



**Finance Committee
Minutes January 11, 2020
Sargent memorial library meeting room
427 Massachusetts Ave.
Boxborough, MA**

FinCom Meeting

Members Present:

Gary Kushner
Becky Neville
Keith Lyons
Sachin Mathur

Members Absent:

Ling Chen

Others Present:

Jennifer Barrett
Sean Donahue
Ryan Ferrara
Susan Bak
Bob Stemple
Chief Paul Fillebrown
Wes Fowlks
Leslie Fox
Maria Neyland
Chief Warren Ryder
Lt. Warren O'Brien
John Markiewicz
Ed Kukkula

Ryan called meeting to order at 8:36am

Administrative Topics:

- Job Eval Analysis and Compensation Study
 - Employee surveys
 - 20 comparative community's compensation used

Budget Saturday:

- Tax Levy
- Excess Capacity estimated at \$2,233,573
- Levy Ceiling \$29,541,990
- Town revenue over \$1m
- State aid basically flat lined

- New sources of revenue
 - Solar \$32k
 - Meals tax \$45k
 - Enclave \$500k
- Expenses overview
 - No increases to head count
 - Impact to classification and compensation study
 - 3.5k for EDC
 - Three additional hours for Community Services/CAO Department assistant from 16 to 19 hours
 - Notable Increases
 - AB School District Increase 1.42%, 164k
 - Police Overtime 50k
 - DPW Mechanic 8 to 16 hours
 - Summary – FY21 budget increase 2.44%
- Five Year Financial Model reviewed
- Property Abatement
 - Boxborough 21.6% revenue
 - Discussed past, present, future abatements
 - Impact of Residential
- Police/Fire Staffing
 - Staffing challenges beyond basic coverage and the ability to cover ONE emergency. Anything over 1 emergency requires additional coverage
 - Chief's covered Public Safety Concerns including:
 - Rte 495/2
 - Clusters of apts/condos
 - Senior services
 - Recruitment & retention
 - Job sharing by default
 - Staff generation and culture changes
 - Fatigue and Burnout
 - Solutions
 - Embrace millennial mindsets
 - Foster adaptive workplace
 - Revisit 2016 staffing analysis
 - Fire Standards not being met
 - Fire Solutions
 - Add 4 new FT employees with SAFER grant. Adds 4 at cost of 1 for 2 years, you don't have to keep after 2 grant years are up
 - Pier diem move – add 1 additional member to daytime hours
 - Police Solutions
 - Adjust parameters of analysis data set
 - Add staff
 - 3 add'l officers
 - Phased in over x year period
 - Police
 - Salaries up 9.22%
 - Expenses 10.05 increase
 - Electricity

- Move to lease taser program
- Dispatch
 - Salaries 8.87% increase
 - Expenses flat
- Police Article
 - Cruiser replacement
 - Various equipment
 - Public safety software – 200k
- FIRE FY21
 - Salaries increase 7.11% by mainly OT
 - Expenses increased 15.39%
- DPW FY21
 - Staffing and Contractors

Documents distributed or referred to:

- 2021 v1 and v2 Budget Books
- Presentation by TA
- Handouts:
 - Agenda
 - FY2021 Financial Model 5 year
 - Job Eval Analysis and Compensation Study
 - Legal Expenses
 - Proposed FY21 2.6% Wage Increases
 - Letter from School District

Reserve Fund Transfer Tracker:

Description	Expense	Balance	Date	Comments
Interim Planner Services	\$12,750	\$137,250	8/19/19	UMAS Acct. 001-175-5306-0000
Appraisal Services to assess value of two parcels which encroach Rte111 Sidewalk Project	\$6,000	\$131,250	10/1/2019	UMAS Acct. 001-122-5306-0000
Appraisal to determine fair market value of 1414 Mass Ave.	\$4,000	\$127,250	10/2/2019	UMAS Acct. 001-141-5306-0000
Repair of Library Exterior	\$7,000	\$120,250	11/4/2019	UMAS Acct. 001-610-5241-0000
Hager well for filter	\$5,900	\$114,350	11/18/19	UMAS Acct. 001-425-5243-0000
Treasure stipend	\$1,000	\$113,350	12/16/19	UMAS Acct. 001-145-5154-0000

Upcoming meetings:

- January 13

Becky called to adjourn at 12:30, seconded. All in favor

Respectfully submitted,
Keith Lyons

