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TOWN OF AYER
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Town of Ayer
Executive Bi-Board Meeting Minutes For

Tuesday, July 26, 2022, 2pm

Attendance: Scott Houde (Chair); Fred Aponte (Finance Manager); Barbara Tierney (Treasurer/Tax Collector); Robert Pontbriand (Town Manager); Carly Antonellis (Assistant Town Manager)

Also in Attendance: Kurt Frazkowski (Ayer Finance Committee); Sara Withee (Resident)

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 (June 29, 2022):

The Bi-Board reviewed the DRAFT Meeting Minutes from the June 29, 2022, meeting.

Motion: A motion was made by C. Antonellis and seconded by F. Aponte to approve the June 29, 2022, meeting minutes. **Motion passed (5-0)** by Roll Call Vote: S. Houde, Y; B. Tierney, Y; R. Pontbriand, Y; F. Aponte, Y; C. Antonellis, Y

R. Pontbriand introduced and welcomed Mr. Kurt Frazkowski to the Bi-Board Meeting. Kurt was appointed to the Finance Committee.

FY 2022 and FY 2023 Budget Updates:

F. Aponte advised that his Office is currently closing out FY 2022 and working on the certification process for free cash. There are no major issues currently.

B. Tierney advised that revenues remain on target and the next major tax payments are due in on August 1. There are no major issues currently.

Discussion on Review and Update of the Town's Financial Policies/Timeline for Completion of Review Process:

R. Pontbriand stated that there needs to be a definitive timeline for the review process. He suggested that the Bi-Board have another month to finalize their review and input and then the Financial Policies should be sent to all Town Departments for their review and input. How much time do we give the Departments to review?

S. Houde stated that the Town Departments should be given about a month for review and their input.

R. Pontbriand stated that B. Tierney will send out the Financial Policies to the Bi-Board including a summary of the input on the review/update received to date. The Bi-Board Members will then have until September to complete their review. The Bi-Board will then review these proposed changes at the September meeting and then distribute to the Town Departments for their review for a month. The Financial Policies will then be ready for presentation and review to the Finance Committee and Select Board for the October/November timeframe.

The Bi-Board concurred with this approach.

Discussion on Proposed ARPA Spending Policy and Plan:

R. Pontbriand proposed that F. Aponte contact CLA (the Town's consultant for ARPA Funds) to arrange to have someone from CLA attend the August Bi-Board Meeting to provide an overview of ARPA Funds in terms of what they can and cannot be used for as well as some key consideration for development an ARPA Spending Policy and Plan.

F. Aponte stated that he would also look into some ARPA Spending Policies/Plans from other Towns for the Bi-Board to review/consider.

Initial Discussion on Development of the FY 2024 Budget Process Calendar:

R. Pontbriand stated that it is time for the FY 2024 Budget Process Calendar to be developed which will be reviewed and approved by the Select Board no later than their first meeting in October. He stated that the current calendar format works well but two areas that need to be looked at are the number and timing of DRAFTs of the Budget as well as the timeframe of the final phase of the Budget's development before Town Meeting. The Town remains in a "time crunch" from the time of the Final DRAFT Budget and Town Meeting.

S. Houde asked F. Aponte if the budget process calendar was similar to Sterling's.

F. Aponte stated that it is.

S. Houde presented the idea of having the a "budget tracker" developed from the time the budget is first submitted. This would be a tracking system that would visibly show the budget changes as they are made.

The Bi-Board concurred with this idea of a "budget tracker" system and will further research for consideration.

R. Pontbriand stated that C. Antonellis will provide a DRAFT template of the FY 2024 Budget Calendar for the August Bi-Board meeting for review and further discussion.

New Business:

R. Pontbriand stated that he would like the Bi-Board to consider a future discussion about a new look and format for the Budget and Budget Presentations for FY 2024.

Scheduling of Next Meeting:

The Executive Bi-Board scheduled the next meeting for Tuesday, August 23, 2022 at 2pm on Zoom.

Adjournment:

Motion: A motion was made by F. Aponte and seconded by C. Antonellis to adjourn the Executive Bi-Board at 2:40pm. **Motion passed 5-0** by Roll Call Vote: S. Houde, Y; F. Aponte, Y; B. Tierney, Y; R. Pontbriand, Y; C. Antonellis, Y.

The meeting adjourned at 2:40pm.

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

Minutes reviewed and approved by the Executive Bi-Board on August 23, 2022

Signed:  8/23/2022

Robert A. Pontbriand
Town Manager