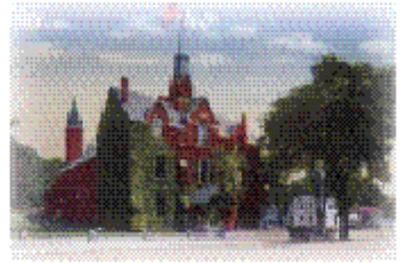


# Town of Ayer

## Finance Committee

### Ayer Massachusetts, 01432



Location: Ayer Town Hall, Meeting Room  
Finance Committee Minutes

Friday April 8, 2011

Present: Brian Muldoon; Chairman, Scott Houde; Clerk, Andrew Crowley, member; Connie Sullivan, member

Absent: Jesse Reich, Vice-Chairman

In attendance: Robert Pontbriand, Lisa Gabree, Stephanie Gintner, Mary Spinner, Pauline Conley

Called to order at 7:07 pm by Brian Muldoon

- Mail
  - None
- Minutes
  - Outstanding minutes are
  - No meeting minutes to approve
- Joint meeting with Board of Selectmen on Tuesday April 19 7pm.
  - BOS will approve final town meeting warrants at this meeting
  - Final deadline for warrant changes is April 22<sup>nd</sup>.
  - CS – Can any differences between FinCom and BOS be hammered out?
    - RP – Possibly at the public forum.
- Budget Update – Lisa Gabree
  - \$77,000 reduction in cost in the Treasurer’s department for FICA
  - Lower assessment from the regional school district to \$8.178m
  - Public works was adjusted.
    - The union allowed one person to be removed and the admin is now a confidential position. BOS will go to the personnel board to qualify what the position should be classified as. There is a possible \$1,000 in expense for this position.
  - Storm Water Fund
    - Another warrant article will be presented for the enterprise fund. In the event the article does not pass the expenses have been broken out to appease the EPA.
- BM – The finance committee will vote the warrant articles on Wednesday April 13<sup>th</sup>.
- Budget discussion and voting
  - Department 200 (town accountant) has an intern. Is this necessary?
    - LG – There is still \$3,000 for the intern. The intern will assist with the transition of the RSC through the end of calendar 2011. The grants the schools receive are calendar based and therefore still valid after the RSC is created.
    - The committee agrees by consent to leave the intern.
  - Treasurer reduced part time person to 5 hours per week. This position can be eliminated.
    - SG – The treasurer has had the part timer for 6 – 7 years. The part timer handles AP and cash receipts.
    - BM – The schools will be merging but there is no savings. Can positions be eliminated or removed?
    - MS – 2 years ago the Board of Health asked for money for a part time position and was turned down. Why are other departments allowed to have part timers that may not be necessary?
    - BM – Wages if needed for assistance could be a Reserve Fund Transfer (RFT)
    - SH – RFT is not allowed for wages and must be unforeseen.
    - CS – The 5 hour position should be eliminated
    - SH – 5 hours per week should be able to be covered by the remaining 2 people.
    - PC – They could use high school kids.
    - Motion to eliminate the cost of 5 hours in dept 200 05 in the amount of \$4,687.

# Town of Ayer

## Finance Committee

### Ayer Massachusetts, 01432



Motion	CS
Second	SH
B. Muldoon	Aye
J. Reich	Absent
S. Houde	Aye
A. Crowley	Abstain
C. Sullivan	Aye
Vote	3 - 0

- Assessors – 3% cut was possible due to this year not being a revaluation year. 5% would be too much.
  - PC – The assessors position was posted at %19 per hour for 37.5 hours.
    - CS – Could we cut 5% and force the lower labor costs onto the departments?
    - PC – The cuts would affect other areas of the budget not wages.
    - CS – No motion for a 5% cut
- The lease agreement with the schools requires that they pay for maintenance and insurance. Any update?
  - RP – On July 1 the RSC will come into existence. The town will hold the right to the land and building. RSC must maintain the building and pay for insurance.
- Tax Title – Historically \$6,700 per my calculation. Leave at the current \$8,000.
- Police – Level Funded
  - PC – How old is the oldest cruiser? – No definite answer
- Union Contracts
  - RP - Union and non-union employees have agreed to accept 0% increase for FY2012. There are 5 collective bargaining agreements to negotiate for Fy2012. We hope to have 4 of 5 ready for approval by town meeting. There are reopener clauses in all agreements.
  - BOS has stressed to RSC that there should be 0% increases for FY2012. The RSC cannot instigate the reopener clause for other unions.
  - BM – Mike Swanson of the Shirley FinCom is holding to the promised savings of the RSC. Shirley’s biggest hit is the cut in state aid.
- Fire Department – Level funded
  - Keep Turn out gear in the operating budget
  - BM - Is there non-union employee covering employee on 111F?
    - RFT for additional cost? – No, supplemental funding in Fall town meeting
- Building Department
  - LG – Administrative and wages are not historically spent completely. Therefore \$37,000 works for FY2012.
- Storm Water – \$85,000 reclassification from DPW
- Veterans Benefits
  - Estimated expenses of \$116,800 before Devens’ share. Devens has paid its share for the year so a lower number is included for FY2012.
- Vocational Education
  - Transportation contact is not final. The town keeps the Voc Ed transportation. RP is working with George Frost for new contract with the town since prior contract was with the school dept.
    - CS – Assignment of contract to the town? RP to review
  - Education cost is a moving target due to population fluxes.
- Information Technology
  - BM – line item includes wages and equipment? RP – Yes
  - RP – It is a core need. \$32m operation with no IT infrastructure support. The town needs full time support. There are lots of gaps in security and hardware. No centralized software and hardware. Current security does not hold the ability to host online payments. Virtual town hall has been contracted for upgrade with a go live of April 9.
  - The IT department will also be responsible for centralized office supply purchasing within town hall.

# Town of Ayer

## Finance Committee

### Ayer Massachusetts, 01432



- CS – Can the full time IT person absorb \$30K in the accounting department?
        - LG – No, the \$30K is due the MUNIS software
  - Regional School Committee – 3 warrant articles
    - Assessment, change percentage of the agreement, house keeping issue with capital expenditures
  - MS – There is a citizen petition for weed control on Fletcher’s Pond. This may come from UDAG.
    - Chuck Miller is organizing citizens for weed control. Conservation Commission has 8K line item for weed control. BOS is floating the idea of funding the remaining \$27K from UDAG. This includes \$1,000 for rake and dam maintenance. There is no clear funding source.
  - BM- Wait until Tuesday night to vote on the budget with BOS.
    - Committee agrees by consent
  - BM – Stabilization and GASB 45 articles – Do we want these to increase?
  - PC – Should we create a separate line item for supplies?
    - RP – We broke out all supplies in the budget. There should be \$10-18K savings with consolidation of purchasing. The problem is who has the mechanics to administer that. IT is willing to do the supply piece. But nothing is finalized.
    - LG – There is savings just with the consolidation of software from a single vendor. The departments need to be involved in splitting the line items from their budgets.
    - CS – There should be a policy by the town to purchase from single vendors.
  - RP – There are 2 items that increase staff. The IT manager and a full time custodian for building. The custodian allows Dan Sherman to focus on maintenance and maximize energy conservation.
    - CS – Can the custodian be outsourced? – Not a good fit for the price
- Motion to adjourn at 9:00pm

Motion	CS
Second	AC
B. Muldoon	Aye
J. Reich	Absent
S. Houde	Aye
A. Crowley	Aye
C. Sullivan	Aye
Vote	4 - 0

Brian Muldoon, Chairman \_\_\_\_\_ Date \_\_\_\_\_

Jesse Reich, Vice Chairman \_\_\_\_\_ Date \_\_\_\_\_

Scott Houde, Clerk \_\_\_\_\_ Date \_\_\_\_\_

Andrew Crowley, Member \_\_\_\_\_ Date \_\_\_\_\_

Connie Sullivan, Member \_\_\_\_\_ Date \_\_\_\_\_