



Town of Ayer

**Executive Bi-Board Meeting Minutes**  
**Thursday, May 20, 2021, 2:00pm**

Ayer Town Hall – 1<sup>st</sup> Floor Meeting Room  
1 Main Street, Ayer, MA 01432

*Remote Public Participation Meeting Due to the COVID-19 Pandemic in Accordance with the Provisions of the Governor's Emergency Order Pertaining to the Open Meeting Law*

**Attendance:** Scott Houde (Select Board Member); Patrick Diamond (Fin Com Chair); Mark Smith (Fin Com Vice-Chair); Carly Antonellis (Assistant Town Manager); Robert Pontbriand (Town Manager); Lisa Gabree (Finance Manager); Barbara Tierney (Treasurer/Tax Collector; Arrived at 2:18pm)

**Call to Order:** The Executive Bi Board was called to order at 2:00pm using remote public participation (Zoom Meeting) due to the COVID-19 Pandemic in accordance with the provisions of the Governor's Emergency Order Pertaining to the Open Meeting Law.

R. Pontbriand read the following statement into the record: Due to the ongoing COVID-19 Pandemic, Governor Baker issued an Emergency Order Temporarily Suspending Certain Provisions of the Open Meeting Law. 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 broadcast live on Channel 8, Zoom. The public may participate remotely by following the call-in information on the bottom of the live broadcast screen.

**Review/Approve Previous Meeting Minutes:**

The Bi-Board reviewed the DRAFT Meeting Minutes for the previous meeting held on April 15, 2021.

**Motion:** A motion was made by C. Antonellis and seconded by P. Diamond to approve the Meeting Minutes from April 15, 2021. **Motion passed 6-0 by roll call vote (S. Houde, Y; P. Diamond, Y; M. Smith, Y; C. Antonellis, Y; R. Pontbriand, Y; L. Gabree, Y.)**

The Bi-Board received an update on the FY 2021 Budget and CARES funding from L. Gabree.

L. Gabree advised that all FY 2021 Budgets are on target. She continues to process CARES funding requests related to the COVID-19 related expenditures. Funding requests are well within the Town's allocation for reimbursement. She advised that there is a chance that some CARES reimbursement requests may not be covered which would require the Town to fund. She will continue to monitor and advise.

**Review of the FY 2022 Budget Process and Town Meeting:**

The Bi-Board reviewed the past year's FY 2022 Budget Process and the recent Town Meeting which

took place in April.

[B. Tierney joined the meeting at 2:18pm]

Overall, the FY 2022 Budget Process was another success. The Budget Calendar as approved by the Select Board at the beginning of the process is a useful tool. The challenge remains, scheduling enough time in advance toward the end of the process leading up to Town Meeting. The Public Informational Forum's on the Budget are well done, the challenge remains getting more of the public to attend and participate. The Budget Book remains a well-received success.

This past Annual Town Meeting held in April was a success. All Articles before the Town Meeting passed. The Citizens Petition seeking to change the way the Regional School District can borrow funds for projects did not pass. An ongoing challenge is finding the correct balance and stride for presentations on Articles including the Budget Presentation. All the COVID-19 safety protocols were in place and worked well.

#### **Discussion on American Recovery Funding:**

The Bi-Board had a brief discussion on the upcoming American Recovery Funding also known as ARPA funds that the Town will be receiving due to COVID-19. It is anticipated that the Town will receive approximately \$2.3 million in funds and the requirements on the funds appear to be very broad. Funds can be used for infrastructure.

L. Gabree and R. Pontbriand advised that the Town will need to develop the appropriate plan on the use of these funds for the Town. Both advised that significant costs to the wastewater infrastructure could be a key area which would benefit the whole Town.

#### **Review/Discussion of New Business Items:**

R. Pontbriand advised now with the Budget and Town Meeting behind us, the Bi-Board has a list of New Business Items that have appeared before the Bi-Board over the past year which include: Review/Update of the Financial Policies; Development of a Real Property Acquisition Policy; Development of a UDAG Policy; Implementation of the Clear Gov Budget On-line Portal.

The Bi-Board stated that it will begin to look at these items in the year ahead.

#### **New Business:**

There was no new business before the Bi-Board.

#### **Scheduling of Next Meeting:**

The Bi-Board will look to schedule a meeting toward the end of Summer.

**Motion:** A motion was made by P. Diamond and seconded by S. Houde to adjourn the meeting.  
**Motion passed 7-0 by roll call vote (S. Houde, Y; P. Diamond, Y; M. Smith, Y; C. Antonellis, Y.; R. Pontbriand, Y; L. Gabree, Y.; B. Tierney, Y.)**

The Executive Bi-Board adjourned at 2:49pm.

Minutes recorded and submitted by Robert A. Pontbriand, Town Manager

Minutes reviewed and approved by the Executive Bi-Board on: September 28, 2021

Signed: Robert A. Pontbriand 9/28/2021  
Robert A. Pontbriand, Town Manager