

# Finance Committee Meeting Minutes

## April 3, 2023

### 7:00 pm -Teleconference

#### **Attendee:**

James Catacchio  
Aaron D'Elia  
Lynne Lipinsky  
Melissa McMorrow  
Heidi Sjoberg  
Scott Triola

#### **Other:**

Ryan McLane - Town Administrator  
Kimberly Kane - Finance Director  
Barney Arnold – Select Board  
Travis Snell – Select Board

#### **1. Meeting Roll Call**

A meeting with the Town of Carlisle's Finance Committee was conducted via Teleconference, attendance individually was taken.

#### **2. Approval of Prior Meeting Minutes**

The March 27<sup>th</sup> 2023 minutes were reviewed and unanimously approved 5-0.

#### **3. Update from Select Board on Budget**

Barney Arnold provided an update on the budget. We discussed the sustainability staff position and she indicated the Select Board voted (3-2 vote) to fund the position via the operating budget vs. the use of ARPA funds. The Sustainability Committee is currently working on a detailed workplan which will drive the scope of the new position.

#### **4. Updates from Town Administrator on recent FinCom FY24 Budget Recommendations to Select Board**

Ryan McLane provided a recap of the current budget draft. We discussed the need to fund the \$30k for the new Sustainability position. FinCom voted unanimously to keep free cash as shown in the draft and raise the tax levy to cover the \$30k budget addition.

#### **5. FinCom Review of Proposed FY24 Warrant Articles**

- FinCom voted unanimously to recommend Consent Agenda Articles 1-8.
- FinCom reviewed the following articles and recommended unanimously each as written.
  - FY 24 Salary/Wage table
  - Prior Year Bills
  - FY2024 Operating Budget

- Capital Equipment
- Corey Auditorium Lighting Project
- Greenough Barn Removal
- Senior Means Tested Property Tax Exemption Program
- Personnel Bylaw Amendment
- FinCom reviewed the CPA Annual Recommendation and determined a need to split these items further prior to the Town Meeting vote. As a result, FinCom determined they would take a position at Town Meeting if appropriate.
- FinCom reviewed the following articles and determined no position was needed.
  - Article 18 – Town Offices Saturday Hours
  - Article 19 – Amend General Bylaws – Section 12.1

#### **6. Review and Discussion of Pending Policy Documents with Final Recommendations**

Ryan McLane presented the overlay policy. FinCom unanimously supports the new overlay policy as written. FinCom also reviewed the Financial Reserves policy. We discussed guidance for use of free cash, stabilization fund, and appropriate reserve levels and a desire for the Financial Reserves policy to reflect ranges. FinCom unanimously approved the Financial Reserves policy with verbal amendments agreed upon.

#### **7. FY24 Budget Public Hearing**

The FY24 Public Hearing will be held on April 10 at 7pm.

#### **8. Next Meeting and Motion to adjourn.**

FinCom will reconvene the week of the 24<sup>th</sup>. Town meeting will be held on May 8<sup>th</sup>.

A motion to adjourn was made by Scott Triola and seconded by Heidi Sjoberg. Roll call with unanimous approval. The meeting was adjourned at 9:03pm.

Heidi Sjoberg recorded the minutes for the meeting.

Minutes were reviewed and approved unanimously by FinCom on April 24, 2023. Roll call was taken Aaron D'Elia, Scott Triola, Lynne Lipinsky, Melissa McMorrow, James Cattachio and Heidi Sjoberg.

## Attachments



Financial Reserve  
Policy (Final).pdf



Overlay Policy  
(Final).pdf



FY24 Draft Budget  
5.xlsx