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Town of Ayer

Executive Bi-Board Meeting Minutes For

Tuesday, April 12, 2022, 2pm

TOWN OF AYER
TOWN CLERK



Attendance: Scott Houde (Chair); Mark Smith (Fin Com Vice Chair); Fred Aponte (Finance Manager); Lisa Gabree (Finance Manager-Retired); Barbara Tierney (Treasurer/Tax Collector); Robert Pontbriand (Town Manager); Carly Antonellis (Assistant Town Manager)

Call to Order:

The meeting was called to order at 2pm on Zoom by S. Houde.

S. Houde read the following statement into the record:

Due to the ongoing COVID-19 Pandemic, in accordance with Chapter 22 of the Acts of 2022, suspending certain provisions of the Open Meeting Law (ONL), public bodies otherwise governed by the OML are temporarily relieved from the requirement that meetings be held in public places, open and physically accessible to the public so long as measures are taken to ensure public access to the bodies' deliberations "through adequate, alternative means." This meeting will be live on Zoom. The public may participate remotely by joining Zoom (Meeting ID# 854 0032 4335) or by calling 929-205-6099. For additional information about remote participation, please contact Carly Antonellis, Assistant town Manager at atm@ayer.ma.us or 978-772-8220 ext. 100 prior to the meeting.

Review/Approval of Previous Meeting Minutes (March 8, 2022):

The Bi-Board reviewed the DRAFT Meeting Minutes from the March 8, 2022, meeting.

Motion: A motion was made by M. Smith and seconded by B. Tierney to approve the March 8, 2022, meeting minutes. **Motion passed (6-0)** by Roll Call Vote: S. Houde, Y; M. Smith, Y; L. Gabree, Y; B. Tierney, Y; R. Pontbriand, Y; C. Antonellis, Y.

FY 2023 Budget and Annual Town Meeting Update:

R. Pontbriand provided a brief update on the status of the FY 2023 Budget and Annual Town Meeting. Everything is in good shape and will be ready for the Annual Town Meeting to take place on April 25, 2022. The FY 2023 Budget and ATM Warrant have been reviewed and approved by the Select Board. The ATM Warrant has been publicly posted and will be mailed to all households prior to Town Meeting.

Discussion on the FY 2023 Budget Book:

R. Pontbriand advised that unfortunately, the Clear Gov project will not be completed in time to be used for this year's Budget Book at Town Meeting.

L. Gabree advised that she has been working with Clear Gov to complete.

S. Houde stated that we should be pragmatic and for this year use last year's Budget Book format. The Budget Book should highlight Free Cash; Stabilization; and Capital Stabilization.

M. Smith stated that the arrow colors used should be looked at in terms of optics.

R. Pontbriand advised that the Town will proceed with using last year's Budget Book format with updated information for FY 2023 and look to use the Clear Gov platform for next year.

L. Gabree advised that we should consider have some COVID-19 and ARPA Funding info in the Budget Book.

Discussion on the FY 2023 Budget Presentation for Town Meeting:

R. Pontbriand provided an overview of the elements of the Budget Presentation for Town Meeting as used in previous years.

M. Smith stated that it is a good model and presentation, and he is good with it.

S. Houde likes the focus on the high-level financial information for this presentation. For the Nashoba Assessment there should be emphasis on the increase in student population as the driver for the assessment.

M. Smith asked about the issue of quorum with the Finance Committee.

R. Pontbriand advised that though there is currently not a quorum of the Finance Committee. At Town Meeting the Finance Committee Members may sit on the stage and may address Town Meeting as the Finance Committee. Per Town Counsel, Town Meeting is the one exception where members of the Finance Committee can act in that capacity absent a quorum of members. Other than that, until there is a legal quorum of the Finance Committee, it cannot legally meet.

There was consensus by the Bi-Board to use last year's Budget Presentation Format with updated FY 2023 information.

New Business:

There was no New Business.

Scheduling of Next Meeting:

The Bi-Board agreed to continue to have the meetings by Zoom at this time. The next meeting will be scheduled after Town Meeting is complete.

S. Houde thanked Lisa Gabree for all her dedicated service to the Town and wished her all the best in her retirement.


Adjournment:

Motion: A motion was made by M. Smith and seconded by B. Tierney to adjourn the Executive Bi-Board at 2:23pm. **Motion passed 6-0** by Roll Call Vote: S. Houde, Y; M. Smith, Y; L. Gabree, Y; B. Tierney, Y; R. Pontbriand, Y.; C. Antonellis, Y.

The meeting adjourned at 2:44pm.

Minutes recorded and submitted by R. Pontbriand, Town Manager.

Minutes reviewed and approved by the Executive Bi-Board on June 29, 2022.

Signed: 
Robert A. Pontbriand
Town Manager