

AYER FINANCE COMMITTEE MEETING

January 28, 2015 -- 7 PM
Ayer Town Hall

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

Also present during part of the meeting: Treasurer Stephanie Gintner; Park Commissioner Dan Graham and Supervisor Jeff Thomas, Board of Health Chairman Pam Papineau, Payroll/Benefits Manager Kevin Johnston

Documents reviewed: Capital Planning Cmte recommendations
FY16 budget requests

Called to Order: 7 PM

New Business:

a. FY16 Budget Review

i. **Treasurer Stephanie Gintner:**

- FY16 budget of **\$62,204** is level-funded w/the the following exceptions:
 - a 2% salary increase
 - the new desk funded in FY15 is not included
- Tax Title has apprx \$300 to 400K in collections pending; there are several payment plans, some of which are current but others are not. The Treasurer hasn't received any late notices from FY14 as yet.
- the retirement and pension budgets are based on annual assessments
- Unemployment: one person collecting. The change from contribution payments to reimbursement has benefitted the town

ii. **Park Commission, presented by Commissioner Dan Graham and Director Jeff Thomas:**

- FY16 budget of **\$120,286** is level-funded w/the following exceptions:
 - the Commission is recommending an increase in life guard wage from \$10/hr to \$11/hr, an increase of **\$3,033**.
 - the Commission is also recommending an increase for maintenance workers from \$10/hr to \$11/hr, an increase of **\$1,167**.
 - the Director's salary will increase by a step and any proved COLA
 - Current seasonal staffing levels should be adequate for FY16 unless the beach remains open longer
 - The FY15 one-time expenses totaling \$10,000 is reduced to \$1000 for FY16
- Future immediate needs include a storage facility of some type due to sale of the Central Fire Station and a new roof on the current storage building at Pirone Park. The Commission is looking into locate a new maintenance bldg adjacent to the current bldg. The estimated cost is 100K.
- Less immediate needs include a new mower (in apprx 4-5 yrs) an irrigation system at Sandy Pond Beach (apprx cost 15K) and rehabbing the basketball courts (resurfacing apprx 5K, new nets apprx 50/each)

2015 AUG -5 AM 7:51

RECEIVED
TOWN CLERK
TOWN OF AYER

Marianne Zawacki

iii. **Board of Health, presented by Chairman Pam Papineau**

- Barn inspector: the Board voted to increase the stipend to **\$2600** in FY16 due to increased responsibilities relating to rabies control which previously was done by the ACO. Will try to make up some of this cost by transferring funds from the ACO budget line if possible.

- Board of Health FY16 budget of **\$17,209** is level-funded with the following exception:
 - the services line item was increased to **\$1000** to cover the cost of public hearings
 - another potential increase will come if collective bargaining is completed in FY16
 - Nashoba Board of Health assessment was not available for tonight's meeting

Ms. Papineau also advised that the Board voted to stop determining the transfer station fees since that seemed more appropriately done by the DPW which operates the facility.

iv. **Payroll/Benefits Manager Kevin Johnston**

- This is the first year for this department. A budget of **\$65,472.98** is submitted. The primary expense is the salary line item which was negotiated by the Board of Selectmen. There is no COLA built into the contract but the salary line reflects a 2% increase. Additional items included are the cost of maintaining Mr. Johnston's Treasurer certification which was requested by the Board of Selectmen. This requires specific training which will increase the budget by approx **\$1100**

- Other budget increases include:

- FICA: changes as total salary line is determined. A 3.5% increase was used to calculate the FY16 potential cost
- Health Insurance: MNHG steering is looking at possible increases the cost of 16 to 18% but also considering using some of its reserves to offset the increase to extent allowed. Mr. Johnston anticipates the net increase will approx 10% over FY15. The line item of **\$1,277,371** only reflects an 8% increase so this may need further adjustment. He will provide a better \$\$ amount after the rates are set in

b. **FY16 Budget**

• **Capital Planning**

See summary sheet:

Total requests: \$2,535,075

Recommendations voted by the cmte: \$1,324,075

Funding recommendations:

Outright purchase: \$154,075

Borrow to purchase: \$1,148,810

Transfer from other sources: \$21,190

First year interest/bond impact: \$91,904.80

Although not funded this year the Capital Planning Cmte agreed there is a need to find for a long-term solution for the Parks Commission's facilities.

• **ASRSD**

The School Committee presented a draft FY16 budget with an 8.6% increase representing a \$ 677,279 (7.33%) increase for Ayer and a \$613,518 (10.7%) increase for Shirley, which includes the 100K phase-in.

Both Town Administrators indicated support for a 5% increase for Shirley.

FY17 is the last year of the phase-in so FY 18 should give a good starting point for future budget assessments

c. Non-Union Compensation Plan

Monday's meeting was canceled

Scott reviewed the potential financial impact of various methods of implementation:

- HRS proposal increases salaries of 12 employees by 25K and those subject to PSAs by 22K
- HRS also submitted a proposal at the **75th percentile of market**. This proposal would increase the salaries of 12 employees by 46K and the PSAs by 52K
- Neither salary proposal included stipends, longevity or educational incentives
- **The Personnel Board is calculating an FY15 base salary by using the FY13 base and factoring in FY14 step and COLA increases**

Old Business: None

Mail: None

Minutes: Postponed to 2-11-15

Upcoming Business:

a. 5 Year Budget Model: Completed and will be distributed

Committee Updates:

- a. **RSBC:** None
- b. **Capital Planning:** See above
- c. **Bi-Board:** Mtg postponed
- d. **Regional Leadership Cmte:** no mtg scheduled
- e. **Personnel Board:** See above

Next Meeting:

2-11-15, 7 pm - Regular Meeting

Potential Topics: ASRSC will be invited; Non-union Compensation study detail review

JK motioned to adjourn at 8:57 pm/PC second. **VOTE:** unanimous

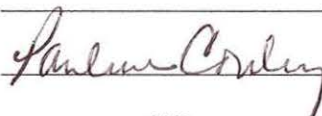
Scott Houde, Chairman


_____ Date: 7/8/15

John Kilcommins, Vice Chairman

_____ Date: _____

Pauline Conley, Clerk


_____ Date: 7-8-15

Chris Meusel, Member

_____ N/A _____ Date: _____

Marianne Zawacki, Member

_____ N/A _____ Date: _____