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*Anna Opland*

Town of Ayer

**Executive Bi-Board Meeting Minutes**  
**Tuesday, December 10, 2019, 4:30pm**

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

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

**Absent:** Pat Diamond (Fin Com Chair)

**Call to Order:** The Executive Bi Board was called to order at 4:36pm in the First Floor Meeting Room of Town Hall.

**Review and Approval of the October 22, 2019 Meeting Minutes:**

The Bi-Board reviewed the DRAFT meeting minutes from October 22, 2019.

**MOTION:** A motion was made by S. Houde and seconded by M. Smith to approve the DRAFT meeting minutes from October 22, 2019. **Motion passed 6-0.**

**FY 2021 Budget Update:**

R. Pontbriand gave a brief FY 2021 Budget Update advising that the budget process is on schedule. The initial budget will be transmitted to the Board of Selectmen and Finance Committee by January 3, 2020 in accordance with the Budget Calendar and the initial public presentation of the draft budget will be on January 13, 2020 to the Board of Selectmen and Finance Committee at 6pm.

**Budget Booklet/Annual Report Update:**

C. Antonellis advised that the challenge will be the formatting and printing costs of the budget booklet. The Town has all the information it is just a matter of the organization and format.

R. Pontbriand stated that we are looking to have two separate documents: a budget booklet modelled after this past year's and a reduced Annual Town Report which focuses on the statutory requirements in terms of content.

**Discussion on Content for January 13, 2020 Budget Presentation to Joint Meeting:**

R. Pontbriand asked for input regarding content for the January 13, 2020 initial budget presentation to a joint meeting of the Ayer Board of Selectmen and Finance Committee.

L. Gabree stated that the presentation should indicate that many of the major budget drivers such as the schools' assessments, health insurance, and state aid will be unknown at this time.

S. Houde stated that the presentation should focus on the omnibus budget and the operating budgets of the Town departments. He also suggested comparison slides as well visual graphs are helpful in conveying the budgetary information to the Public.

R. Pontbriand stated that the Town will also solicit budget questions from the public in advance of the January 13, 2020 presentation so that people who cannot attend can still submit questions. He would like to present a DRAFT of the presentation to the Executive Bi-Board at the next meeting before the presentation.

**New Business:**

There was no new business.

**Scheduling of Next Meeting:**

Tuesday, January 7, 2020 at 4:30pm.

**MOTION:** A motion was made by S. Houde and seconded by M. Smith to adjourn the Bi-Board at 5:35pm. **Motion passed 6-0.**

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

Minutes reviewed and approved by the Executive Bi-Board on: January 28, 2020

Signed:  1-28-2020  
Robert A. Pontbriand, Town Manager