

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

Date: July 12, 2012

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

Other Attendees: Anne Bickford, School Committee; David Coelho, Dir Finance School Dept; Mike Rosenberg, Selectman; Dave Grunes, Chief of Fire Dept; Richard Callaghan, Dir Library; Kim Siebert MacPhail, The Bedford Citizen; Victor Garofalo, Finance Director, Treasurer/Collector; Joanne Monaghan, Recording Secretary for finance committee.

Attachments/Handouts: Memo from Rick Reed, Municipal Vehicle Assignment Policy; Reserve Fund Transfers; Summary of municipal vehicle use.

Meeting was called to order at 7:30pm.

Meeting Discussions and Actions:

1. Reserve Fund Transfers:
 - a. Facilities: Motion made by Barbara P to approve a Reserve Fund Transfer for \$4,483.60 for Town Hall re-roofing in FY2013, seconded by Tom B. *Vote: 6-0-0*
Motion made by Barbara P. to approve a Zero Fund Transfer for \$7,516.40 for Town Hall re-roofing and chimney repair in FY2013, seconded by Rich B. *Vote: 6-0-0*
 - b. Library: Motion made by Barbara P to approve a Reserve Fund Transfer for \$13,154.52 for the library. Funds needed to pay for earned vacation of retired employee, seconded by Tom B. *Vote 6-0-0.*
 - c. Fire Department: Motion made by Barbara P to approve a Reserve Fund Transfer for \$29,170.00 for fire department salaries. Funds needed to pay for salaries due to family leave backfill, seconded by Stephen S. *Vote 6-0-0*
 - d. Facilities: Motion made by Barbara P to approve a Reserve Fund Transfer for \$7,565.00 for a compressor for the fire department, seconded by Rich B, *Vote 6-0-0.*
2. Update on cost of Lane school roof, repaired in April 2012, final cost of \$43,318.00
3. Old Business: none
4. New Business:

Rich B inquired about the Investment of OPEB Trust and if the rate of return could be increased.
Review of coverage for Selectmen's meetings.
Aug 20 and Sept 4, Barbara P
September 17, Rich B
October 1, Meredith M.
5. Review of Municipal Vehicle Assignment Policy presented by Steve S. Selectmen working on updating the vehicle usage policy, discussion noted that it would be helpful to look at each position to see if there is a need for a vehicle, also review of the factors in the emergency response needs.

Police and Fire Chiefs have specialized vehicles because of emergency response. It was suggested that the town should not be paying for commuting time; another option is to build a garage to store vehicles, tools, etc. Three Options were noted: 1- Assign vehicle to person; 2- Pooled vehicles in secured location; 3- Reimbursement for mileage.

Steve S will update on further issues at next meeting.

6. Meetings Attended:

a. Fields Committee, Rich B. attended. Task list drawn up. Discussed comparison of fields of Bedford with other towns and populations served; analysis of # users/field and the field expansion plan; meetings to continue.

b. Capital Expenditure Database Meeting, Barbara attended. Discussed criteria for ranking projects; town employees are inputting data into the asset management system; will review results at their next meeting.

7. Minutes: Motion made by Rich B. to recommend approval of June 21, Finance Committee minutes as amended, seconded by Barbara P. *Vote: 6-0-0.*

8. Tom B. made a motion to adjourn the meeting at 8:35pm, seconded by Steve S. *Vote: 6-0-0.*

Finance Meeting Schedule: August 9, September 6.