

**Finance Committee Meeting Minutes**  
**May 9, 2022**  
**7pm -Teleconference**

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**May 9, 2022**  
**7:00pm -Teleconference -**

**FinCom Attendee:**

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

**Other:**

Kimberly Kane- Finance Director  
Kelly Beyer Town Accountant  
Rob Koning

1. Meeting Roll Call

Meeting was conducted via Teleconference starting at 7:01 pm and attendance individually was taken.

2. Review and Approve Minutes

Lynne Lipinsky moved to approve the amended minutes for April 25, 2022. James Catacchio seconded the motion to approve. FinCom unanimously approved amended minutes via roll call.

3. Mr. Rob Koning discussed the issues of repairing and cleaning the Town Clock. Mr. Koning explained the needs and issues of the clock and obtained a proposal in the amount of \$5,000 to complete the project. Mr. Darr asked what the risk is if additional work / funds may be needed. Mr. Koning replied that this should be sufficient. Ms. Lipinsky asked if this would be covered under CPA funding. Ms. Kane confirmed this is a candidate for CPA funding and asked Rob to put a maintenance schedule together for the future. Melissa McMorrow put forward a motion to approve a transfer from the reserve from in the amount of \$5,000 to repair the clock. Lynne Lipinsky 2<sup>nd</sup> the motion to approve the transfer from the reserve fund. Roll Call was taken and unanimously approved by FinCom.

4. Mr. Darr asked Ms. Kane/ Ms. Beyer to discuss changes/correction to the budget which created an error due to incorrect COLA. Ms. Kane suggested a reserve fund transfer if there are no short falls from other departments to balance it out. COA adjustment due to a reorganization in the department that caused the error of the portion due to a general fund allocation. The Library department was also mis calculated due to an older version of the budget was being used. Ms. Beyer outlined the shortfall for Library \$6,660 and COA is \$10,068 . This would be a Fiscal 2023 transfer item which would be transfer out of reserve fund early into the budget year.

5. Fiscal 2022 school budget regarding end of year spending plan. Scott Triola discussed the CPS planning. At the School Committee they did a transfer of \$147,000 and put it into the contingency line item. Mr. Triola discussed the budget changes and how these funds will be used, such as prepay option the EDCO pending issues. Mr. Triola will collaborate with the Superintendent on what they will apply the funds against it. The EDCO is expected to come in around 50K-60K liability which Carlisle will be due.
6. The Ripley building may require a share of budget from Carlisle; however, the interim Town Administrator may not participate due to a conflict of interest. This is an ongoing issue.
7. Mr. Darr discussed that Melissa McMorrow and Aaron D'Elia will be representing FinCom on the Corporate Governance Task Force. Melissa McMorrow will follow up with Town Council to get their feedback on creating subcommittee if this is necessary to create to answer questions.
8. Mr. Darr discussed the Select Board discussion about FinCom vote against support two town meetings. Select Board was concerned about FinCom having the CPA funding review. There will be requirements that all positions will be taken at least one week prior to the town meeting. However, the bylaw outline is a gray area for further review.
9. Mr. Triola discussed ARPA funding and approvals. Currently there is \$1.5MM in funding that will be available but has not received many requests to date. Mr. Triola suggested looking closely at needs for the town that qualify and working with the departments.
10. Mr. Darr open the floor for a Chairman replacement considering Mr. Darr term ending. Aaron Delia moved to elect Lynne Lipinsky as Chairman and James Cattachio 2<sup>nd</sup> the motion. Roll call was taken and was unanimously approved by FinCom. Lynne Lipinsky moved to elect Aaron D'Elia moved to elect James Cattachio as Vice Chairman. Melissa McMorrow 2<sup>nd</sup> . Roll call was taken and was unanimously voted to elect James Catechol.
11. Lynne Lipinsky moved to adjourn, Aaron D'Elia 2<sup>nd</sup> and roll call taken.  
Meeting Adjourned 8:18pm

Respectfully submitted by Lynne Lipinsky

June 27, 2022, Minutes were unanimously approved by Finance Committee. Roll call was taken in the affirmative, Aaron D'Elia, Victor Liang, Scott Triola and Lynne Lipinsky.