

Town of Ayer

Executive Bi-Board Meeting Minutes

February 15, 2024, 2pm on Zoom



Attendance:

Scott Houde (Select Board Chair); Kurt Fraczkowski (Fin Com Chair); Andrew Sealey (Fin Com Vice Chair); Robert Pontbriand (Town Manager); Carly Antonellis (Assistant Town Manager); Barbara Tierney (Finance Manager);

Absent: Kerry Cooper, (Town Accountant)

Call to Order:

The February 15, 2024 Executive Bi-Board Meeting was called to order at 2:00pm on Zoom by S. Houde.

S. Houde read the following statement into the record:

In accordance with the provisions of 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 (January 18, 2024):

The Bi-Board reviewed the DRAFT meeting minutes from January 18, 2024.

Motion: A motion was made by C. Antonellis and seconded by B. Tierney to approve the February 15, 2024 meeting minutes. **Motion passed 6-0 by Roll Call Vote:** S. Houde, Y; K. Fraczkowski, Y; A. Sealey, Y; R. Pontbriand, Y; C. Antonellis, Y; B. Tierney, Y;

FY 2025 Budget Process Update:

R. Pontbriand provided an update on the FY 2025 Budget Process. The process remains on schedule in accordance with the Town's Budget Calendar. We continued to develop DRAFT #2 of the Budget which we are planning to transmit to the Select Board and Fin Com by February 16, 2024 with a brief presentation on the changes to DRAFT #2 to be made to the Select Board at their meeting on February 20, 2024. We hope to incorporate the school assessments in DRAFT #2.

2024 Annual Town Meeting Warrant Update:

R. Pontbriand advised that the ATM Warrant remains under development. He will be providing an update on the ATM Warrant at the February 20, 2024 Select Board Meeting and will be sending a memo to the Select Board and Fin Com in this week's Select Board Meeting packet which will have an update and draft outline of the potential Articles. The Select Board will be approving the ATM Warrant at their meeting on April 2, 2024 at 6pm.

Update on the Clear Gov Budget Platform:

C. Antonellis provided an update on the Clear Gov Budget Platform. We are looking to roll this out as part of the Second Public Budget Forum on March 27, 2024. She continues to meet with K. Cooper as they finalize information on the platform.

Scheduling of Next Meeting:

The Bi-Board scheduled its next meeting for Thursday, March 14, 2024 at 2pm on Zoom.

Adjournment:

Motion: A motion was made by A. Sealey and seconded by R. Pontbriand to adjourn the meeting at 2:30pm. **Motion passed 6-0 by Roll Call Vote:** S. Houde, Y; K. Fraczkowski, Y; A. Sealey, Y; R. Pontbriand, Y; C. Antonellis, Y; B. Tierney, Y;

The meeting adjourned at 2:30pm.

Minutes recorded and submitted by Robert Pontbriand, Town Manager.

Minutes reviewed and approved by the Executive Bi-Board on March 14, 2024.

Signed: 
Robert A. Pontbriand, Town Manager