

Town of Ayer
Executive Bi-Board

******DRAFT**** Meeting Minutes for April 11, 2023**

Attendance: Scott Houde (Chair); Barbara Tierney (Finance Manager); Kerry Cooper (Town Accountant); Carly Antonellis (Assistant Town Manager); Robert Pontbriand (Town Manager)

Absent: Kurt Fraczkowski (Fin Com); Sebastian Cordoba (Fin Com Vice Chair)

Call to Order:

The April 11, 2023 meeting of the Ayer Executive Bi-Board 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 2 of the Acts of 2023, suspending certain provisions of the Open Meeting Law (OML), 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 (March 28, 2023):

The Bi-Board reviewed the DRAFT Meeting Minutes from March 28, 2023.

Motion: A motion was made by C. Antonellis and seconded by K. Cooper to approve the March 28, 2023 meeting minutes as presented. **Motion Passed (4-0) by Roll Call Vote: S. Houde, Y; B. Tierney, Y; C. Antonellis, Y; R. Pontbriand, Y.**

Discussion on Budget Book for Town Meeting:

[K. Cooper joined the meeting]

C. Antonellis provided an update on the Budget Book for Town Meeting. She and B. Tierney are finalizing it with the goal to have it posted online by this Thursday or Friday and to prepare to have printed hard copies to distribute at Town Meeting.

S. Houde asked on the status of the Clear Gov.

K. Cooper stated that she actually had a meeting today with Clear Gov and they are in the process of developing the platform based on the budget.

Discussion on Budget Presentation for Town Meeting:

R. Pontbriand provided an overview of the content for the presentation which is based on previous years with slides on revenue; major expenditures and budget drivers; free cash and stabilization/capital stabilization.

S. Houde stated that he would be happy to assist with the presentation at Town Meeting and that it should be 10 to 15 minutes long. Additionally, if the Fin Com has anything to add, it should be incorporated.

B. Tierney stated that we should also highlight the major Capital in the presentation.

R. Pontbriand asked for clarification to keep the school assessment slides which the Bi-Board agreed.

New Business:

Pauline Conley (Resident) asked about the balance in the Fourth of July Revolving Account.

K. Cooper stated that there is over \$10,000 in the Account for this year.

S. Houde stated that there is funding available and there will be additional funding in the omnibus budget for Fourth of July.

Scheduling of Next Meeting:

The Bi-Board scheduled its next meeting for May 16, 2023 at 2pm on Zoom.

Adjournment:

Motion: A motion was made by C. Antonellis and seconded by B. Tierney to adjourn the meeting at 2:30pm. **Motion Passed (5-0) by Roll Call Vote: S. Houde, Y; B. Tierney, Y; C. Antonellis, Y; K. Cooper, Y; R. Pontbriand, Y.**

The meeting adjourned at 2:46pm.

Minutes recorded and submitted by R. Pontbriand, Town Manager.

Minutes reviewed and approved by the Executive Bi-Board on _____.

Signed: _____
Robert A. Pontbriand, Town Manager