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Town of Ayer

Executive Bi-Board Meeting Minutes
Monday, February 3, 2020, 5:00pm

Ayer Town Hall – 1st Floor Meeting Room
1 Main Street, Ayer, MA 01432

Attendance: Scott Houde (Selectman); Patrick Diamond (Fin Com Chair); Mark Smith (Fin Com Vice-Chair); Carly Antonellis (Assistant Town Manager); Robert Pontbriand (Town Manager)

Absent: Lisa Gabree (Finance Manager); Barbara Tierney (Treasurer/Tax Collector)

Others in Attendance: Cindy Knox (I.T. Director); Mr. Lew Alfano from ClearGov

Call to Order: The Executive Bi Board was called to order at 5:03pm in the First Floor Meeting Room of Town Hall.

Presentation by ClearGov on the “Digital Budget Book”:

Mr. Lew Alfano of ClearGov made a presentation to the Executive Bi-Board on their latest budget planning and reporting tool, the “Digital Budget Book” which is a cloud based platform which allows municipalities to report to the public their various budgetary information using an array of formats and tools. Additionally, the “Digital Budget Book” can be used as a budget planning and capital budget planning tool. One of the main goals of the “Digital Budget Book” is to provide a professional centralized location for all the Town’s budgetary information to be accessed and used by departments, employees, and the public.

R. Pontbriand stated that he had met Mr. Alfano at the Massachusetts Municipal Association Trade Show in January and discussed the “Digital Budget Book” with him. This appears to be a potential solution to the Town’s goals of developing an annual budget book which is online (but can be printed); provides for online budget development tools; and provides a centralized, professional platform for the Town to display all of its budget and financial information. Additionally, the “Digital Budget Book” could be used to develop the Annual Town Report moving forward.

Mr. Alfano stated that the “Digital Budget Book” would be available to go live by July 1st and would involve an onboarding call between ClearGov and the Town; an upload of the Town’s financial information from MUNIS; and then a series of development meetings to finalize and customize the Town’s digital budget book. He further advised that the annual cost for this service is \$7,000. However, if the Town signs up before April 1st the \$1800 set up fee will be waived as well as a 25% discount for the first year.

S. Houde liked the concept and the product and asked about the development of a glossary of financial terms. He also asked about the solvency and longevity of ClearGov since they are a relatively new company.

Mr. Alfano stated that they currently do work with one third of the municipalities (including Sudbury and Framingham) in Massachusetts and that they continue to grow as a company. He would be happy to have his CEO talk with the Town further.

S. Houde asked about different levels of users of the digital budget book.

Mr. Alfano advised that you can have different levels of users ranging from the public to specific department heads and personnel.

C. Knox asked about the security protocols of the software used.

The consensus of the Bi-Board was to proceed with further due diligence of the Digital Budget Book which will include, Mr. Alfano meeting with the Finance Manager and Treasurer/Tax Collector; providing further information to the I.T. Director regarding the software security; S. Houde and R. Pontbriand presenting to the Fin Com and BOS; and various follow-up questions from this meeting for Mr. Alfano to research and advise on.

MOTION: A motion was made by S. Houde and seconded by M. Smith to adjourn the Bi-Board at 6:20pm. **Motion passed 5-0.**

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

Minutes reviewed and approved by the Executive Bi-Board on: June 3, 2020

Signed:  6/3/2020
Robert A. Pontbriand, Town Manager