

Town of Bedford Finance Committee
Selectmen's Meeting Room, Bedford Town Hall

Date: October 17, 2013

Finance Committee Attendees: Mike Seibert, Chair; Stephen Steele, Vice-Chair; Meredith McCulloch, Barbara Perry, Stephen Carluccio, Richard Bowen, Tom Busa, Bob Kenney, Ben Thomas.

Other Attendees: Richard Jones, Facilities Director; Mike McAllister, School Committee; Karen Dunn; David Powell; Kim Siebert, Bedford Citizen; Victor Garofalo, Finance Director, Treasurer/Collector; Joanne Monaghan, Recording Secretary for finance committee.

Attachments/Handouts: FY14 Model adjustments; Model 1.1 for FY15. Memo from Veterans Agent Director re: increase in Veterans Agent hours.

Meeting was called to order at 7:31pm.

Meeting Discussions and Actions:

1. Richard Jones presented the Town Hall Renewal Project (MEP). A study has been done to evaluate the current condition of the 10 Mudge Way building to determine the remaining useful life of the mechanical, electrical and plumbing systems. Most systems are beyond the useful life and renewal is required soon to avoid unexpected system failures. The boiler and elevator are at the most risk at this time. Multiple project costs for four phases over 4 years is \$3,553,610, which includes the elevator, fire alarm system, multipurpose room and HVAC. The cost for three phases over 3 years is \$3,296,420; the cost for two phases over 2 years is \$3,170,000. The finance committee asked several questions, and agreed that more details were needed for further discussion of the project. A summary of the cost to borrow was also reviewed.

Motion was made by Tom B to recommend disapproval of Article 13, Bond Authorization-Town Hall Building Systems replacement, seconded by Bob K. *Vote: 9-0-0.*

2. Victor reviewed Model 1.1 and recommended that the Assessors come to a meeting to review the "new growth" revenue estimates which are higher than originally planned. Victor may have more information before the STM. Victor discussed the Police contracts which represent a total contract increase of 3.54% over 3 years. Details of DPW and Police contracts will be put into the dropbox for review. The DPW contract is for FY14-FY16.

Review of Veterans Agent Hours memo dated October 10, 2013. The Selectmen have not yet approved as of October 17. Bedford shares Veteran services with Lexington, and they are requesting funding for 3 additional hours/week (from 15 hours to 18 hours). The budget will need to be amended if this is approved.

Bussing and transportation costs for transitional students were discussed.

Stabilization Fund - Mike suggested that he would prefer to put more into the stabilization fund. The current budget has an unused tax levy of \$515,431.

Motion was made by Rich B to put \$300k into the reserve fund and \$215k to increase the Stabilization fund. No second motion, no vote.

Motion was made by Meredith to put \$100k into the reserve fund and \$415k to increase the Stabilization fund seconded by Barbara. *Vote: 2-7-0.*

Motion was made by Tom B to split the unused tax levy 3 ways--Stabilization fund \$175k, Reserve fund \$175k, and the remaining to unused tax levy seconded by Bob K. *Vote: 7-2-0*

3. Review of STM Articles

Article 7, General Bylaw amendment – sign bylaw-Movable Free-standing signs. Motion was made by Steve S to recommend approval of Article 7 seconded by Rich B. *Vote 7-0-2.*

Article 12, The Selectmen discussed this section, and did not recommend approval of the Bedford Housing Life Management collaborative. Item c. Bedford Housing Authority Life Management Collaborative. Motion was made by Barbara that the finance committee rescind their previous vote to recommend approval of Article 12 item c, seconded by Steve S. *Vote 7-2-0.*

Motion was made by Tom B to recommend disapproval of Article 12 item c, seconded by Steve S. *Vote: 6-2-1.*

Article 15, Amend FY14 Operating Budgets – changes noted:

Sewer revenue, \$4,611,093	Selectmen-Reserve, \$38,551
Water revenue, \$2,863,064	Police Salaries, \$3,205,135
Police Salaries, \$3,152,896	DPW Salaries, \$2,663,007
Police expenses, \$132,794	Youth & Family, \$80,754
Facilities expenses, \$815,309	Finance Committee Reserve Budget, \$175,000
DPW/Equip/materials, \$766,317	

Motion was made by Steve S to recommend approval to amend the FY14 operating budget as noted in Article 15, seconded by Rich B. *Vote 9-0-0.*

Article 16, Appropriate funds for Bedford Police Officers Association Collective Bargaining Agreement-FY13 & FY14. Motion was made by Steve S to recommend approval of Article 16 seconded by Tom B. *Vote 9-0-0.*

Article 18, Stabilization Fund Appropriation. Motion was made by Steve S to recommend approval to appropriate \$175k to the Stabilization fund, seconded by Steve C. *Vote 9-0-0.*

4. **Warrant Assignments**: Article 1, Mike S; Article 2, Steve C; Article 3 – 5 Ben; Article 6 – 8 Steve C; Article 9, Meredith; Article 10, Mike S; Article 11&12, Barbara; Article 13, Steve S; Article 14, Rich B; Article 15, Mike S; Article 16, Tom B; Article 17, Rich B; Article 18, Mike S.

5. **Old Business**: Steve C mentioned that at the CPC meeting, they discussed doing a portion of the Town Hall Renewal Project and that taking on the entire project would limit doing other projects.

6. **New Business**: none to report.

7. **Meetings Attended**:

Planning Board, Steve C attended and noted that the facilities and recreation projects are on the website.

CEC Meeting (Oct 9), Barbara attended. The Fire department is requesting \$32k for space needs study. Also the Police department needs space for storage of large vehicles and documents; there is an ongoing need for space for training purposes. Police call volume is up 38%.

School Committee, Steve S attended and noted they discussed putting together a plan to increase technology at the Middle School, data storage, infrastructure and wireless.

Selectmen's Meeting, Ben attended and noted discussion on the Town Hall Project. Bob K will attend the next Selectmen's meeting.

Police Department, Tom had a discussion with the Police regarding their space needs and building rehab; they would like to have the use of the entire building to free up more space for storage.

Rich B and State Rep Ken Gordon met with the House and Senate Chairs of the Joint Education Committee and the Senate Chair of the Veterans Affairs & Federal Affairs Committee to discuss Ken Gordon's bill to change the Chapter 70 budget rules to reimburse towns for the costs of educating students from military bases.

8. Open Discussion: none
9. Minutes: Steve S made a motion to approve the minutes of October 2, as amended, seconded by Barbara. *Vote: 7-0-2.*
10. Tom made a motion to adjourn the meeting at 10:32pm, seconded by Steve S. *Vote: 9-0-0.*

Finance Meeting Schedule: November 4 (7pm before STM); November 14 and 21;
December 5 and 19;
January 9, 16, 23, 30; February 6, 13, 27.