

Town of Ayer

Executive Bi-Board Meeting Minutes
Thursday, April 15, 2021, 2:00pm

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

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

Absent: Mark Smith (Fin Com Vice Chair)

Call to Order: The Executive Bi Board was called to order at 2:00pm.

R. Pontbriand read the following 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, and on Zoom. The public may participate remotely by following the call-in information on the bottom of the live broadcast screen.) For the Zoom meeting information relating to remote participation, please contact Cindy Knox, IT Director at cknox@ayer.ma.us or 978-772-8252 prior to the meeting.*

Review and Approval of the March 25, 2021 Meeting Minutes:

The Bi-Board reviewed the DRAFT meeting minutes from March 25, 2021.

MOTION: A motion was made by P. Diamond and seconded by C. Antonellis to approve the DRAFT meeting minutes from March 25, 2021. Roll Call Vote: S. Houde, Y; L. Gabree, Y; B. Tierney, Y; C. Antonellis, Y; R. Pontbriand, Y; P. Diamond, Y; M. Smith Y. **Motion passed 6-0.**

FY 2021 Budget Update:

L. Gabree advised that at this time revenues are on target and there appear to be no Reserve Fund Transfers needed on the horizon.

FY 2022 Budget Update and 2021 Annual Town Meeting Update:

R. Pontbriand advised that everything is in place with respect to the FY 2022 Budget and the 2021 Annual Town Meeting. The Town is currently promoting Town Meeting online with a centralized webpage that has all of the Budget and Town Meeting information and supporting documents. The Town will also be putting out signs across Town and the "Articles of the Day" are featuring summaries of the Warrant Articles each day on the Town's webpage and social media.

R. Pontbriand further advised that the Annual Town Report and Budget Book will both be available in hard copy at Town Meeting and will then be posted on the Town's website as well. All COVID-19 safety protocols will be in place for Town Meeting.

Review/Discussion of the FY 2022 Budget Presentation for Town Meeting:

The Bi-Board reviewed the proposed format of the FY 2022 Budget Presentation for Town Meeting based on last year's format.

S. Houde stated that the presentation should mention and focus on the Town's Stabilization and Capital Stabilization Balances since this has been a recent topic of interest and discussion.

L. Gabree stated that a notation should be made regarding the Enterprise Funds and the new positions.

R. Pontbriand asked if there was anyone interested in giving the presentation or part of the presentation.

Review/Discussion of the FY 2022 Budget Book for Town Meeting:

The Bi-Board reviewed the DRAFT of the FY 2022 Budget Book for Town Meeting.

New Business:

R. Pontbriand suggested that for the May Bi-Board Meeting he would compile a list of all of the New Business items over the last several meetings so that the Bi-Board can further discuss a plan of action.

L. Gabree stated that an update on the Devens Wastewater Contract negotiations should be added to New Business as well as a discussion on the American Rescue Plan Funds and a policy for the use of the cannabis funds the Town receives.

Scheduling of Next Meeting:


The Bi-Board scheduled the next meeting for Thursday, May 20, 20201 at 2pm.

MOTION: A motion was made by S. Houde and seconded by L. Gabree to adjourn the Bi-Board at 2:46pm. **Roll Call Vote: S. Houde, Y; L. Gabree, Y; B. Tierney, Y; C. Antonellis, Y; R. Pontbriand, Y; P. Diamond, Y; Motion passed 6-0.**

The Executive Bi-Board Meeting adjourned at 2:35pm.

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

Minutes reviewed and approved by the Executive Bi-Board on: May 20, 2021

Signed:  5/20/2021
Robert A. Pontbriand, Town Manage