

Capital Expenditure Committee

Meeting Minutes
Wednesday, February 16, 2022, 7:00 PM
Virtual Meeting

Members in attendance:

Mary Ellen Carter	Brad Morrison
Stephen Steele	Tony Battaglia
John Carbone	William Moonan (arrived after roll)

Members not in attendance:

Dave McClung	Keith MacDonald
Tom Rowan	

Other Attendees:

Amy Fidalgo – Assistant Town Manager	David Grunes – Fire Department Chief
Sarah Stanton – Town Manager	

Meeting was called to order at 7:01 PM, noting that a quorum was present.

1. Remote Meetings Guidelines

Mary Ellen Carter provided a procedural overview of the guidelines for remote meetings in keeping with pronouncements made by Governor Charlie Baker on March 12th and 15th of 2020. Attendance was then taken by roll call.

2. Review and Approval of Minutes

Voting on the minutes was postponed as not everyone had finished reading them.

3. FY23 Warrant Recommendations

Mary Ellen Carter began by pointing out there are four warrant articles that the Committee needs to vote on: Article 7 Capital Projects, Article 8 Fire Station Land Acquisition, Article 9 Fire Station Design and Project Management and Article 10 Sewer Inflow & Outflow.

Amy Fidalgo updated the Committee on the latest recommendations from other boards: the Select Board recommends all four Articles and the Finance Committee recommends Article 8 and will be discussing the other articles at their next meeting.

A motion to approve Article 8 Fire Station Land Acquisition was made by Steven Steele and seconded by Tony Battaglia. William Moonan recused himself from any discussion and voting as he is an abutter to the property. The motion was approved by a vote of 5-0-0. (William Moonan recused.)

A motion to approve Article 9 Fire Station Design and Project Management was made by Steven Steele and seconded by Tony Battaglia. William Moonan recused himself from any discussion and voting as he is an abutter to the property. The motion was approved by a vote of 5-0-0. (William Moonan recused.)

A motion to approve Article 10 Sewer Inflow & Outflow was made by Steven Steele and seconded by John Carbone. The motion was approved by a vote of 6-0-0.

There was a discussion about Article 7 Capital Projects:

- Mary Ellen Carter will edit the Article for clarity – please send her any suggestions soon so it can be shared with Amy Fidalgo in a timely manner.
- The only change in the article was a slight decrease in the yearly SAS charge of the MUNIS conversion to \$195,000 yearly (from \$227,00) for the 3 years of the conversion.
- There was a brief discussion about whether the MUNIS conversion was open-bid or sole-source and if other companies could bid on the request. Town Finance Director Dave Castellarin would be the best person to answer those questions.
- Longer discussion about the proper funding of some items: part of the MUNIS bonding includes operating budget expenses, and a number of items (particularly computers) with expected lifetimes of less than five years which goes against the Town Fiscal Policy of only bonding items that have a lifetime of five years or greater.
- While the Committee is not charged with looking at funding when discussing projects, some felt that since the Warrant explicitly states the funding of the project, the Committee should take that into consideration.
- The concerns of these items are only about the proper funding and not on the merits of the projects.
- Discussion of whether to approve Article 7, except for line items 26, 27 and 34 and making those recommendations at Town Meeting or just holding the recommendation for the whole Article 7 for Town Meeting.

Motion to give the Committee’s recommendation at Town Meeting for Article 7 was made by William Moonan and seconded by Steven Steele. Motion passed 6-0-0.

Mary Ellen Carter will follow up with the chairs of the Finance Committee and Select Board and will call for a meeting of the Committee after the issues are resolved. This meeting should be before March 11 so that William Moonan can participate.

Mary Ellen Carter shared on screen a document that was used years ago as a more formal guidance to the Department Heads when presenting to the Committee so they would be prepared to answer several common questions. It may be beneficial to revisit this.

4. Next Meeting Dates

- A meeting to discuss Article 7 again will be scheduled after the Select Board and Finance Committee have had a chance to meet. Date TBD, but before Town Meeting
- Possibly a meeting before the summer to give Department Heads guidance on next year’s capital projects discussions.

5. Documents & Exhibits Used

- Capital Expenditure Committee Agenda for 2/16/2022
- Draft of Bedford ATM Warrant dated 2/2/22
- Town of Bedford Fiscal Policies date November 2012
- “Capital Questions” shared onscreen

6. Adjournment

Motion to adjourn was made by Stephen Steele and seconded by Tony Battaglia. The motion was approved by a vote of 6-0-0.

The meeting adjourned at 7:58 PM.

Respectfully submitted by David McClung, Clerk.