

Town of Ayer

Finance Committee

Ayer Massachusetts, 01432



Location: Ayer Town Hall, Meeting Room
 Finance Committee Minutes

Wednesday July 9, 2014

Present: Scott Houde; Chairman, John Kilcommins; Vice Chairman, Marianne Zawacki; Clerk, Chris Meusel; Member, Pauline Conley; Member.

In Attendance: Mary Spinner, Robert Pontbriand

Call to Order at 7:01pm

RECEIVED
 TOWN CLERK
 TOWN OF AYER
 2015 AUG -5 AM 7:24
Mary Spinner

- New Business:
 - Reserve Fund Transfers in the amount of \$51.20 to the Zoning Board of Appeals account number ending in 51000
 - RP – This expense was unforeseen prior to the spring town meeting.
 - SH – This includes PTO payout?
 - RP – Yes.
 - Move to approve from the Reserve Fund in the amount of \$51.20 to the Zoning Board of Appeals to account number ending in 51000:

Motion	PC
Second	JK
S. Houde	Aye
J. Kilcommins	Aye
M. Zawacki	Aye
C. Meusel	Aye
P. Conley	Aye
Vote	5-0

- RP – An additional request for a reserve fund transfer in the amount of \$13.72 for the final payroll payoff upon layoff of \$3,723.18. Again this was unforeseen and due to the spring town meeting.
- Motion to approve a reserve fund transfer in the amount of \$13.72 for the final payroll payoff to account ending in 51000:

Motion	PC
Second	JK
S. Houde	Aye
J. Kilcommins	Aye
M. Zawacki	Aye
C. Meusel	Aye
P. Conley	Aye
Vote	5-0

- RP – Next reserve fund transfer is to transfer \$9,866.05 to Town Counsel. This will pay the balance of the June Kopelman and Paige legal bill. Due to the unforeseen

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Planning Board OML complaints and US v B&M v. Town of Ayer and Planning Board and ZBA.

- PC – Request for clarification on the RFT cost from a calculation standpoint.
- RP - \$17,132.08 is the current legal bill for June.
- Discussion on need to continue to watch legal costs
- Motion to approve the reserve fund transfer in the amount of \$9,866.05 to account ending in 53090:

Motion	PC
Second	JK
S. Houde	Aye
J. Kilcommins	Aye
M. Zawacki	Aye
C. Meusel	Aye
P. Conley	Aye
Vote	5-0

- JK – Will RFT cover Medicare expense?
- RP – Yes, I believe so.
- Reserve fund transfer for the Library for unforeseen expense due to the costs of electrical repairs, extermination of spider infestation and repair of security systems
- \$5,377 transfer request to account ending in 01610. State aid is being used to cover approximately \$15,000 in overages in salaries, supplies and books.
- General discussion regarding the expenses
- Motion to approve the reserve fund transfer request from the library trustees in the amount not to exceed \$5,377 for electrical repairs, replacement of main desk computer, extermination of spider infestation and repair security systems as long as invoices are provided by July 15th:

Motion	PC
Second	JK
S. Houde	Aye
J. Kilcommins	Aye
M. Zawacki	Aye
C. Meusel	Aye
P. Conley	Aye
Vote	5-0

➤ Financial Policies

- Gary Luca, Susan Copeland, Jannice Livingston in attendance
- Overview of updates
- JK – Request to add the Benefits Manager under Objectives of the Financial Policies
- JK – Someone else should be able to call for a town audit under Audit of Town Financials: Finance Committee, Board of Selectmen

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- JK – Page 12 of 23 should reference ‘Assessing Administrator’ under Staff as Support.
- PC – Under exhibit C there is a reference to advisory which I believe is an outdated term.
- Discussion on the selectman representative to the Capital Planning Committee
- SH – Will go back to the working group to approve that change.
- SH – As we are entering a new fiscal year, we need to revote on the committee’s positions.

➤ Finance Committee positions:

- Chairman:
 - Motion to re-appoint Scott Houde as Finance Committee Chairman for FY15:

Motion	JK
Second	PC
S. Houde	Aye
J. Kilcommins	Aye
M. Zawacki	Aye
C. Meusel	Aye
P. Conley	Aye
Vote	5-0

- Vice Chairman
 - Motion to re-appoint John Kilcommins as the Finance Committee Vice Chairman for FY15:

Motion	CM
Second	PC
S. Houde	Aye
J. Kilcommins	Aye
M. Zawacki	Aye
C. Meusel	Aye
P. Conley	Aye
Vote	5-0

- Clerk
 - Motion to appoint Pauline Conley as the Clerk for FY15:

Motion	MZ
Second	JK
S. Houde	Aye
J. Kilcommins	Aye
M. Zawacki	Aye
C. Meusel	Aye
P. Conley	Aye
Vote	5-0

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- Capital Planning Representative
 - Discussion on the time of meetings for Capital Planning; Position will be left vacant until further feedback can be received from departments.
- Old Business:
 - Department Forecasting
 - Discussion on approach for building a questionnaire
 - CM – Would like to ask department heads what they see as potential unforeseen expenses.
 - PC – Would like to see 3-5 questions
 - SH – Request to bring questions together for next Fin Com meeting.
- Mail
 - October MMA meeting on 10/18
 - Motion for approval of payment not to exceed \$176.00 to the Association of Town Finance Committees:

Motion	JK
Second	CM
S. Houde	Aye
J. Kilcommins	Aye
M. Zawacki	Aye
C. Meusel	Aye
P. Conley	Aye
Vote	5-0

- Minutes
 - Motion to approve the Finance Committee meeting minutes 5/28/14 and 6/11/14 as presented this evening:

Motion	JK
Second	CM
S. Houde	Aye
J. Kilcommins	Aye
M. Zawacki	Aye
C. Meusel	Aye
Vote	4-0

- Committee Updates
 - RSBC & Capital Planning – J. Kilcommins; No updates.
 - Executive Bi-Board, Regional Leadership, Personnel Board & Financial Policies – S. Houde; No updates other than Financial Policies. Personnel Board meets next Wednesday, July 16th.

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- FinCom Round table
 - SH – Finance Committee needs to complete ethics training. Will send out email in the next few days to the committee.

- Open the floor:
 - MS – Pond and Dam Committee supposed to have some study completed by the fall.
 - Next FinCom meeting: 08/13/14 at 7:00pm

- Motion to adjourn at 8:16pm:

Motion	CM
Second	PC
S. Houde	Aye
J. Kilcommins	Aye
M. Zawacki	Aye
C. Meusel	Aye
P. Conley	Aye
Vote	5-0

Scott Houde, Chairman

Scott Houde Date 8/13/2014

John Kilcommins, Vice Chairman

John Kilcommins Date 8/13/14

Marianne Zawacki, Clerk

Marianne Zawacki Date 8/13/14

Chris Meusel, Member

Chris Meusel Date 2014.08.13

Pauline Conley, Member

Pauline Conley Date 8-13-14