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**EXECUTIVE BI-BOARD**

**Meeting Minutes From  
April 30, 2019**

TOWN OF AYER  
TOWN CLERK

9:13AM *lf*

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

**Call to Order:** The April 30, 2019 Executive Bi-Board Meeting was called to order at 4:30pm by R. Pontbriand in the First Floor Meeting Room of the Ayer Town Hall.

**FY 2020 Budget Update:**

R. Pontbriand updated the Bi-Board on the FY 2020 Budget stating that the Town will be featuring the "Article of the Day" on the Town's website highlighting each of the Town Meeting Articles leading up to Town Meeting. He also advised that the Bi-Board now has a web page on the Town's webpage for the purposes of meeting agendas, meeting minutes, and any other materials the Bi-Board wants to post.

**Budget Booklet:**

C. Antonellis presented the DRAFT Budget Booklet. The Bi-Board reviewed the DRAFT and made some final edits and suggestions. The Budget Booklet will be printed in color and distributed at the Annual Town Meeting.

S. Houde thanked C. Antonellis and everyone for their hard work in making the Budget Booklet a reality this year.

P. Diamond commented that the Budget Booklet is a very positive tool for not only Town Meeting but for the Town as a whole.

**FY 2020 Budget Presentation for Town Meeting:**

The Bi-Board discussed the components of the FY 2020 Budget Presentation for Town Meeting and agreed that it should consist of a budget overview; revenue slide; major budget movers slide; operating budget drivers; school assessment slide; and anything that the Fin Com would like to add.

R. Pontbriand and S. Houde to divide up the presentation material for Town Meeting. P. Diamond and Fin Com to offer any public comments at the end of the presentation.

The Bi-Board also discussed the need for the Public Budget Presentation prior to Town Meeting to happen in early April for next year.

S. Houde stated that starting in June we need to be looking at the issue(s) of a new elementary school as not only a Bi-Board Meeting topic but a topic for the BOS and Fin Com.

**Motion:** A motion was made by S. Houde and seconded by P. Diamond to adjourn the Bi-Board.  
**Motion passed 6-0.**

The Executive Bi-Board adjourned at 5:44pm.

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

Meeting Minutes Reviewed and Approved by the Bi-Board on: 10/22/19