



**TOWN OF BOXBOROUGH
FinCom Minutes
Boxborough, MA 01719**

BOARD/COMMITTEE: Boxborough Finance Committee

DATE: Tuesday, January 24, 2023

TIME: 7:00PM

PLACE: Town Hall and zoom

In attendance:

Becky Neville, Maria Neyland, Gary Kushner, Priya Sundaram

Via zoom: Keshava Srivastava

Missing: Tony Newton

Other: Kirby Littleton TV, Rob Littleton TV, Peishan Bartley, Mary Brolin, Kelli Pontbriand, John Markiewicz, Wes Fowlks

Meeting called to order by the Chair at 7:00 PM

Priya Sundaram-present, Keshava Srivastava-present, Gary Kushner-present, Becky Neville-present, Maria Neyland-present,

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Becky moved and Gary seconded

Priya-abstain, Keshava-aye, Gary-aye, Becky-aye, Maria -aye

Approved 4-0-1

FY24 budget

Mary Brolin and Peishan Bartley presented the library budget

Salary presented of \$284,889

Other presented of \$170,025

Building and grounds increased for 3 visits for \$500 each for the patio to spray for weeds and pull weeds

Increased costs for roof repair for \$2000 and \$2000 for other work and \$1000 for HVAC

Discussion on costs between library and building/grounds. Electricity/gas was moved from library to builds/ground and then back to library. We need to make sure we are not out of compliance with the library commission.



Plan is to move building/grounds \$31,750 and \$29,000 for utilities to budget 192, but need the library commission to approve prior to ATM. The COLA is not yet in the salary line so the materials will go up by the 19.2% against the salary line once the COLA is moved into line budget. Travel budget is down.

Wireless access point to be replaced in FY25 budget

Discussion on how to present to the ATM on how the changes were made to the budget Peishan will contact the commission to discuss the expense sharing

Moved to Warrant articles for the library

Roof replacement for \$175,000, two quotes and comfortable with the quote

LED light replacement ~40,000 and not doing at this time (FY24)

AV replacement of Audio system for \$9,500

Fire alarm system having issues. Did a patch on the existing system. \$17,500 for alarm replacement. Consider adding to warrant if warrant is opened. Peishan sent the article to Mike for adding to warrant. A review to determine if Library is part of the Town wide alarm system.

Discussion on capital versus operating including cruiser, technology as depreciated items. The technology line has not been spent much in the last 3 years. If depreciated item then in the warrant. Will decrease the technology from \$48,000 to something less, but be reviewed and included in the warrant article for technology/cloud migration.

Discussion on the police and dispatch percentages for full time seems low at .97% and 1.14%. being investigated

Gary, Diana, Maria, Rajon and Mike met on January 23 to review the 61 warrant articles and cut down the items. Discussion on bullet proof vests in the budget. The Fire turn out gear separate discussion.

Discussion on Steele farm envelope and moving museum to Steele farm and have offices in old library

Warrant will have the CPC conservation fund added as it was missed before the warrant was closed.

Capital Saturday and bring your own coffee on Saturday February 4 and starting promptly at 8:30 in the library.

Policies will be Town wide with some provided by FinCom (e.g. reserve) and others for the Town (e.g. OPEB)

The Town Police union sent two letters to FinCom with one related to Chief Ryder and a W2 issue with 3 officers due to IUD payments (injury).



Fire department coming at next meeting
 Priya moved to adjourn and Becky seconded
 Keshava-aye, Priya-aye, Gary-aye, Becky-aye, Maria-aye
 Approved 5-0
 Adjourned at 8:40PM

Budget #	Salary/other	Title	Voted \$	vote	date
114	Salary	Moderator	\$100	5-0	1/17/23
114	Other	Moderator	\$80	5-0	1/17/23
119	Other	Town constable	\$160	5-0	1/17/23
123	Salary	Executive Offices			
123	Other	Executive Offices			
131	Other	Finance Committee			
135	Salary	Town Accountant			
135	Other	Town Accountant			
141	Salary	Town Assessor			
141	Other	Town Assessor			
145	Salary	Treasurer Collector			
145	Other	Treasurer Collector			
151	Other	Legal			
152	Other	Personnel Board	\$345	5-0	1/17/23
156	Salary	Technology			
156	Other	Technology			
161	Salary	Town Clerk			
161	Other	Town Clerk			
162	Salary	Elections and registration			
162	Other	Elections and registration			
171	Other	Conservation Comm	\$1700	5-0	1/17/23
174	Salary	Land Use and Permitting			
174	Other	Land Use and Permitting			
175	Salary	Planning Board			
175	Other	Planning Board			
176	Salary	ZBA	\$1304	5-0	1/17/23
176	Other	ZBA	\$635	5-0	1/17/23



179	Other	AG Comm	\$300	5-0	1/17/23
182	Other	Economic Develop.			
192	Other	Town Hall			
196	Other	Facilities			
199	Other	Sustainability Com	\$950	5-0	1/17/23
210	Salary	Police			
210	Other	Police			
215	Salary	Dispatch			
215	Other	Dispatch			
220	Salary	Fire			
220	Other	Fire			
292	Salary	ACO	\$18,305	5-0	1/17/23
292	Other	ACO	\$5,197	5-0	1/17/23
299	Salary	Field Driver			
299	Other	Field Driver			
300	Salary	School committee	\$1,200	5-0	1/17/23
310	Other	Minuteman			
311	Other	Assabet			
312	Other	Nashoba			
320	Other	ABRSD			
422	Salary	DPW			
422	Other	DPW			
423	Salary	Snow & Ice	\$92,293	5-0	1/17/23
423	Other	Snow & Ice	\$114,297	5-0	1/17/23
424	Other	Street Lighting			
425	Other	Hager Well			
429	Other	Fuel			
431	other	Hazardous Waste			
433	Other	Transfer station			
490	Salary	Animal Inspector	\$1,015	5-0	1/17/23
491	Salary	Cemetery	\$5,000	5-0	1/17/23
491	Other	Cemetery	\$2,300	5-0	1/17/23
511	Salary	Board of Health			
511	Other	Board of Health			
529	Salary	Community service	\$53,097	5-0	1/17/23
529	Other	Community service	\$8,415	5-0	1/17/23
541	Salary	COA			
541	Other	COA			
543	Salary	Veterans			
543	Other	Veterans			



610	Salary	Library			
610	Other	Library			
630	Salary	Rec Comm			
630	Other	Rec Comm			
670	Other	Steele Farm			
691	Other	Historical comm			
692	Other	Public Celebrations			
699	Other	AB cultural council			
710	Other	Retirement of LT debt			
751	Other	Debt interest			
830	Other	County retirement Assessment			
912	Other	Other insurance			
915	Other	Employee benefits			
132	Other	Reserve fund			

xx moved to adjourn and xx seconded

Exhibits used:

FY24 Town budget

Potential warrant article list

Minutes for January 17

Financial policy document

Reserve fund history

FinCom Town Report

Policy draft document

Library budget

Next meetings:

January 24 – library budget review



January 31 – fire department review
 February 4 - capital Saturday
 February 7 – school budget review
 February 21 – sustainability
 February 28 – final votes/recommendations
 March 7
 March 21

RFT tracker

Item	description	Amount	Start at \$150,000	comments
Town Administrator	increase to contract for salary, benefits	\$37,500	\$112,500	Approved at September 27 2022 meeting
DPW	Increases for DPW	\$2,500	\$110,000	Increase for Steele farm roof for \$800; fire department for \$800, Town Hall building sign repairs for \$900
Audit expense	Actuarial audit for OPEB	\$6,500	\$103,500	Approved December 20 2022
Legal	expenses	\$6,362.52	97,137.48	Approved on January 3