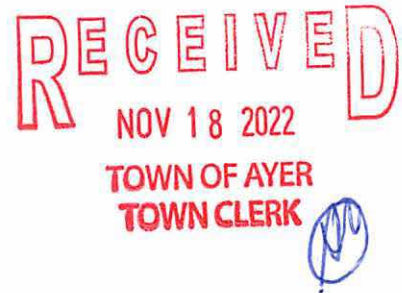


Town of Ayer
Executive Bi-Board Meeting Minutes For
Tuesday, September 13, 2022, 2pm



Attendance: Scott Houde (Chair); Fred Aponte (Finance Manager); Robert Pontbriand (Town Manager); Carly Antonellis (Assistant Town Manager); Barbara Tierney (Treasurer/Tax Collector)

Call to Order:

The meeting was called to order at 2pm on Zoom by S. Houde.

S. Houde read the following statement into the record:

Due to the ongoing COVID-19 Pandemic, in accordance with Chapter 22 of the Acts of 2022, suspending certain provisions of the Open Meeting Law (ONL), public bodies otherwise governed by the OML are temporarily relieved from the requirement that meetings be held in public places, open and physically accessible to the public so long as measures are taken to ensure public access to the bodies' deliberations "through adequate, alternative means." This meeting will be live on Zoom. The public may participate remotely by joining Zoom (Meeting ID# 854 0032 4335) or by calling 929-205-6099. For additional information about remote participation, please contact Carly Antonellis, Assistant town Manager at atm@ayer.ma.us or 978-772-8220 ext. 100 prior to the meeting.

Review/Approval of Previous Meeting Minutes (August 23, 2022):

The Bi-Board reviewed the DRAFT Meeting Minutes from the August 23, 2022, meeting.

Motion: A motion was made by C. Antonellis and seconded by B. Tierney to approve the August 23, 2022, meeting minutes. **Motion passed (5-0)** by Roll Call Vote: S. Houde, Y; R. Pontbriand, Y; F. Aponte, Y; C. Antonellis, Y; B. Tierney, Y

Town Finances and Budget Status Update:

R. Pontbriand discussed the proposed DRAFT Budget Calendar which will be reviewed and approved by the Select Board in October. He asked that the Bi-Board review the DRAFT and let him know if they have any edits or questions.

F. Aponte stated that all was good with the Town's finances and that he is working on certified free cash and plans to submit the balance sheet next week to the Department of Revenue.

B. Tierney stated that August collections went well and that collections remain on target.

Review/Discussion of Proposed Updates/Revisions to the Financial Policies:

R. Pontbriand made a presentation to the Bi-Board regarding proposed updates/revisions to the Financial Policies based on feedback from Bi-Board members.

He proposed the idea of a “working group” to meet to finalize the DRAFT. Once the Bi-Board agrees on a finalized DRAFT of the updates/revisions it should then be sent to the Select Board, Fin Com, and Town Departments for review and input.

Discussion/Review of Proposed FY 2024 Budget Process and Schedule:

The Bi-Board reviewed the DRAFT/proposed FY 2024 Budget Process and Schedule. As previously stated, the Select Board will be approving the FY 2024 Budget Calendar in October.

New Business:

R. Pontbriand and S. Houde proposed a future Joint Meeting of the Bi-Board with the Finance Committee. The focus of the Joint Meeting would be for the newly constituted Finance Committee Members to meet the Bi-Board Members. Additionally, the focus would be an overview of the Town’s finances; Town Financial Policies/ and the Budget Process.

Scheduling of Next Meeting:


The Bi-Board scheduled the next meeting for Tuesday, October 11, 2022 at 2pm on Zoom.

Motion: A motion was made by C. Antonellis and seconded by F. Aponte and seconded to adjourn the Executive Bi-Board Meeting at 2:42pm. **Motion passed (5-0)** by Roll Call Vote: S. Houde, Y; R. Pontbriand, Y; F. Aponte, Y; C. Antonellis, Y; B. Tierney, Y

Meeting adjourned at 2:43pm.

Minutes recorded and submitted by R. Pontbriand.

Minutes reviewed and approved by the Executive Bi-Board on October 25, 2022.

Signed:  10/25/2022
Robert A. Pontbriand
Town Manager