

# Town of Ayer

## Finance Committee

### Ayer Massachusetts, 01432



Location: Ayer Town Hall, Meeting Room  
Finance Committee Minutes

Wednesday August 10, 2011

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

Absent: Jesse Reich; Vice Chairman

Note: John Kilcommins was appointed by BOS but not sworn in. He will not be voting on any motions.

In attendance: Mary Spinner, Pauline Conley

Called to order at 7:00 pm by Brian Muldoon

- Community Preservation Update from Scott Houde
  - The CPC was presented a request for CPC funds in the amount of \$100,000.
    - \$35,000 to fund Article 38 from Spring Town Meeting. The article was passed without a funding source. The article was a citizen petition for weed control/cleaning at Flannagan's Pond.
    - \$10,000 for a consulting firm to create a 5 year maintenance schedule for all Ayer ponds.
    - \$55,000 to establish a fund for maintenance of a Pond
    - There will be a public hearing for the weed control on September 7, 2011 at 7pm.
    - MP – Portion of the pond are deeded to residents along the pond. I suggest there be a 3 way split of the weeding; Homeowners pay 50%, Ayer pays 25%, and CPC pays 25%.
    - MS – The Dam and Pond management committee has been formed. In 2004 there was a plan submitted by a development firm for damming Long Pond. In 2005 a contract was awarded for the dam to be built in Long Pond. I suggest that the maintenance portion be held off until the committee can begin work.
  - The town administrator also submitted a request for CPC funds to replace the generator and HVAC unit at town hall.
    - The CPC move ahead with a public hearing on September 7 at 7pm.
    - The majority of the committee believes that these two items do fall into CPC range
      - The HVAC control protects the interior of the building which is historic. The generator falls under the category which allows money to be used so a building can be used in its proper function. Plus the generator will protect the historic documents within town hall.
- Zero Based Budgeting
  - BM – No information except of GFAO website.
  - SH – I posted on MMA website but only received one reply from the town of Clinton. They use it but no details were really given.
  - BM – It should be done for one department to start
  - JK – A pilot program would work. It's hard to do without measurable in each department.
  - PC – There will be a work group to look at building the budget from the bottom up. It will consist of myself, Robert, Lisa, Scott, and John. We need to ensure we do not have quorum for any of the committees.
  - SH – Start with a 3 year actual trend of actual spends. Also overlay information from the budget meetings FinCom has such as Parks needs a new lawnmower.
  - PC – Cindy Knox says that there are more printers in town hall than people. Some do not work and there are supplies piled up for them.
- Meetings with committee chairs and town administrators.
  - Sit down once a month to discuss items on town. The school committee has decided not to directly participate with the town effectively ending the TriBoard.
  - Items in the near future to discuss:
    - Parking Garage – Federal Funds (\$3.5m) need to be applied for by October 1, 2011.
    - Contract status:
      - Dispatchers have a second round the week of Aug 15<sup>th</sup>. This is the last contract that is still not finalized.

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- DPW unions have not ratified the negotiated contract.
- Clerical and DPW are 3 year agreements. All others are 1 year.
- The union contracts that are ratified have no impact on the budget's bottom line.
- The Police Chief's contract has not been negotiated.
- Outstanding water and sewer bills
  - A list was distributed months ago. The original outstanding amount was \$289,000. That amount is now down to less than \$80,000.
  - MP – Can the water be shut off?
    - BM – That is up to the water and sewer commission. There are procedures that need to be followed.
- Finance Committee Summer Objectives
  - Appointment of new members – complete
  - Budget outline for FY2013 by October
  - Local Aid increased \$46,000 since the budget for FY2012 was approved.
- Finance Committee page of the town website
  - Cindy Knox has all minutes for the past three years and will post to the website.
  - Town Survey will be hosted online at SurveyMonkey.com. It requires a paid subscription which SH will activate with committee approval. The online survey will be available from 8/22 through 9/9 and the hard copy surveys will be available from 8/29 through 9/9. The hard copy surveys will be at the library, town hall, police station, post office and senior center.
  - Motion to authorize Scott Houde to spend up to \$50 for 2 months of SurveyMonkey.com for the town survey

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

- Finance Committee Elections
  - Jesse Reich has made it known he wishes to step down to a member role. Brian Muldoon is willing to remain as chairman if the members wish.
  - Due to Jesse Reich's absence the vote will be delayed until next meeting.
- Finance Committee Representatives.
  - Motion to designate Brian Muldoon as Finance Committee's representative to the Capital Planning Board

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

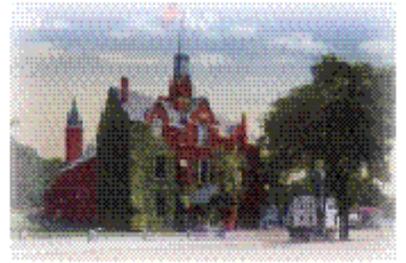
- Motion to designate Scott Houde Finance Committee's representative to the Community Preservation

Motion	BM
Second	MP
B. Muldoon	Aye
J. Reich	Absent
S. Houde	Aye
J. Kilcommins	Abstain
M. Pattenden	Aye
Vote	3 – 0

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- Motion to designate John Kilcommins as Finance Committee’s representative to the Personnel Board

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

- Motion to designate Finance Committee Chairman as Finance Committee’s representative to the Personnel Board of Appeals (5 person group to hear grievances of non union employees)

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

- Motion to designate John Kilcommins as Finance Committee’s representative to the Town Rates and Fees Committee

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

- Motion to designate Michael Pattenden as Finance Committee’s representative to the TIF Review Board

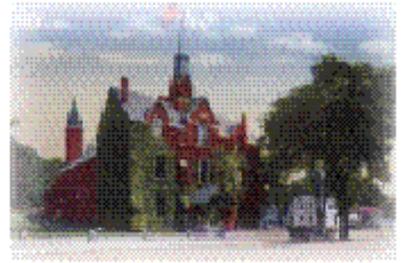
Motion	SH
Second	BM
B. Muldoon	Aye
J. Reich	Absent
S. Houde	Aye
J. Kilcommins	Abstain
M. Pattenden	Aye
Vote	3 – 0

- Storm Water Utility Enterprise Fund was established at the last town meeting. Dan Nason is putting together the committee. Finance Committee is recommended to participate but no action is needed at this time.

- Motion to adjourn at 8:13pm

Motion	SH
Second	MP
B. Muldoon	Aye
J. Reich	Absent
S. Houde	Aye
J. Kilcommins	Abstain
M. Pattenden	Aye
Vote	3 – 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 \_\_\_\_\_