

# AYER FINANCE COMMITTEE MEETING

October 22, 2014 -- 7 PM  
Ayer Town Hall

Present: Scott Houde, Chairman; John Kilcommins, Vice-Chairman, Pauline Conley, Clerk, Members Chris Meusel and Marianne Zawacki were absent.

**Documents reviewed:** Minutes of 9-24-14 & 10-8-14  
5 Year Budget Model draft

**Call to Order:** 7:05 PM

## New Business:

### a. Town Clerk/Tax Collector Susan Copeland

Ms. Copeland updated the Committee on activity since she took office in April

- Copier is out of order – a new copier/scanner will cost \$1,684
- She will be using the budget item requested by the prior Clerk/Collector to perform a storage study of the office to inventory documents and determine what can be digitalized and what must be kept in hard copy
- Collection of taxes continues with the addition of the Lock Box. New spreadsheets help to keep everything up to date
- Approximately 80 business license renewals have been processed to date
- Will look into the status of water & sewer rate collections to determine if there are any overdue accounts that need to be collected by way of property tax liens

b. **Fall Town Meeting** - Monday, October 27, 2014 beginning at 7 pm in the Great Hall

## Old Business

a. **FY 16 Budget Calendar** - still being prepared

**Mail:** The Beacon

## Minutes:

- **9-24-14:** PC moved to approve as written/JK second. **Vote:** 3-0 (unanimous)
- **10-8-14:** PC moved to approve as written/JK second. **Vote:** 3-0 (unanimous)

## Upcoming Business:

### a. 5 Year Budget Model Draft

Scott explained the draft takes into effect the entire operating budget w/the following presumptions arrived at by reviewing the annual trends since 2010

- a 5% annual wage increase (includes wages, longevity, stipends and other wage items but does not include benefits such as health insurance)
- a 3% annual expense increase across departments
- a 1% miscellaneous line items increase across departments

## Committee Updates:

### a. RSBC:

John reported that a construction update was given the cmte at the 10-16-14 meeting  
Open House will take place Saturday, November 8 from 1 to 3 pm  
The proposal to sell bricks to raise additional funds is going forward.

RECEIVED  
TOWN CLERK  
TOWN OF AYER  
2015 AUG -5 AM 7:55  
*Susan Copeland*

# AYER FINANCE COMMITTEE MEETING

September 24, 2014 -- 7 PM  
Ayer Town Hall

Present: Scott Houde, Chairman; John Kilcommins, Vice-Chairman, Pauline Conley, Clerk, Marianne Zawacki (arrived 7:30pm). Member Chris Meusel absent.

**Documents reviewed:** Draft STM warrant & town meeting FinCom handout  
Draft Dept Head Budget Forecasting memo  
Minutes: 8-27-14 & 9-10-14  
Habitat for Humanity Groundbreaking invitation

**Call to Order:** 7 PM

## **New Business:**

### **a. Town Meeting Warrant**

- Draft warrant reviewed – discussion on the CPC's unanimous recommendation to provide \$100,000 in funding to Habitat for Humanity's project at 76 Central Ave. The project involves two homes at an estimated build cost of \$300,000+. Pauline will bring a copy of Habitat's budget to the next meeting.
- FinCom warrant article recommendation votes will be taken at the 10-8-14 meeting

### **b. FinCom handout**

- Reviewed – discussion recommended expanding the definition of Free Cash

## **Old Business:**

### **a. Dept Forecasting Questionnaire**

- The final memo was reviewed and approved as written. The memo will be given out at the upcoming dept head meeting

### **b. FY 16 Budget Calendar**

- Consensus remains to begin dept head budget meetings on 1-5-2015. The Budget Calendar will be distributed on 12-5-2014

### **c. ATFC Annual Meeting**

- No decision yet on who can attend

## **Mail:**

- The Beacon

## **Minutes:**

- **8-27-14:** postponed to next meeting
- **9-10-14:** JK moved to approve as written/PC second. **Vote:** 3-0 (unanimous)

## **Upcoming Business:**

### **a. 5 Year Budget Model:**

- draft should be ready in October

**Committee Updates:**

- a. **RSBC** – JK reports the cmte met on 9-11-14. MSBA reimbursement is current. The cmte is appealing some costs the MSBA has determined are not covered under the agreement. The new gymnasium will open 10-1-14
- b. **Capital Planning:** no update
- c. **Bi-Board:** meeting on 9-30-14, 7:30 am
  
- d. **Regional Leadership Cmte:** working group meeting n 9-30-14, 7 pm
- e. **Personnel Board:** no update – still waiting for HRS response to questions

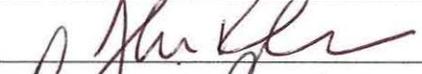
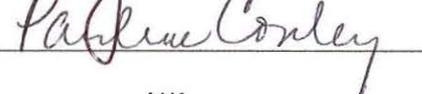
**FinCom R/T:** Pauline invited the group to the Habitat Groundbreaking on 10-6-14

**Open Discussion:**

- Nothing from the Committee
- Mary Spinner:
  - Questioned where funds would come to cover recently settled contracts: Scott indicated the existing budgets would cover and if there were shortages the departments could submit Reserve Fund Transfer requests
  - Asked about progress with tax title collections
  - Advised the Water & Sewer rate cmte would be meeting soon and that the cmte is aware the storm water utility EF needs to be funded

**Next Meeting:** 10-8-14, 7 pm

JK motioned to adjourn at 8 pm/PC second. **VOTE:** unanimous (4-0)

Scott Houde, Chairman		Date: 10/22/2014
John Kilcommins, Vice Chairman		Date: 10/22/14
Pauline Conley, Clerk		Date: 10-22-14
Chris Meusel, Member	N/A	Date: _____
Marianne Zawacki, Member	_____	Date: _____