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Town of Ayer

Executive Bi-Board Meeting Minutes
Wednesday, June 3, 2020, 2:00pm

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

Remote Public Participation Meeting Due to the COVID-19 Pandemic in Accordance with the Provisions of the Governor's Emergency Order Pertaining to the Open Meeting Law

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

Others in Attendance: Kevin Johnston, Benefits and Payroll Manager

Call to Order: The Executive Bi Board was called to order at 2:00pm in the First Floor Meeting Room of Town Hall using remote public participation (Zoom Meeting) due to the COVID-19 Pandemic in accordance with the provisions of the Governor's Emergency Order Pertaining to the Open Meeting Law.

R. Pontbriand read the following statement into the record: Due to the ongoing COVID-19 Pandemic, Governor Baker issued an Emergency Order Temporarily Suspending Certain Provisions of the Open Meeting Law. 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 broadcast live on Channel 8, Zoom. The public may participate remotely by following the call-in information on the bottom of the live broadcast screen.

Approval of Meeting Minutes:

The Bi-Board reviewed the DRAFT Meeting Minutes for February 3, 2020 and May 14, 2020.

Motion: A motion was made by L. Gabree and seconded by B. Tierney to approve the meeting minutes for February 3, 2020 and May 14, 2020. Roll Call Vote: S. Houde, Y; P. Diamond, Y; M. Smith Y; B. Tierney, Y; L. Gabree, Y; C. Antonellis, Y; R. Pontbriand, Y. **Motion Passed 7-0.**

Update on the Town's Finance and the COVID-19 Pandemic:

R. Pontbriand stated that the Town remains in a strong financial position. Revenues currently remain on target. Costs to the Town due to COVID-19 have not been significant and the Town is eligible for COVID-19 reimbursable funds whether through FEMA, MEMA, or the CARES Act.

B. Tierney stated that in addition to property and excise tax revenues being on target, the use of the Town's online payment platform has greatly increased which is good. People are making their payments timely and online.

R. Pontbriand stated that the Town's Internal Finance Team will continue to monitor revenues and expenditures due to COVID-19 very closely monthly and report to the Select Board and Finance Committee accordingly. Though the situation remains positive for now, things can change drastically and quickly.

FY 2021 Budget and ATM Update:

R. Pontbriand outlined the plan to defer Articles 14, 25, and 26 of the Annual Town Meeting Warrant until the Fall Special Town Meeting. By doing so this will free up approximately \$1.5 million in free cash if the Town needs to address unforeseen COVID-19 financial impacts. Article 14 is the UDAG Replenishment; Article 25 is the Forward Funding of the Town's Pension; and Article 26 is the Stabilization Article.

L. Gabree stated that traditionally the free cash transfer for these Articles are not done until December. By deferring the Town would be prepared to address up to \$1.5 million in unforeseen expenses. We will have a better idea about the financial situation by the Fall Special Town Meeting in October 2020.

S. Houde stated that it makes sense at this time to defer these three Articles to the Fall Special Town Meeting. At which time, the Town Meeting can better assess what actions to take.

R. Pontbriand gave a brief update on the Annual Town Meeting CPC Articles. When the Warrant was approved and printed the Town did not have the exact dollar amounts for some of the CPC Articles due to COVID-19. Since that time, the CPC has met and voted the recommended dollar amounts. The Town will be publicizing this information and providing an updated insert at Town Meeting. Additionally, the CPC will be making a brief presentation on the CPC Articles at Town Meeting.

R. Pontbriand discussed the FY 2021 Budget Presentation for Town Meeting. Before the presentation on the FY 2021 Budget itself, there will be a brief power point presentation explaining the recommendation to defer Articles 14, 25, and 26.

Final Review and Approval of the DRAFT 2020 Budget Book:

C. Antonellis presented the final version of the DRAFT 2020 Budget Book to the Bi-Board for review and approval.

The Bi-Board reviewed the Budget Book and thanked C. Antonellis and all involved for their work on this. The Budget Book will be on the Town's website as well as hard copies provided at Town Meeting.

New Business:

None.

Scheduling of Next Meeting:

The Bi-Board will be looking to schedule another meeting sometime after July 1.

Adjournment:

Motion: A motion was made by S. Houde and seconded by P. Diamond to adjourn the Executive Bi-Board Meeting. Roll Call Vote: S. Houde, Y; P. Diamond, Y; M. Smith Y; B. Tierney, Y; L. Gabree, Y; C. Antonellis, Y; R. Pontbriand, Y. **Motion Passed 7-0.**

The Bi-Board adjourned at 3pm.

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

Minutes reviewed and approved by the Executive Bi-Board on: 11/12/2020

Signed:  11/12/2020
Robert A. Pontbriand, Town Manager