

AYER FINANCE COMMITTEE MEETING

February 11, 2015 -- 7 PM
Ayer Town Hall

2015 AUG -5 AM 7:50

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Present: Scott Houde, Chairman; John Kilcommins, Vice-Chairman, Pauline Conley, Clerk. Member Marianne Zawacki (~~arrived at ??~~). Member Chris Meusel was absent
Also present during part of the meeting: Finance Manager Lisa Gabree

Documents reviewed: Reserve Fund Transfer request for Computer Support
2-9-15 DPW memo requesting snow removal deficit spending

Called to Order: 7 PM

JK moved to amend the agenda to add discussion on the deficit spending request under New Business PC second. **VOTE:** 3-0 (Member M Zawacki had not arrived)

New Business:

a. RFT – L Gabree

The current MUNIS program is being upgraded. \$2,550 is requested to permit the Payroll/Benefits Manager and the Tax Collector to receive MUNIS training. Funds were not included in the FY15 budget when the Tax Collector was elected and the Payroll/Benefits Manager was hired after the previous employee that handled payroll left employment.
The current Computer Support budget balance of \$22,605 is already committed to other purposes.

JK moved to approve the request/PC second. **VOTE:** 3-0

b. DPW deficit spending request

Supt Wetzel's memo explains that he has spent \$190,086 of the \$242,596 budgets for snow removal in FY15 which does not include recent storm clean-up. He anticipates exceeding the budget and requests the FinCom's permission to deficit spend. Mr. Wetzel will be making the same request of the Board of Selectmen at their Feb 17, 2015 meeting

JK moved to authorize the DPW to deficit spend for snow removal/PC second. **VOTE:** 3-0

c. Omnibus Budget

i/ii Updates/Items needing further review

- per Ms. Gabree the JBOS request for 10K for admin support needs to be voted is a separate raise article as it is not part of the annual budget
- BoS budget: how is the Asst Town Administrator's stipend for assisting the ZBA being paid when there is no longer a ZBA budget
 - Town Counsel: is the amount sufficient
- Public Bldgs: consider increasing Town Hall usage fee to offset increased energy costs. There is currently only \$600 in the revolving fund)
 - Police Dept:
 - remove the 20K requested for Administrative Asst reclassification
 - consider reducing reserve officer/prisoner watch program request
 - make the new records clerk position P/T rather than F/T. The Chief indicated this would be an acceptable option

- DPW:
 - consider increasing signage line item to all for the installation of 4 flashing stop signs at the Groton Harvard Rd/Central Ave intersection
 - increase estimated repair costs for H1 and H2 – could this be handled as a one-time expense?
- COA: decision needs to be made on funding the nutritionist salary – currently this is grant funded but if the grant is not received there is no other funding to cover the salary of apprx **\$9000**
- Economic Development: The 10K request for the Comprehensive Plan should be separate line item as it is not a part of the annual budget
- Fire Dept: add a 2K one time expense to purchase a snow blower

d. MassDev proposed zoning changes - postpone to next meeting

e. Non-union Compensation Study –

not a perfect solution but a step in the right direction – will be presented to the Board of Selectmen ~~on 2/2~~ and then scheduled for a Public Hearing prior to being approved and placed on the ATM warrant

Old Business: None

Mail: Montachusett Regional Planning Commission annual assessment

Minutes:

JK moved/PC second to approve the 1-14-15 ES minutes as amended, not for release. **VOTE:** 4-0
 JK moved/PC second to approve the 1-14-15 OS minutes. **VOTE:** 4-0

Upcoming Business:

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

Committee Updates:

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

Fin Com R/T: No discussion

Next Meeting:

2-25-15, 7 pm - Regular Meeting

Potential Topics: ASRSC budget presentation; MassDev proposed zoning changes

JK motioned to adjourn at 8:30 pm/PC second. **VOTE:** 4-0

Scott Houde, Chairman

_____  Date: 7/8/2015

John Kilcommins, Vice Chairman

_____ Date: _____

Pauline Conley, Clerk

Pauline Conley

Date: 7-8-15

Chris Meusel, Member

N/A

Date: _____

Marianne Zawacki, Member

MZ

Date: 7/8/15