

**Town of Bedford Finance Committee**

**Remote Meeting - Zoom**

June 23, 2022

**Minutes**

Finance Committee Members in attendance: Stephen Carluccio (Chair), Paul Mortenson, Stephen Steele, Karen Dunn, Erica Liu

Others in attendance: David Castellarin, (Finance Director); Julie Kirrane, (Schools – Finance Director), Emily Mitchell (Select Board)

Chair Carluccio called the meeting to order at 7:04 pm.  
Reads Remote Meeting Guidelines.  
Calls the Roll of Committee Members in attendance.

Noted for the record that the meeting is being recorded by Bedford TV

**I. REGULAR BUSINESS**

**1. Public Comment**

None

**2. Review/Approve Minutes**

Minutes of February 3, 2022

Motion to approve the Minutes of the February 3, 2022 meeting by Member Steele

Second by Member Mortenson

Roll call of Members in attendance

Vote: 5-0-0

Motion carries

**3. FY 2022 Reserve Fund Transfer Requests**

Chair Carluccio suggests starting with the Schools and recognizes Julie Kirrane, Schools Finance Director.

Ms. Kirrane refers to the Memorandum she has submitted with respect to the reserve fund requests. Notes that the budget involved here was proposed in December of 2020. Refers to Covid and ARPA. Had planned to need a higher reserve fund request than now being made.

Member Steele asks about potential application of further ARPA funds.

Member Dunn notes that to come within 1.3% of your budget is a great job.

Member Liu asks for further information on the out of district tuition costs.

Ms. Kirrane discusses these costs and explains the numbers sought here.

Chair Carluccio also explains what goes into these costs.

Chair Carluccio notes that there are opinions among Board members that these costs should be included in the yearly budget rather than going through this process every year.

Member Dunn also suggests that work should be done on that.

Ms. Kirrane notes that there are various options and that they will be happy to bring them forward for further discussion.

Chair Carluccio asks for a motion on this request.

Motion to approve the Schools transfer request in the amount of \$575,017

Second by Member Mortenson

Roll call of Members in attendance

Vote: 5-0-0

Motion carries

Chair Carluccio refers to Mr. Castellarin for Town Reserve Fund Transfer requests.

1. Minuteman Tech

Mr. Castellarin discusses additional student's costs and future student costs.

2. Assessors

Mr. Castellarin discusses reasons for this request in the amount being sought.

Member Dunn asks for further explanation of how the numbers were reached here.

Mr. Castellarin explains how these numbers were reached.

3. Legal Services

Mr. Castellarin explains the present balance in this line item being a negative \$61,824 and the transfer request is for \$140,000. Explains the unusual legal expenses for this period.

4. Snow and Ice

Mr. Castellarin explains the overtime amounts included here. Also explains the number of snow and ice events and the time frame covered. DPW is still waiting for a few bills here and is asking for an amount up to \$200,000.

5. DPW Energy

Mr. Castellarin notes the shortage of \$50,975 with an expectation of more gas bills to come in. The request is for up to \$100,000. Notes gasoline cost increase, increased sewer electrical caused by high ground water. Also notes the balance of the request is related to diesel and natural gas consumption increases.

6. Recreation Salaries

Mr. Castellarin discusses request for \$45,000 related to the retirement of the longtime Director including significant sick/vacation buyback. This will cover the deficit here.

Chair Carluccio takes determines number of these categories that no Member has questions. No questions for Minuteman Tech, Snow and Ice and Recreation Salaries.

Member Steele asks Mr. Castellarin how the Town's finances look overall.

Mr. Castellarin states the Town is looking very good overall at this point. Revenue up significantly from what had been estimated.

Chair Carluccio asks for motion to approve the three categories that no one had any questions on.

Motion that the Finance Committee approve the requests for Minuteman Tech (\$24,280), Snow and Ice (Not to exceed \$200,000 for snow materials and snow overtime of \$11,638) and Recreation Salaries (\$45,763) by Member Mortenson

Second by Member Dunn

Roll call of Members in attendance

Vote: 4-0-1

Chair Carluccio recognizes Select Board Chair Emily Mitchell.

Member discussion about status of Members receiving actual numbers.

Chair Carluccio suggests moving on to the other 3 line items.

Motion that we approve Assessor's request for Reserve Fund transfer in the amount of \$16,000 by Member Dunn

Second by Member Mortenson

Roll call of Members in attendance

Vote: 5-0-0

Motion carries

Chair Carluccio asks for any questions on Legal Services.

Member Steele asks if we can use ARPA funds to fund the fire station legal fees.

Mr. Castellarin cannot answer this.

Ms. Mitchell states that she does not believe so but is not certain about it.

Mr. Castellarin states that this account is currently a negative \$61,000. Estimating further bills to come in which will then total \$140,000.

Chair Carluccio discusses the amounts involved here and would suggest the Finance Committee be given further detail on these items.

Motion to approve Reserve Fund Transfer in the amount of \$140,000 to Legal Expenses.by Member Dunn

Second by Member Mortenson

Member Steele asks to get an opinion on use of ARPA.

Roll call of Members in attendance

Vote: 3-0-2

Chair Carluccio asks for any questions on DPW Energy.

Member Liu asks for further information on these extra costs.

Chair Carluccio notes that in the future, we should have additional information on long term contracts for these items.

Motion to approve Reserve Fund transfer for DPW Energy in the amount of \$100,000 by Member Dunn

Second by Member Mortenson

Roll call of Members in attendance

Vote: 5-0-0

Motion carries

Motion to approve the Minuteman Tech Request for Transfer of \$24,280, Snow and Ice Request for Transfer of \$11,638 and Snow Overtime for an amount not to exceed \$200,000 and Recreation Salaries Request for Transfer of \$45,763 by Member Steele

Second by Member Dunn

Roll call of Members in attendance

Vote: 5-0-0

Motion carries

Chair Carluccio confirms that all requests for tonight have been approved except for Legal Services.

#### **4. Finance Director Update**

Mr. Castellarin states that they are planning on closing the books on August 12. Will close the system down for one week and hope to make all the closing entries that week. Will know more by July 14 when all the final bills will be posted back to June 30. Everything looks good.

#### **5. Further Discussion of Return to In Person-Hybrid Meetings**

Chair Carluccio discusses this issue and suggests going back to in person.

Member Mortenson states that he would vote no to going back to in person at this time.

Motion for Finance Committee to return to in person meetings effective June 23, 2022 by Member Steele

Second by Member Liu

Roll call of Members in attendance

Vote: 3-2-0

Motion fails

## **RECURRING BUSINESS**

### **1. Meetings Attended**

None

Chair Carluccio discusses current status of Committee deliberations on new Finance Committee members. No decisions yet.

### **2. Open Discussion re: Future Agenda Items/New Business Old Business**

Member Steele suggests discussing time frames for dealing with budget process. Feels we need to move up the process.

Motion to adjourn by Member Steele

Second by Member Dunn

Roll call of Members in attendance

Vote: 5-0-0

Motion carries

**Time: 8:16 PM**

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John B. Connarton  
Recording Secretary

## **DOCUMENT LIST**

Agenda for June 23, 2022 Meeting

Schools Memorandum with respect to Request for Reserve Fund Transfer

Memoranda with respect to Reserve Fund Transfer Requests for Minuteman Tech, Assessors,  
Legal Services, Snow and Ice and Snow Overtime, DPW Energy and Recreation Salaries

Minutes for Finance Committee Meeting of February 3, 2022