

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

Date: November 10, 2011

Finance Committee Attendees: Tom Busa, Chair; Barbara Perry, Richard Bowen, Stephen Steele, Stephen Carluccio, Michael Seibert, Meredith McCulloch, Bob Kenney.

Other Attendees: Ben Thomas; William Moonan, Selectman; Glenn Garber, Director, Planning Board; Jonathan Silver, Planning Board; Ed Pierce, School Committee; Matt Schick and Joe Kaufman, Bentley College; Victor Garofalo, Acting Finance Director, Treasurer/Collector; Joanne Monaghan, Recording Secretary for finance committee.

Attachments/Handouts: Budget Model version 2.1, FY13 and summary.

Meeting was called to order at 7:30pm.

Meeting Discussions and Actions:

1. Jon Silver and Glenn Garber presented their request for an increase in the budget for FY12. They are requesting a transfer of funds (\$13,000.00) from the existing salary line item for other expenses which includes:
 - a. Extending the part-time intern for another semester to help with the comprehensive plan. The funding for this student will run out in mid-December, and was budgeted at \$1,506.00 for FY12; they are asking for an additional \$4,000.00 for FY12.
 - b. Covering a shortfall in expenses for operating costs @\$2,000.00 as well as direct costs involved in preparing the comprehensive plan @\$7,000.00, which includes photocopying, printing, communications and travel. This is a total of \$9,000.00.
 - c. There is only a balance of \$813.00 remaining in the FY12 expense budget for indirect expenses as of this date.
 - d. Discussion and questions continued with the Planning Board members and the Finance Committee. Concerns were noted that this budget shortfall was brought to the attention of the FinComm late in the year. There are legalities that need to be addressed before any transfer of funds can be approved, and the Town's Legal counsel will be contacted to review the requests.

2. Victor reviewed changes to the FY13 model version 2.1:
 - a. Sewer Revenue changed, increase of \$100k.
 - b. Salary changes throughout several departments due to the reduction of the 52 week work period, which was 52.2 weeks in FY12. Not all contracts have been settled yet. There is also re-structuring going on in some departments, which will affect salaries.
 - c. Line item was added to the FY13 budget for expenses for the comprehensive plan for the Planning Board.
 - d. Discussion continued on the costs for health insurance in FY13, and it was agreed that there would be a reduction of \$500k at this time, and hope for more savings when the plan is finalized.

- e. Board of Health and Assessors representatives will be at the next FinComm meeting (Nov 17) to discuss FY13 budget.
3. Old Business: Tom Busa asked who the liaison to the Library is, and Bob Kenney volunteered.
 4. New Business: None
 5. Meetings attended:
 - a. School Committee, new Superintendent, Jonathan Sills was appointed, pending contract approval
 - b. Selectmen's meetings: no meeting on November 21; November 28, meeting Tom B will represent; meeting on December 5, Bob agreed to represent.
 6. Review of meeting minutes from November 3, FinComm meeting by all members. Minutes were approved as amended. Michael Seibert made a motion to approve the Nov 3, minutes as amended and Barbara Perry seconded the motion. *Vote was 8 - 0 - 0.*
 7. Agenda items for next meeting: Board of Health and Assessors to attend for FY13 discussions.
 8. Richard Bowen made a motion to adjourn the meeting at 9:23pm and Stephen Carluccio seconded the motion. *Vote was 8 - 0 - 0.*
 9. Next meeting to be held on November 17, 2011 at 7:30pm