

# Town of Ayer

## Finance Committee

### Ayer Massachusetts, 01432



Location: Ayer Town Hall, Great Hall  
Finance Committee Minutes

Thursday February 3, 2011

Present: Brian Muldoon; Chairman, Jesse Reich; Vice-Chair, Scott Houde; Clerk (early departure), and Andrew Crowley, member

Absent:

One committee position open

Called to order at 7:12 pm by Brian Muldoon

- Mail
  - None
- Minutes
  - Outstanding minutes are 12/8/10, 1/4/11, 1/5/11, 1/6/11, 1/11/11, 1/12/11, 1/13/11, 1/18/11, 1/19/11, 1/20/11, 1/26/11, 2/1/11
  - Minutes will be approved at next meeting with full quorum
- Budget Review
  - Mary Anne Lucht, Library Director, returned to discuss the library budget discussed earlier.
    - BM – 3% and 5% cuts are required from all departments per the town administrator. The library originally submitted an increase due to minimum required funding from the state. The current operating budget has a \$200,000 shortfall with the 3% reduction from departments. The governor's budget was released last week and the local aid to towns continues to be reduced.
    - ML – I met with Robert Pontbriand to discuss the budget. The libraries budget has been reduced 5 straight years. Without the minimum funding the library may lose Certification. Certification allows town residents to use neighboring town's libraries.
    - ML – A waiver can be applied for and most likely received. The process requires that all departments in the town be reduced by the same percentage with the exception of the schools. The waiver is applied for in October. This is after the budget has been voted on and after fall town meetings to avoid other departments receiving funding increases outside of the library.
    - A \$13,000 cut would impact services provided. The supplies line item has been level funded for 5 years. There is no money in the Technology line item to replace computers for internet access. The local bank has funded computers in the past but that is no longer available. \$6,300 is budgeted for technical support.
    - JR – How many users does the library have?
      - 80,000 annually. The staff is down to 6 fulltime and one part time person. The hours have been reduced but we are still above the minimum of 30 hours per week required by the state for Certification.
    - JR – Can certification come back if we lose it?
      - It takes 3 years to regain certification. The funding cuts must be made up in subsequent years within the minimum funding calculation.
    - BM – Do you utilize town resources?
      - The DPW plows the parking lot, Ground maintenance and spring clean up are hired out to Pinar's Landscaping.
      - There are service contracts for building maintenance and HVAC (Johnson Controls \$6,800/yr).
    - JR – Any fee increases or grants available?
      - There is some state aid but those amounts are tied to Certification. The fees for late material go to Friends of the Library which pays for museum passes and children's programs.
      - There is a revolving fund from state aid which has a current balance of approximately \$35,000. This fund cannot be used to offset municipal funding.

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- Robert Pontbriand, Town Administrator: Board of Selectman budget. See hand out.
    - BM: Has the BOS considered reducing/eliminating their stipends beyond the 3%?
      - Robert: Not all BOS are on board with this.
    - Robert:
      - Supplies are running over, but they should be able to come in at budget. (FY2011?)
      - Administers Salary: \$3667 reduction is fine, it was negotiated when Robert was hired.
      - Services; \$1000, services for the copier.
      - Supplies; New policy going into effect, we should see a better policy about supplies and see 3% ~ 5% savings.
    - BM, Can we look at BOS compensation of surrounding towns? Robert is looking in to this.
  - Robert Pontbriand, Town Administrator: Management support and IT: See hand out pg #2.
    - We need to hire a fulltime IT person, the current IT person is working great, but the concern is that we are not meeting statutory security requirements.
  - BM: Are we all set for the FinCom/RSC meeting on February 17<sup>th</sup>? Robert stated that some members of the BOS will attend along with the TA and Town Accountant. Jesse, Brian and Andrew can also make the meeting
  - David Maher, Director of Economic Development:
    - BM: How is this going to affect your department?
      - David: Minimally; luckily I two funds I can pull from the IDFA and the UDEG to make up the reductions.
    - David; willing to support ConsCom with \$262 in residual funds from Planning and development if needed.
    - Jesse R: What about new growth?
      - David: Fletcher Building, Waddle buildings and Aubuchon Hardware.
  - Personnel Policies review of Longevity: Jesse R. supports Brian's view of longevity being used only when there is no other increase in pay for that year and capped at a certain point.
- Motion to adjourn at 9:25pm

Motion	JR
Second	AC
B. Muldoon	Aye
J. Reich	Aye
S. Houde	Absent
A. Crowley	Aye
Vote	3 - 0

Brian Muldoon, Chairman \_\_\_\_\_ Date \_\_\_\_\_

Jesse Reich, Vice Chairman \_\_\_\_\_ Date \_\_\_\_\_

Scott Houde, Clerk \_\_\_\_\_ Date \_\_\_\_\_

Andrew Crowley, Member \_\_\_\_\_ Date \_\_\_\_\_