

AYER FINANCE COMMITTEE MEETING

August 27, 2014 -- 7 PM
Ayer Town Hall

Present: Scott Houde, Chairman; Pauline Conley, Clerk, Marianne Zawacki, Member

Documents reviewed: Draft Dept Head Budget Forecasting memo
Minutes: 8-13-14

Call to Order: 7:20 PM

Agenda: amendment to add Curbside trash pickup and contract negotiations under New Business

New Business:

a. Non-union Compensation Plan

- Scott reported on the Personnel Board discussions regarding the # of employees affected (apprx 14) and that it posed a question to the Board of Selectmen regarding whether it intends to put other employees on Personal Service Contracts (PSAs) reducing the # of employees on the Comp Plan. It remains uncertain whether the study will be completed by Fall Town Meeting.
- Pauline questioned if there is a need for a comp plan and a Pers Bd if all employees are moved to PSAs as it is the Pers Bd's primary responsibility to present the comp plan to Town Meeting annually for approval

b. Curbside Pickup

- Scott reported that following the Working Group's Aug 22, 2014 memo to the Board of Selectmen no further discussion is needed

c. Contract Negotiations

- Pauline reported that the Board of Selectmen met for extended discussions on Monday Aug 26 and requested the FinCom request an update and the draft minutes of the meeting from the Town Administrator

Old Business:

a. Dept Forecasting Questionnaire

- Discussion postponed until the 9-10-14 meeting

b. FY 16 Budget Calendar

- Scott reported that the Town of Shirley is considering holding its Town Meeting earlier than it does now which will impact the ASRSC budget process requiring certification of its budget 45 days prior to the first Town Meeting in the District
- Consensus remains to begin dept head budget meetings in January

Mail: None

Minutes:

2-6-14 & 4-9-14: not finalized

8-13-14: following minor amendment PC moved to approve/MZ second. **VOTE:** unanimous

Upcoming Business:

a. Fall Town Meeting

- Further discussion regarding budgets for the Plng Bd and ZBA. Scott reported that he has asked for input from Carolyn McCreary since she brought the motion to delete both budgets at Town Meeting.

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2015 AUG -4 PM 6:51
Marianne Zawacki

b. 5 Year Budget Model:

- Scott expects to have a draft ready in October – a working group will be solicited to review the draft and make recommendations

Committee Updates:

a. **RSBC & Capital Planning:** postponed

b. **Bi-Board:** has not met recently

c. **Regional Leadership Cmte:**

- met 8-26-14 well attended. Ayer's new HR Benefits mgr, Kevin Johnson, represented Town Administrator Robert Pontbriand . Discussions centered on SPED, circuit breaker, the budget process, the on-going impact of the buy-in on Shirley's budget, school choice and having more positive meetings.

The plan is for the core group to meet monthly with the larger group meeting during the budget discussion sessions

e. **Personnel Board:** Did not meet on 8-20-14

FinCom R/T:

Scott reported he met with former FinCom member Brian Muldoon and collected all the materials Brian had relating to his time on the Cmte. To store these records Scott purchased several boxes and requested reimbursement from the cmte's budget. PC moved to approve reimbursement in the amount of \$19.79, second by MZ. **VOTE:** 2-0 w/SH abstaining

Open Discussion:


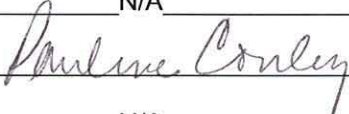

Nothing from the Committee

Resident Mary Spinner spoke on two matters:

- the water & sewer rate cmte will be meeting in Sept to review infrastructure work needing to be done in town
- Town Counsel has been attending the ZBA meeting to assist them. At the last meeting TC mentioned that all boards and committees must elect both a Chairman and a Clerk - a Vice Chairman is not a requirement. He also advised that the ZBA must have 5 full members and should have 2 alternates. A minimum of 4 members must attend all meetings and votes must be recorded in a specific manner to be proper

Next Meeting: 9-10-14, 7 pm

MZ motioned to adjourn at 8:03 pm/PC second. **VOTE:** unanimous

Scott Houde, Chairman		Date: 1/14/2015
John Kilcommins, Vice Chairman	N/A	Date: _____
Pauline Conley, Clerk		Date: 1-14-15
Chris Meusel, Member	N/A	Date: _____
Marianne Zawacki, Member		Date: 1/19/15