 - MP-Propose chair change schedule as needed.

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- FY2013 Budget
 - BM–Will contact town accountant and administrator in regards to calendar.

- New Actuary Report
 - BM–Need to reschedule financial policies meeting to update the document.
 - SH–Available for morning meetings. One in November and one in December.
 - BM and SH agreed to be the two FinCom representatives on the town policy committee.

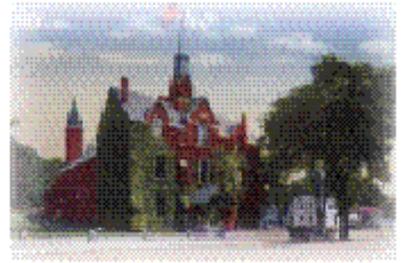
- FinCom Survey
 - SH–Will coordinate posting of graphs and survey data to the town web site with IT.
 - SH–Emailed department heads and town administrator for feedback to specific comments included with the surveys.
 - SH–will write an op-ed piece for the paper.

- Tri-Board and Subcommittee Meetings
 - BM–The next leadership working group meeting will be held 11/2.
 - BM–The next tri-board and executive tri-board meetings need to be rescheduled.

- Association of Finance Committees Annual Meeting.
 - BM and JK led a discussion of topics covered at the 11/15 meeting. Topics included collective bargaining, budgeting, and best practices in respect to handling cash.

- Open Session
 - JK Led a review of the October 20 zero based budget subcommittee meeting attended by JK, the town accountant and Pauline Conley.
 - JK–There was a request for a definition of zero based budgeting.
 - JK–Will prepare a summary memo for review by the FinCom prior to distribution to the zero based subcommittee and eventually department heads.
 - JK–Town accountant explained that the budget line item structure is governed by Mass general laws and not the town of Ayer. Town accountant has since forwarded materials to JK detailing this.
 - JK–Town accountant cautioned that there is too short a runway to convert the budgetary system for this upcoming cycle. PC agreed with the town accountant.
 - JK–PC and JK discussed the idea of a pilot program to be run ‘offline’ in parallel with Munis for two select departments.
 - JK–The next zero based meeting has yet to be scheduled.

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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 _____