

# Finance Committee Meeting Minutes

## February 28, 2022 at 7:00pm

### Zoom Teleconference

#### **Attendees:**

James Catacchio  
Aaron D'Elia  
Jim Darr  
Victor Liang  
Lynne Lipinsky  
Melissa McMorrow  
Scott Triola

#### **Other:**

Cathy Galligan – Board of Health  
Kate Reid – Select Board

#### **1. Review and approve minutes from prior meeting**

- Minutes from the February 16, 2022 meeting were approved (5-0).  
Motion made by James Catacchio, seconded by Lynne Lipinski.

#### **2. Board of Assessors Update**

- Board of Assessors plans to scale back services provided by Patriot Properties, saving an estimated \$10k annually. Brian Macdonald (Principal Assessor) will step up to take on some of Patriot's work.
- Macdonald wants to increase Assistant Assessor position to higher level which would cost another ~\$15k. It was noted that this position was increased from Grade 5 to Grade 6 in last Fiscal Year. This position would encompass a greater range of responsibilities within the Board of Assessors and would not be purely administrative.
- \$6-9M new growth above projections is expected to generate \$100k-\$150k in extra tax revenue.

#### **3. FY23 Budget Updates**

- Jim Darr provided an update on the FY23 Budget process and upcoming dates.
  - Select Board would like to vote on FY23 Budget Recommendation on March 8
  - Budget Letter and Budget for Warrant is due March 22
  - FY23 Budget Public Hearing is April 11
  - Town Meeting is April 25
- Cathy Galligan provided an update on the Benfield septic system.
  - Contractors for Board of Health need to review and approve work currently being done on septic. Neighborhood of Affordable Housing (NOAH) has not yet paid bills related to this work and the 53E account is being used to pay bills in absence of NOAH. This is not a good source of funds and Galligan asked whether costs could be covered using another source, such as the Reserve Fund.

- Galligan noted that NOAH has always paid their bills in the past and this is the first time they have raised a flag about NOAH. The Board of Health has been working with the Select Board and Housing Trust on this issue.
- Jim Darr reviewed the current draft of the FY23 Budget Guidance which reflects an annual increase in total expenditures of 2.9%. FinCom plans to finalize the budget recommendation at the next meeting on March 7, 2022.
- Carlisle contribution method for Ripley Building capital improvements remains unresolved. Carlisle has no ownership interest in this building, and it would be more appropriate for Carlisle to contribute to capital improvements through the CCHS regional budget.

#### **4. Potential Town Meeting Warrant Articles**

- Jim Darr shared the list of potential 2022 Annual Town Meeting Warrant Articles for review and discussion. No positions were taken by FinCom on any Article at this meeting.
- Jim Darr provided additional background on Warrant Article 4 being proposed by the Town Governance Task Force. The draft Warrants did not include any specific proposed Bylaw changes to consider. Committee members were interested in additional details and the rationale behind the Governance Task Force recommendations and draft Warrants. At the time of the meeting, however, it was noted that only a 4-page draft introduction to the Governance Task Force Final Report was available. FinCom looks forward to reading the Final Report when it is written and released.

#### **5. Next Meeting and Adjourn**

- Next FinCom meeting will be Monday, March 7 at 7pm.
- Meeting adjourned at 8:8 pm. Motion made by Lynne Lipinsky; seconded by Aaron D'Elia. Motion passed 7-0.

(These minutes include all motions made and votes taken during this FinCom meeting.)

Minutes taken by Scott Triola.

Minutes approved by FinCom on March 7 (5-0 vote).