

**Town Of Bedford  
Finance Committee  
March 24, 2016, 7:30PM  
Selectmen's Meeting Room**

*Members Present:*

Ben Thomas, Paul Mortenson, David Powell, Elizabeth McClung, Richard Bowen, and Thomas Busa.

Absent: Stephen Carluccio, Stephen Steele, Karen Dunn

Quorum: Yes

*Others Present:*

Finance Director: Victor Garofalo, Town Manager: Richard Reed. Facilities: Tassir Allani. TBA Architects: Bob Jefferies, Justin Humphries. School Committee: Michael McAllister. Selectmen: William Moonan, Mike Rosenburg. Moderator: Cathy Cordes. Planning: Jeff Cohen.

***Proceedings:***

*Meeting called to order at 7:39 by Ben Thomas, Acting Chairman.*

**Motion:** Movement by David Powell to approve meeting minutes of March 17, 2016, as amended.

Motion approved

5:0:1

**Agenda Item A:** Lane School Project- Article 18

*Superintendent Sills introduces Justin Humphries and Bob Jefferies of TBA architects.*

*Mr. Humphries presents the "TBA Schematic Presentation."*

- Mr. Humphries states that TBA architects began this project as a feasibility study; they are now in the schematic design process. Several design options for expansion and renovation were developed.
- The architects reviewed their options and received feedback from town sources including the school committee, a conservation agent, the Fire Department, the Building Department and the DPW.
- Conceptual design option 1c has been selected; this design will allow for the addition of 5 new classrooms. The plan allows for expanded space at the west wing of the current building. Interior work will include: reconfiguration of a main office and nurse's area, and transformation of a computer lab into two foreign language classrooms. Code associated work includes expansion of the cafeteria and reconfiguration of an existing staircase.

- Expansion will take place on the west side of the current building. Tree area will be cleared in order to enable Fire Department access around the perimeter of the building. Relocation of the playground will allow for the parking deficiency to be addressed, and for the driving path (specifically the pickup/ drop-off loop) to be expanded.
- Mr. Humphries states that TBA has developed a full set of schematic documents. Roof sustainability, mechanical, electrical and plumbing data have all been researched and considered. It has been determined that the building and existing system have an adequate capacity for these extensions.
- The west wing extension allows for two full-size classrooms on each floor. This space creates room for a second academic wing and an associated bathroom. This addition also includes room for a special Ed conference and office space as well as a second (code enforced) bathroom.
- Many of the existing offices and spaces will remain but will be resized to accommodate the expanding population. This method has allowed for “substantial” cost savings as measured with former plans.
- The cafeteria will be expanded and will include four means of egress, allowing for code compliance. An existing staircase will be widened to accommodate code as well as the growing population of students.
- The total cost of construction is estimated at \$4,091,985  
It is confirmed that this estimate is an “all in” bid and is inclusive of construction document costs (included in A/E fees.)

*During a question and answer segment it is determined that:*

- The school committee has voted on this article.
- The budgeted furnishings are “durable furnishings,” which include desks chairs and smart board projectors.
- Solar panel systems have been researched. The old and newly designed school rooftops are capable of supporting solar panels. Mr. Allani mentions that the concept of solar panels was initially ruled out. However, due to recent state funding changes, this may be reconsidered.
- The cost estimates are considered to be accurate. TBA performs their own estimate as well as utilizing an independent estimator. It is assured that estimates are typically “very close.”

- Mr. Humphries affirms that upcoming changes to the building codes are not believed to have an impact on the project.
- Estimating from the enrollment study data, Mr. Sills indicates that the planned renovations are expected to provide enough space for the next 10-15 years. There are options for additional classroom space, which can be revisited in the future. An example is provided in which a floor division could be installed into an existing two-story art room.
- It is confirmed that the project allows the space for enrollment needs to be met September 2016 and 2017. Mr. Sills affirms that there will not be a need for the additional space until September 2017.

**Motion:** Richard Bowen moves to approve Lane School warrant article-18.

Motion passed

6:0:0

- FinCom expects to hold a formal vote on the matter of Lane School financing (exempt or non) prior to town meeting Monday, March 28. This will allow the committee ample time to review new materials. Mr. Garofalo will provide meeting information to the committee.

**Agenda Item B: Model 3.3**  
*Bedford Budget Model FY 2016-2020*

- Mr. Garofalo reviews the estimated assumptions that were taken in the modeling. It is noted that all assumptions made are under the condition that the Lane School project is processed under the cap.
- Changes from the last FinCom meeting have been incorporated into the model. The model will be modified further after ATM.

*The committee provides comment:*

- Multiple members of the committee believe that the Lane school can be afforded through the tax levy without an override.
- Mr. Reed informs that if the Lane article were processed as under the cap, essentially \$500,000 would need to be cut a year from the planned capital spending (done in modeling) in order to maintain the MITRE unused levy capacity. Mr. Reed later states that the town has a six-year plan with identified, specific projects. If the lane school project is processed as non-exempt it will impact the ability to carry out this plan.

- It is reinforced by Mr. Garofalo that Free Cash is historically a wild card; as such the budgetary number should not be relied upon.
- It is voiced that the town schools have historically been the largest wildcard to the budget. It is stressed that it will always be top priority to take care of the schools financially. It is argued that the town should pay for items under the levy while it is an option, and that exceptions will be considered when necessary.

**Agenda Item B:** Town Meeting Warrant Article Recommendations  
*Acting chair, Ben Thomas reviews assignments among the committee*

- It is determined that Steven Steele will present the Lane School article-18.
- The Board deliberates regarding action items: It is ensured and confirmed that all present committee members are comfortable with their assigned recommendations.

**Agenda Item E:** Old and New Business

*Fincom Presentation*

It is requested that the FinCom ATM presentation is edited to account for the total school budget amount. The Committee stresses the importance of accuracy; the current slide is considered misleading. It is determined that this topic will be revisited among the committee.

- The next FinCom meeting is scheduled prior to ATM on Monday, March 28<sup>th</sup> the meeting will occur in the Auditorium at 7:15pm.
- The Selectmen will be meeting in the Principal's Conference Room located within the High School on Monday, March 28<sup>th</sup> at 6:30pm. Attendance is strongly suggested by committee chairman, Stephen Steele.
- FinCom will also meet in the Library Conference Room located within the High School the following day, Tuesday, March 29 at 6:30pm.

*Adjournment at 10:15 governed by Ben Thomas, Acting Chairman.  
Minutes submitted by Michelle Racette, Recording Secretary.*