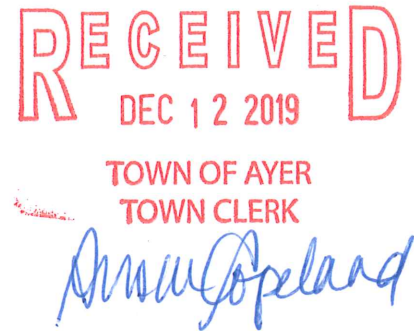


Town of Ayer

Executive Bi-Board Meeting Minutes
Tuesday, October 22, 2019, 5pm

Ayer Town Hall – 1st 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 5:05pm in the First Floor Meeting Room of Town Hall.

R. Pontbriand asked for an amendment to the meeting agenda to include review and approval of the DRAFT meeting minutes from April 30, 2019.

MOTION: A motion was made by S. Houde and seconded by M. Smith to amend the agenda to include review and approval of the DRAFT meeting minutes from April 30, 2019. **Motion passed 6-0.**

Review and Approval of the April 9, 2019 and April 30, 2019 Meeting Minutes:

MOTION: A motion was made by S. Houde and seconded by M. Smith to approve the April 9, 2019 and April 30, 2019 meeting minutes. **Motion Passed 6-0.**

Review/Discussion of the FY 2021 Budget Calendar:

The Bi-Board reviewed and discussed the FY 2021 Budget Calendar.

R. Pontbriand stated that for this budget cycle, the FY 2021 Budget will be initially presented to a Joint Meeting of the BOS and Fin Com in January 2020 at the beginning of the Budget Process. This would be a public meeting in which the public could also ask questions through the BOS Chair. By doing this, everyone will be on the same page with the same information in the same room at the beginning of the process. After this meeting the BOS and Fin Com will then have January and February to work with the Administration on finalizing the Budget. There would then be a second, public, joint meeting of the BOS and Fin Com regarding the Budget in March 2020. At this meeting final details could be addressed and discussed. Additionally, further public input on the budget could be considered. This will also allow the Town some time between March 2020 and Town Meeting in May 2020 to make any final changes/adjustments.

R. Pontbriand added that when he previously met with the Finance Committee, they were supportive of this approach.

The Bi-Board concurred with this approach and selected the following dates for the Public Joint Meetings on the Budget as follows: Monday, January 13, 2020 at 6pm and Monday, March 9, 2020 at 6pm. These dates will be incorporated into the Budget Calendar.

FY 2021 Budget Update:

R. Pontbriand provided a brief update on the FY 2021 Budget. The FY 2021 Capital Budget Directive has gone out to all Departments and all FY 2021 Capital Requests are due by November 4, 2019 with the Capital Planning Committee having its first meeting on December 4, 2019.

R. Pontbriand stated that the Budget Directive is scheduled to be issued on November 8, 2019 and all Budgets will be due back on December 13, 2019 in accordance with the Budget Schedule.

R. Pontbriand stated that the directive will ask for level-funded budgets; no new personnel; any new requests or increases must be clearly delineated and accompanied with an explanation/justification; and there will be a focus on budgetary efficiencies. He asked the Bi-Board for further suggestions.

S. Houde asked about the issue of personnel efficiencies?

R. Pontbriand stated that this of course needs to always be a focus and that the Town really needs to have a third-party professional study/analysis conducted.

S. Houde agreed and suggested looking at the Town of Barnstable as a case study.

The Bi-Board agreed with the points of the budget directive as well as the need for a near future project of a third-party professional personnel efficiency study.

FY 2021 Budget Book Discussion:

The Bi-Board discussed the next Budget Book for FY 2021.

C. Antonellis asked what content in addition to last year would we want to see in this year's version. She stated for example an OPEB section in the Budget Book.

S. Houde stated that he would like to see from the Departments what they want to accomplish in the year ahead. He also asked about combining the Town Report and Budget Book into one document.

The Bi-Board discussed this concept of a single publication which serves as the Town Report and Budget Book like the Town of Northborough. The Bi-Board agreed that this should be the goal for this year.

R. Pontbriand suggested for the next meeting that we determine what the specific requirements for the Town Report are in terms of content and we put together a proposed DRAFT outline.

S. Houde stated that we also need an updated description of the Town, perhaps as part of the introduction of the Budget Book.

New Business Items:

S. Houde stated that we should have the Devens Sewer Contract and Regional Dispatch MOA on our radar screen. Additionally, the financial impacts of Devens disposition will continue to be on the forefront as well as the future of Vicksburg Square. He would also like to look at certain Departments and see if there are opportunities for centralization and efficiencies of operations.

L. Gabree stated that we need to develop a compensated balances budget line item to consider upcoming retirements. Also, the future of the High School Field Project and a new elementary school will be soon. Finally, we do need to update the Budget Model/Forecast.

Scheduling of the Next Meeting(s):


The Bi-Board agreed to have the next meeting on Tuesday, December 10, 2019 at 4:30pm in the First Floor Meeting Room of the Ayer Town Hall.

MOTION: A motion was made by S. Houde and seconded by C. Antonellis to adjourn the Bi-Board at 6:01pm. **Motion Passed 6-0.**

The Bi Board adjourned at 6:01pm.

Minutes Recorded and Submitted by Robert A. Pontbriand, Town Manager

Minutes Reviewed and Approved on December 10, 2019

Signed:  12-10-2019
Robert A. Pontbriand, Town Manager