

Finance Committee Meeting Minutes

March 1, 2021

7:00 p.m. – Zoom/Teleconference

FinCom Attendees:

James Catacchio
Jim Darr (Chair)
Victor Liang (arrived@7:05)
Lynne Lipinsky (Vice Chair)
Melissa McMorrow
Scott Triola
Aaron D'Elia (absent)

Other:

Barney Arnold (Select Board)
Laurie Hunter (CCRSD Superintendent)
Jared Stanton (CCRSD, Dir. of Finance and Operations)
Sara Wilson (CCRSC, Chair)
Eva Mostoufi (CCRSC)
Cynthia Rainey (CCRSC)
Tim Goddard (Town Administrator)
Kimberly Kane (Finance Director/Treasurer-Collector)
Sarah Hart (Carlisle Mosquito)
Bernard Maitai

1. **Meeting Roll Call.** Meeting was conducted via Teleconference starting at 7:03 p.m. and attendance individually was taken.
2. **Minutes.** A motion was made and seconded to approve the February 22, 2021 meeting minutes. FinCom approved via roll call unanimously (5-0).
3. **Concord-Carlisle Regional School District FY22 Budget.** Jared Stanton and Laurie Hunter led a presentation of the Concord Carlisle Regional School District (CCRSD) FY22 Superintendent's recommended budget. The total Superintendent's Operating Budget for FY22 is \$35,781,033, a 2.98% increase over FY21. The Carlisle FY22 assessment share is \$6,272,580, a reduction of approximately \$145,000 from FY21. The FY22 debt service assessment for Carlisle is \$950,726, also a reduction from FY21.
4. **Reserve Transfer Vote.** The updated cost for the portable structure to house vaccination and other activity is \$117,266, plus the cost to install. FinCom needs to send a letter confirming the vote to approve the transfer of funds from the reserve fund for the cost of the structure (not the cost to install). A motion was made and seconded to approve the transfer of \$117, 266 from the reserve fund to purchase the portable command center structure discussed and approved at previous meetings. FinCom unanimously approved (6-0) via roll call.
5. **FY22 budget.** The discussion then turned to the FY22 budget and specifically regarding requested additional personnel. The following positions have been requested by various departments and were discussed by the committee:

New Positions and Hour Changes Proposed for FY22

IT professional full-time Town Hall	\$100,000
7 hours additional Assistant to Treasurer	\$ 11,750
Full-time Police Officer	\$ 75,262
Public health nurse 10 hours	\$ 16,269
8.5 more hours for assistant to health agent	\$ 13,812
Shift 3 hours from intents in ConsCom	\$ 4,424

Reorganization of COA creating two full-time positions but at a total reduced cost of \$3,914 (eliminating the special appropriation)

None of the above numbers include fringe benefits.

Also not included are three full-time positions at CPS and three paraprofessional positions. The Carlisle Public School has reduced its proposed operating budget, which will be presented at the March 15th FinCom meeting.

The committee discussed each position, with the most discussion of the proposed IT position. The conversation will continue regarding whether these positions will be included in the budget.

6. **Capital Requests.** Scott Triola and Jim Darr reviewed the current capital requests and which recurring requests should be moved to the respective department operating budgets. The committee will continue to review and refine the requests. Total requests currently stand at \$636,000. The total nonrecurring requests are about \$576,000. The largest request is a DPW \$200,000 request for a transfer station roll-off truck. The last roll off truck was replaced in 2010. There was discussion about reducing the amount request by about \$200,000 from various requests.
7. **Facilities Committee.** The current amount of facilities projects being tracked by the Facilities Committee totals about \$1.1 million. Jim Darr recommended targeting a \$500,000 budget for this line item. The committee discussed various ways to fund these projects and to assure that they are worthwhile.
8. **Budget Process Timeline.** During the meeting there was discussion of the various dates and timelines, some determined by FinCom and some determined by the Select Board. Target date ranges were discussed, but no dates were finalized.
9. Motion to adjourn by Triola, seconded by Lipinsky: moved to adjourn at approximately 8:40 p.m. and seconded. FinCom unanimously approved (6-0) via roll call.

Respectfully submitted by Melissa McMorrow
FinCom unanimously approved March 8, 2021