

Regular Session Minutes – Selectmen’s Meeting
Selectmen’s Meeting Room, Town Hall
Monday, January 13, 2014, 7:30 p.m.

PRESENT: William S. Moonan, Chair, Margot R. Fleischman, Caroline Fedele, Michael A. Rosenberg, Mark Siegenthaler, and Town Manager Richard T. Reed

ALSO PRESENT: Matthew S. Hunt, CliftonLarsenAllen (CLA) LLP, CPA; Finance Director Victor Garofalo; School Finance Director David Coelho; Town Accountant Debra Champagne; Public Works Director Roy Sorenson; Volunteer Coordinating Committee member Joseph Piantedosi; Finance Committee members Barbara Perry, Ben Thomas, Steve Steele and Elizabeth McClung; Assistant Town Manager Jessica Porter; James Shea, 30 Independence Road; and Press Representative Meredith McCulloch

14-153 FY13 Fiscal Audit Presentation – Sullivan, Rogers & Company, LLC

Town Manager Richard Reed introduced Matthew Hunt of CliftonLarsenAllen, along with Finance Director Victor Garofalo to give the FY13 Audit Report.

Mr. Hunt announced that Sullivan, Rogers & Company, LLC just merged with CliftonLarsenAllen, LLC and that the merger greatly benefits all their state and local government accounts, as these accounts represent a very large piece of their practice. He noted that nationwide they are a top 10 audit firm. The same audit team from Massachusetts worked on Bedford’s audit; therefore, this merger meant that they had greater resources available to them.

Mr. Hunt announced that Bedford’s financial records were well organized and received an unmodified auditor’s opinion, as well. There were no misstatements.

Mr. Hunt reviewed the financial statement’s key components pointing out that the Town had \$18 million at the end of the year in its fund balance. There is \$3 million in Other Post-Employment Benefits (OPEB), \$1 million in the special pension fund; and \$1.6 million in funds encumbered or obligated. The Town has an unassigned fund balance of \$6.9 million. He covered the Ambulance Enterprise Fund noting that the Town has \$1.3 million higher than anticipated income due to the cost savings from the GIC insurance switch. Overall the Town had a good year financially.

Comments on the Management letter included the school grant funds, tower license fees, student activity funds and pension accounting and financial reporting. Mr. Hunt gave accounting advice on each of these topics. Mr. Garofalo and Mr. Coelho noted the suggestions and plans to institute them this year.

The Selectmen thanked Mr. Hunt for his presentation and the Finance Department staff for a job well done.

14-154 Volunteer Coordinating Committee – Recommendations for Committee Chair Responsibilities

Chair Moonan noted that Volunteer Coordinating Committee (VCC) Chair Carol Amick was unable to attend the meeting and referred to an email she sent him this evening with last minute comments and suggestions for this document. Mr. Moonan shared the email with his fellow Selectmen.

VCC member Joseph Piantedosi presented the document entitled “Town of Bedford Committee Chairperson Responsibilities”. The VCC members determined that it would be a helpful aid to all committees since some do not seem to follow protocol. Mr. Piantedosi noted that this document took several months to develop and finalize. The VCC would like the Selectmen’s input and hoped they would ultimately adopt it. It is the VCC’s intent to distribute this document yearly to all committee chairmen, and to be used at the yearly training program for committee members.

Comments received from the Selectmen were:

- Encourage every committee to annually rotate the chairs.
- Change the word “Normally” to “Customarily” on the 9th bullet. It was also pointed out the Chairs do not make motions.
- Town Counsel is misspelled on the second page.
- Be very explicit on the definition of what constitutes a quorum.
- The VCC, working as a whole, should make any last minute edits and resubmit when finalized so the Selectmen can adopt the document.

The Selectmen thanked Mr. Piantedosi for the VCC’s efforts in creating this document and look forward to adopting the final product.

14-155 Miscellaneous Action Items – Chapter 268A, Section 20(b) Exemption – Olga Chambers-Maher and One-Day Special Liquor License – Via Lago, Inc. – Old Town Hall – March 22, 2014

Mr. Rosenberg made a motion to issue a Chapter 268A, Section 20(b) Exemption to Olga Chambers-Maher as a Program Leader. Ms. Fleischman seconded the motion.

The motion passed 5-0-0.

Mr. Siegenthaler made a motion to issue a One-Day Special Liquor License to Via Lago, Inc. for an event at Old Town Hall on March 22, 2014. Mr. Rosenberg seconded the motion.

The motion passed 5-0-0.

14-156 Minutes – Regular Session January 6, 2014

Mr. Rosenberg made a motion to approve the Regular Session Minutes of January 6, 2014, as amended. Ms. Fedele seconded the motion.

The motion passed 5-0-0.

14-157 Town Manager's Report

Town Manager Reed announced that the deadline for Petitioner's Articles for Annual Town Meeting was this afternoon at 4:00 p.m.; no petitions were received. He indicated that staff is putting together a list of articles for the Warrant. He indicated that there may be a zoning amendment by the Planning Board relating to recent FEMA floodplain maps. The annual salary bylaw amendment will be on the January 27th agenda.

14-158 Open Discussion

Mr. Rosenberg asked what was happening with the commercial building at 201 Burlington Road. Mr. Reed responded that they are installing a whole new façade (or re-skinning) on the front of the building to make its appearance more attractive and modern.

Mr. Rosenberg announced that April 14th is the first night of Passover. If there is a Selectmen's meeting scheduled for that evening, he will not be in attendance. Mr. Moonan also noted that he will be unable to attend any meeting in April due to his upcoming knee surgery. The Selectmen agreed to meet on April 7th and then have a 3 week break.

Mr. Rosenberg announced that at the January 23rd HATS meeting both members of the house and senate will be in attendance. He felt it would be an interesting discussion on priorities and progress on different areas.

Ms. Fleischman noted that at the January 23rd Zoning Board of Appeals meeting, the former Travelodge will be discussed. She needs to find out from staff if they are seeking a special permit or a variance since the plan is for a bank rather than a restaurant.

Ms. Fleischman also remarked that the DPW has made the Field Use Policy Signs in accordance with the Selectmen's directive. The DPW will install the signs before spring. She also noted that by scanning the sign with your iPad or iPhone, it will bring up the rules and regulations.

Ms. Fedele discussed the reactions of Youth & Family Services board members she has spoken to regarding the Alcohol Policy amendment which would allow restaurants to serve 1 or 2 drinks before ordering a meal. At last week's Youth & Family Services meeting, the attendees were wondering what the Selectmen's thought process was behind this decision. They were concerned what affect and message it would send to

Bedford's youth. Ms. Fedele noticed that it was split decision by the attendees and surmised that it would likely be a topic of discussion again at their next meeting.

Mr. Moonan announced that Reverend Lorrie Dunham's house (School Ave) is up for sale and that the Town may want to consider her house as its future museum site due to its close proximity to the Town offices, and the fact that the house is filled with murals painted on the walls by Rufus Porter. His paintings are also located in the Multi-Purpose Room at Town Hall and at the Job Lane School.

14-159 Executive Session – Collective Bargaining Strategy Discussion – Bedford Permanent Firefighters Local 2310 IAFF

Mr. Rosenberg made a motion to enter into Executive Session for the purpose of discussing collective bargaining strategy, not to return to Regular Session. Mr. Siegenthaler seconded the motion.

The Selectmen were polled: Siegenthaler, aye, Rosenberg, aye, Moonan, aye, Fleischman, aye and Fedele, aye.

The Regular Session adjourned at 8:34 p.m.