

EXECUTIVE BI-BOARD

Meeting Minutes From

April 9, 2019

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TOWN CLERK
9:13 AM *lf*

Attendance: Patrick Diamond (Fin Com Chair); Barbara Tierney (Treasurer/Tax Collector); Carly Antonellis (Assistant Town Manager); Robert Pontbriand (Town Manager)

Absent: Selectman Scott Houde; Lisa Gabree, Finance Manager/Town Accountant

Call to Order: The April 9, 2019 Executive Bi-Board Meeting was called to order by R. Pontbriand at 4:35pm in the First Floor Meeting Room of the Ayer Town Hall.

Approval of Previous Meeting Minutes (February 27, 2019):

The DRAFT meeting minutes from February 27, 2019 were presented and reviewed by the Bi-Board.

Motion: A motion was made by C. Antonellis and seconded by B. Tierney to approve the February 27, 2019 meeting minutes. **Motion passed 4-0.**

FY 2020 Budget Update:

R. Pontbriand presented a brief update on the FY 2020 Budget. The Bi-Board reviewed the DRAFT FY 2020 Budget and there were general questions and comments.

DRAFT Financial Policies FINAL Review:

B. Tierney presented the FINAL version of the DRAFT Financial Policies. The Bi-Board reviewed and discussed. The recommended plan would be to send them to the Finance Committee for their review and approval by May 1, 2019 and the BOS to review and approve on May 7th. The Bi-Board thanked B. Tierney for her efforts on this.

Review of Proposed Uses of Free Cash Discussion:

R. Pontbriand presented his March 19, 2019 "Recommended Uses of Free Cash" which he presented to the BOS at that date. The Bi-Board reviewed the recommended uses for Free Cash for FY 2020. There were general questions and comments.

P. Diamond asked what the Town was doing with respect to its OPEB obligations.

R. Pontbriand stated that the Town continues to make considerable investments at each Annual Town Meeting into OPEB using the Town's Meals Tax and a portion of Free Cash. The OPEB Board of Trustees continue to meet quarterly to review and discuss.

C. Antonellis suggested that an "OPEB Progress Report" could be a future component of the Budget Book.

Discussion on Public Outreach Forum on the Budget:

R. Pontbriand advised that this year's budget process/calendar created a "compression" in the budget schedule making the Public Forum on the budget a challenge. He recommended that moving forward that the budget calendar will have the appropriate amount of time scheduled prior to Annual Town Meeting to account for the Public Forum. He further stated that despite this reality for this year, he would still do a Public Budget Information Forum at the Police Station Community Room prior to Annual Town Meeting, invite the Public, and have it filmed by APAC. He will also ask all Financial Departments and Department Heads to attend.

Update on Budget Booklet:

C. Antonellis presented the working DRAFT of the Budget Booklet. C. Antonellis will be connecting with L. Gabree to finalize some of the information.

The Bi-Board reviewed the DRAFT Budget Booklet and agreed to have colored copies printed and provided at Town Meeting.

Town Meeting Budget Presentation:

R. Pontbriand stated that he and S. Houde would divide the presentation for Town Meeting. R. Pontbriand asked P. Diamond what role the Finance Committee would like to play in the presentation.

P. Diamond stated that the Fin Com will be prepared to answer any questions and can speak to their role during the budget review process.

R. Pontbriand stated that there should be one more Bi-Board meeting prior to the Town Meeting on May 7, 2019.

The Bi-Board agreed to meet on April 30, 2019 at 4:30pm for the purposes of finalizing the Budget Booklet and discussing the Town Meeting Budget Presentation.

Motion: A motion was made by P. Diamond and seconded by B. Tierney to adjourn the Bi-Board at 5:30pm. **Motion passed 4-0.**

The Executive Bi-Board adjourned at 5:30pm.

Meeting Minutes Recorded and Submitted by R. Pontbriand, Town Manager

Meeting Minutes Reviewed and Approved on: 10/22/19