



Town of Ayer
Joint Meeting of the Ayer Board of Selectmen
and Ayer Finance Committee
Ayer Town Hall – 1st Floor Meeting Room
Ayer, MA 01432

RECEIVED

MAY 06 2020
10:31 AM
TOWN OF AYER
TOWN CLERK

Broadcast and Recorded by APAC

Tuesday April 7, 2020
Open Session Meeting Minutes

BOS Present: Scott A. Houde, Chair; Jannice L. Livingston, Vice-Chair; Shaun C. Copeland, Clerk

Also Present: Robert A. Pontbriand, Town Manager; Carly M. Antonellis, Assistant Town Manager

Call to Order: S. Houde called the meeting to order at 6:00 PM.

Remote Access: S. Houde stated that pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, MGL Chapter 30A, Section 18 and the Governor's March 15, 2020 Order imposing strict limitations on the number of people that may gather in one place, this meeting of the Ayer Board of Selectmen is being conducted via remote participation. No in-person attendance of members of the public will be permitted, but every effort has been made to ensure that the public can adequately access the proceedings as provided in the Order. S. Houde then gave the directions to the public on how to call into the meeting.

Pledge of Allegiance: BOS members and meeting attendees stood and recited the Pledge of Allegiance.

Approval of Meeting Agenda Motion:

Motion: A motion was made by S. Houde and seconded by J. Livingston to approve the meeting agenda as posted. **Motion passed 3-0.**

Public Input: None

Discussion and Vote to Postpone the Annual Town Meeting Due to the COVID-19 Pandemic: R.

Pontbriand referenced a memo in the packet where he, the Town Moderator, and the Town Clerk are recommending moving the Annual Town Meeting to Monday June 15, 2020 at 7:00 PM due to the ongoing COVID-19 pandemic.

Motion: A motion was made by S. Copeland and seconded by J. Livingston to approve the recommendation to move the Annual Town Meeting to Monday June 15, 2020. **Motion passed 3-0.**

S. Houde stated that the Finance Committee would be participating in the call remotely, per the Governor's revised order. Because the Finance Committee was not on the line yet and the BOS was ahead of schedule, they proceeded with other items of business.

Approval of Meeting Minutes:

Motion: A motion was made by J. Livingston and seconded by S. Houde to approve the meeting minutes of March 9, 2020. **Motion passed 3-0.**

Town Manager's Report: *Administrative Update/Review of Town Warrant(s)*- R. Pontbriand referenced the meeting packet memo, which contains a list of all the warrants signed since the BOS last met.

Coronavirus/COVID-19 Town Preparedness Update – R. Pontbriand thanked all Town Employees for their hard work during the COVID-19 pandemic.

Other – R. Pontbriand gave an update on the Depot Square access project. Powell Construction will begin phase 1 of the Project within the next week, which is replacing the driveway and installing necessary underground infrastructure. S. Houde asked how the Depot Square design was going based on the public input sessions. R. Pontbriand stated that all information compiled at the public forums have been forwarded to MART, who will work with the landscape design firm.

J. Livingston applauded the community of Ayer for keeping the energy level up in the community. S. Houde also announced that the Town will be hosting a “virtual Easter Egg Hunt” on Saturday April 11, 2020.

Three (Pat Diamond, Chair; Terry Harvel, Clerk; Lou Conrad, Member) of the five members Finance Committee (not present M. Selby and M. Smith) were on the phone, which constitutes a quorum.

Call to Order of the Ayer Finance Committee: P. Diamond called the Finance Committee to order at 6:14 PM.

Review and Approval of the Annual Town Meeting Warrant: R. Pontbriand presented two documents, the DRAFT ATM Warrant and the Final DRAFT of the FY 2021 Omnibus Budget. R. Pontbriand noted that the CPC articles are in flux, because the CPC has not had a chance to meet, due to the COVID-19 pandemic. Town Counsel has suggested including Articles 27-29, then having the CPC meet remotely to vote the actual numbers and assessments and they will give a presentation at Town Meeting. R. Pontbriand stated that the omnibus, without the school budgets, represents a 3.3% increase. He noted that the budget was done pre COVID-19, and he and the internal finance team will be monitoring revenues and realize that the budget may have to be adjusted because of the effects of the COVID-19 pandemic. He stated that the Town, through many years of effort, has built up healthy reserve funds.

S. Houde asked that R. Pontbriand go through the DRAFT ATM Warrant and for any members of the BOS, Finance Committee, or members on the phone/Zoom to say “pass” if they would like to revisit a certain article. There were no passes requested.

R. Pontbriand then went through the FY ‘2021 Omnibus Budget line by line; he asked that if the BOS, Finance Committee, or anyone on the phone/Zoom wants to discuss a line item further to say “pass”. The BOS and R. Pontbriand discussed the Regional Dispatch line items. R. Pontbriand reported that this was still under negotiations and there have been delays due to the COVID-19 pandemic, but that all numbers listed in the budget represents Ayer’s portion of the agreement. There were no passes requested.

BOS Motion: A motion was made by J. Livingston and seconded by S. Copeland to approve the Annual Town Meeting Warrant and FY’ 21 budget. **Motion passed 3-0.**

Fin Com Motion: A motion was made by T. Harvell and seconded by L. Conrad to approve the Annual Town Meeting Warrant and FY’ 21 budget. **Motion passed 3-0.**

Adjournment of the Finance Committee:

Motion: A motion was made by P. Diamond and seconded by T. Harvell to adjourn the Finance Committee at 7:16 PM. **Motion passed 3-0.**

New Business/Selectmen's Questions: None

Executive Session pursuant to MGL Chapter 30A, Section 21A: At 7:17 PM a motion was made by S. Copeland and seconded by J. Livingston to enter into Executive Session pursuant to MGL, Chapter 30A, Section 21A Exemption #2 (Non-Union Personnel) Town Engineer Personal Services Contract; Exemption #2 (Non-Union Personnel) Benefits & Payroll Manager Personal Services Contract and to adjourn at the conclusion of Executive Session. S. Copeland further stated that to discuss these matters in Executive Session would be detrimental to the Town's negotiation strategy. **By Roll Call Vote:** S. Houde, aye; J. Livingston, aye; S. Copeland, aye. **Motion passed by Roll Call Vote 3-0.**

Minutes Recorded and Submitted by Carly M. Antonellis, Assistant Town Manager

Date Minutes Approved by BOS: may 5, 2020

Signature Indicating Approval: 