

# Town of Ayer Finance Committee

Meeting Minutes: Thursday, March 7, 2019



**FINCOM Members Present:** Patrick Diamond, Chairman; Mark Smith, Vice Chairman,  
Terry Harvell, Clerk

**Additional Guests Present:** Mr. Robert Pontbriand, Town Manager  
Mr. Tim Silva, Library Director  
Mr. Jeff Thomas, Ayer Parks Director

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TOWN OF AYER  
*Accepted*

**Called to Order:** 6:00 pm

P.Diamond: opened with discussion to amend Agenda to read correct date: FROM Wednesday, March 7, 2019 to Thursday, March 7, 2019. Motion by M.Smith, Seconded by T. Harvell, all in favor, and passed.

## By published agenda:

### ❖ Discussions concerning FY2020 budget with Library Director, Tim Silva:

#### HIGHLIGHTS

P.Diamond: opened with narrative to have open dialog, what is important (what is not), any items not in the budget because of budget constraints, etc.

T.Silva:

1. First budget for Town of Ayer, following TM recommendation for Level Funding
  - a. FY 2020 is Level Funded
2. Wages and Salary figures did not include cost of living increase. There is language in most of the Library employees stipulating a range to be determined.
  - a. Library Materials will change because of a statutory requirement be a minimum of 19% of overall operating budget, for us.
  - b.

P.Diamond: ask question on "for us" because why?

T.Silva: clarified "for us" is Massachusetts board of Library Commissioners oversee statutory requirement for certified libraries.....libraries our size.

T.Silva: added in 2% increase for wages....new figure will be \$392,392.00....materials will be \$115,400...for a total of \$607,369.

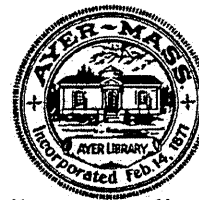
P.Diamond: Robert want to ask you a question, so the warrant at the town meeting will reflect these changes?

R. Pontbriand: COLA is done on recommend and going to BOS with changes, and it will be recommended, subject to affirmation at the Town Meeting. All indication is going to be 2%.

T.Silva: all others lines stay where they are; service, maintenance contracts, repairs. Looks good for what we have been doing over last years. Office supplies and library supplies should be ok for us. Other capital outlays.....computers and other office equipment.

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Meeting Minutes: Thursday, March 7, 2019



P.Diamond: observation extracted \$6,000 from office supplies and it appeared in Library supplies.

T. Silva: yes, office supplies lines is a catch all (paper, TP, etc.) ....Library supplies is for specific for library operations (book covers, etc.). Trying to break down the supplies line.

P.Diamond: breakdown is good to know what you are spending money on, utilities are not supplies.

R.Pontbriand: yes, budgets can be broken down, adding budget lines.

M.Smith/T.Silva: discussion on planning of budget using percentage across the budget (for example using Leominster's budget/percentage per line and apply it to Ayer's Library.

M.Smith: maintain contracts for services?

T. Silva: yes, contracts for cleaning, maintenance contract with Johnson Controls for HVAC. Dumpster contract.

P.Diamond: so your maintenance contract is under you versus Facilities.

T. Silva: yes, Library was separate organization so there are some items kept separate. Questions have risen, on specifics, Library employees, are they Town employees. TM and I are working on the gray areas.

P.Diamond: do you think more specificity on lines would help?

T.Silva: Going forward, more specificity on who manages/maintains what would make it easier to manage and maintain. Looking to upgrade, computer, Wi-Fi, etc. Talking with Cindy Knox to get a better understanding who can do and should do what.

T.Harvell: question on Library Patron computers.

T.Silva: Library Patron computers can use up to 11% of budget to maintain. Need to get a better idea of what needs to be done.....where are we, where do we need to be, how to get there

T.Harvell: are there any systems upgrades or library enhancements upgrade

T.Silva: system upgrades are taken care of by Library Network or MA Library System, moving on materials, support statewide network catalog. Provider maintains website.

P.Diamond: Thanked Tim for inputs, let Fin Com know if we can help.

❖ **Discussions concerning FY2020 budget with Parks and Recreation Director, Jeff Thomas:**

HIGHLIGHTS

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Meeting Minutes: Thursday, March 7, 2019



P.Diamond asked J.Thomas to give a brief narrative on his projected budget, rational, that do you want in the budget that is not there.

By J.Thomas:

1. Keep it flatline from previous year.
2. Directors salary increases.
3. Life Guard wages to increase to maintain competition scale and required training.
4. Increase "Others" generally \$1000 to be increased to \$3000
  - a. Required OSHA training
  - b. Equipment upgrades
5. Not on the budget .....upgrade mobile basketball hoops.....current ones not maintainable the desire is for permanent fixtures ....estimate is \$10K.

J.Thomas: asked TM to explain the \$10K

R. Pontbriand:

The request for \$10K would be a capital expense. BOS asked for Town Warrant for the \$10K, funding source TBD, at the approval by the Town.

J.Thomas:

Not on the budget.....ADA accessibility to toilets at Pirone Park ..... new building is in the 10year plan. Would like to set up a Portable Toilet. Access .....approximately \$1K - \$2K.....there is an RFP for quote. Want to add this to the Services Line.

M.Smith:

To rent with services or to own?

J.Thomas:

Intent would be to rent. This is a temporary fix until the building renovated/built.

T.Harvell: Question inaudible.

J.Thomas:

Building is grandfathered until modifications are made, then ADA compliable must happen.

P.Diamond:

Questioned security of a porta-potty that is open all the time.

J.Thomas:

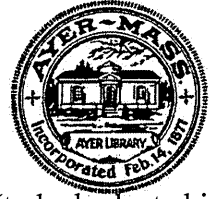
Vandalism is a problem with all facilities. Has been curbed. Don't know best way, maybe a lock with facility is closed.

P.Diamond:

Suggested an alarm system

# Town of Ayer Finance Committee

Meeting Minutes: Thursday, March 7, 2019



J.Thomas:

Will also need to have to add security cameras at the Sandy Pond facility. (to be budgeted in later years)

T.Harvell:

Do you have a vehicle that requires maintenance/services?

J.Thomas:

Yes, we have pickup truck, and a trailer. We also have a dump truck, and tractors.

T.Harvell/J.Thomas: Discussion looks like zero dollars.... the \$1000 funding was aligned correctly.

J.Thomas: general discussion

On future Capital Expense for truck.

Self-funding activities.

J.Thomas: explained "Supplies" is a consolidated figure that covers several line items. Still keeps track of "what" the funding gets spent on. Previous FinCom requested this "general fund"

P.Diamond: Single line item may not be the best to be able to explain where the money goes.

R. Pontbriand: Same discussion with BOS. Budget should be easily explained. For ex. Personnel Line is one line.... Supplies is one line .....what does that mean? Some level of detail is needed to be able to explain.

General discussion on who cleans up after the 4<sup>th</sup> of July event. The funds are in the 4<sup>th</sup> of July budget. \$10K. Parks Dept helps. DPW helps.

T.Harvell: How folks do you have working for you?

J.Thomas: Seasonal staff – currently (rehire) 5 members PT work maintenance, 15 members for waterfront.

T.Harvel: So mainly you and an assistant, or mainly you?

J.Thomas: I am the only FT.....Robert has given us an admin assistant 4hrs per week (maybe every 2 weeks), for minutes, etc. Seasonally, mostly PT, no benefits.

P.Diamond: Any other questions?

General Discussion on updating Services line.....J.Thomas will get with Robert and or Carly.

P.Diamond: Any other business.....motion to adjure

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Meeting Minutes: Thursday, March 7, 2019



R.Pontbriand:

1. Water and Sewer rates just set. Public Hearing 2 Apr 2019.Town
2. Meeting warrant is open; deadline is Friday 12 April 2019. Also, deadline for citizens petitions.
3. BOS meeting 19 Mar 2019 begin providing working draft of Town Warrant
4. BOS meeting 16 Apr 2019 finalize and approve the Warrant.  
FinCom comes and represents as a "Recommendation" or "Report at Town Meeting".
5. May 13 is Town Meeting -- Financial Presentation – how and what to present (or not) to public.

P.Diamond:

Have Warrants published crisp and concise. No separate discussion on each Warrant item. Under each Warrant have recommendation.

R.Pontbriand: Agree, with united front. MA law FinCom has authority to not recommend and or present an alternative approach.

P.Diamond: I recommend to the Committee that on the 16 Apr meeting we come up with a joint position.

R.Pontbriand: That would work best. Joint meeting of BOS and FinCom. Will have an agenda for that meeting – go through budget one last time, and same for the Warrants. We will have to get with Lisa on presentation.

P.Diamond: Presentation – FinCom has had joint meetings with BOS and we all agree.

General Discussion on Town Meetings and Protocol

R.Pontbriand: also there will be a "Capital Exclusion" ... for replacement of Fire Engine -- \$650K. Will keep you posted on Reserve Fund Transfer.

T.Harvel: would like additional detail of the line items.

R.Pontbriand: yes, will get with Lisa and get it to you.

All: general discussions.

## ❖ Other Business

P.Diamond: no minutes to review. Move next meeting to future date.

M.Smith made a motion to adjourn at approx. 7:20 PM.

- Motion Passed 3-0.
- In Favor-- Diamond, Smith, Harvell
- Opposed – None
- Abstaining – None

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Member	Signature	Date
Patrick Diamond, Chairman		<u>11/20/2019</u>
Mark Smith, Vice Chairman		<u>20 Nov 2019</u>
Terry Harvell, Clerk		<u>20 Nov 2019</u>
Matthew Selby, Member		<u>                    </u>