

Town of Ayer

Finance Committee

Ayer Massachusetts, 01432



Location: Ayer Town Hall, Meeting Room.
Finance Committee Minutes

Wednesday June 9, 2010

Present: Brian Muldoon; Chairman, Jesse Reich (early departure); Vice-Chairman, Glen Lapierre, clerk and members Andrew Crowley and Scott Houde

Called to order at 7:03 pm by Brian Muldoon

- Mail
 - No mail
- Minutes
 - Outstanding minutes 2/18/10, 3/24/10, 4/28/10, 5/12/10, 5/26/10
- Reserve Fund Transfers
 - There is a potential shortfall of \$38K in the reserve fund transfer account. Approvals to date are \$5,996 and available funds remaining are \$124,004.
 - Tree Warden
 - BOS – second half of requests in the amount of \$10,644.00. Motion to approve reserve fund transfer in the amount of \$10,644.

Motion	S.Houde
Second	G.Lapierre
B. Muldoon	Aye
J. Reich	Aye
S. Houde	Aye
A. Crowley	Aye
G. Lapierre	Aye
Vote	5 - 0

- Town Clerk/Collector and Treasurer reserve funds transfer requests
 - Land court expenses in the amount of \$2,703

Motion	S. Houde
Second	J. Reich
B. Muldoon	Aye
J. Reich	Aye
S. Houde	Aye
A. Crowley	Aye
G. Lapierre	Aye
Vote	5 - 0

- Expenses related to the training of the new clerk by the outgoing clerk in the amount of \$1,015.

Motion	G.Lapierre
Second	A.Crowley
B. Muldoon	Aye
J. Reich	Aye
S. Houde	Aye
A. Crowley	Aye
G. Lapierre	Aye
Vote	5 - 0

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- Expenses related to the training of the new treasurer by the outgoing treasurer in the amount of \$4,865

Motion	A.Crowley
Second	S. Houde
B. Muldoon	Aye
J. Reich	Aye
S. Houde	Aye
A. Crowley	Aye
G. Lapierre	Aye
Vote	5 - 0

- Expenses related to MUNIS software training for new clerk and treasurer in the amount of \$5,892

Motion	J. Reich
Second	A.Crowley
B. Muldoon	Aye
J. Reich	Aye
S. Houde	Aye
A. Crowley	Aye
G. Lapierre	Aye
Vote	5 - 0

- Vocational Education update: School Committee has found \$20K in the school budget for the potential \$132K reserve fund transfer.

- Stipend vs Wage definition

The stipend should cover all non-physical work performed by the Tree Warden.

The wages line item should cover all physical work performed by the Tree Warden. (Details of work performed are submitted to the Town Accountant for payment.)

Requests for the tree Warden’s time to supervise/review or verify Tree work in the town of Ayer should be looked at on an as needed basis. Small requests could possibly fall under the stipend line item. Larger requests where physical work is needed could possibly fall under the wages line item if the Tree Warden performs the work. Larger/multiple day request like supervising the cutting back of trees for the power companies would mostly fall under a “detail” and the company requesting this work should be billed by the town of Ayer. Any “detail” work that the Tree Warden performs the tree warden should be paid for from the monies collected.

The tree warden is a department head and he is ultimately responsible for his budget knowing that the FinCom will not issue a RFT for wages, overtime or anything other than “extraordinary or unforeseen expenditures”.

In the end the Tree warden may not know what he gets paid for and we may be stuck with a bill this year, but we should make it very clear going forward.

- Town Energy Committee

- The BOS has invited a FinCom member to join the committee. Jesse Reich, who has served as FinCom representative in the past, has offered to continue. The committee was initially going to be a few weeks and now look to be a year long obligation.

- TriBoard Update

- Policy group’s next meeting will be 6/10/10 7:00am.
- 5 year budget plan meeting is on hiatus until further notice.

- FinCom regionalization meeting

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- J. Reich set the meeting date of 7/28/10 due to schedule conflicts within the Ayer FinCom. Invites will be sent to area finance committees
- Town Administrator Search
 - G. Lapierre is representing FinCom with the town administrator search. He updated the group. The search is down to the final 3 applicants. The BOS has conducted interviews and will make their selection shortly.
- Motion to Adjourn

Motion	
Second	
B. Muldoon	Aye
J. Reich	Aye
S. Houde	Aye
A. Crowley	Aye
G. Lapierre	Aye
Vote	5 - 0

Brian Muldoon, Chairman _____ Date _____

Jesse Reich, Vice Chairman _____ Date _____

Scott Houde, Clerk _____ Date _____

Andrew Crowley, Member _____ Date _____

Glen Lapierre, Member _____ Date _____